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8th Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on June 18, 2020

- The 8th meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Thursday, June 18, 2020 through Video Link.
- The following were present:
 - Dr. Amir Qayyum Dean QEC/ Convener
 - Dr. Muhammad Sagheer, DSA Member
 - Dr. Nadeem Anjum Member, SE Department
 - Dr. Muhammad Tahir Member, EE Department
 - Dr. Salman Sagheer Warsi Member, ME Department
 - Dr. Shujaa Safdar Gardezi Member, CE Department
 - Dr. Abdul Basit Siddiqui Member, CS Department
 - Dr. Mahboob Alam Member, Pharmacy Department
 - Dr. Arshia Amin Butt Member, Biosciences Department
 - Dr. Lakhi Muhammad Member, MS Department
 - Dr. Dure Shehwar Member, Math Department
 - Mr. Amir Waqas Azhar Member, IT
 - Mr. Umair Manzoor Assistant Director, QEC/ Secretary
- Professor Dr. Amir Qayyum, Dean QEC, chaired the meeting.
- Mr. Alamgir Khan could not attend the meeting.
- The meeting started with the recitation from the Holy Quran by Dean QEC. He welcomed all the participants of the meeting. Subsequently, the following meeting agenda points were discussed: -

Item # 1 SOPs for Online Examinations Spring-2020

Action By

Dean QEC briefed the committee members that the competent authority has approved the Standard Operating Procedures (SOPs) for Online Examinations Spring-2020. He shared detailed list of SOPs as circulated by CoE with the committee members. The following points of SOPs were discussed in depth for the smooth execution of final term examinations:

All
Committee
Members

1. For the online examinations Spring 2020, already published date sheet shall be followed. The exam shall start on June 23, 2020 and conclude on July 04, 2020.
2. Duration of each exam will be two hours
3. All examinations shall be open book and each question paper shall consist of 4 parts having equal marks to be associated with relevant CLOs
4. The concerned instructors will ensure to start the exam in time
5. Examination duties shall be circulated to the relevant faculty members latest by June 19, 2020 by the examination department
6. The faculty member will be required to be online and in contact with students during the entire exam duration
7. In case of any unforeseen circumstance faced by the faculty member deputed for exam, the stand by instructor will start the exam in time and will take the responsibilities for the conduct of exam
8. Each student shall be required to write his/her Name and Registration Number on each page of the answer sheet and sign those answer sheets before submission
9. After the expiry of exam time, students shall upload the answer sheets as they are advised. The instructors shall be fully authorized to adopt all possible options for the collection of answer sheets in order to accommodate the students to maximum extent
10. The concerned instructor shall mark the exam attendance on portal during exam at any appropriate time and shall match the attendance with the submitted answer sheets at the end of exam
11. The answer sheets will be marked by the concerned instructor and marks shall be uploaded in the portal within 72 hours after the conduct of exam
12. Any two identical answer sheets may lead to award of zero marks for the both students in the final exam of that course
13. These instructions are non-exhaustive and the concerned instructor shall make the appropriate alternate arrangements in case of power failure or internet connectivity problem at student end. Instructor is authorized to make the appropriate decision in such situation

14. The examination department will depute 4 staff members including 2 from lab staff for each exam slot to coordinate with faculty as well as the students in case of any technical issue
15. In case of any problem or emergency, dedicated phone numbers can be contacted for immediate response

The committee decided to meet after two weeks. With no further items for discussion the meeting was adjourned with a vote of thanks to all the participants and meeting chair.

Prepared By:

Approved By:

Umair Manzoor
Assistant Director QEC

Dr. Amir Qayyum
Professor/ Dean QEC