

BUP
(Registrar Office)

“শিক্ষা নিয়ে গড়ব দেশ
শেখ হাসিনার বাংলাদেশ”

LM

23.01.902.858.26.786.05

11THSPECIAL DEANS (ONLINE) MEETING ON 21 APRIL 2020

1. A special Deans meeting chaired by the respected VC was held Online on 21 April 2020. The meeting was attended by Pro-VC, concerned Deans including the Treasurer, Registrar, CFO and the Controller of Exam. The meeting had prolific discussion on the ongoing pandemic and its impact on Academic activities of the university. The meeting also discussed difficulties faced by the students living in far-flung areas due to the unexpected situation and suspension of in-house classes.

2. Decisions of the subject meeting are as follows:

a. **Conduct of Online Academic Activities.** The meeting carried out exhaustive discussion on options as proposed by Deans. After detailed analysis and with inputs from participants in the meeting, respected VC gave following decisions:

- (1) Online classes will resume from 26 April and continue till 14 May 2020.
- (2) Frequency of online classes should be one lecture/ per course per week. However, faculties may increase the frequency if felt necessary. Online class duration should preferably be an hour.
- (3) Eid leave will be observed from 15 May to 30 May 2020.
- (4) After Eid leave, in-house classes will resume from 31 May 2020, if the situations normalise. Otherwise *Online* classes will resume from 31 May and continue till 11 June 2020 if deemed necessary.
- (5) Faculties should upload necessary materials for smooth conduct of classes.
- (6) Semester Final Exam and completion of assessments to be planned from 13 June to 21 June 2020. However, exact modalities for the exam will be decided considering the overall situation.

(7) Necessary remodelling, redesigning of the ongoing semester may be done by the respective faculties, if considered necessary. Some classes or exam may be deferred to the next semester following due process if needed.

(8) Centre for Modern Language (CML) will also continue language courses online from 26April2020.

(9) BUP ICT Centre to explore and design backup platform and actively support the online conduct of academic activities.

b. **Financial Assistance for Students.** BUP has decided to support students in need of financial assistance from the university's '**Student Welfare Fund**' as per policy. After detailed discussion on the proposals by respective Deans, a total of 257 students have been selected to receive financial aid of Tk. 10,000. (Taka Ten Thousand only) each. Respected VC desires that the Deans arrange disbursement of the amount to concerned students by Thursday, April 23, 2020. All are requested to forward details of students to CFO's office by 1100 hours, 22 April 20.

c. **Preparation for Upcoming July- December 2020 Semester.** The semester should start from 01July 20 as planned. Respected VC directed all concerned to ensure completion of the preparation covering assigning faculty members for courses, preparation of course kit and uploading the same to UCAM following the time frame as circulated (Academic Section, Registrar's Office LM no.23.01.902.858.18.786.102 date 18 March 2020). OEFCD to issue necessary inputs for uploading of 'Course Kit' etc. for preparation for the next semester. Respected VC also directed all concerned to remain flexible in planning as some lessons from ongoing semester may be moved to the next semester, in case there is a need to remodel any ongoing course (s) depending on the situation. Respected VC also instructed OEFCD to coordinate and monitor such progress and ensure sound preparation.

d. **Any Other Business.** Following decisions have been taken:

(1) Newly recruited faculty members to take classes from next semester.

(2) The money for Student's stipend should be disbursed ASP.

(3) Each faculty members conducting Online classes to be given taka 1,000. (One Thousand only) for internet package from the respective faculties.

(4) Faculties will provide Mobile Data support to students if necessary.

(5) Next Meeting to be held on 30April 2020.

3. For your kind information and action please.



MD MAHBOOB SARWAR
Brigadier General
Registrar

2\ April 2020

To

All Faculty/Dept/Offices/Branch

Info
VC's Secy