

Agenda Items

for the

First Meeting of Online Academic Council (OAC)

to be held on

Thursday, 30 April 2020

Through VLC



Directorate of Academics

Bahria University Islamabad

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Item 001: Policies/SOPs for Online Courses

Sponsor: BU Campuses, Registrar Office

Following policies/SOPs have been notified in accordance with HEC guidelines for implementation at BU. Details and implementation status is as under:

<i>Policy No.</i>	<i>Date of Issuance</i>	<i>Policy/SOP Title</i>	<i>Implementation Status</i>
Registrar Notification No 33/2020	03 April 2020	Policy Guideline - Online teaching during closure of BU due to COVID-19	Yes
Registrar Office Order No 12/2020	10 April 2020	HEC COVID-19 Policy Guidance N0.5	Yes
Registrar Notification No 34/2020	10 April 2020	Constitution of Online Academic Council (OAC)	Yes

Above policies/SOPs are placed before the OAC for approval.

Discussion & Decision

Item 002: Readiness of all Online Courses

Sponsor: BU Campuses

Summary of Courses Ready for Online Classes offered in Spring 2020 at BU Campuses is as under:

<i>Courses Ready for Online Classes (Spring 2020)</i>	<i>BUIC</i>	<i>BUKC</i>	<i>BULC</i>	<i>BUMDC</i>	<i>Total</i>
Total number of courses being offered	1542	1496	273	94	3405
Number of course online-ready (100%)	1384	1046	261	14	2705
Number of course partially ready for online teaching	148	379	12	78	617
Number of course not ready for online teaching	10	71	0	02	83

Courses for online teaching (fully ready, partially ready, and not ready) are placed before the OAC for perusal and approval.

Discussion & Decision

Item 003: Readiness of all Faculty Members

Sponsor: BU Campuses

Summary of faculty ready for online teaching in Spring 2020 is as follows:

<i>Faculty Members Ready for Online Teaching (Spring 2020)</i>	<i>BUIC</i>	<i>BUKC</i>	<i>BULC</i>	<i>BUMDC</i>	<i>Total</i>
Total number of regular faculty members	299	242	51	182	774
Total number of visiting faculty members	351	354	74	-	779
Grand Total (regular + visiting)	650	596	125	182	1553
Number of faculty ready for online teaching (100%)	650	594	121	182	1547
Number of faculty partially ready for online teaching	0	0	4	-	4
Number of faculty not ready for online teaching	0	2	0	-	2

The matter is placed before the OAC for endorsement.

Discussion & Decision

Item 004: Resolution of disputes/ complaints

Sponsor: BU Campuses /DSA

Summary of student complaints received, resolved and unresolved is as under:

<i>Complaints/Dispute regarding Online Classes (Spring 2020)</i>		<i>BUIC</i>	<i>BUKC</i>	<i>BULC</i>	<i>BUMDC</i>	<i>Total</i>
Total number of students		8506	7019	1055	1195	17775
Total number of complaints received		652	1012	67	123	1854
Number of complaints resolved/addressed		558	1012	62	123	1755
Number of unresolved/unaddressed complaints		68	0	5	0	73
Nature of complaints/dispute:						
a.	Internet/connectivity/access	416	647	67	25	1155
b.	Quality of online teaching delivery	15	252	0	5	272
c.	Non-availability of LMS/material resources	41	113	0	123	277
d.	Course Drop/Semester Freeze with fee adjustment/ others	86	0	0	123	209

The matter is placed before OAC.

Discussion & Decision

Item 005: Online readiness of resource bank and library system

Sponsor: BU Campuses

Summary of online readiness of resource bank and library system is as under:

<i>Online Readiness of resource bank and library system</i>		<i>BUIC</i>	<i>BUKC</i>	<i>BULC</i>	<i>BUMDC</i>	<i>Remarks</i>
HEC digital library		Yes	Yes	Yes	Yes	
BU Digital library		Yes	Yes	Yes	Yes	
Availability of online/electronic resources:						
a.	E-copies of text and reference books	Yes	Yes	Yes	Yes	
b.	Relevant literature and data	Yes	Yes	Yes	Yes	
c.	Relevant Audio / video material	Yes	Yes	Yes	Yes	
d.	Student access to all resources	Yes	Yes	Yes	Yes	

The matter is placed before OAC.

Discussion & Decision

Item 006: Readiness of infrastructure/IT support for online teaching i.e. LMS, online teaching tools

Sponsor: BU Campuses, IT Directorate

Detail of readiness of infrastructure/IT support for online teaching is as under:

<i>Readiness of infrastructure/IT support for online teaching</i>		<i>BUIC</i>	<i>BUKC</i>	<i>BULC</i>	<i>BUMDC</i>	<i>Remarks</i>
Availability of LMS		Yes	Yes	Yes	No	
Availability classroom technology (Microsoft Teams, Zoom, etc.		Yes	Yes	Yes	Yes	
Availability of technology for online teaching:						
a.	Assessment of assignments/quizzes	Yes	Yes	Yes	Yes	
b.	Assessment of examination system (mid/final)	No	No	No	No	
c.	Technology access to faculty	Yes	Yes	Yes	Yes	
d.	Technology access to students	Yes	Yes	Yes	Yes	
e.	Dedicated Office of Information Technology (OIT)	Yes	Yes	Yes	Yes	

The matter is placed before OAC.

Discussion & Decision

Item 007: Measures taken for readiness of students to effectively attend online classes

Sponsor: BU Campuses, DSA & SSC

Summary of measures taken for readiness of students to effectively attend online classes is as under:

<i>Readiness of students to attend online teaching</i>		<i>BUIC</i>	<i>BUKC</i>	<i>BULC</i>	<i>BUMDC</i>	<i>Remarks</i>
Dedicated office established for student affairs		Yes	Yes	Yes	No	
Students' connectivity, access and affordability issues being addressed		No	Yes	Yes	Yes	
Obtaining information on obstacles faced by the students to address them, including:						
a.	Access to online material from their locations	Yes	Yes	Yes	Yes	
b.	Service quality in the area	Yes	Yes	Yes	No	
c.	Access to devices and connections	Yes	Yes	Yes	No	

The matter is placed before OAC.

Discussion & Decision

Item 008: Mechanism for laboratory/practical instructions for online education after receiving HEC guidelines
Sponsor: BU Campuses, Deans/Principals

To be finalized after receiving guidelines from HEC.

Proposal on agenda point may be presented (if any).

Discussion & Decision

Item 009: Any Other Point(s).

Any other point related to online teaching with the permission of the Chair.

Discussion & Decision



Registrar Notification No. 033 / 2020

See Distribution:

03 April 2020

POLICY GUIDELINES - ONLINE TEACHING DURING CLOSURE OF BU DUE TO COVID-19

References:

- A. HEC COVID-19 Policy Guidance No 4 dated 28 March 2020.
- B. Registrar Officer Order No RBU/X/2020 dated 30 March 2020.

1. In wake of spread of COVID-19 in Pakistan and ensuing closures of universities by the Government, online teaching mode has been adopted in accordance with HEC Guidelines at reference A, to reduce the academic loss of the students and successfully culminate the Spring 2020 Semester by July 2020 through combination of online and on-campus teaching approach. Online teaching will be supplemented with on-campus teaching when the University re-opens in June 2020 (In-Sha Allah) to cover up the deficiencies in the online teaching as well as cover portion of the syllabi that cannot be covered through online teaching. BU is fully committed to make the best use of the available resources to cover remaining syllabi through the online medium of teaching as far as possible. It is a challenge as the faculty as well as the students are not yet well versed with this medium of teaching. Besides, there are technological/ connectivity, and quality of teaching issues that need to be addressed. There are also concerns/ ambiguity regarding the mode of assessment. This is a challenge which needs to be converted into an opportunity through adopting a comprehensive approach at all tiers so as to get the desired synergy so vitally needed to satisfy our clients - *the students and their parents/ guardians*.

2. To address the issues related to online medium of teaching, comprehensive policy guidelines/ roadmap have been prepared and are attached as Annex A and B, respectively. All concerned are requested to note their respective actions and give feedback/ progress to BUHO as per stipulated timelines.

3. Regular progress review meetings are to be held at all tiers. University level progress review conferences, chaired by Honorable Rector, will be held on fortnightly basis.

----- Signed -----

SHAFQAT AZAD SI(M), S.Bt
Commodore
Registrar

Annexes:

- A. Policy Guidelines for Online Teaching
- B. Road Map for Remaining Spring 2020 Semester

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POLICY GUIDELINES FOR ONLINE TEACHING

1. Policy guidelines given in the ensuing paragraphs cover COVID-19 *Scenario A* given at in Reference A and are based on assumption that the university reopens on 1st June 2020.

ONLINE TEACHING

2. CUs Heads shall ensure conduct of online classes for only those courses which are "Online-Ready" and certified by the respective FM, HoD, Principal (where applicable) and the CU Head for online teaching. The certification for an "Online-Ready" course would require following conditions to be met:

- a. Availability of effective Learning Management System (LMS)
- b. Availability of weekly course plan, slides, lecture notes, books, and related material on LMS
- c. Preparation, uploading and assessment of assignments on LMS
- d. Faculty awareness/orientation to conduct online classes
- e. Availability and awareness of technology to be used for conduct of online classes through Microsoft Teams/ Zoom applications
- f. Connectivity for both synchronous and asynchronous teaching mode

2. No course should be taught online till it is "Online-Ready" and duly certified as mentioned at para 1 above. Monitoring committees at all tiers of BU will verify the status of each course.

3. CU Heads are to render a report on weekly bases to Honorable Rector in respect of all courses which are "Online-Ready". For courses that are not "Online-Ready" due certain deficiency(s) are also to be reported to the Rector with timeline for their "Online-Readiness".

4. List of courses, part of courses, lab portions, clinical learning, or any technical topic which cannot be covered through online teaching classes should be prepared and verified by all concerned be submitted for perusal of the competent authority, along with alternative schedule/ mechanism.

5. CUs Heads shall ensure quality and monitoring of online classes as per policy and standard notified by the Registrar.

ATTENDANCE

6. Attendance of each online class (Contact Hours) conducted by the Faculty Member be recorded on CMS along with maintaining Course Log (entering topic of lecture, etc.).

RESEARCH THESIS/ PROJECT

7. Research proposal /thesis/ final year project be submitted by the students in soft form as per stipulated timeframe of respective degree programs to potential supervisors/ PG Coordinators/ Final Year project coordinators, etc.
8. Evaluation/ assessment of research proposal/ thesis/ final year project be conducted through electronic medium by respective departments/ campuses (where possible).
9. Defense/ assessment of submitted proposal or completed thesis/ final year projects shall be conducted within 2-3 weeks of commencement of on-campus academic activities and result be submitted to respective Examination department, accordingly.

INTERNAL ASSESSMENT

10. Internal assessment of students shall be conducted on the basis of comprehensive assignments/ course projects and quizzes. If conduct of quizzes is not manageable through online, its weightage shall be adjusted/ given to problem-based assignments/ case studies/ course projects.

MONITORING MECHANISM

11. Monitoring mechanism is to be instituted at Department, Campus and BU Head Office level as follows:

- a. **Department Level**: The following department level Quality Monitoring Committee is to assess weekly progress of the online teaching of the respective department:

- (1) HOD (of the respective department)
- (2) Cluster Heads
- (3) Accreditation Coordinators/QA Coordinators
- (4) Students' Advisors.

- b. **Campus Level**: DGs Campuses/ Director Lahore Campus are to closely monitor progress of online teaching of all departments of their campuses through the following Quality Monitoring Committee:

- (1) Director Campus/ Principals (of the respective campuses/ colleges)
- (2) DD Academic (of the respective campuses/ colleges)
- (3) DD QA/ AD QA/ QA manager (of the respective campuses/ colleges)

- c. **BU Head Office Level**: BUHO level Quality Monitoring Committee under Pro-Rector (Academics) is to conduct assessment/ analysis of feedback received from campuses on weekly basis and submit progress report to Honorable Rector:

- (1) Pro-Rector Academics

- (2) Registrar
- (3) Director QA
- (4) Deans
- (5) Director Academics
- (6) Director IT
- (7) DHS

GUIDELINES FOR ACTIONS AT VARIOUS TIERS

12. Detailed guidelines for actions to be taken at various tiers for effective implementation of online teaching medium are given at Appendix 1.

Appendix:

- 1. Detailed Guidelines for Actions at Various Tiers

DETAILED GUIDELINES FOR ACTIONS AT VARIOUS TIERS

ACTIONS AT DEPARTMENT LEVEL

1. HODs shall arrange training for all regular/ visiting Faculty members on online standard teaching tools (Microsoft Team/ ZOOM) as per material provided by IT directorate to adopt BU online teaching policy with immediate effect by strictly following Spring 2020 classes' Schedule/ Timetable, as promulgated for face-to-face classroom teaching. HEC has also provided the following links for get help in training and awareness:
 - a. Advice Guide: How to Be a Better Online Teacher
<https://www.chronicle.com/interactives/advice-online-teaching>
 - b. Checklist for online course quality:
<https://www.rit.edu/academicaffairs/tls/content/online-course-quality-checklist-ocqc>
 - c. Video tutorial for MS teams. <https://youtu.be/LiEGspEwZ-E>
 - d. Requests for tutorials and guidance on online teaching may be sent to NAHE on the following address: mjabbar@hec.gov.pk
2. HODs are to ensure use of BU LMS and standard online teaching tool through Cluster Heads. It is mandatory for all Faculty members to upload course outlines, lecture plan, assignments, lecture slides and to mention link of their own recorded video lectures, other supplementary video lectures and reference books available at BU digital library.
3. Other teaching materials shall also be uploaded on LMS.
4. Assignments shall be checked on regular basis and its results shall be uploaded on BU LMS.
5. Faculty members shall use both synchronous and asynchronous teaching modes to facilitate students to handle smoothly their internet speed/ connectivity issues.
6. Attendance shall be marked on online Portal and maintain weekly lecture topics log.
7. PLOs and CLOs of programs and courses shall be achieved and assessed through problem based assignments to be given to the students on regular basis.
8. Lab session shall be conducted through virtual labs and software tools. Practice sessions shall be assigned to the students as per approved lab-manuals for all lab-oriented courses strictly on weekly basis.
9. HODs/ Cluster Heads to get weekly feedback from Faculty members and students to solve any impediments they faced during online teaching using Microsoft Team/ZOOM.
10. HODs are to identify the followings:
 - a. Number of faculty and students registered on LMS

- b. Number of faculty and students trained on its use;
 - c. Number of courses delivered online (Program-wise and batch-wise).
11. HODs are also to identify list of courses and labs in consultation with concerned Deans/ Principals/ Associate Deans which cannot be taught through online teaching or can be taught partially.
12. HODs are to show/ submit weekly progress of online teaching of previously completed week on standard template to their DGs through Directors/ Principals/ Deans/ Associate Deans.
13. HODs are to Chalk out a plan for the period after 31 May 2020 to conduct deficient courses/ labs and final exams.

AT CAMPUS LEVEL

14. Respective DG campuses/ Director Lahore Campus to forward weekly progress report to Pro-Rector (Academics) regarding:
- a. Total number of lectures delivered
 - b. Total number of lectures missed (Reasons/ rationale for missing lectures)
 - c. List of students/ Faculty members facing problems during online lectures.
 - d. List of faculty members who are unable to cope with online teaching.
 - e. List of corrective measures that have been taken.
15. Deans/ Associate Deans/ Principles are to provide complete academic support to all HODs regarding:
- a. Best practices available for online teaching courses/ Labs.
 - b. Best tools/ methodologies/ case studies/ virtual labs available for online teaching.
 - c. Free software/ websites available to further support online teaching.
 - d. Monitoring/ Assessment of Final Year Projects/ Thesis at undergraduate level through online mechanism
 - e. Mechanism of assessment of thesis/ final year project proposals at post-graduate level
 - f. Conduct of viva/ final/ mock defense of thesis
16. Chief Librarian/ Librarians of respective campuses/colleges shall provide digital library access to Faculty members and MS/ MPhil/ Ph.D. scholars through VPN.

17. DD (IT)/ System Engineers of respective campuses/ colleges are to provide complete IT/ Laptop/ Desktop/ Internet connectivity as well as training support to all Faculty members at their homes.

AT BU HEAD OFFICE LEVEL

18. Director QA and Director Academic Affairs to remain informed about any policy matter issued by HEC and to seek advice on key issues faced during online classes.

19. Director IT to provide:

- a. Full support in terms of uninterrupted CMS and LMS services.
- b. Rectification of any anomaly faced by faculty/ students while using LMS.
- c. Remain in touch with HEC regarding Office 365 (or any other IT support recommended for online teaching).
- d. Communicate issues faced by faculty/ students regarding internet coverage to HEC respective team.

20. All Directors at BUHO shall play their important role to provide complete support for online teaching in all campuses.

21. Pro-Rectors (Academics) and Pro-Rector (RIC) will get weekly feedback on online teaching and research activities from respective DGs campuses/ colleges and put up for perusal of Honorable Rector.

ROAD MAP FOR REMAINING SPRING 2020 SEMESTER

1. Following is the tentative road map for remaining Spring 2020 semester covering online & on-campus activities:

ONLINE CLASSES

2. Online classes shall continue till Eid-ul-Fitr as per already promulgated time table for Spring 2020 Semester.

ON CAMPUS CLASSES

3. Once the University reopens on 1st June 2020, regular on-campus classes shall be conducted from 1st to 19th June 2020 for making up any deficiencies in online classes, address students concerns, cover lab activities etc.

MID TERM/FINAL EXAM

4. Mid Term assessment to be undertaken through Internal Evaluations (subject to consent by HEC/ Accreditation Body). However, marks uploading in CMS be kept separately as of Mid-Term Marks.

5. End term exams will be conducted in all CUs from 22nd to 30th June 2020.

6. Weightages and above time frame for Mid/ Final Exams are tentative and will be confirmed in due course of time after receiving guidelines from HEC/ Accreditation Bodies.

SUMMER SEMESTER

7. Summer 2020 semester shall be held during July – August 2020 with the final exam scheduled on 3-4 September 2020 and results to be declared on 11 September 2020.

FALL 2020 SEMESTER

8. Fall 2020 Semester shall commence from 15th September 2020 (with Orientation day on 14th September 2020).