



## Capital University of Science and Technology

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### **17<sup>th</sup> Meeting of Virtual Learning Environment (VLE) Monitoring Committee**

#### **Minutes of the Meeting Held on March 16, 2021**

- The 17<sup>th</sup> meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Tuesday, March 16, 2021 in Workshop Room, B - Block at 04:00 PM.
- The following were present:

Mr. Fida Hussain	Convener, Director QEC
Dr. Amir Qayyum	Professor, CS Department (By Invitation)
Dr. Lakhi Muhammad	Member, MS Department
Dr. Muhammad Tahir	Member, EE Department
Dr. Shujaa Safdar Gardezi	Member, CE Department
Dr. Abdul Basit Siddiqui	Member, CS Department
Dr. Nadeem Anjum	Member, SE Department
Dr. Mahboob Alam	Member, Pharmacy Department
Dr. Arshia Amin Butt	Member, Biosciences Department
Mr. Alamgir Khan	Member, Library
Mr. Umair Manzoor	Secretary, Assistant Director QEC
- Mr. Fida Hussain, Director QEC, chaired the meeting.
- Dr. Muhammad Sagheer, Dr. Salman Warsi and Dr. Dur-e-Shehwar Sagheer could not attend the meeting due to health issues. Mr. Amir Waqas Azhar also could not attend the meeting due to his other important official engagements.
- The meeting started with recitation from the Holy Quran by Dr. Amir Qayyum. Director QEC welcomed all the participants of the meeting. Subsequently, the following agenda points were taken up for discussion: -

**Item # 1 Status of Online Classes**

**Action By**

Director QEC requested all the VLE Monitoring Committee members to present reports regarding effectiveness/ conduct of online classes. All the members showed their satisfaction on the operation of VLE and apprised that no single complain has been reported yet by students and faculty.

It was noted with satisfaction that overall online classes are being conducted as per the schedule without any problem.

**Item # 2 Course Website Report**

Director QEC shared the status of Course Website Report with the Committee.

It was observed that data of classes uploaded for Faculty of Health and Lifesciences and Faculty of Pharmacy was 100%. However, for Faculty of Management and Social Sciences, Faculty of Computing and Faculty of Engineering, there were number of courses for which the required information is still needed to be uploaded by the relevant faculty members. Director QEC asked the respective members that the missing information should be uploaded, for which each member agreed and ensured that the needful would be done on priority basis.

Members –  
FoMSS, FOC  
and FOE

**Item # 3 Online Classes Observation – Methodology and Form Finalization**

Director QEC apprised the Committee that in order to improve the quality and effectiveness of online teaching and learning as practiced globally, QEC intends to initiate the process of **Peer Review Observation of Online Classes**. In this backdrop, a template instrument was shared prior to the meeting with all the Committee members for their review and feedback. He requested all the members to present their feedback, so that the Proforma could be finalized along with its implementation strategy.

The Committee conducted an in-depth discussion on the subject matter. Most of the members were of the view that the Proforma needs some major changes. It was agreed upon by the Committee that the Proforma should be concise and the

statements should be made more clear for the observer so that before class observation, observer should have clear understanding of the concept.

The Committee unanimously decided that the Proforma should be shared first with all the HoDs for their input and feedback. All the respected HoDs should be requested to review the proposed Proforma for Online Classes Observation within their department, and share their input/ feedback so that the same could be finalized accordingly. On the basis of the feedback from HoDs, the implementation strategy of online classroom observation would be chalked out, along with its time duration and list of observers.

Assistant  
Director,  
QEC

#### **Item # 4 Faculty Capacity Building**

Director QEC shared with the Committee that faculty capacity building is an important aspect that demands special attention. Especially, during online classes training of faculty is inevitable as it is a new experience for many of the teaching staff. It was decided that QEC will arrange capacity building sessions in collaboration with the departments for faculty, and a special focus would be given to newly appointed faculty members. Moreover, feedback from online classes observation would also enable to design future capacity building programs.

#### **Item # 5 VLE Email**

Director QEC shared that an email with address [vle@cust.edu.pk](mailto:vle@cust.edu.pk) was created for facilitation of students. Various complaints including course related, assignment / quiz submission problems, etc. are received from students. The newly inducted students should be informed about this email so that they could register their queries/ complaints. It was decided that an email from QEC would be sent to all the HoDs to disseminate the following information to newly inducted students:

Assistant  
Director,  
QEC

- For technical complaints:

[sysadmins@cust.edu.pk](mailto:sysadmins@cust.edu.pk)

- For course related, assignment / quiz submission problems, etc.:

[vle@cust.edu.pk](mailto:vle@cust.edu.pk)

- For library:

[librarian@cust.edu.pk](mailto:librarian@cust.edu.pk)

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

**Mr. Fida Hussain**  
Director QEC