

OFFICE OF THE REGISTRAR SHAHEED BB UNIVERSITY SHERINGAL DIR UPPER

**Subject: Minutes of the Meeting-Fine Tuning Mechanism/Modalities for “online Readiness”
(Academic Calendar, New Admissions and Assessments)**

Introductions:

1. Sequel to the Chairman HEC meeting with the VCs on online Readiness, subject meeting was held under the chairmanship of VC SBBU as under:
 - a. Chairman: Prof Dr. Rahmat Ali VC SBBU
 - b. Date and time : May 18, 2020, 11:00 hrs
 - c. Venue: Committee Room SBBU
 - d. Agenda: Progress on last Meeting decisions, Academic Calendar, New Admissions and Assessments.
 - e. Participants: Following attended the meeting.
 - i. Prof. Dr. Rahmat Ali Khan (Vice Chancellor,SBBU)
 - ii. Mr.Murad Hussain Con Exams
 - iii. Dr. Shujaat Ahmad HoD Pharmacy
 - iv. Dr.Riaz Ahmad HoD Computer Science
 - v. Dr.Latif Ahmad HoD Mathematics
 - vi. Dr.M Israr HoD Sociology
 - vii. Dr.Mian Shah Bacha HoD English
 - viii. Dr.Asif Nawaz HoD Biotechnology
 - ix. Dr.Sikandr Khan HoD Botany
 - x. Dr.Sher Wali Dept of Chemistry
 - xi. Mr.Israr Uddin Deputy Librarian
 - xii. Mr.Saddam Management Science
 - xiii. Mr.Bacha Saeed Deputy Director Academic
 - xiv. Mr.Ibrar Hussain Deputy Director QEC
 - xv. Mr.Rooh Ullah HoD Zoology
 - xvi. Mr.Liaqat Ali Khan HoD Physical Education
 - xvii. Mr.Ameer Alam HoD Social Works
 - xviii. Mr.Ikram Uddin Geology Dept
 - xix. Mr.Intikhab Ullan Deputy Controller Exame(Secrecy)
 - xx. Mr.Sayed Ali Zia Network Administrator

Proceedings:

2. Meeting started with the recitation from Holy Quran. The Chair Welcomed the Participants and thanked them for coming all the way during the lock down and their keen interest in the SBBU online Readiness. The Chair shared the jest of the Chairman HEC conference and the HEC concern about the online readiness.
3. The Chair apprised the house that the closure of the universities in the wake of Covid-19 Pandemic with uncertain future scenario has necessitated decisions and steps on our part with regard to online teaching, examinations and admissions. Examinations and Assessments are Integral part of the teaching process. Attempts to eliminate exams will have severe repercussions for educational quality and student's achievement. To this effect all efforts must be made to sustain educational activities during this difficult period so as to minimize any disruption in the academic calendar. The students' concerns about quality of online instruction, the issues of connectivity faced by some of them, and uncertainty with regard to examinations must be addressed through proactive approach in the most befitting manner. The Chair reiterated that we at SBBU believe in transparency, and anything that we initiate, with regard to the online readiness, must be very clearly shared with all stakeholders including but not limited to students and the HEC.

04. Agenda Item No. 1 progress on the last meeting Decisions:

S.No	Discussion	Decision	Action By
01	Student's online registration response.	The chair appreciated the encouraging response toward this end and efforts of all officers.	All
02	Conduct of BS final exams of current semester (online).	The Chair lauded the successful conduct of ongoing BS semester exam.	All
03	Installation of LMS	The Chair expressed satisfaction over the installation of LMS. The TMC to arrange online faculty training and prepare a brief policy/SOP on the registration, connectivity, and use of LMS.	All
04	Course Readiness	Prior to authorizing a course for online Readiness, it must be certified by the initiating faculty member, duly recommended by the HOD and finally approved by the OAC, certifying that	All

		<p>following elements have been uploaded onto the LMS.</p> <ol style="list-style-type: none"> a. Introduction to the course. b. Learning objectives. c. Textbook to be used for course. d. Description of system of evaluation(Exam etc) e. Detailed lesson plans for each remaining lecture. f. Key dates, time, and venue of meetings. 	
05	The remuneration issue of DPL/Visiting Teachers	The DPL/Visiting Teachers shall continue as long as they are needed by the Departments. They will be compensated on the basis of course credit hours. The concerned HOD will process their monthly claim for payment accordingly.	All

05. Agenda Item No. 2 Academic Calendar:

S.No	Discussion	Decision	Action By
01	Protect current calendar versus delay start of the semester.	In order to avoid uncertainty, it was unanimously agreed upon to protect and follow the current academic calendar.	All
02	Commencement of online classes spring semester BS programs. The house requested the chair to consider the start of online classes with effect from 15 June 2020	<p>The Chair on the repeated requests of the house agreed that online classes for spring semester shall resume w.e.f 15th June 2020. However, the Chair directed that following must be done before hand.</p> <ol style="list-style-type: none"> a. 100% faculty to be present on campus w.e.f from 1st June 2020. b. Director Academics to prepare and issue the academic calendar covering all details. c. TMC to arrange online faculty training, prepare policy on the registration, connectivity and use of LMS. 	All

		<p>d. Librarian to prepare policy/SOP on the use of library and availability of study material.</p> <p>e. OAC to ensure and certify the completion of formalities with regard to the online course readiness,</p>	
03	Commencement of Online classes Master, M.phil and P.hd.	Master, M.phil and P.hd classes shall commence accordingly.	All
04	Availability of faculty on campus	100% faculty must be available on campus w.e.f 1 st June for preliminary formalities with regard to online readiness and commencement of online classes w.e.f 15 th June 2020.	All

06. Agenda Item No. 3 New Admissions:

S.No	Discussion	Decision	Action By
01	Admission open dates	There apparently seems no clash with the dates of new admissions so the SBBU will follow the existing schedule.	All
02	Admission Policy	All the admissions will be granted on open Merit based on the obtained Marks in Board Exams followed by a confirmatory online interview. Office of the Director Academics will issue necessary details/SOP to this effect.	All

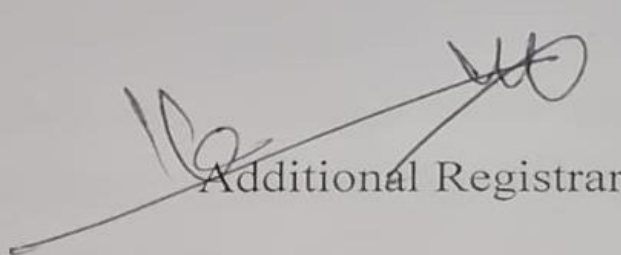
07. Agenda Item No. 4 Assessments.

S.No	Discussion	Decision	Action By
01	Promotion of students to next semester.	The chair very clearly apprised the house that free promotion or promotion without exams was no-where under consideration in SBBU. The awarded degree must be justified both by the student and the university. Attempts to eliminate exams will have serve repercussions for educational Quality and student achievements.	All
02	Assessment option	There will be only one exam at the end of the semester to be conducted on the open book(or take home exams) pattern through application of Bloom taxonomy	All

03	Design Consideration	<ul style="list-style-type: none"> • The new exam will be confusing already. Ask clear questions to avoid further confusion. • Ensure that questions are about the material learned in the course text book. • Build on properly designed learning objectives which can be converted into questions. • Text skill and application, not memory. • Use real life case examples. • Each test must contain questions on passage comprehension. 	All
04	Weightage/ Distribution of Marks.	<ul style="list-style-type: none"> • Course with practical shall have 20% each for internal assessment and practical, while 60% marks for final term exam. • The course without practical shall have 40% marks for internal assessment and 60% for final term exam. 	All
05	Assessment Policy	Assessment policy to be prepared by the office of the Controller of Exams covering all salient aspects.	All

8. The meeting ended with a **Dua** by the chair for the prosperity of the state and nation.

9. These minutes shall be taken as executive order for effective implementation.



Additional Registrar