

**Minutes of the 37th Meeting of General Council of
National Computing Education Accreditation Council, HEC, Islamabad**

The 37th meeting of General Council of National Computing Education Accreditation Council (NCEAC) was held on Thursday, 18th June 2020 at 12 pm via online mode.

The following attended:

1. Dr Shoab A Khan, Vice Chairman, NCEAC
2. Dr Jamil Ahmad, Vice Chancellor, Hazara University, Mansehra
3. Dr Muhammad Ali Maud, Professor, UET, Lahore
4. Dr Sayeed Ghani, Associate Executive Director, IBA, Karachi
5. Dr Manzoor Ilahi Tamimy, Associate Professor, CIIT, Islamabad
6. Dr Muhammad Jamil Sawar, Director, MTBC, Rawalpindi
7. Dr Faisal Ahmad Khan Kakar, Pro-Vice Chancellor, BUIITEMS, Quetta
8. Dr Zartash Afzal Uzmi, Confiz Solution, Lahore
9. Dr Nadia Tahir, MD, QAA, HEC
10. Ms Humaira Quddus, DD QAA, HEC
11. Mr Zawar Hussain, Ministry of Science & Technology, Islamabad
12. Mr Talha, Ministry of IT and Telecom, Islamabad
13. Mr Fahad Saeed Warsi, VC Engr., Information Science & Tech. Dept. Sindh
14. Dr Rafi us Shaan, KPK IT Board, Khyber Pakhtunkhwa
15. Mr Barkan Saeed, PASHA, Karachi

The following could not attend:

1. Secretary, Information Technology Department, Quetta
2. Chairman, Punjab IT Board, Lahore
3. MD, Pakistan Software Export Board, Islamabad
4. Secretary, Ministry of Education, Gilgit Baltistan

Vice Chairperson NCEAC welcomed and thanked members for attending this meeting.

Agenda Item no. 1 Approval of Minutes of the 36th NCEAC General Council Meeting

Members of the NCEAC General Council approved without any changes the minutes of the 36th NCEAC General Council Meeting of NCEAC held on Friday, 13th March 2020 in HEC.

Agenda Item no. 2 Approval of Minutes of the 32nd Meeting of Accreditation and Standards Committee (ASC) of NCEAC

Agenda items which were presented in ASC were again presented in the General Council (Agenda Item # 3 to Agenda Item # 10) meeting for discussions and approval. Detail of agenda items and their decisions are as follows.

Agenda Item no. 3 Approval of the Policy Guidelines for Online Teaching-Learning and Assessment Implementation during COVID-19 Pandemic

Dr Shoab A Khan, Vice Chairman, NCEAC defined the salient features of NCEAC Online Teaching-Learning and Assessment (TLA) policy. NCEAC general council members discussed

the policy in the wake of COVID-19 pandemic in detail. GC members also discussed the following recommendations suggested by members of ASC:

- i. Class size should be changed to 50 students
- ii. All institutes must have LMS/CMS to online teaching-Learning and Assessment. HEC also instructs all institutes to get and effectively use LMS/CMS on or before May 31, 2020
- iii. Exclusive teaching hours during online TLA may be considered less. It was suggested that institutes may upload video lectures (1.5 Credit Hours) on LMS before time and then discuss the same (1.5 Credit Hours) during online session. So it will count as 3 Credit Hours. Or other institutions may offer live lecturing while students are attending online and engaged in discussions and question answers. The recorded lectures shall also be uploaded on internet for later review and compliance.
- iv. Those students who cannot attend due to unavailability of internet in their homes, the institute shall device mechanism of sending these students all recorded lectures and reference materials on CDs/ USBs at some periodic intervals in time.

Resolution No. 37-3 (2020 June) It was decided to include the discussed points in the NCEAC Online Education Policy and then share the same with all institutes.

Agenda Item no. 4 Approval of NCEAC new Criteria Verification Form and PC-1 Preparation for NCEAC Membership in Seoul Accord

Dr Shoab A Khan briefed the NCEAC members regarding the need of new Criteria Verification Form in the backdrop of Pakistan signing membership for the Seoul Accord. A PC-1 for seeking funding from the Government of Pakistan for NCEAC to apply for the membership of the Seoul Accord was already prepared in consultation with all the members. NCEAC members discussed the matter and appreciated the effort of making new NCEAC Criteria Verification Form and suggested few changes in the form.

Resolution No. 37-4 (2020 June) Council has formed a committee of the following three members to include the suggestions in the CVF:

- i. Dr Manzoor Elahi Tamimy
- ii. Dr Shoab A Khan
- iii. Dr Jamil Ahmad

Dr Tamimy will include the changes suggested by then members and then share the updated document with Dr Shoab and Dr Jamil.

Revised Criteria Verification Form shall be initially implemented on 4 to 8 programs for evaluating its viability and applicability before it is shared with rest of the intuitions for implementation. Training of PEs will also be conducted on the new Criteria Verification Form before its national rollout for accreditation.

Agenda Item no. 5 Approval of the suspension of increase in Accreditation fee

NCEAC members discussed the matter in detail. Members discussed the previous fee of NCEAC and also went through the decision of the Council taken in NCEAC 35th General Council Meeting held on January 31, 2020.

Dr Nadia Tahir, MD, QAA, HEC also requested the Council to reduce or even waive the accreditation fee during this COVID-19 pandemic situation and the financial situation of the institutions.

Resolution No. 37-5 (2020 June) Council suspended the increase in NCEAC fee because of the prevailing situation of COVID 19 Pandemic.

Increase in NCEAC fee will be discussed again in the next Council meeting after the end of lock down and restoration of educational activities in HEIs.

It was also decided that the suspension of the accreditation fee will be implemented on case to case basis. The decision of pending or waiving the accreditation fee will be taken by the acting or the appointed Chairperson of the Council.

Agenda Item no. 6 Discuss Online Accreditation Mechanism

Dr Shoab A Khan briefed the members about the importance of online accreditation and stressed the NCEAC being computing council shall lead the other accreditation councils in online accreditation. Members discussed the matter in detail.

Resolution No. 37-6 (2020 June) Council have decided the following

- i. If an institute is already accredited and apply for reaccreditation and its final year batch is yet not accredited then NCEAC will conduct accreditation visit online.
- ii. If an institute is not already accredited but applied for accreditation then NCEAC will not conduct accreditation visit online and wait for the situation to be normalized.
- iii. Include the program accreditation mechanism within the Online Teaching-Learning and Assessment policy and share with the institutes.
- iv. A team of well experienced evaluators will perform online evolution of 3-4 well established programs which are meeting the NCEAC Online Policy Guidelines then the provision will be extended to all universities.

Agenda Item no. 7 Consecrate quota of admission for Medical Students in computing programs

NCEAC in its 35th General Council meeting had already allowed admissions of pre-medical students with 50% or above marks in intermediate in BS Computing programs. The

matters of admission quota, mathematics deficiency courses and its confirmation were discussed in the meeting.

- Resolution No. 37-7 (2020 June)** Council has decided the following
- i. To decision of admission quota for pre-medical students, if there is going to be any, is left on the institutes to make their own policy and at this stage NCEAC will not be involved in this decision.
 - ii. Dr Jamil Sawar is to provide the outline of deficiency mathematics courses (for pre-medical students) which NCEAC will share with all institutes as guidelines.
 - iii. Deficiency mathematics courses will be the prerequisite of other computing courses to ensure that the students have completed their deficiency in first year of their studies.
 - iv. The grade in the course shall be Pass/Fail to enable universities to have equivalent GPAs for pre-medical and other students.

Agenda Item no. 8 Discussion on the matter - University violating admission criteria

NCEAC ASC members have discussed this issue and decided the following for all those institutes who have violated the admission criteria mentioned in the HEC approved 2017 revised computing curriculum.

- Resolution No. 37-8 (2020 June)**
- i. NCEAC charge fine of Rs. 500,000 per student to those institutes who have admitted students in Fall 2019 and Spring 2020 by violating HEC approved admission criteria and grant admission to those who score less than 50% marks in intermediate or/and to students who have not taken mathematics in the intermediate.
 - ii. NCEAC will not accredit any program who offer admission to any applicant on and after Fall 2020 who scores less than 50% marks in intermediate with mathematics or pre-medical students.
 - iii. A letter will be sent to all institutions for conveying this strict stance of NCEAC for violation of admission criteria.

Agenda Item no. 9 Accreditation of Graduated batches during COVID-19 pandemic

This agenda item has been discussed and mentioned in agenda item No. 6.

Agenda Item no. 10 Discussion on expiration of contract of one NCEAC employee (Muhammad Akhmal Luqman)

Council has upheld the NCEAC ASC decision and after discussion members have decided the following:

- Resolution No. 37-10 (2020 June)** It has been resolved that no further extension in contract should be awarded to Mr. Muhammad Akhmal Luqman.

It was also decided that this type of administrative decisions shall be taken at the Secretariat level and not to bring to General Council for discussion and approval.

Agenda Item no. 11 Computing Personal Registration System (CPRS) progress and issues

NCEAC Secretariat made a presentation before the council on the progress of Computing Personal Registration System (CPRS).

Resolution No. 37-11 (2020 June) Council appreciated the efforts of NCEAC secretariat and decided that at this stage NCEAC shall only register graduates who graduated from accredited batches.

Council also decided to inform all institutes that computing degrees will not be attested from HEC from January 1st, 2022.

Council has also decided to inform attestation department of HEC about the decision.

The meeting ended with a vote of thanks.