



Capital University of Science and Technology

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15th Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on December 11, 2020

- The 15th meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Friday, December 11, 2020 in Conference Room, D - Block at 04:45 PM.

- The following were present:

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. Dur -e- Shehwar	Member, Math Department
Dr. Abdul Basit Siddiqui	Member, CS Department
Dr. Nadeem Anjum	Member, SE Department
Dr. Lakhi Muhammad	Member, MS Department
Dr. Arshia Amin Butt	Member, Biosciences Department
Mr. Amir Waqas Azhar	Member, IT
Mr. Alamgir Khan	Member, Library
Mr. Umair Manzoor	Secretary, Assistant Director QEC

- Professor Dr. Amir Qayyum, Dean QEC, chaired the meeting.
- Dr. Mahboob Alam could not attend the meeting.
- 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 Members

Action By

Dean QEC requested all the VLE Monitoring Committee members to present reports for their respective departments. Mostly, the members were of the view that all the matters are under control and online classes are being conducted smoothly, without any problem.

Item # 2 HEC Online Readiness Round 2

Dean QEC shared that after the pandemic situation and closure of universities, Quality Assurance Agency (QAA) at Higher Education Commission (HEC) is continuously supporting higher education institutions in developing their systems to provide quality of education to students. He shared that so far eight guidelines have been issued by QAA at various stages during pandemic.

He informed that Higher Education Data Repository (HEDR) portal was set up by HEC to monitor that all the guidelines and other regulations issued by HEC are being followed. All the HEIs need to upload their progress in the following nine areas:

- A. University Readiness
- B. Course Readiness
- C. Faculty Readiness
- D. Technology Readiness
- E. Library Readiness
- F. Student Readiness
- G. Evaluation Readiness; and
- H. Laboratory Readiness

Dean QEC shared with the committee that for the first round all the required data was provided by CUST in June, 2020. He informed the committee that CUST was one of the two universities to secure 100% marks for the first round of Online Readiness that shows the commitment of university's administration in providing quality of education.

He further apprised the committee that QAA, HEC has again instructed all the universities to upload the data for the second round. Initially, the deadline to submit the data was November 29, 2020 that was extended up to December 22,

2020 later on. He shared that CUST uploaded all the data on portal before the first deadline, but it has yet not been submitted. He requested all the members to share any data they want to be uploaded on portal for their department, with QEC before December 22, 2020.

All
Committee
Members

Item # 3 HEC Policy Guidance Note No. 8

HEC Policy Guidance Note number 8 titled “**Further Guidance for HEIs following closure of academic institutions by the Government of Pakistan**” was thoroughly discussed by the committee. It was observed that all the instructions mentioned in the guidance note are being followed in true letter and spirit.

Director Student Affairs, Dr. Muhammad Sagheer Ahmed informed that a small number of students are allowed to visit the campus for their research. All such students who want to visit the campus are allowed by the Student Affairs department, and their data is maintained too. While allowing the students to visit the campus, special attention is given to strictly observe all the SOPs issued by regulatory authorities. He requested that data of such students should be maintained by the respective departments as well, and shared with Student Affairs department. Dean, QEC requested all the members to convey this information to their respective HoDs to properly maintain the data of students visiting university, and share that with the Student Affairs department.

All
Committee
Members

Item # 4 Faculty Capacity Building

Dean QEC apprised the committee that Quality Enhancement Cell initiated a Capacity Development Program for the faculty after the pandemic situation. The program aimed to equip all the faculty members with the advanced skills to take online classes effectively. So far, a number of training sessions have been organized covering various topics related to online classes.

He shared that the last training in this connection was conducted on November 26, 2020. Mr. Salman Ahmed, Lecture Computer Science department was the trainer of session titled “**Advanced Training on Microsoft Teams**”. He shared that it was a very fruitful session where around 40 faculty members from all the departments participated. The training session was very effective as it covered

very advanced topics related to MS Teams, as all the faculty members have already received MS Teams trainings earlier.

He shared that QEC plans to arrange the next training session on “**Change Management During COVID-19**”. He said that Assistant Director, QEC will send an email to all the members regarding this training session. All the members are requested to get nominations for this training session from their departments, and share with QEC.

All
Committee
Members

Item # 5 Status of Library Readiness

Dean QEC requested Librarian, Mr. Alamgir Khan to share the status of Library readiness. Librarian apprised the committee that HEC digital library is fully functional and students have access to CUST digital repository as well. He shared that CUST digital repository is being updated for further enhancement. The update is expected to be completed in few days. He also shared that queries are also received from students and faculty, that are responded timely. These queries include virtual reference services, electronic document delivery services, digitalization, research support services including plagiarism scan, impact factor etc. and request for e-books/ articles download.

The Committee suggested that CUST Library should make training videos for students and faculty to train them how to access library resources. The Committee also suggested that CUST Library should have software that records the data downloaded/ accessed by students and faculty.

Librarian

Item # 6 Technology Readiness

Dean QEC requested Sr. Manager IT, Mr. Amir Waqas Azhar to share the status of Technology Readiness. Mr. Amir Waqas Azhar shared with the Committee that online classes on Microsoft Teams are being carried out smoothly, without any problem. Students and faculty faced a number of problems when online classes were initiated during last semester. Now, such technical problems are not reported. Mostly, the problems reported by students are related to Login ID and password reset problems that are addressed promptly.

Moreover, he shared that IT department has dedicated high speed PCs for students' remote access. In addition to these, students and faculty have access to VPN as well. He also shared that when the university was open before November 26, 2020, arrangements were made for students who wanted to take online classes from university. Students were provided high speed internet, PCs, headphones and speakers. Moreover, IT support is available from 8 am to 9 pm to address the problems of students and faculty.

The Committee suggested that IT department should make training videos for students and faculty to use these facilities.

Sr. Manager,
IT

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

Prepared By:

Approved By:



Umair Manzoor
Assistant Director QEC



Dr. Amir Qayyum
Professor/ Dean QEC