



Office of the Registrar

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SUBJECT: MINUTES OF THE METTING - FINE TUNING MECHENISM/ MODALITIES FOR "ON LINE READINESSS" AND "SAVING CURRENT SEMESTER OF THE STUDENTS".

1. Introduction.

In order to safeguard the precious time of the students in general and to avoid academic loss of the ongoing semester 2020 in particular due to the declaration of COVID-19 pandemic by WHO, subject meeting was held under the Chairman ship of VC SBBU and proceeded as under:

- a. Chairman Professor Dr. Rahmat Ali VC SBBU.
- b. Participants----- All HODs/Nominees (List attached).
- c. Venue..... Committee Room-SBBU Guest House.
- d. Date and Time..... 20 April 2020, 10:00Hours.
- e. Agenda Items..... Saving Current Semester of the Students, Fine Tuning Mechanism/ Modalities for On Line Readiness and Scrutiny of deserving students for "Ihsas Scholarship".

2. Proceedings.

The meeting started with recitation from the Holy Quran. The Chair welcomed the participants and thanked them for coming all the way during the lock down. The Chair informed the participants that:

In Pursuance of the instruction of the government and sequel to the guide lines of the HEC, in the wake of declaration of COVID-19 pandemic by WHO, like other universities, the on campus academic operation/ activities in Saheed BB university have been suspended w.e.f 14 March 2020-worst comes to worst the situation may prolong for an unknown period. Resultantly HEC has allowed Universities and Degree awarding institutions to continue teaching and learning during the interrupted semesters 2020, by using a variety of distance learning approaches, e.g the internet; one way/two way

transmissions through open broad-cast; closed circuits; audio conferencing; fiber optic e.t.c. These options have become salient in the current crisis, since they can allow students and faculty to continue education without compromising on their health and safety. However, critics have expressed growing concern about the quality of online instruction, the preparedness of faculty members, the nature and delivery mechanism of exams, means of evaluation, and connectivity challenges faced by students.

The Chair directed the participants to thoroughly go through “The HEC COVID-19 policy papers. Policy Guidance Note 5: Online Readiness”.

3. Agenda Item No.1. “Saving Current Semester 2020”:

S No.	Program	Discussion	Decision	Action by
1	BS	a. Course Coverage. HODs informed that 80% of the course has been thought.	The remaining 20% of the course be conveyed via WhatsApp/ On line.	All
		b. Conduct of Exams. Modus operandi/ weightage.	The exam shall be conducted on “Open Book pattern” with 40% weightage where as 60% weightage be given to midterm exam & internal assessment.	All
		c. Dates of Conduct.	The exam shall be conducted w.e.f Monday 11 May to Wednesday 20 May 2020. Prior to the date of conduct, the course contents shall be shared with the students sufficiently in advance.	All
		d. Submission of result.	The result complete in all respect shall be submitted to the controller of examination by Thursday 28 may 2020.	All
		e. Commencement of new	The new Semester shall Commence	All

		Semester (On line).	w.e.f Monday 01 June 2020.	
		d. Assignment/Practical/Viva	The assignment if any may be collected via e-mails. The practical if any may be communicated via videos. The viva may be conducted online.	All
2	Master	a. Incomplete Midterm exam.	The incomplete midterm exam shall be completed w.e.f Monday 27 April to Thursday 30 April 2020. Viva open book pattern, following marks distribution weightage of BS program.	All
		b. Course after midterm.	After midterm, the leftover course contents shall be taught via Whats App/ Online.	All
		c. Terminal exam.	The terminal exam shall be conducted w.e.f Monday 29 May to Sunday 05 June 2020. on the same lines as of BS Program. Result complete in all respect shall be submitted to the controller of examination by Monday 13 June 2020.	All
		d. Commencement of new Semester (On Line).	New Semester shall commence on line w.e.f Monday 20 June 2020.	All
3	M Phil	a. Course work.	The leftover course contents if any shall be completed via same link as of BS and master programs.	All
		b. Exam.	The exam shall be conducted on the open book pattern. Controller of	Controll er of

			examination shall intimate time line of conduct to all concerned.	Exam/ Director Acad
		c. Result.	Result complete in all respect shall be submitted to the controller of examination as per intimated time line.	All
		d. Commencement of new Semester (On Line).	Director Academics in consultation with Controller of Examination shall intimate time line for the commencement of new semester.	Director Academ ics/ Controll er of Examina tion
4	UPS & Cs.	a.Exam/Promotion.	Keeping in view the KP Govt decision, the Chair very graciously consented that all the students up to class 8 th stand promoted.	All
		b. Commencement of new Session.	Shall wait for the KP Govt decision.	
		c. Board Class Exam.	Shall wait for the KP Govt decision.	

4. Agenda Item No.2 Online Readiness.

The Chair once again reiterated that in order to comprehend the spirit behind, all concerned must go through the contents of HEC “ Policy Guidance note 5: On line readiness” and workout an effective viable response. For this vary purpose three committees, comprising of competent officers, have already been notified with an elaborate scope/mandate:

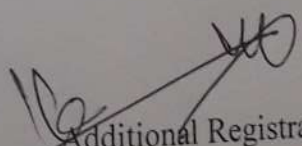
S No.	Discussion	Decision	Action by
1	Course Readiness	Respective HODs shall submit the title of the course along with instructor, in PDF to include: course introduction, contents, learning objectives, the lesson plan, assigned reading for each lectures, and the assignment for approval to the Online Academic Committee.	All
2	<p><u>LMS Readiness</u></p> <p>Convener of the Technical Management Committee briefed all participants about the use of Talent LMS, Google Class room, and WhatsApp.</p>	<p>Dr. Riaz, Convener of TMC shall work in coordination with HEC for the system to adopt. However, keeping in view pros and cons of the LMS coupled with lack of server in the university, it was decided that online classes shall be started using WhatsApp.</p> <p>Dr. Riaz to prepare a working paper covering all relevant aspects of LMS including but not limited to the net expenditure summary for the students, so that the matter may be tackled at HEC forum.</p>	Convener of TMC
3	Commencement of On line Classes.	Prior to the Commencement of On line Classes w.e.f 1 June 2020, all caudle, procedural, and technical formalities must be completed by all concerned.	All

4	The remuneration issue of Daily Paid teacher.	The Chair very graciously consented that Daily Paid Teachers will be compensated as soon as their names for teaching online get approved. They will be paid based on the lectures they deliver.	
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5. Agenda Item No.03 Scrutiny of Deserving Students for Ihsas Scholarship.

S No.	Discussion	Decision	Action by
1	Number of applicants VS number of Scholarships.	Each Department shall submit a list of 20 deserving students in order of merit duly recommended by the HOD by 23 April 2020 to the Secretary of Scholarship, for finalization by the university Central Committee for Scholarship.	All/ Secretary Ihsas Scholarship.

6. The meeting ended with a **Dua** by the chair for the prosperity of state and nation.
7. These minutes must be taken as executive orders for effective implementation by all.


 Additional Registrar