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13th Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on October 08, 2020

- The 13th meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Thursday, October 08, 2020 in Conference Room, F-Block at 02:00 PM.
- The following were present:

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|---------------------------|-----------------------------------|
| Dr. Amir Qayyum | Convener, Dean QEC |
| Dr. Muhammad Sagheer | Member, DSA |
| Dr. Muhammad Tahir | Member, EE Department |
| Dr. Salman Sagheer Warsi | Member, ME Department |
| Dr. Shujaa Safdar Gardezi | Member, CE Department |
| Dr. Mahboob Alam | Member, Pharmacy Department |
| Dr. Arshia Amin Butt | Member, Biosciences Department |
| Dr. Lakhi Muhammad | Members, MS Department |
| Dr. Dur -e- Shehwar | Member, Math Department |
| Mr. Amir Waqas Azhar | Member, IT |
| Mr. Umair Manzoor | Secretary, Assistant Director QEC |
- Professor Dr. Amir Qayyum, Dean QEC, chaired the meeting.
- Dr. Abdul Basit Siddiqui and Dr. Nadeem Anjum could not attend the meeting due to sickness. Mr. Alamgir Khan, Librarian could not attend the meeting also.
- The meeting started with 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 Reporting by VLE Committee Members**Action By**

Dean QEC shared that all the committee members have to weekly submit the report of their respective departments, like it was done for Summer – 2020 semester. The format of the report is already available on VLE Monitoring Committee Microsoft Team. The report can be filled online on the form available on VLE Team, or it can also be sent to Assistant Director, QEC through email. He also suggested that the members should specifically point out the areas where they need university's support.

All
Committee
Members

Item # 2 Status of University Portal

Dean QEC briefed the committee that the status of university portal was discussed in Executive Committee Meeting, that was found to be satisfactory. However, he requested that VLE Monitoring Committee members should report 100% compliance to the Portal in next meeting.

All
Committee
Members

Item # 3 HEC COVID-19 Policies

Dean QEC shared that CUST successfully completed online education during Spring – 2020 semester, followed all the policies published by HEC time to time during COVID-19 pandemic and secured 100% marks in HEC Online Readiness. He added that the objective to discuss these policies again in the meeting is to point out if some further improvement is required in all the instructions given by HEC.

The Committee in-depth discussed HEC Policy Guidance No. 5 for Online Readiness and HEC Guidance No. 7 for Reopening of HEIs were comprehensively discussed. It was found that all the HEC instructions inducing **University, Course, Faculty, Libraries, Technology and Students** given in Policy Guidance No. 5 are being met in true letter and spirit. Moreover, the university administration is continuously giving special attention to all these factors for the support of students.

HEC Policy Guidance No. 7 for Reopening of HEIs was also discussed. Director Student Affairs, Dr. Muhammad Sagheer who is also the Designated Authority for Reopening of University briefed the Committee about the steps taken by university administration in this regard. He shared that the university

administration has taken all the measures suggested by HEC for reopening of the university.

Item # 4 Faculty Capacity Building

Dean QEC apprised the committee members that capacity building sessions for faculty members are being organized on regular basis. He shared that recently two such sessions were conducted on-campus, where at least two faculty members from each department participated in the session. He shared that feedback for both the training sessions was good.

Further, it was decided that the next training session will be arranged for the new and visiting faculty members, guiding them about the University Portal and Microsoft Teams. Member Management Science department, Dr. Lakhi Muhammad proposed that the training session should be advertised through a brochure that gives all the required information, to develop interest of participants. He offered his support in designing the brochure.

Item # 5 Students Training Sessions

Dean QEC briefed the Committee that QEC has also organized online training sessions for the students taking online classes. These two trainings were organized to give a feasible solution to students who are facing some issues during online classes.

The Committee decided that trainings should also be arranged for the fresh students taking on-campus classes. They should be trained for effectively using Microsoft Teams, so that, if in future, they need to take online classes, they must be prepared for that.

Item # 6 Review of VLE Webpage

The Committee reviewed the VLE Webpage available on CUST website. All the members showed their satisfaction with the material available on the website.

With no further items for discussion the meeting was adjourned with a vote of thanks to all the participants and the chair.

Prepared By:



Umair Manzoor
Assistant Director QEC

Approved By:



Dr. Amir Qayyum
Professor/ Dean QEC