

Minutes

45th Meeting of the Academic Council

held on 17th & 18th October 2023



**Directorate of Academics
Bahria University Islamabad**

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ACRONYMS AND ABBREVIATIONS USED IN THIS DOCUMENT

BBS	Bahria Business School
BH3S	Bahria Humanities and Social Sciences School
BSEAS	Bahria School of Engineering and Applied Sciences
BUAR	Bahria University Academic Rules
BUCAH	Bahria University College of Allied Health Sciences
BUCPT	Bahria University College of Physical Therapy
BUDC	Bahria University Dental College
BUHO	Bahria University Head Office
BUHSC	Bahria University Health Sciences Campus Karachi
BUHS-PGI	Bahria University Health Sciences Post Graduate Institute
BUIC	Bahria University Islamabad Campus
BUKC	Bahria University Karachi Campus
BULC	Bahria University Lahore Campus
BULS	Bahria University Law School
BUMC	Bahria University Medical College
CCH	Course Codes Handbook
CE	Computer Engineering
CH	Credit Hour(s)
CS	Computer Sciences
DA	Director Admissions
DAcad	Director Academics BUHO
DAcad-CU	Director Academics Campus Unit (DAcad-IC, DAcad-KC)
DC	Director Campus
DM	Director Marketing
EDC	Estimated Date of Completion
EE	Electrical Engineering
EES	Earth and Environmental Sciences
ES	Engineering Sciences
FYP	Final Year Project
GEP	Graduate Education Policy
HCU	Head of Campus Unit
HS	Health Sciences
H&SS/HSS	Humanities & Social Sciences
IPP	Institute of Professional Psychology
IR	International Relations
MS	Management Sciences
NBEAC	National Business Education Accreditation Council
NCEAC	National Computing Education Accreditation Council
PFM	Permanent Faculty Member
PH	Public Health
PMDC	Pakistan Medical and Dental Council
PNNC	Pakistan Navy Nursing College
PNMC	Pakistan Nursing & Midwifery Council
PP	Professional Psychology
SCM	Supply Chain Management
SE	Software Engineering
SHB	Students Handbook
SRD	Students Record Database
UEP	Undergraduate Education Policy
UG	Undergraduate
VFM	Visiting Faculty Member

Attendance**BUHO****Present**

1. Vice Admiral Asif Khaliq HI(M) (Retd)	Rector	in Chair
2. Rear Admiral Ahmed Fauzan HI(M) (Retd)	Pro-Rector (RIC)	Member
3. Rear Admiral Muhammad Arshid Javed SI(M) (Retd)	Pro-Rector (Acad)	Member
4. Brig Asif Ali Asif (Retd)	Ag Pro-Rector (HS)/DHS	Member
5. Dr Habib ur Rehman Asim	Advisor for IS	Member
6. Cdre Muhammad Jalaluddin Qureshi SI (M),(Retd)	Registrar	Member
7. Dr Faisal Bashir	Dean ES/ Principal BSEAS-IC	Member
8. Dr Adam Saud	Dean H&SS/ Principal BH3S-IC	Member
9. Dr Muhammad Fayyaz	Dean Law/ Principal BULS	Member
10. Cdre Asim Raza SI(M) (Retd)	Dir Academics	Member & Secy
11. Cdre Zahid Iqbal SI(M) (Retd)	Controller of Exams	Member
12. Cdre M Masud Akram SI(M), S.Bt	Dir Admissions	Member
13. Dr Asad Waqar	Dir PGP	Member
14. Mr Fazal Wahab	Dir DQA	Member
15. Dr Saleem Aslam	Dir ORIC	Member
16. Dr M. Awais Mehmood	Director IO	Member

In Attendance

17. Rear Admiral Ijaz Ahmed (for Item 4511 only)	DGMS (N), NHQ
18. Muhammad Raza Chohan	Advisor Academics, HEC
19. Cdre Sajjad Akber SI(M) (Retd)	Dir HR
20. Ms Sundal Mufti	Dir Students Affairs
21. Mr Rizwan Aamir	Dir IT
22. Mr. Zufiqar Ahmed Janjuwa	Dir LDC
23. Capt Khalid Hameed PN (Retd)	Dy Registrar (Academics)
24. Cdr Zulfiqar Haider Malik PN (Retd)	Dy Registrar (Regulations & Statutes)
25. Ms. Saima Akber	Dy Director (Academics)

BUIC**Present**

26. Rear Admiral Zaka Ur Rehman HI(M) (Retd)	DG IC	Member
27. Dr Saima Kalsoom	Principal BSPP	Member
28. Dr Junaid Imtiaz	HOD (EES) BSEAS-IC	Member
29. Dr Shahzad Hassan	HOD (CE) BSEAS-IC	Member
30. Dr Awaid	HOD (SE) BSEAS-IC	Member
31. Dr Said Akbar Khan	HOD (E&ES) BSEAS-IC	Member
32. Dr Arif Ur Rehman	HOD (CS) BSEAS-IC	Member
33. Dr Shahzad Hussain	HOD (CE) BSEAS-IC	Member
34. Dr Shahid Iqbal	HOD (MS) BBS-IC	Member
35. Dr Khalid Ahmed	HOD (BS) BBS-IC	Member
36. Dr Farrukh Shahzad	HOD (Media Studies)	Member
37. Dr Shahzia Yusuf	HOD (PP) H-11	Member
38. Dr Irfan Qureshi	HOD (HSS) BH3S-IC	Member

In Attendance

39.	Dr Muhammad Anees	Associate Professor, BBS-IC
40.	Dr Samreen Babur	Senior Associate Professor, BBS-IC
41.	Dr Hina Samdani	Senior Associate Professor, BBS-IC
42.	Dr Muhammad Kasheer	Assistant Professor, BBS-IC
43.	Dr Amjid Masood	Senior Assistant Professor, BBS-IC

BUKC**Present**

44.	Vice Adm K. G. Hussain HI(M) (Retd)	DG KC	Member
45.	Cdre Muzammil Hussain SI(M), SE (Retd)	Director Admin	Member
46.	Dr Muhammad Zahid	Principal BBS-KC	Member
47.	Dr Sohaib Ahmed	Principal BSEAS-KC	Member
48.	Dr Oyoon A Razzaq	Principal BH3S-KC	Member
49.	Dr Salma Hamza	HOD (E&ES) BSEAS-KC	Member
50.	Dr Syed Safdar Ali	HOD (CS) BSEAS-KC	Member
51.	Dr Liaqat Ali	HOD (MS) KC	Member
52.	Dr Shoaib Mughal	HOD (CE) KC	Member
53.	Dr Asif Inam	HOD (Maritime Sc)	Member
54.	Dr Saher Afshan	HOD (H&SS) BH3S-KC	Member
55.	Dr Aurangzeb	HOD (IS) BH3S-KC	Member
56.	Dr Hina Shakir	HOD (SE) KC	Member
57.	Dr Mukesh Kumar	HOD (EE) KC	Member
58.	Dr Muhammad Ashfaq	HOD (Media Studies)	Member
59.	Dr Mubashir Ali Shah	HOD (BBS) KC	Member

In Attendance

60.	Capt Zaheer Ahmed PN (Retd)	Director Academics KC
61.	Dr Waqar ud Din	DD ORIC
62.	Engr Erum Shafiq	Asstt Director QA
63.	Muhammad Asmat Ullah	HOD BS(SCM), PNSL

BUHSC**Present**

64.	Vice Admiral Ather Mukhtar HI(M) (Retd)	DG BUHSC	Member
65.	Maj Gen Prof Shehla M. Baqai HI(M) (Retd)	Dean HS/ Principal BUMC	Member
66.	Capt Noaman Imam (Retd)	Director Campus BUHSC (K)	Member
67.	Dr Kashif Naqvi	Principal Dental	Member
68.	Dr. Nasim Karim	Principal BUHS-PGIK	Member
69.	Dr Khalid Aziz	Principal BUCPT	Member
70.	Dr Nasim Karim	Principal BUHSC-PGIK	Member
71.	Dr Mahreen Lateef	Principal BUCAHS	Member
72.	Dr Khalid Mustafar	Vice Principal BUMC	Member
73.	Dr Shakeel Ahmed	HOD (Paediatrics)	Member
74.	Dr Naheed Sultan	HOD (Surgery)	Member
75.	Prof Khalida Nasreen Abdullah T(M)	HOD (Obst and Gynae)	Member
76.	Dr Shazia Shakoor	HOD (Physiology)	Member

77.	Dr Hasan Ali	HOD (Biochemistry)	Member
78.	Dr Tabassum A Qadeer	HOD (Orthodontists)	Member
79.	Dr Saman Hakeem	HOD (Prosthodontics)	Member
80.	Dr Beenish Fatima	HOD (Oral Biology)	Member
81.	Dr Iqbal Hussain Udaipurwala	HOD (ENT)	Member
82.	Dr Sameer Shahid Ameen	HOD (Eye)	Member
83.	Dr Yasmeen Mahar	HOD (Anatomy)	Member
84.	Dr Farzeen Tanvir	HOD (Periodontology)	Member
85.	Dr Inayat Hussain Thavar	HOD (Community Medicine)	Member
86.	Dr Syed Ahmed Omer	HOD (Dental Section)	Member
87.	Dr Daud Mirza	HOD (Dental Section)	Member
88.	Dr Arslan Khalid	HOD (Oral Medicine)	Member
89.	Dr Akbar Abbas	HOD (Dental Education)	Member
90.	Dr Maria Moin	HOD (Community Dentistry)	Member

In Attendance

91.	Dr Bri Parvez Asghar (Retd)	Professor of Medicine
92.	Dr M. Najamuddin Shabbir	Professor of Surgery
93.	Dr Tasneem Fatima	Professor of Anatomy
94.	Dr Bibi Kulsoom	Professor of Biochemistry
95.	Dr Iram Sadiqa	Professor of Physiology
96.	Dr Shaikh Abdul Saeed	Professor of Physiology
97.	Dr Aisha Qamar	Professor of Anatomy
98.	Dr Razia Korejo	Professor of (Obst and Gynae)
99.	Dr Naveed Faraz	Professor of Pathology
100.	Dr Syed Ijaz Hussain Zaidi	Professor of Pharmacology
101.	Dr Talea Hoor	Professor of Pharmacology
102.	Dr Khadejia Farrukh	(DME)
103.	Dr Najms Sehar Ilyas	Assistant Professor (Islamic Studies)
104.	Surg Lt Cdr Tariq Perwez	PMO to COMCOAST
105.	Cdr M. Noman Aslam T.Bt	Commandant NSOTC
106.	Surg Lt Cdr Taimoor Ali	
107.	Surg Lt Hamad Yasin	

BULC**Present**

108.	Cdre Jawad Ahmed Qureshi SI(M)	Director LC	Member
109.	Dr Adnan Hushmat	HOD (MS)	Member
110.	Dr Khawaja Qasim Maqbool	HOD (CS & IT)	Member

In Attendance

111.	Dr Urooj Sadiq	HOD (PP)
112.	Muhammad Umair Saeed	Manager QA

IPP**Present**

113.	Dr Zainab Hussain Bhutto	Dean PP/ Principal IPP	Member
114.	Dr Kiran Bashir Ahmed	HOD (PP)	Member

PRELIMINARIES

1. With the quorum of the Academic Council completed, the Secretary requested the Chair to commence the ACM with his opening remarks. The Chair welcomed the Academic Advisor HEC in the first participation of the HEC in the BU Academic Council meetings. He also welcomed the other participants and asked them to focus on whatever comes on the table while pursuing the best possible decisions and try to share the points as concise as possible.

Confirmation of the Minutes of 43rd and 44th Special ACM

2. The Secretary apprised the Council that the last regular meeting of the Council (43rd ACM) was held on 5, 6 & 7 April 2023; draft Minutes of the Meeting (MoM) were communicated to all Members/ non-member participants on 21 April 2023. Comments thus received were incorporated accordingly, followed by processing (on file) for approval of the Rector. Approved Minutes were disseminated to all concerned for implementation on 16 May 2023 through OAS. Subsequent to the promulgation, the CE indicated some anomalies in the course codes approved for the new courses pertaining to the Faculties of ES, H&SS and HS. After further deliberations between the respective Deans and the CE, required corrections were incorporated in related roadmaps.

3. Subsequent to the 43rd ACM, a special meeting (44th ACM) was held in two sessions on 16 June & 13 July 2023; draft MoM were communicated to all Members/ non-member participants on 11 August 2023. Comments thus received were incorporated accordingly, followed by processing (on file) for approval of the Rector. Approved Minutes were disseminated to all concerned for implementation on 25 August 2023 through OAS. Subsequent to the promulgation, Dean H&SS indicated the requirement of the following correction in the promulgated Minutes, for Agenda Item 4402 (Revamping of *BS in English* Roadmap):

- a. **Replace.** Changes in the roadmap for *BS in English* are approved by the Council as presented and given at **Appendage 4402**, for adoption from **Fall 2023 semester at BUIC and BUKC**. Point dropped.
- b. **With.** Changes in the roadmap for *BS in English* are approved by the Council as presented and given at **Appendage 4402**, for adoption from **Spring 2022 semester at BUIC and Fall 2023 semester at BUKC**. Point dropped.

4. The Chair was then requested to confirm the Minutes of 43rd and 44th (Special) ACM with the correction as requested in para 3. a. & b. above, which was accordingly granted to proceed with the agenda of 45th ACM.

REVIEW ITEMS

Item 3652: Approval of Case Writing Centers in Bahria Business School Islamabad and Karachi

Responsibility: Dean MS

Decision 43(3652)

5. The proposal to change the nomenclature of **Case Writing Center** is to be processed separately, through respective DGs. Progress is to be reported.

Progress Reported

6. Case file to change the nomenclature of **Case Writing Center (CWC)** was initiated by BUKC on OAS in Jun 23 (BUKC/PBSKC/2023/029), as the **Research and Business Solution Centre (RBSC)**. After processing through relevant Dtes, queries on the proposal were raised by Pro-Rector (Acad) in Jul 23, which were responded by Dean MS in Sep 23 in consultation with the Principal BBS-IC. Dean MS will update the progress in the ACM.

Discussion

7. Dean MS presented the proposal as given at **Appendage 45(3652)**, comprising of the organizational infrastructure of the **RBSC**, along with its working mechanism and the required human/ material resources. DQA highlighted that setting up of such a facility was the requirement of related accreditation body (NBEAC). Pro-Rector (RIC) proposed to establish a similar setup at other BU Schools as well. Advisor Academics HEC suggested that the proposed Centre may also facilitate research by scholars while they are placed with the industry. DAcad indicated the need to place the RSBC team directly under its Head in the proposed organogram. After further discussion, the Chair consented to principally approve the replacement/ upgradation of CWC with the RBSC, while its organizational framework and financial details may be reviewed keeping in view the points highlighted during the discussion and processed along with revised financial for scrutiny and final approval.

Decision 45(3652)

8. The proposal to replace/ upgrade the CWC with RBSC is principally approved, for processing of revised organizational and financial details through a case file. Progress is to be reported.

Action Required	Action by	Responsibility
Implementation of the Decision	Dean MS	Dean MS

Item 3910: Launch of New Programme *Bachelor of Science in Coastal & Marine Sciences* at the Department of Maritime Sciences, BUKC

Responsibility: DG-BUKC

Decision 43(3910)

9. The improved admissions status of the Programme is to be pursued in Fall 2023 semester through enhanced marketing. Progress is to be reported.

Progress Reported

10. A rigorous marketing campaign was run by the *Dept of Maritime Sciences* in collaboration with the Marketing and Admission Depts of BUKC. A series of career counselling webinars were held to introduce/ promote the programme on social media platforms of BUKC, along with aggressively promoting the advertisements on all official social media platforms. In parallel, Outreach activities were conducted through education expos of The News, HEC Sindh Expo and other private colleges expos at Karachi. Banners were also displayed outside Bahria Colleges. Further update will be given by BUKC in the ACM.

Discussion

11. Principal BSMAS (BUKC) explained that, despite rigorous marketing, low interest prevails for the programme and only 4-5 students may be attracted even after further efforts. He proposed that the programme may be offered in Fall semesters only. Pro-Rector (RIC) proposed to review the programme for replacement with 1-year Diploma or Certificate course, which was supported by DG BUKC. DIO suggested that the BS degree may be converted to an Associate Degree programme. CE highlighted that the subject degree programme was not being offered by other universities and suggested reviewing its continuation. Advisor Academics HEC asked if a proper feasibility was done prior the programme launch; the Secy/ DAcad responded affirmative and proposed that the School/ Dept may approach the organisations with the programme related domain for pursuance of admissions by their employees. Advisor Academics HEC further proposed that the School/ Dept may approach the Institute of Marine Sciences at Karachi to review the prospects of the programme. After further discussion, the Chair directed to pursue the improved admission status for the programme in the next semester, while considering the proposals for review of its structure.

Decision 45(3910)

12. Improved admissions status of the programme is to be pursued in Spring 2024 semester through enhanced marketing and approaching the relevant organisations/ institutes, while reviewing the BS programme structure for replacement with AD/ Diploma/ Certificate programme. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	Principal BUMAS-KC	DG BUKC

Item 4017: Launch of New Program *Bachelor of Science in Mathematics* at BH3S-KC

Responsibility: Dean H&SS

Decision 43(4017)

13. Successful launch of the Programme is to be pursued for one more semester (Fall 2023). Proposal for shifting of the Programme to the Dept of Computer Sciences is to be processed separately by Dean H&SS. Progress is to be reported.

Progress Reported

14. The programme started in Fall 2023 semester with 6 students, with special approval for the low intake.

Discussion

15. Principal BH3S-KC highlighted better intakes in previous semesters. DH BUKC shared the expectations of improved intakes in the coming semesters, which was supported by DQA. Pro-Rector (RIC) suggested reviewing the fee structure to make the programme more attractive, which was supported by the Academic Advisor HEC. Dean H&SS further suggested to disregard the proposal of shifting the programme to the Dept of CS, as it was not concurred by the FBOS.

Decision 45(4017)

16. The programme is to be monitored for 2 more semesters (Fall 2024 inclusive) for a decision on its continuation. Meanwhile, the fee structure of the programme is to be reviewed for compatibility with other HEIs offering the same programme at Karachi. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	Principal BH3S-KC	DG BUKC

Item 4109: Launch of New Programme *Bachelor of Science in Remote Sensing & GIS* at BSAES-KC

Responsibility: Dean ES

Decision 43(4109)

17. Progress of the Programme success is to be reviewed, both at BUIC and BUKC.

Progress Reported

18. The programme started in Fall 2023 semester with 15 students at BSEAS-IC and 9 students at BSEAS-KC.

Discussion

19. Dean ES explained that the programme has been started with special approval for low intakes. It was agreed to monitor the programmes intake in next two semesters.

Decision 45(4109)

20. The programme intake is to be monitored in the next two semesters (Fall 2024 inclusive) to assess its success and continuation.

Action Required	Action	Responsibility
Implementation of the Decision	Principal BSEAS-IC, Principal BSEAS-KC	Dean ES

Item 4122: Adoption of Methodology for Improvement of Academically Weak Students

Responsibility: DAcad

Decision 43(4122)

21. The process of finalizing the standardized methodology for improvement of academically weak (underperforming) students is to be accelerated for early completion. Progress is to be reported.

Progress Reported

22. Standardized methodology for improvement of academically underperforming students finalized by the Deans Committee was approved in the 44th (Special) ACM held in two sessions in June and July 23 and promulgated through Registrar Notification in September 2023, for adoption by all CUs from Fall 2023 semester. Progress may be reviewed in the next ACM.

Discussion

23. DAcad briefed the Council about the standardized methodology. Dean IPP asked for its inclusion in the CMS for effective IT based application. The Chair asked the IT Dte to comply the same. The point was, however, dropped from further pursuance.

Decision 45(4122)

24. IT Dte is to develop a suitable IT application as a CMS module for the standardized methodology for improvement of underperforming students approved in the last ACM. Point Dropped.

Action Required	Action	Responsibility
Implementation of the Decision	DIT	DIT

Item 4130: Implementation of HEC Undergraduate Education Policy 2020

Responsibility: DAcad

Decision 43(4130)

25. Progress of the review of HEC UGE Policy 2020 is to be reported.

Progress Reported

26. Revised Undergraduate Education Policy has been notified as UEP 2023 by the HEC in July 2023. After extensive review of its contents by the Deans, relevant BUHO Dtes and the CUs coordinated by the Acad Dte, roadmaps of all the BU UG programmes have been aligned with the new Policy and approved on faculty-wise case files, for adoption from Fall 2023 semester (as per HEC instructions). All Deans will present the amended roadmaps for ratification by the Academic Council. Amendments in BU Academic Rules necessitated by the UGE Policy 2023 will be presented as a separate agenda item, for approval by the Council.

Discussion

27. The DQA confirmed that all the UG academic roadmaps have been aligned with HEC UGE 2023 Policy except the MBBS, BDS and BSS programmes. The Chair explained to the Advisor Academics HEC that efforts put in by all the faculties under respective Deans to enable the said alignment within a short span of time, along with adoption of Quran and Seerah courses as per the HEC requirements. Amended roadmaps were thereafter presented by the Deans in the following sequence:

- a. Dean MS – presentation copy at **Appendage 45(4130)A1-A2**
 - i. BBA
 - ii. BS in Economics
 - iii. BS in Economics & Finance
 - iv. BS in Accounting & Finance

- v. BS in Supply Change Management
- vi. BS in Business Analytics
- vii. BS in Maritime Business & Management
- viii. BS in Coastal & Marine Sciences

- ix. Associate Degree in Business Administration

- b. Dean ES – presentation copy at **Appendage 45(4130) B1-B2**
 - i. BEE
 - ii. BCE
 - iii. BSE
 - iv. BS in Computer Science
 - v. BS in Information Technology
 - vi. BS in Artificial Intelligence
 - vii. BS in Robotics & Intelligent Systems
 - viii. BS in Environmental Science
 - ix. BS in Geology
 - x. BS in Geophysics
 - xi. BS in Remote Sensing & GIS
 - xii. Associate Degree in Computer Science

- c. Dean H&SS – presentation copy at **Appendage 45(4130) C1-C2**
 - i. BS in English
 - ii. BS in Mathematics
 - iii. BS in Islamic Studies
 - iv. BS in Media Studies
 - v. BS in Television & Digital Media
 - vi. BS in Public Health
 - vii. Bachelor in (Social Sciences)

- d. Dean PP – presentation copy at **Appendage 45(4130) D1-D2**
 - i. BS in Psychology

- e. Dean Law – presentation copy at **Appendage 45(4130) E1-E2**
 - i. LLB

- f. Dean HS – presentation copy at **Appendage 45(4130) F1-F2**
 - i. DPT
 - ii. BSN
 - iii. BS in MLT
 - iv. BS in Biotechnology

28. Advisor Academics HEC suggested to use the abbreviation **AD** for Associate Degree programmes, instead of ADP, which was consented by the Council. He further confirmed that a Capstone Project could comprise of a Thesis or Project, graded as 3 x CH or 6 x CH. Dean Law intimated that Pakistan Bar Council (PBC) had been approached for the consent on LLB roadmap amended as per the UEP 2023. Advisor Academics HEC informed that consent of the councils of all the accreditation bodies had been attained prior promulgation of UEP 2023, and advised the Academic Council to ratify the revised LLB roadmap as presented. The Secy asked for similar guidance for the amended BSN roadmap as a similar review was also awaited through HEC. Advisor Academics HEC consented to adopt the BU amended roadmap, while suggesting that the

BU rep(s) would be involved in any such review by the HEC. He also advised to review the CH allocated to the BSN course **AHN 201 Adult Health Nursing-I** (4+4 CH) due to being cumbersome in practice and **DVP 201 Developmental Psychology** (2.5+0.5 CH) due being unconventional; both proposals were agreed by the Council.

Decision 45(4130)

29. The amended roadmaps were ratified by the Council as presented by respective Deans, with the amendments proposed by the Advisor Academics HEC, as placed at as **Appendage 45(4130)A1-2, 45(4130) 45(4130)B1-2, 45(4130)C1-2, 45(4130)D1-2, 45(4130)E1-2, and 45(4130)F1-2**. It was further ratified to adopt the revised roadmaps of the Faculties of MS, ES and H&SS (except BSS programme) from Fall 2023 semester, while those of the Faculties of Law and HS from Spring 2024 semester. Point dropped.

Action Required	Action	Responsibility
Uploading of amended roadmaps on CMS and website	DIT	All Deans
Inclusion of amended roadmaps in Prospectus	DA	
Updating of SRD and CCH	CE	

Item 4201: Approval of BS (4-Years) Degree Programme in *Islamic Studies*

Responsibility: Dean H&SS

Decision 43(4201)

30. The progress of the Programme launch is to be reviewed in the next ACM.

Progress Reported

31. The programme has not been started in Fall 2023 semester due to lack of response at BUIC and BUKC.

Discussion

32. Dean H&SS explained that the Degree Program was not started due to lack of sufficient number of students, i.e. 7 students for BUIC and 2-3 for BUKC. Pro-Rector (RIC) asked to determine the reasons for low interest and verify how many HEIs were offering the subject programme vis-à-vis candidates' response. DA proposed to review the programme fee structure as well, as BU also offers MS degree programme with the similar title. Advisor Academics HEC advise to review the programme offering based on the number of students in the next semester. The Council concurred with the stated proposals.

Decision 45(4201)

33. Continuation of the programme in the next semester is to be reviewed while determining the reasons for the low interest of the new admissions applicants and response in other HEIs. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	Principal BH3S-IC, Principal BH3S-KC	Dean H&SS

Item 4313: Launching the Optional Research Stream *Capstone Research Projects* in UG Programmes

Responsibility: Dean MS

Decision 4313

34. Inclusion of Capstone Project in all UG Programmes of the Faculty of MS is approved for adoption from Fall 2023 semester. For PG programmes, HEC consent is to be pursued through QA Dte. Progress is to be reported.

Progress Reported

35. For implementation of Capstone Project at PG level, the QA Dte has been approached by the Faculty of MS to timely obtain the HEC consent. However, the provision of a Project/ Thesis has already been included in the *MS in Project Management* and MBA programmes. Further, the HEC Graduate Education Policy (GEP 2023) has an option of the course work or Thesis for MS level programmes.

Discussion

36. The Secy explained that the proposal to adopt the capstone in all UG programmes of the Faculty of Management Sciences was floated by Dean MS prior promulgation of the UEP 2023 by the HEC. He further highlighted that Advisor Academics HEC had earlier confirmed upon a query by Dean H&SS that Capstone Projects could comprise of Thesis. He proposed to drop the point which was agreed to by the Council.

Decision 45(4313)

37. Point dropped, as the proposal has been complied in form of ratification of amended roadmaps with Capstone Project vide Decision 45(4130).

Action Required	Action	Responsibility
Implementation of the Decision	Dean MS	Dean MS

Item 4314: Launch of New Programme *Master of Science in Business Analytics*

Responsibility: Dean MS

Decision 4314

38. The proposal for *MS in Business Analytics* is approved for launch in Fall 2023 semester subject to issuance of the NOC by the HEC. Progress is to be reported.

Progress Reported

39. NOC for launch of the *Master of Science (MS) in Business Analytics* has been received from HEC, dated 26 September 2023. Marketing campaign and Open House sessions are being planned for subsequent launch of the programme.

Discussion

40. It was agreed that the programme may be launched at BUIC in Spring 2024 semester and review the outcome in the next ACM.

Decision 45(4314)

41. The programme *MS in Business Analytics* is to be launched at BBS-IC in Spring 2024 semester. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	DA, Principal BBS-IC	Dean MS

Item 4317: Change of Course *Introduction to Blue Economy and Green Supply Chain with Introduction to Blue and Green Economy* in BS UG Programmes

Responsibility: Dean MS

Decision 4317

42. The proposal is to be reviewed for retention of Blue Economy aspect and processed on file for early approval. Progress is to be reported.

Progress Reported

43. As reported by Dean MS, the nature of the course requires a background knowledge of sustainability, environmental challenges, and supply change management. The proposed course is not only aligned with maritime domain but also with the UN SDGs. Dean MS will share the updated progress of the review of course outline in the ACM.

Discussion

44. Dean MS Explained that the proposed course had been included in all UG programmes of the Faculty of MS, with focus on Blue and Green Economies while covering the UN SDGs. He presented the revised course outline as given at **Appendage 45(4317)**. The Secy explained that in the last ACM the revised course outline had reduced contents of Blue Economy, and the Council had asked for its significant coverage. Dean MS confirmed that the Council concerns had been duly addressed in the updated course contents as presented. Upon query of Advisor Academics HEC, the Secy explained that the updated course is being offered as an Elective.

Decision 45(4317)

45. The updated course *Introduction to Blue and Green Economy* is approved for offering as Elective in all UG programmes of the Faculty of MS, with the revised course outline as given at **Appendage 45(4317)**. Point dropped.

Action Required	Action	Responsibility
Uploading of amended roadmaps on CMS and website	DIT	Dean MS
Inclusion of amended roadmaps in Prospectus	DA	
Updating of SRD and CCH	CE	

Item 4323: Launch of New Program *Master of Science in Criminology* at BH3S-IC

Responsibility: Dean H&SS

Decision 4323

46. Launch of *MS in Criminology* is principally approved as given at **Appendage 4323** to pursue the HEC NOC; subject to inclusion of course/ contents pertaining to unethical practices in the police and recommended remedies. Progress is to be reported.

Progress Reported

47. The case has been forwarded to the HEC by the QA Dte for issuance of the NOC.

Discussion

48. Dean MS confirmed that course contents had been updated for inclusion of unethical practices in the police and recommended remedies, as desired in the last ACM. DQA intimated that the BU request for the NOC to launch the programme was under deliberation at the HEC.

Decision 45(4323)

49. Issuance of the NOC for the programme launch is to be pursued from the HEC. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	DQA	Dean H&SS

Item 4325: Launch Proposal of *MS in Medical Lab Sciences (MS-MLS)* at BUCAHS, BUHSCK

Responsibility: Principal BUCAHS

Decision 4325

50. Launch proposal for *MS in Medical Lab Sciences* is approved by the Council with effect from Fall 2023 semester subject to issuance of NOC by the HEC. Progress is to be reported.

Progress Reported

51. Submission of the application to the HEC is pending due to lack of minimum required PhD qualified FMs.

Discussion

52. DHS intimated that the required FMs had been selected and would be appointed in the next few days. DQA confirmed that the required NOC would be subsequently applied at the HEC.

Decision 45(4325)

53. NOC for the launch of *MS in Medical Lab Sciences* is to be pursued from the HEC. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	DQA	Dean HS

Item 4330: Review of BU HR Policy Document 2017 as HR Policy Manual 2023

Responsibility: DHR

Decision 4330

54. The following was decided by the Council:

- a. BU HR Policy Manual 2023 proposed as a replacement of BU HR Policy Document 2017 is approved for processing the ratification by the Executive Committee, with the amendments given at **Appendage 4330B**.
- b. Amendments in Promotion Policy for the Academic Employees are to be processed separately and approved through a Special ACM.
- c. All previous policies/ instructions/ notifications pertaining to the promotion of BU employees (academic/ non-academic) are to be cancelled after the promulgation of BU HR Policy Manual 2023, through Registrar Notification.
- d. Progress is to be reported.

Progress Reported

55. Revised document **BU HR Policy Manual 2023** has been ratified by the Executive Committee in its 19th meeting held on 20 July 2023. Promulgation of the new document through Registrar office is being undertaken by the HR Dte.

Discussion

56. DHR confirmed that the last ACM decision was being complied as desired. It was agreed by the Council to drop the point from further pursuance.

Decision 45(4330)

57. Revised **BU HR Policy Manual 2023** is to be promulgated by the Registrar office while notifying the cancellation of all previous policies/ instructions/ notifications pertaining to the promotion of BU employees (academic/ non-academic). Point Dropped.

Action Required	Action by	Responsibility of
Implementation of the Decision	Registrar	DHR

Item 4331: Amendment/ Revision of BU Affiliation Committee

Responsibility: CE

Decision 4331

58. The following was approved by the Council:

- a. Amendment of the composition of BU Affiliation Committee in **BU Affiliation Policy** for inclusion of "An Expert to be nominated by HEC" and processing the ratification of said amendment by the Executive Committee (EC).
- b. Processing the EC approval of the amendment of the composition of BU Affiliation Committee in **BU Academic Regulations** for inclusion of "An Expert to be nominated by HEC" and processing the ratification of said amendment by the BOG.
- c. Progress is to be reported.

Progress Reported

59. Amendment in the composition of BU Affiliation Committee was ratified by the Executive Committee (EC) in its 19th meeting held on 20 July 2023. Inclusion of BU Affiliation Committee in BU Academic Regulations was also approved by the EC, which was subsequently ratified by the BOG in its 50th meeting held on 15 Aug 23 and promulgated through Registrar Notification 40/2023 dated 20 September 2023. Point may be dropped.

Discussion

60. Having noted the desired compliance of the last ACM decision, the Council agreed to drop the point from further pursuance.

Decision 45(4331)

61. Point Dropped.

Item 4332: Ratification of Weightage Criteria/ Formula for all PG Programmes

Responsibility: DA

Decision 4332

62. The following was decided by the Council:

- a. Ratification of the changes in weightage criteria for all PG Programmes as given at **Appendage 4332A**.
- b. Approval of the corresponding amendments in **BU Academic Rules, BU Admission Policy** and **MS/ MPhil Rules** as given at **Appendage 4332B**, for subsequent ratification by the EC.
- c. Progress is to be reported.

Progress Reported

63. Approved amendments have been incorporated in BU Admission Policy and promulgated by the Admissions Dte in November 2022. Meanwhile, Form MS-1A of BU PhD Rules 2017 (containing the amended weightage criteria) will be replaced after ratification in the next ECM. No amendment is required in BU Academic Rules, as the current contents for PG programmes (Chapter 2 Table 1: Merit List Weightages) comprise of "As per respective Rules." Progress of amendment in BU PhD Rules (ratification by the EC) may be reviewed in the next ACM.

Discussion

64. The Council agreed to review the progress in the next ACM.

Decision 45(4332)

65. Progress of the amendment in BU PhD Rules (ratification by the EC) is to be reviewed in the next ACM.

Action Required	Action by	Responsibility of
Implementation of the Decision	DA	DA

Item 4334: Launch of *MS in Applied Linguistics* at BUKC

Responsibility: Dean H&SS

Decision 4334

66. Launch of *MS in Applied Linguistics* programme at BH3S-KC is approved by the Council, subject to processing of the FBOS approval for the changes in earlier proposal. DQA is to pursue the NOC from the HEC to launch the programme in fall 2023 semester. Progress is to be reported.

Progress Reported

67. 2 x PFM's with PhD in *Applied Linguistics* qualification have been hired to meet the HEC requirement for the start of subject programme; joining the BUKC in Feb 23 and Aug 23. Meanwhile, the process of NOC is pending due to awaited equivalence certificate from the HEC for foreign qualification of 1 x new FM. In parallel, the QA Dte has scrutinized the initial proposal and informed the Dean to remove the highlighted deficiencies, for submission of the finalized proposal to the HEC.

Discussion

68. DQA confirmed that the case had been forwarded to the HEC for issuance of NOC.

Decision 45(4334)

69. NOC for the launch of *MS in Applied Linguistics* is to be pursued from the HEC. Progress is to be reported.

Action Required	Action by	Responsibility of
Implementation of the Decision	DQA	Dean H&SS

Item 4336: Launching of Associate Degree in Computer Science

Responsibility: Dean ES

Decision 4336

70. The following was decided by the Council:

- a. Launch of *Associate Degree in Computer Sciences* at BULC is approved as per the academic and financial working at **Appendage 4336A** and **Appendage 4336B** respectively; subject to verification of accreditation requirement from NCEAC.
- b. Prospects of launching the same programme at BUIC H-11 Campus are also to be explored.
- c. Progress to be reported.

Progress Reported

71. *Associate Degree in Computer Science* has been launched at BULC with 27 students, while the programme has not been started at BUIC (H-11) due to lack of students.

Discussion

72. Dean ES acknowledged the BULC efforts for a successful programme launch, while highlighting that H-11 campus was more focused towards the launch of 4-yr's degree programme (BS CS). Advisor Academics HEC conveyed satisfaction with the entry & exit options in the

programme as per the HEC UEP 2023. The Chair advised to pursue the successful programme launch at H-11 Campus as well in the next semester. It was agreed to drop the point from further discussion.

Decision 45(4336)

73. Improvement of the programme launch is to be pursued at the Department of Computer Sciences, H-11 Campus. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	DA, DM, Principal BSEAS-H11	Dean ES

Item 4339: Improvement of Evening Programmes Quality at BULC

Responsibility: DQA

Decision 4339

74. DQA is to undertake a teaching quality and space availability audit of BULC, for increased intake in the evening Programmes and corresponding higher revenue. Progress is to be reported.

Progress Reported

75. The following new programmes were approved in 44th ACM in the Evening session at BULC from Fall 2023 semester:

- a. Associate Degree in Computer Science.
- b. Associate Degree in Business Administration.
- c. Advanced Diploma in Infant, Child and Adolescent Mental Health.

76. However, the programmes at sub-para b. & c. above have not been started due to insufficient students.

Discussion

77. DQA explained the plans for more efforts on pursuing higher applicants for the BULC offered academic programmes. The Chair explained to the Advisor Academics HEC the constraints being experienced by BULC in competing with the other HEIs that have much larger infrastructures and asked for suitable HEC support in this regard. The Advisor Academics HEC consented to provide the requisite support.

Decision 45(4339)

78. Improvement in the quality of evening programmes at BULC is to be pursued through audit by the QA Dte. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	DC BULC, DQA	DQA

Item 4340: Launch Proposals for *BS in Business Analytics*

Responsibility: DG BUKC

Decision 4340

79. Launch proposal for *BS in Business Analytics* Programme at BBS-KC is approved with effect from Fall 2023 semester, as per the roadmap and curriculum given at **Appendage 4340**. Progress is to be reported.

Progress Reported

80. *Bachelor of Business Analytics* programme has been launched at BBS-KC during Phase-II of the admissions for Fall 2023 semester. Revision of BU Prospectus has also been undertaken.

Discussion

81. Dean MS intimated that 62 students had been admitted to-date in the newly launched programme. Considering the successful launch, the Secy proposed to drop the point from further pursuance, which was agreed by the Council.

Decision 45(4340)

82. Point Dropped.

Item 4341: Introduction of Quran Course in all UG Programmes

Responsibility: Dean H&SS

Decision 4341

83. Contents and modalities of **Quran and Seerat course** are to be formulated by Dean H&SS in consultation with Advisor for Islamic Studies and all Deans, in accordance with HEC instructions for the same. The course proposal is to be presented in Special ACM on priority, for launch in Fall 2023 semester. Progress is to be reported.

Progress Reported

84. Compliance of the Decision was undertaken in the last/ 44th (Special) ACM as the new agenda item, 4401. The point may, hence, be dropped against this Item.

Discussion

85. The Council agreed to drop the point as it had been complied in the last/ Special ACM as a new agenda item, 4401.

Decision 45(4341)

86. Point Dropped.

Item 4401: Launch Proposal for New Programme in Islamic Studies – *Quran and Seerah*

Responsibility: Dean H&SS

Decision 4401

87. Proposed programme in Islamic Studies (*Quran and Seerah*) is approved for inclusion in all UG academic programmes from Fall 2023 intakes, as per the detailed given at **Appendage 4401**, with the changes/ additions described in para 6 a. to g. above (44th ACM MoM). HEC is to be intimated of the ACM approval along with details of courses and finalized methodology. Progress is to be reported.

Progress Reported

88. The approved programme (1 x course in each semester) has been included in all the BU UG programmes, approved through faculty-wise case files for alignment with UEP 2023. The new courses have been allotted the course codes by the Exams Dte as listed at **Appendage 45(4401)A**. The programme has been launched in all BU CUs from Fall 2023 semester as desired by the HEC, with *Tajweed* course included in the 1st semester of all new intakes. For annual programmes (MBBS, BDS), it will be adopted from the 2024 intakes. The following actions have been taken in this regard by the Faculty of H&SS:

- a. Exclusive FMs have been employed at all the CUs for related teaching.
- b. Learning instructions for *Tajweed* are available as hard copy and online (soft copy).
- c. A mobile phone app (*Tajweed ul Quran with TPI*) has also been identified to facilitate the online learning.
- d. An MoU has been signed with a specialized organization, Character Education Foundation, for training of related BU FMs (scheduled 10-14 October 2023).
- e. FMs conducting Friday prayers are required to include the contents of *Seerah* courses in the Friday sermons, which are reviewed in advance by the Advisor for Islamic Studies.
- f. A Qirat competition is being scheduled during Fall 2023 semester, to accrue students' interest in the *Tajweed* course and its practical manifestation.

89. The HEC has been informed of the compliance of its guidelines vide BU letter at **Appendage 45(4401)B**.

Discussion

90. The Chair appreciated the working undertaken by the all the personnel who were involved in this activity through a well thought out approach, and prayed that Almighty accepted this small contribution along with spreading its benefits to the next generations. The Secy proposed to drop the point from further pursuance, which was approved by the Council.

Decision 45(4401)

91. Having complied the HEC requirements, the point is dropped.

Item 4404: Amendment in BU Academic Rules to Allow Students for Fresh Courses in Summer Semester

Responsibility: DAcad

Decision 4404

92. Following amendment in BU Academic Rule 3.20.1 b. was approved for adoption from Summer 2023 semester, followed by ratification of the amendment by the Executive Committee:

- a. **Replace.** There shall be no registration for Advanced/ New Courses.
- b. **With.** There shall be no registration for the courses that are falling due in the next semester(s), as per academic roadmap. The students may register for the deficient courses (i.e. the courses to be qualified as per related roadmap at given juncture of time) during the last year of their regular programme duration, without a cap on the earned grades.

Progress Reported

93. Subject amendment has been promulgated through Registrar letter BU-HO/Reg/2023/L/496 dated 19 July 2023 for adoption from Summer 2023 semester onward. Related contents of SHB have also been updated for Fall 2023 semester, while amendment in BU Academic Rules will be incorporated after ratification of the ACM approval in the next ECM.

Discussion

94. Advisor Academics HEC asked for the confirmation that allowing the students to take a fresh course in the Summer semester was intended to facilitate the cases where they were deprived of the programme completion only for 1-2 courses; the DQA and the DAcad acknowledged in affirmation. DQA highlighted such constraints especially for the students of BEE programmes due to the frequency of annual intakes, where the affected student may have to wait for a whole year for required course offering. Advisor Academics HEC proposed to add two more conditions for such cases: that the student would have registered in the deficient course but dropped/ froze due to some legitimate reasons; and that a minimum CGPA would be required to avail this benefit (fresh course in Summer semester), so that the student is not short of the minimum CGPA to fulfil the requirement for the award of degree after availing the subject amendment. After brief discussion, the Council agreed to review the subject amendment for conformance with the requirements mentioned by Advisor Academics HEC. The Advisor further asked to ascertain the maximum courses registered in the Summer semester would be limited to the HEC policy of maximum two, which was confirmed by DQA and DAcad.

95. Based on the above stated, the revised amended in BUAR was presented to the Council, as follows:

- a. **Replace.** There shall be no registration for Advanced/ New Courses.
- b. **With.** There shall be no registration for the courses that are falling due in the next semester(s), as per academic roadmap. The students may register for the deficient courses (i.e. the courses to be qualified as per related roadmap at given juncture of time) during the last year of their regular programme duration, without a cap on the earned grades, subject to the following conditions:
 - i. The student is not on Probation due to low CGPA.

- ii. The courses being enrolled have been registered earlier but withdrawn due to any reasons, exception allowed for the students registering for the deficient courses on account of Transfer of Credit.

96. Advisor Academics HEC concurred with the revised contents of the proposed amendment. Upon a query by DIO, he confirmed that the HEC had not placed any restriction on maximum Grade earned through repeating a course, while emphasizing that if a student attained a higher grade than previous attempt in a repeat course, he/ she should be given the opportunity to have it awarded. DQA highlighted that NCEAC had already raised an observation on the BU rule of Grade capping for the students who repeated a course, and proposed to review the policy in this regard. The Secy proposed the Council to approve the removal of Grade capping as well, by amending the related rule. Advisor Academics HEC supported the same. HOD CS (BSEAS-E8) further proposed to include the provision for pre-requisite courses in the amendment. The Secy confirmed that the requirement could be fulfilled by adding “or pre-requisite courses” at the end of the last para of proposed amendment. Upon a query by the Chair, Advisor Academics HEC confirmed that the HEC supported the award of higher Grade in case of a repeat attempt in summer semester. The Repeat courses, after further discussion, the Council approved the amendment in BU Academic Rule, clause 3.20.1 a. as proposed vide para 95. b. above with inclusion of pre-requisite courses for eligibility and removal of Grade capping for all repeat courses.

Decision 45(4404)

97. Amendment in BU Academic Rule 3.20.1 b. approved earlier vide 44th ACM Decision 4404 is to be replaced with the revised contents placed at para 95. b. above, with inclusion of pre-requisite courses for eligibility. Further, BUAR clause 3.20.1 a. is also amended for removal of Grade capping for all repeat courses in summer semesters, by deleting, “on improvement maximum grade award shall be capped at B+”. The amendments are to be ratified by the CE and progress is to be reported.

Action Required	Action	Responsibility
Promulgation of the revised amendment to all CU	Registrar	DAcad
Updating of SRD	CE	
Ratification of the approved amendment by EC	Registrar, DAcad	
Incorporation of amendment in BUAR	DAcad	

Item 4405: Commencement of Weekly Online Classes

Responsibility: DQA

Decision 4405

98. Online classes are to be conducted at all CUs for all semester-based programmes once a month (first Wednesday of each month) from Fall 2023 semester, as per the methodology given at **Appendage 4405**. The progress, including savings details, is to be reviewed in the next ACM.

Progress Reported

99. All the CUs have confirmed readiness for the commencement of monthly online classes, as decided in the last ACM. Implementation of the same in the ongoing semester (Fall 2023) will

be briefed by each CU during the next ACM. CMS/ LMS and MS Teams of the IT Dte would be available to conduct the online classes, while IT Dept of all CUs will provide full support in conducting online classes to all concerned. Necessary instructions/ guidelines in this regard have been issued by the IT Dte to all the CUs.

Discussion

100. The Secy briefed the house that monthly online classes were held for the first time as per stated new BUHO policy on 4 October 2023, and asked the CUs to share their views on its effectiveness. The Chair opined that more time and frequency of such classes were required for the meaningful feedback. He asked the CUs to share the progress for the next review, while explaining to the Advisor Academics HEC the need for starting this activity, i.e. continuation of the expertise attained during Covid-19 pandemic, gradual preparation for the online & distance learning in collaboration with the Virtual University, and some savings in terms of the admin/ utilities expenses. Advisor Academic HEC proposed to use the smart classrooms facility as well, which was acknowledged by the Chair.

Decision 45(4405)

101. Progress of the conduct of monthly online classes and the feedback with respect to related infrastructure, online facilities and academic effectiveness are to be reported by all CUs, along with effects on related admin support.

Action Required	Action	Responsibility
Implementation of the Decision	All HCUs	DQA

Item 4406: Proposed Amendments in BU Academic Rules for Probation Policy

Responsibility: DQA

Decision 4406

102. Proposed amendments in BU Academic Rules at **Appendage 4406** are approved for adoption from Spring 2023 semester results. Progress is to be reported.

Progress Reported

103. Amended Probation Policy was adopted from Spring 2023 final exams results for all UG/ PG programmes through Registrar letter BU-HO/Reg/2023/L/501 dated 20 July 2023. However, compilation of results by the Exams Dte indicated higher attrition in case of the PG students, due to a decrease in the number of chances for low CGPA from **3 in total** to **consecutive 2**. Consequently, the ACM decision was reviewed through OAS case file for one-time suspension of the new Policy for PG students; to be ratified in the next ACM. Meanwhile, PGP Dte has proposed to retain the earlier Probation Policy for the PG students, to avoid high attrition as a support to the otherwise depleting programmes. DPGP will present the proposal for suitable decision by the Academic Council.

Discussion

104. DPGP presented the proposal as given at **Appendage 45(4406)A**. The Chair explained to the Advisor Academics HEC the measures taken by the BUHO through an exclusive committee for

improvement in financial viability of BU CUs; highlighting that the review of prevailing Probation Policy was also an outcome of the same measures, with a view to reduce the dropouts that would also benefit the students without a compromise on the quality of education imparted and remained comparable with other HEIs. During the discussion on the proposed amendment, it was noted that its wording was causing ambiguity with respect to the maximum no. of Probations allowed before being dropped. Accordingly, the amendment was rephrased as placed at **Appendage 45(4406)B** and presented to the Council. While reviewing its contents, Pro-Rector (RIC) noted that proposed clause 7.10.6 required a mention of the re-admission on merit. The suggestion was supported by Advisor Academics HEC and concurred by the Chair. After further review, the Council approved the revised amendment at **Appendage 45(4406)B** with inclusion of “on merit” at the end of proposed clause 7.10.6.

Decision 45(4406)

105. Amendments in BU Academic Rules are approved for changes in the Probation Policy, as given at **Appendage 45(4406)B** with inclusion of “on merit” in proposed clause 7.10.6, for adoption in Fall 2023 semester followed by ratification by the EC. Point Dropped.

Action Required	Action	Responsibility
Promulgation of the amendments	Registrar	DAcad
Ratification of the amendments by the EC	Registrar, DAcad	
Incorporation of amendments in BUAR	DAcad	

Item 4407: Launch Proposal for *Associate Degree in Business Administration*

Responsibility: Dean MS

Decision 4407

106. The proposal for *Associate Degree in Business Administration* was approved for launch at BULC, BUKC and BUIC (H-11) from Fall 2023 semester, as given at **Appendage 4407**, along with the review of software requirement. Progress is to be reported.

Progress Reported

107. The new programme has been launched at the CUs in Fall 2023 semester as decided in the last ACM. The programme has been included in BU Prospectus by the Admissions Dte and SRD/CCH updated by the Exams Dte. Concerned CUs will update the status of admissions and conduct of classes in the next ACM.

Discussion

108. Dean MS explained that the programme was initially promulgated for BULC but later pursued in other CUs too. However, it could not be commenced at BUKC due to internal shifting of Depts while at BULC fee submission was not achieved. A full admissions campaign will be undertaken for the next semester for a successful programme launch.

Decision 45(4407)

109. Successful programme launch is to be pursued at BUIC, BUKC and BULC for Spring 2024 semester. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	DA, DM, DC BULC, Principals BBS-IC, Principal BBS-KC	Dean MS

Item 4408: Launch Proposal for *Advanced Diploma in Infant, Child and Adolescent Mental Health*

Responsibility: Dean PP

Decision 4408

110. Proposed *Advanced Diploma in Infant, Child and Adolescent Mental Health* is approved for launch at BULC, BUIC (H-11) with labs at E-8 Campus (as required) and IPP from Fall 2023 semester. Progress is to be reported.

Progress Reported

111. The Diploma was not initiated in the Fall 2023 semester across all the CUs for different reasons. While BUIC (H-11) successfully began the programme with its 1st batch, BULC opted to redirect its candidates to *MS in Clinical Psychology*. IPP got the approval to divert the Diploma students to MS and MPhil programmes and start the Diploma from Spring 2024 semester, primarily due to an influx of applicants for MS and MPhil programmes. Dean PP has conveyed that few concerns like fee structure were raised during the admission process and has recommended to review the fee structure for Spring 2024 admissions to attract more applicants.

Discussion

112. Dean PP explained that similar skills-based programmes were already offered by other institutes at Karachi, due to which the subject programme could not be launched successfully within the available short marketing. However, due to different market dynamics, the programme launch has been successful at BUIC. As regards the fee structure, the Advance Diploma has been equated with a regular programme fee, which may be suitably reduced for compatibility with a standard Diploma fee. The Chair asked the Dean PP to send a formal proposal in this regard.

Decision 45(4408)

113. Dean PP is to forward a formal proposal for reduced fee structure of the programme at IPP, Karachi. Progress of the programme is to be reviewed for all CUs (BUIC, IPP, BULC).

Action Required	Action	Responsibility
Implementation of the Decision	Dean PP, DA, DM, DC BULC, Dir IPP, Principal BSPP-IC	Dean PP

Item 4409: Review of BU Retake Exams Rules

Responsibility: Treasurer

Decision 4409

114. An amount of Rs 3,000 (three thousand rupees) per subject is to be charged for the conduct of each Retake exam (Mid-Term and Final) from the student, effective from Fall 2023 semester. Compliance of the same is to be promulgated through the Registrar Notification, and suitable amendment made in BUAR. Progress is to be reported.

Progress Reported

115. Instructions have been promulgated by the Treasurer for compliance of the last ACM decision, while the Admissions Dte has updated the SHB with relevant clause. The Acad Dte has proposes the following amendment in BU Academic Rules 2016 clause 7.9.5, for approval by the Academic Council followed by ratification in the next Executive Committee Meeting:

Replace. Neither fee to students nor honorarium for examiners shall apply to Retake examinations.

With. Students appearing in the Retake examinations will have to pay the Retake Examination Fee for each course of the Mid-term and Final exams, as per prevailing amount.

Discussion

116. Pro-Rector (RIC) asked for the inclusion of the policy on honorarium in the amended clause. The Secy explained that the same would be as per the standard policy already covered in BU HR Policy (payable to PFMs after the standard working hours) and did not need specific mentioning. DQA indicated that the honorarium would be payable to VFMs. The Secy explained that the same would be in accordance with the policy for honorarium mentioned earlier. Advisor Academics HEC asked for clarity on the mechanism in place to ensure that the exams were not deliberately scheduled after the working hours, to take the benefit of honorarium. The Secy explained that all exams were centrally planned and conducted by the Campus Exams Dept, and neither by each School nor individual academic depts. Advisor Academics HEC further asked for the mechanism to facilitate the Professors of Practice in assessment/ evaluation process since they were generally not very efficient in these domains. DQA explained that they were provided necessary support in students' assessment/ evaluation by the respective HODs and Cluster Heads. Dean H&SS indicated the adoption of Outcome Based Education (OBE) traits in all the BU academic programmes and verification of the same even by the Professors of Practice through students' feedback. The Chair desired a separate briefing on the mechanism for the assessment/ evaluation by the Professors of Practice.

Decision 45(4409)

117. The subject amendment is approved for ratification by the EC. As a separate activity, the DQA is to brief the Rector on the mechanism adopted for the students' assessment/ evaluation by the Professors of Practice. Point dropped.

Action Required	Action	Responsibility
Ratification of the amendment by the EC	Registrar, DAcad	DAcad
Brief the Rector on mechanism for the students' assessment/ evaluation by the Professors of Practice	DQA	DQA

Item 4410: Launch Proposal for New Programme *Bachelor of Science in Robotics & Intelligent Systems*

Responsibility: Dean ES

Decision 4410

118. The programme *Bachelor of Science in Robotics & Intelligent Systems* is approved for launch at BULC, BUKC and BUIC (H-11) in Fall 2023 semester as proposed (details at **Appendage 4410**). Progress of the first 2 semesters (Fall 2023 and Spring 2024) is to be reported.

Progress Reported

119. The new programme has been successfully launched at BUIC and BUKC, with 2 x sections enrolled at each CU for the Fall 2023 semester. BU Prospectus has also been updated, along with SRD and CCH.

Discussion

120. Dean ES intimated of the successful programme launch through 3 sections of 147 students (in total) at BUIC and 73 students at BUKC, through extensive efforts of the CUs and BUHO Dtes – especially the EE Dept of BSEAS-IC and KC. The Chair appreciated very good progress in a very short span of time, especially for the financial viability of H-11 Campus. He asked to raise the bar further and adopt more contemporary programmes or courses. Pro-Rector (RIC) advised to keep the curricula dynamic for continuous alignment with emerging market needs. Dean ES assured that the same was kept complied. The Chair also briefed the Advisor Academics HEC of the Maritime Science & Technology Park (MSTP) launched by BU at Karachi and its various segments, including the plans for *Industry 4.0* course to be offered at MSTP premises by an Italian firm to around 10,000 Pakistani students with assured post-course placement.

Decision 45(4410)

121. The progress is to be reviewed for one more semester, i.e. Spring 2024.

Action Required	Action	Responsibility
Implementation of the Decision	Principals BSEAS-IC and BSEAS-KC	Dean ES

Item 4412: Adoption of HEC Graduation Education Policy 2023

Responsibility: Pro-Rector (RIC)

Decision 4412

122. The HEC Graduation Education Policy 2023 is to be presented separately for adoption from Fall 2023 semester. Progress is to be reported.

Progress Reported

123. Adoption of the HEC Graduation Education Policy 2023 (GEP 2023) in all BU CUs from Fall 2023 semester has been approved by the Rector in a special meeting, followed by promulgation of the decision through Registrar Notification No. 42/2023 dated 21 September 2023. DPGP will propose the ratification of the approval by the Academic Council.

Discussion

124. Principal BSEAS-H11 indicated the need for clarity on compliance of level 800 courses in PhD programmes. Highlighting the HEC Policy contents to use the word “preferably” for adoption of level 800 courses in PhD programmes, he proposed to retain a combination of level 700 and 800 courses because the currently adopted academic roadmaps are so designed. Dean H&SS supported the proposal. DPGP agreed with taking the benefit of “preferably 800” level for interim period, with all PhD programmes to eventually adopt the level 800 courses only. Advisor Academics HEC explained the applicability of National Qualification Framework (NQF) for the new Policy framework; if level 7 courses are to be adopted, their contents should comply the description given for level 8 in NQF. The Chair advised to pursue further clarification in this regard from the HEC (QE Dept). However, it was noted after further discussion that the contents of GEP 2023 very clearly require the adoption of level 800 courses in PhD programmes. As such, adoption of HEC GEP 2023 in all BU PG programmes from Fall 2023 semester was ratified as proposed.

Decision 45(4412)

125. Adoption of HEC GEP 2023 in all BU PG programmes from Fall 2023 semester is ratified, with adoption of level 800 courses in all PhD programmes. Point dropped.

Action Required	Action	Responsibility
Implementation of the Decision	All Deans, All Principals, DQA	DPGP

NEW ITEMS

Item 4501: Shifting of *BS in Business Analytics* Programme from Business Studies Department to Management Studies Department at BBS-KC

Sponsor: Dean MS

Referral Authority: Case File

Summary of the Case

126. Launch proposal for *BS in Business Analytics* was presented in 43rd ACM and approved for launching by the BS Dept of BBS at BUIC (E-8) from Fall 2023 semester. Keeping in view the nature of the programme, its shifting to the MS Dept within the same School has been approved on OAS case file by the Rector, and the programme has been offered in the Fall 2023 semester by the latter. The approval may be ratified by the Academic Council.

Discussion

127. Dean MS explained three reasons for the subject proposal: the programme not falling into the domain of NBEAC which regulates the programmes offered by the BS Dept; the MS Dept already conducting the related PG programme (*MS in Business Analytics*); and BS Dept already being much larger than the MS Dept. Advisor Academics HEC asked for the clarity on the fundamental difference between the *Business Studies* and the *Management Studies*. Dean MS explained that the *Business Studies* falls into the purview of NBEAC (BBA, MBA programmes) whereas the *Management Studies* pertains to the BS/ MS programmes regulated by the HEC; thus making two separate streams within the *Management Sciences*. He further indicated that even at BUIC the BS programmes were being offered by the MS Dept. The Chair asked for the reason for the dichotomy which was being resolved now. DQA explained that the subject programme proposal was sponsored by the BS Dept but the proposed shift was felt essential for alignment with related accreditation body and management of courses. After further discussion, the proposal was ratified by the Council.

Decision 4501

128. Shifting of the programme *BS in Business Analytics* from BS Dept to MS Dept at BBS-KC is ratified. Point Dropped.

Action Required	Action	Responsibility
Implementation of the Decision	Principal BBS-IC	Dean MS

Item 4502: Approval of BBS-KC Revised Strategic Plan

Sponsor: Dean MS

Referral Authority: FBOS-MS

Summary of the Case

129. BBS-KC already has an ACM approved established Strategic Plan. However, as per the recommendation of the NBEAC-PRT Visit Report of April 2023, some important aspects need to be included in the Strategic Plan, in consultation with the relevant stakeholders. The same has been complied by the BBS-IC and the revised Strategic Plan formulated as placed at **Appendage 4502**, which has been recommended by the FBOS-MS for approval by the Academic Council.

Discussion

130. Dean MS presented the revised Strategic Plan of BBS-KC as placed at **Appendage 4502**, highlighting the changes incorporated. DQA confirmed the alignment of revised Strategic Plan with BU Strategic Plan, which was a requirement of the NBEAC. After brief discussion, the Council approved the revised Strategic Plan as presented for adoption at BBS-KC.

Decision 4502

131. Revised Strategic Plan of BBS-KC is approved for adoption as presented. Point Dropped.

Action Required	Action	Responsibility
Implementation of the Decision	Principal BBS-KC	Dean MS

Item 4503: Launch of BS(CS) and BS(AI) Programmes at BSEAS (H-11 Campus)

Sponsor: Dean ES

Referral Authority: Case File

Summary of the Case

132. Keeping in view the interest of the students in Computing programmes and availability of adequate spaces, lab facilities and the trained FMs, degree programmes *BS in Computer Science* and *BS in Artificial Intelligence* have been launched at BSEAS (H-11) Campus in Fall 2023 semester. Due to time constraints, the approval to launch these programmes was taken on case file, ratification of which will be pursued in the ACM.

Discussion

133. Dean ES reported the encouraging launch of both the programmes, with 47 students in BS(CS) and 48 students in BS(AI). NCEAC conducted the Zero Visit on 4 Sep 23 and given its consent for one section of each programme at H-11 Campus. DQA highlighted that the Academic Council has to approve the Dept of CS at H-11 Campus as an accreditation requirement, besides the approval for programmes. Pro-Rector (RIC) enquired whether the low intake BEE programmes would continue with the launch of the new programmes under subject approval, and the impact on the candidates for the BEE programmes after the launch of BS(CS) and BS(AI). Dean ES explained that low intake being experienced in BEE programmes has not been impacted by the subject programmes due being different stream (*Computing*). Pro-Rector (RIC) further asked if the curriculum of BEE programmes was undergoing contemporary changes. Dean ES responded in affirmative; all roadmaps aligned with PEC curriculum and updated beyond 2020. He explained the low intake in Elect Engg programmes being a global trend. Advisor Academics HEC acknowledged the declining trend in BEE to be across all HEIs, but suggested to strategize the intake approvals as per the market capacity. He advised to pursue a downward allocation of seats from the PEC to avoid evaluation against the higher capacity, which could impact the AMRC assessment in terms of communication strategy, faculty, delivery mechanism, labs, etc. The Chair concluded that the launch of the subject programmes was an effort to accrue benefit from the available infrastructure but cannot be taken as an alternative to the low intake of BEE programmes. He agreed to pursue a review of seats allocation for the offered programmes from the PEC, as a separate activity. Thereafter, the Council approved the Dept of CS and ratified the approval to launch the BS(CS) and BS(AI) programmes (one section each) at BUIC H-11 Campus.

Decision 4503

134. Launch of BS (CS) and BS (AI) programmes (one section each) at BUIC (H-11) is ratified, along with approval to establish the Dept of Computer Sciences at the H-11 Campus. As a separate activity, Dean ES is to pursue the review of seats allocation for BEE programmes from the PEC. Point Dropped.

Action Required	Action	Responsibility
Implementation of the Decision	Principal BSEAS-H11, Dean ES	Dean ES

Item 4504: Review of BEE Admissions Criteria

Sponsor: Dean ES

Referral Authority: FBOS-ES

Summary of the Case

135. Based on the amendments in PEC Regulations for revised eligibility criteria of BEE programme, following amendments in the admission criteria were approved on case file and promulgated by the Admissions Dte, BUHO:

- a. F.Sc. (Pre-Engineering)/A-levels/relevant DAE with (Physics, Chemistry and Mathematics) with minimum 60% marks
- b. A combination of Physics, Mathematics and Computer Studies/ Computer Science (ICS) with minimum 60% marks are also allowed for admission in BEE program with Chemistry as a remedial subject course to be passed in 1st Semester after admission.

136. Revised admissions criteria for the BEE programme will be submitted by the Dean ES for ratification by the Council.

Discussion

137. Dean ES explained that sub-para a. above was the earlier criteria while sub-para b. above has been added by the PEC, and that admissions for Fall 2023 semester have been undertaken based on this criteria. After brief discussion, the Council ratified the revised criteria as proposed.

Decision 4504

138. Revised eligibility criteria for BEE programmes is ratified by the Academic Council as presented. Point dropped.

Action Required	Action	Responsibility
Updating of related documents and website	DA, DIT	Dean ES

Item 4505: Revamping of Postgraduate Programmes of the Faculty of Engineering Sciences

Sponsor: Dean ES

Referral Authority: FBOS-ES

Summary of the Case

139. Implementation of the HEC GEP 2023 has led to a comprehensive overhaul of the Postgraduate programmes of the Faculty of Engineering Sciences (PhD Degree program). The revamping has been done keeping in view the students' best interests, aiming to enhance the programme quality and its relevance as well as alignment with the industry requirements; ultimately equipping the students with the skills and knowledge needed to excel in their chosen fields. Based on the FBOS-ES recommendations, respective HODs will present the revised roadmaps of the following programmes, for approval by the Council:

- a. PhD in Computer Science
- b. PhD in Electrical Engineering
- c. PhD in Computer Engineering
- d. PhD In Software Engineering
- e. PhD in Mathematics
- f. PhD in Environmental Sciences
- g. PhD in Geology
- h. PhD in Geophysics

Discussion

140. Dean ES presented the revised roadmaps of PG programmes of the Faculty of ES as listed above. He indicated that major emphasis had been kept on the adoption of level 800 courses for the PhD programmes through required augmentation of the contents, and inclusion of 6-9 CH interdisciplinary deficiency courses where required. DQA raised observations on some course codes due to non-conformance with the related BU policy., which was conceded by Dean ES. After reviewing the contents as presented, the Council approved the revised roadmaps of PhD programmes of the Faculty of ES for adoption from Spring 2024 semester, subject to correction of some course codes pertaining to the E&ES programmes prior the finalization of Minutes of the Meeting through the Exams Dte.

Decision 4505

141. Revised roadmaps of the PhD programmes of the Faculty of ES are approved for adoption from Spring 2024 semester as given at **Appendage 4505**, including the corrections of course codes noted during the ACM. Point dropped.

Action Required	Action	Responsibility
Uploading of amended roadmaps on CMS and website	DIT	Dean ES
Inclusion of amended roadmaps in Prospectus	DA	
Updating of SRD and CCH	CE	

Item 4506: Approval of Course Outlines and Course Codes of New General Education Courses as per HEC UEP 2023

Sponsor: Dean H&SS

Referral Authority: FBOS-HSS

Summary of the Case

142. Following new courses have been formulated by the Faculty of H&SS, approved by the FBOS-HSS, for compliance of the General Education requirement of the HEC Undergraduate Education Policy 2023, D-Acad requested the FH&SS to prepare roadmaps of the following new courses to be offered in all UG Programmes across the University. Course outlines have been prepared and duly approved by FBOS. Codes of the following courses have been vetted by the office of Controller Examination.

S No.	Course Titles	Allotted Course Codes
a.	Expository Writing	ENG 123
b.	Ideology and Constitution of Pakistan	PAK 104
c.	Civic and Community Engagement	HSS 219

143. Dean H&SS will present the course outlines of these new courses for approval by the Academic Council, along with the course codes allotted by the Exams Dte, as given at **Appendage 4506**.

Discussion

144. Dean H&SS explained that courses formulated by the Faculty of H&SS and approved by the FBOS-H&SS for compliance of the General Education requirement of the HEC UEP 2023. Advisor Academics HEC suggested to ensure that British Council formulated course outline for *Civic and Community Engagement* course should be avoided due to some undesirable contents. Dean H&SS confirmed the compliance as proposed. The Chair asked for the details of the course contents of *Civic and Community Engagement*, which were accordingly explained by Dean H&SS. DQA further highlighted that the newly formulated course will also supplement the Community Support Programme (CSP) mandatory for all BU UG students for completion of the degree programme. and proposed to adopt the HEC formulated curriculum. Dean H&SS explained that the latter has been adopted with 15-20% variation by the BU, as per standard HEC authorization.

Decision

145. Course outlines and course codes for the General Education Courses required as per the HEC UEP 2023 were approved by the Council for adoption in BU UG programmes as presented. Point Dropped.

Action Required	Action	Responsibility
Uploading of amended roadmaps on CMS and website	DIT	Dean H&SS
Inclusion of amended roadmaps in Prospectus	DA	
Updating of SRD and CCH	CE	

Item 4507: Approval of TORs for the Capstone Project in H&SS UG Programmes

Sponsor: Dean H&SS

Referral Authority: FBOS-HSS

Summary of the Case

146. As per the new HEC UGE Policy 2023, a Capstone Project is introduced at the UG level to allow the students to bring together the concepts, principles, and methods that they have learnt in their course of study and to apply their knowledge and acquired competencies to address the real-world problems. In compliance of the same, the Faculty of H&SS has formulated the TORs of the Capstone Project for the UG programmes as given at **Appendage 4507**, Dean H&SS will present these TORs, recommended by the FBOS-HSS, for approval by the Academic Council.

Discussion

147. Pro-Rector (RIC) indicated that the Capstone Project would be a mandatory requirement for UG programmes of all the faculties and asked for processing the TOR for the Faculty of H&SS only, instead of formulating the standard TOR applicable to all the faculties. Dean H&SS explained that the TOR were exclusively required for the H&SS because of the variation in the programmes being offered, i.e. Media Studies, Islamic Studies, English, etc. DQA further clarified that other faculties may also pursue specific TORs for their own domain-specific Capstone Projects. Advisor Academics HEC agreed with the requirement as faculty specific. The Chair asked if such approval could be taken at the FBOS level, instead of bringing it to the Academic Council. DQA supported the said approach on the grounds that similar activity was already undertaken in the Faculty of ES at the FBOS level. DACad proposed to keep such approvals to the ACM level in order to desist the possibility of frequent changes in the TOR at the faculty level. After further discussion, the Chair approved the TOR presented for the Faculty of H&SS, while asking for a separate discussion on the suitable level for future cases (ACM or FBOS).

Decision 4507

148. TOR for the Capstone Project as given at **Appendage 4507** are approved for the Faculty of H&SS, while the level for such future approvals is to be decided in a separate meeting. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the approved TOR	Principals BH3S-IC and BH3S-KC	Dean H&SS
Processing of decision for suitable level for such future cases	DAcad	

Item 4508: Revamping of PG Programmes of the Faculty of H&SS

Sponsor: Dean H&SS

Referral Authority: FBOS-HSS

Summary of the Case

149. Implementation of the HEC GEP 2023 has led to a comprehensive overhaul of the Postgraduate programmes of the Faculty of H&SS (MS & PhD). The revamping has been done keeping in view the students' best interests, aiming to enhance the programme quality and its relevance as well as alignment with the industry requirements; ultimately equipping the students with the skills and knowledge needed to excel in their chosen fields. Based on the FBOS-HSS

recommendations, respective HODs will present the revised roadmaps of the following programmes for approval by the Council:

- a. MS in Media Studies
- b. MS in Islamic Studies
- c. MS in International Relations
- d. MS in Applied Anthropology
- e. MS in Government and Public Policy
- f. MS in Applied Linguistics
- g. PhD in International Relations
- h. PhD in Media Studies

Discussion

150. Dean H&SS presented the amended roadmaps of PG programmes, as placed at **Appendage 4508**. Advisor Academics HEC asked if some consideration had been given to launch a degree programme on *Comparative Religions*. Dean H&SS explained that such a consideration had been given but not pursued due to certain sensitivities. Advisor Academics HEC highlighted the analytical aspects of such a programme and opined that certain interest in this domain exists especially among the diplomats and foreign residents. The Chair agreed with the proposal and asked Dean H&SS to explore the launch of a degree programme in said domain. The Council further approved the amended roadmaps as presented by Dean H&SS.

Decision 4508

151. Amended roadmaps of PG programmes of the faculty of H&SS are approved for adoption from Spring 2024, as given at **Appendage 4508**. As a separate activity, the Faculty of H&SS is to process the launch of a degree programme for Comparative Religions. Point Dropped.

Action Required	Action	Responsibility
Uploading of amended roadmaps on CMS and website	DIT	Dean H&SS
Inclusion of amended roadmaps in Prospectus	DA	
Updating of SRD and CCH	CE	
process the launch of a degree programme for Comparative Religions	Dean H&SS	

Item 4509: Review of Courses for the Postgraduate Programmes of Professional Psychology

Sponsor: Dean PP

Referral Authority: FBOS-PP

Summary of the Case

152. The Faculty of PP has undertaken a review of the elective courses offered in the following PG programmes, to make them at par with international standards in the domains of Clinical, Educational and Organizational groups, and proposed the addition of new courses as given at **Appendage 4509**:

- a. MPhil in Professional Psychology
- b. PhD in Professional Psychology
- c. PhD in Clinical Psychology

153. The proposal was supported by FBOS-PP on the basis of existing market demand, the availability of resources and the bid to provide the PG students with domain specific courses supporting their chosen specialization. Dean PP will present the FBOS recommendations for approval by the Academic Council.

Discussion

154. HOD PP (IPP) presented the proposal as given at **Appendage 4509** which comprised of the suggestions to replace some current courses in MPhil and PhD programmes of the Faculty of PP with contemporary courses offered in reputed foreign universities, duly supported by the CAC and FBOS-PP but without any recommendation for the related course code. DAcad highlighted the standard need to propose a new course along with its course code consented by the CE, as retention of the previous course code for a new course title would cause ambiguity for the students who would have studied the earlier title. Dean PP explained that the new course codes were in the process of acknowledgment by the CE. DAcad further highlighted that the new courses could not be approved by the Council without reviewing their contents. DQA reiterated the need for submission of course contents and course codes for any new proposal, as the Council could not approve just the course titles. HOD PP (IPP) further explained that some courses were currently being taught under separate title annotations of **Basic** and **Advance**, (highlighted in **Appendage 4509**) whereas they could be combined for coverage as one course. Upon query by the Secy, HOD PP intimated that course contents of the proposed new courses would not be presented in this ACM. The Secy then explained the required process for approval of new courses, which included the presentation of course contents along with Course Learning Outcomes (CLOs) and respective course codes, as well as the approval of amended roadmap. He proposed that these aspects may be processed through a case file followed by ratification of the decision in the next ACM. DQA further enquired whether the course contents and CLOs were finalized by the DBOS/ FBOS before presenting in the ACM; Dean PP explained that the FBOS intention was to get the ACM approval for changing the courses and then process the approval for course contents and CLOs for adoption in Spring 2024 semester. The Chair asked if the procedure being adopted was in conformance with the standard/ established procedures; DQA reported it not conforming to the standard process of recommendation for new course along with the course contents and CLOs cleared by the DBOS/FBOS and then by the ACM. The Chair directed to follow the laid down procedure for processing the proposal.

Decision 4509

155. Proposals for new courses in PG programmes of the Faculty of PP and alignment of academic roadmaps with HEC GEP 2023 are to be re-processed through FBOS (including the CLOs, course contents, course codes) for approval/ ratification in the next ACM. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	Dean PP	Dean PP

Item 4510: Revised Roadmaps for PG Programmes of the faculty of Law as per HEC GEP 2023

Sponsor: Dean Law

Referral Authority: FBOS-Law

Summary of the Case

156. HEC has introduced new GEP 2023 for all the graduate programmes wef Fall 2023. BU Law School has revised the following PG programmes considering the new Policy, incorporating the intra-disciplinary requirements of the HEC in the proposed roadmap:

- a. LLM General
- b. LLM in International and Maritime Law
- c. PhD in Law

157. Dean Law will present the revised roadmaps of the PG programmes, recommended by the FBOS-Law for approval by the Academic Council.

Discussion

158. Dean Law presented the PG programmes of the Faculty of Law as given at **Appendage 4510**. He suggested that credit hours (CH) for PhD Thesis were not defined in the HEC GEP 2023. After detailed discussion on this aspect, spearheaded by DPGP and participated by DAcad as well as DQA, it was concluded that PhD Thesis would comprise of 36 CH, as already practiced. It was further concluded that PG programmes of the Faculty of Law already conform to the GEP 2023 and do not need any amendment/ alignment.

Decision 4510

159. PG programmes of the Faculty of Law conform to the HEC GEP 2023. Point Dropped.

Item 4511: Accreditation of Diploma and Certificate Courses in Underwater Medicine and Hyperbaric Therapy

Sponsor: Dean HS

Referral Authority: FBOS-HS

Summary of the Case

160. NHQ has intimated that Underwater Medicine is a specialized course of 24 x weeks, offered to male officers of Pakistan Navy, sister services and also to foreign officers from friendly countries since 1992 by PNS IQBAL/ NSOTC (Navy Special Operational Training Center). Now this course is intended to be converted into 52 x weeks (one year) Diploma with accreditation from a university, recognized by the HEC. The NHQ has approached the BU to undertake this accreditation.

161. As evaluated by the Faculty of HS, BU campuses at Islamabad, Karachi and Lahore currently do not offer this type of diploma. Moreover, the University issues diplomas only for the programmes conducted by its Constituent or Affiliated Units. In view of that, a case for the approval of PNS IQBAL/ NSOTC as a Constituent Unit (CU) of Bahria University needs to be processed at NHQ/ BUHO level. Meanwhile, it is required that 52 x weeks Underwater Medicine Diploma roadmap and curriculum be approved by the BU Academic Council through FBOS of the Faculty of Health Sciences. Nexus to the above, necessary details for 52 x weeks *Diploma in Underwater Medicine and Hyperbaric Therapy* has been provided by the NHQ which has been

further refined by BUHSCK and reviewed by FBOS-HS. Dean HS will present the new programme proposal, recommended by the FBOS-HS for approval by the Academic Council.

Discussion

162. Lt Cdr Taimoor Ali PN of NSOTC/ PNS IQBAL presented the proposals for Diploma and Certificate Courses in Underwater Medicine and Hyperbaric Therapy as given at **Appendage 4511**; PG Diploma (52 x weeks) for Diving Medical Officers and course certification (24 x weeks) for Diving Medical Technicians conducted at NSOTC, Karachi. He explained the academic roadmaps, curriculums of courses and assessment criteria adopted for these courses. DGMS(N) indicated the accreditation of the courses by an HEC recognized university was required as a pre-requisite for the training of foreign students including RSNF, Bahrain Defence Forces, etc. The Chair asked for the utility of courses for civilian/ non-forces persons in Pakistan; DGMS(N) confirmed that any person meeting the eligibility criteria could qualify for the offered courses. Cdr NSOTC informed that non-accreditation with an HEC recognized university was a handicap in offering the courses to civilian/ non-forces personnel. Advisor Academics HEC inquired about the mechanism of equating the learning in terms of credit hours, for conformance with a suitable level of NQF. The same was displayed in the format of programmes roadmap. The Chair explained to the Advisor Academics HEC that the presented courses were extensively sought by the foreign navies but their own regulatory requirement of pursuing the same from the HEC recognized university was a recent limitation. DGMS(N) confirmed that a few countries had approached the NHQ for setting up the training facilities at their own premises and sending the Diving Medical Officers/ Technicians for training at NSOTC, subject to its accreditation by an HEC recognized university. While the NSOTC is fulfilling the operational requirements of the Navy, international obligations necessitated the accreditation being pursued. The Chair highlighted the contact by foreign navies to be an opportunity that could be lost if some other competitor took the lead. DGMS(N) confirmed that the foreign navies had already informed the NHQ that they were in contact with some other competitors too. Advisor Academics HEC also reviewed the eligibility criteria for both the courses. While discussing the options for BU connectivity with NSOTC for proposed courses, DQA suggested to adopt the prevailing mechanism of declaring the institute a CU of BU. Advisor Academics HEC intimated that a proposal was under contemplation within the HEC to exceptionally allow those HEIs which have the direct capacity to launch, regulate and monitor a programme at an Affiliated Unit which are even not offered at the principal seat of the HEI but the AU has the capacity for that programme. He opined that subject proposal would fall into that category. He also shared that he was privy to the requirement of the stated training by the foreign navies, and supported the BU support for the proposed courses. The curriculum was also reviewed in detail; Dean HS confirming that it had been benchmarked with international standards. After further discussion, the Council approved the Diploma and Certificate courses as presented, while agreeing to subsequently formulate the quality assurance framework to evaluate the NSOTC for awarding it the CU/ AU status through standard procedure. DGMS(N) intimated that the formalities for award of CU/ AU status will have to be completed prior February 2024. The Secy proposed to adopt a timeline of end December 2023 to pursue the same, which was agreed by the Council.

Decision 4511

163. The Council approved the 52 x weeks PG Diploma course and 24 x weeks Certificate course as given at **Appendage 4511**. Award of CU/ AU status to NSOTC is to be finalized by end December 2023. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	DHS	Pro-Rector (HS)

Item 4512: Establishment of Department of General Education at BUHSCK

Sponsor: Dean HS

Referral Authority: FBOS-HS

Summary of the Case

164. General Education Dept in any Health Sciences HEI plays a central role in diversifying the focused STEM based academics of the university. In nurturing core skills for personal development within students, the Dept serves a vital supportive role. BUHSCK currently has no such Dept while the Faculty of H&SS is working under the administration of BUCPT for the Social Sciences courses in other HS programmes as well, including the MBBS, BDS, BSN and BS (MLT).

165. In order to enhance the functioning of related faculty and generating the ownership, FBOS-HS has proposed to club together the faculty involved in teaching English, Pakistan Studies and Islamic Studies and establish the **Dept of General Education** at BUHSCK. The proposal will be presented by Dean HS for consideration by the Academic Council.

Discussion

166. Dean HS presented the purpose of setting up a separate Dept for General Education at BUHSCK, as given at **Appendage 4512**; entailing no financial effects with better admin control. DQA supported the proposal by indicating that similar Dept was placed under the Faculty of H&SS at other CUs. DG BUHSCK proposed to consider the placement of the new Dept within the existing Dept of Medical Education (DME). Dean H&SS supported the suggestion, and opined that a Cluster Head could undertake the required coordination within the DME. DQA explained that related workload was considerably high as it supported all 6 HS programmes being conducted at BUHSCK. Ag Pro-Rector (HS) did not support the clubbing of proposed Dept with the DME due peculiar nature of each. With subsequent consent of DG BUHSCK, the proposal to establish the Dept of general Education at BUHSCK was approved by the Council.

Decision 4512

167. The proposal to establish the Dept of General Education at BUHSCK is approved as given at **Appendage 4512**. Point Dropped.

Item 4513: Revamping of Postgraduate Programmes of the Faculty of Health Sciences

Sponsor: Dean HS

Referral Authority: FBOS-HS

Summary of the Case

168. Implementation of the HEC GEP 2023 has led to a comprehensive overhaul of the PG programmes of the Faculty of HS. The revamping is done keeping the students' best interests in mind, aiming to enhance the quality of programmes, and their relevance and alignment with industry requirements, to ultimately equip the students with the skills and knowledge needed to excel in their chosen fields.

169. Dean HS will present the revised roadmaps of the following programmes, aligned with GEP 2023 by the FBOS-HS, for approval by the Academic Council:

- a. MPhil in Anatomy
- b. MPhil in Physiology
- c. MPhil in Pharmacology
- d. MPhil in Pathology
- e. MPhil in Biochemistry
- f. PhD in Health Sciences

Discussion

170. Principal BUHS-PGI presented the revised roadmaps of the PG programmes of the Faculty of HS as given at **Appendage 4513**. After a brief review, the Council approved the roadmaps as presented.

Decision 4513

171. Revised roadmaps of the PG programmes of the Faculty of HS are approved for adoption from Spring 2024 semester, as given at **Appendage 4513**. Point dropped.

Action Required	Action	Responsibility
Uploading of amended roadmaps on CMS and website	DIT	Dean HS
Inclusion of amended roadmaps in Prospectus	DA	
Updating of SRD and CCH	CE	

Item 4514: Adoption of HEC Anti Plagiarism Policy (Version 2.0)

Sponsor: ORIC

Referral Authority: Case File

Summary of the Case

172. BU Plagiarism Policy was approved by the Rector and promulgated by the Registrar in September 2020, with HEC Plagiarism Policy as its part (Annex A). The BU Policy states that any changes in the HEC Plagiarism Policy and Guidelines will be adopted as notified by the HEC from time to time. HEC has promulgated its Anti Plagiarism Policy (Version 2.0) in August 2023 for implementation by the HEIs. The new Policy was finalized taking into consideration international best practices, emerging trends and feedback of various stakeholders. It also covers updated guidelines and procedures to prevent and address instances of plagiarism in the higher education

sector. DORIC will present the HEC Anti Plagiarism Policy (Version 2.0) for adoption in the BU Anti Plagiarism Policy.

Discussion

173. DORIC presented the BU Anti Plagiarism Policy based on HEC Anti Plagiarism Policy (Version 2.0). Advisor Academics HEC asked if the adoption included the inclusion of external members in the BU Anti Plagiarism Committee, which was affirmed by DOROC by displaying the list of proposed members, for approval by the Council. Advisor Academics HEC reviewed the said list and proposed to ascertain no conflict-of-interest prior selecting the external members as a standard practice. He also proposed to review the inclusion of an Assistant Professor in the Committee in case of complaint against a Professor, and was informed that as per standard procedure the head of the Committee would be senior than the faculty member being enquired. It was further agreed that BU Executive Committee (EC) would be equivalent to the Syndicate mentioned in the HEC Policy. After further discussion, the proposed BU Anti Plagiarism Policy was approved by the Council, with a few additions as discussed by the Council.

Decision

174. BU Anti Plagiarism Policy was approved by the Council as given at **Appendage 4514** along with the list of external members (including scrutiny for no conflict-of-interest) and replacing the *Syndicate* with *BU Executive Committee* in its contents. Point dropped.

Action Required	Action	Responsibility
Promulgation of approved Policy	Registrar	DORIC

Item 4515: Alignment of BU MS/ MPhil Rules and PhD Rules with HEC GEP 2023

Sponsor: DPGP

Referral Authority: Case File

Summary of the Case

175. HEC GEP 2023 has been adopted by all BU CUs from Fall 2023 semester, as covered vide ACM Agenda Item 4412. BU MS/ MPhil Rules and PhD Rules have been accordingly aligned with the new Policy by the PGP Dte, in consultation with all stake holders. The amended Rules will be presented by the DPGP for approval by the Academic Council, followed by ratification by the Executive Committee.

Discussion

176. DPGP presented the amendments in BU MS/ MPhil Rules and PhD Rules as given at **Appendage 4515**. Advisor Academics HEC enquired if MS with course work was eligible for admission into the PhD programme. DPGP explained it to be assessed on case-to-case basis by the Dept Admissions Committee, which generally laid emphasis on the Research based MS. DQA further explained that PhD candidates have to present a Research Proposal to get admission into a PhD programme. Pro Rector (RIC) further explained the BU PhD admission cycle culminated into the final interview headed by the Rector.

177. Principal BBS asked for the applicability of the GEP 2023 clause pertaining to the teaching of PhD courses by the full-time faculty members/ PFMs. DQA explained that said requirement was fulfilled through inherent PhD NOC requirement of 3 x PhD qualified PFMs of related domain. Advisor Academics HEC concerned the same. Pro Rector (RIC) indicated that all observations of HEC GEP 2023 had been taken up through corresponding amendments in BU MS/ MPhil Rules and PhD Rules, while any other query may be pursued in parallel to the adoption of the new Policy.

DQA proposed to review the cancellation of candidacy after 6/7 years due non-conformance with HEC given programme duration of upto 8 years. Pro-Rector (RIC) and Advisor Academics HEC disagreed and reiterated that adopted checks were required to ascertain seriousness of the PhD scholars towards the timely programme completion.

178. DPGP presented the quality attributes which would be monitored through IT solution. The Chair advised to ensure the authenticity of data verification mechanism. It was further agreed to insert the prefix "Supervisor" in the title Relevance Assessment Committee. DPGP also presented the BU Supervisor Manual formulated as per the HEC requirements and was asked to review the composition of Sub Penalizing Committee.

Decision 4515

179. Amendments in BU MS/ MPhil Rules and PhD Rules were approved by the Council as presented, along with the quality attributes to be monitored through IT solution, BU Supervisor Manual, amendment of the title of the committee as *Supervisor Relevance Assessment Committee* and review of the composition of Sub Penalizing Committee. Point Dropped.

Action Required	Action	Responsibility
Implementation of the Decision	DPGP	DPGP
Promulgation of amended MS/ MPhil Rules, PhD Rules, BU Supervisor Manual	Registrar	DPGP

Item 4516: Revision of Rules Governing Honours & Awards in BU Academic Rules 2016

Sponsor: CE

Referral Authority: Case File

Summary of the Case

180. During the proceedings of BU Honours & Awards Committee for 9th Convocation of BUHSCK, it was observed that existing rules for award of Certificates of Merit and Distinction are not clearly defined in Chapter 9 of BU Academic Rules 2016. It was accordingly decided to review these rules for more clarity, removal of existing ambiguities and alignment with leading DAIs especially for the annual programmes (MBBS/ BDS). The Exams Dte has accordingly prepared the revised rules, separate for the semester-based and annual programmes. CE will present these amendments in BUAR 2016 for approval by the Academic Council, followed by ratification by the Executive Committee.

Discussion

181. CE presented the amended BU Academic Rules for honours & awards. DQA proposed to replace the word "deficient" in Note 2.a. of proposed clause 9.2.1.2 with "pre- requisite," which was agreed by the Council. Note 2.b. of proposed clause 9.2.1.2 was objected by Pro-Rector (RIC), with support of Advisor Academics HEC and DQA. While DPGP supported the proposed Note, it was removed from the finalized contents. Meanwhile, Advisor Academics HEC proposed to include harassment etc. with "disciplinary." After further discussion, the Council approved the revised Rules for Honours and Awards in BU Academic Rules, with a few changes as mentioned above.

Decision 4516

182. Revised BU Academic Rules for Honours and Awards are approved by the Council with a few amendments as discussed above and finalized at **Appendage 4516**. Point Dropped.

Action Required	Action	Responsibility
Promulgation of revised BUAR	Registrar, CE	CE
Ratification of revised BUAR by the EC	Registrar, CE	

Item 4517: Review of Faculty Development Teaching Certification Curriculum

Sponsor: DLPDC

Referral Authority: Case File

Summary of the Case

183. In accordance with the BU HR Policy Manual, 5-days Faculty Development Teaching Certification (FDTC) programme is conducted during the summer semesters for the BU Faculty Members (FMs) along with open enrollment. The programme contents have been reviewed by the LPDC in consultation with all the Deans to provide the FMs with necessary skills and knowledge to enhance their teaching practices and promote effective pedagogy. DLPDC will present the updated FDTC curriculum for approval by the Academic Council.

Discussion

184. DLPDC presented the curriculum for FDTC programme as placed at **Appendage 4517**. Pro Rector (RIC) proposed to include the Capstone Project in the curriculum. Advisor Academics HEC proposed to include the online learning aspects in the curriculum, which was agreed by the Chair. After further discussion, the curriculum was approved by the Council subject to inclusion of Capstone Project and online learning aspects.

Decision 4517

185. FDTC curriculum is approved subject to inclusion of Capstone Project and online learning aspects, which are to be verified by the DLPDC separately. Point Dropped.

Action Required	Action	Responsibility
Implementation of the Decision	DLPDC	DLPDC

Item 4518: SOP for Students' Exchange with Hong Kong Metropolitan University

Sponsor: DIO

Referral Authority: Case File

Summary of the Case

186. In line with the BU Strategic Plan, the University has signed an agreement for Exchange of Students with Hong Kong Metropolitan University, Hong Kong. Bahria University already has similar arrangements with several other foreign universities in Türkiye, Spain, Italy, USA, China and Indonesia. With each university, the BU has SOPs with well-defined selection criteria, credit transfer process and grade mapping as a result of transfer of credit approved by the ACM. This is required as exchange students are provided certain exemptions on eligibility criteria for medals and honors as a result of transfer of credits, freezing of semester and taking affected courses in summer session. It also ensures that quality students are encouraged to pursue exchange programme and not barred from the race of medals and honors.

187. Keeping in view the practice followed for other universities, an SOP has been prepared by the International Office on the similar lines; defining the students' selection, credit transfer and grade mapping mechanism under the exchange programme. The DIO will present the SOP for approval by the Academic Council.

Discussion 4518

188. DIO presented the SOP as placed at **Appendage 4518**, with emphasis on the Grades mapping specific to the Hong Kong Metropolitan University (HKMU). During the scrutiny of the proposed mapping, it was noted that the **Pass** grade of HKMU system with nil CGPA was equated as **Fail** for BU application, whereas the HKMU had the separate grade **Fail** for the failing students. DQA suggested to replace the **Pass** mapping of HKMU with the minimum passing grade D of BU, which was supported by the Chair. After further discussion, the Council approved the SOP with HKMU as presented with one amendment of equating the HKMU **Pass** grade with **D** grade of BU.

Decision 4519

189. SOP with HKMU is approved as presented with an amendment to equate the HKMU **Pass** grade with **D** grade of BU. Point Dropped.

Action Required	Action	Responsibility
Implementation of the Decision	DIO	DIO

Item 4519: Review of Standard Composition of CAC and its Inclusion in BU Academic Regulations

Sponsor: DAcad

Referral Authority: Deans Committee

Summary of the Case

190. Corporate Advisory Committee (CAC) of each BU academic department has an important role in terms of alignment/ updating of related curriculum according to prevailing industry requirements. However, composition, TORs and working methodology of this important body are not covered in any statutory document. While the BU R&D Policy Handbook gives a brief definition of the CAC, its TOR have been promulgated in 2014 through Registrar Office Order which has neither been updated nor included in a statutory document. The matter was taken up in 8th DCM held on 13 December 2021, and decided that a suitable clause to this effect would be included in BU Academic Regulations (Chapter 2 of which covers the Standing Committees at the University and CUs levels). Accordingly, CAC composition and its working was first reviewed through OAS case file and then in 10th DCM held on 21 Dec 22, followed by its finalization in 11th DCM held on 11 Jul 23, as placed at **Appendage 4519**.

191. DAcad in capacity of the Secy DCM will present the CAC composition and TOR to the Academic Council, for its approval and inclusion in BU Academic Regulations, subject to ratification by the BOG.

Discussion

192. DAcad presented the standard CAC composition and its TOR to the Academic Council, as given at **Appendage 4519**; highlighting that the proposal had been prepared in consultation with all the Deans. Pro- Rector (RIC) asked for any specific qualification for the members from industry;

DAcad explained that the same was left on the discretion of concerned Dean and the Dept, with final approval by the respective HCU. DG BUIC asked for the contribution of CACs vis-à-vis assigned objectives, while highlighting the need for a formal feedback mechanism and performance review, as well as some criteria for the selection of industrial members based on the volume of their parent organization/ group, etc. DAcad submitted that feedback mechanism was being pursued through repeated requirement of submission of monthly progress, which was not being responded by the CUs. To cater this aspect, the Registrar office has been asked to include the CACs working in Monthly Progress Reports by the CUs as a regular feature. With regard to monitoring the working of CACs, he intimated that the ORIC was already working on the concept of Strategic CAC at BUHO level, and suggested to pursue the same for desired performance evaluation. The Chair advised to keep that aspect separate from the subject proposal.

193. Principal BSEAS-KC proposed to let the concerned HOD head the respective CAC as the Principal was already heading the next tier of DBOS while being a member of the subsequent tier of FBOS, where the CAC recommendations are considered. DAcad explained that DBOS and FBOS have a different mandate from the CAC and that inclusion of Principals in CACs as the Head was well deliberated, upon insistence of the Principals, so that they remained involved in the related decision making. DORIC proposed to include the concerned Manager BIC also in the CAC. DAcad suggested to comply the same in capacity of co-opted member, which was concurred by the Chair. After further discussion, the standard CAC composition and its TOR were approved by the Council for inclusion in BU Academic Regulations, with inclusion of concerned Manager BIC as Co-opted member, subject to ratification by the BOG.

Decision 4519

194. Standard composition and TOR of CAC are approved for inclusion in BU Academic Regulations as given at **Appendage 4519** with inclusion of concerned Manager BIC as Co-opted member, subject to ratification by the BOG. Point Dropped.

Action Required	Action	Responsibility
Promulgation of CAC composition and TOR	Registrar	DAcad
Ratification of CAC composition and TOR by EC	Registrar, DAcad	
Incorporation of amendment in BU Academic Regulations	Registrar, DAcad	

Item 4520: Amendment in BU Academic Rules for Segregation of Authorities for Penalties and Appeals

Sponsor: DAcad

Referral Authority: Case File

Summary of the Case

195. Disciplinary penalties for the BU students are contained in BU Academic Rules 2016 Chapter 14 (**Students Conduct and Discipline**) Table 11. Awarding and Appellate Authorities for **Rustication** and **Expulsion** have been amended through Registrar letter BU-HO/Reg/2023/L/546 dated 01 September 2023. Accordingly, following amendment and addition need to be incorporated in BU Academic Rules Table 11:

a. **Replace**

Penalty Code	Penalty	Awarding Authority	Appellate Authority
9.	Rustication for one or more semesters	Head of CU with concurrence of BUHO	Rector
10.	Expulsion from CU	Head of CU with concurrence of BUHO	Rector

b. **With**

Penalty Code	Penalty	Awarding Authority	Appellate Authority
9a.	Rustication for one semester	Head of CU	Pro-Rector (Academics)
9b.	Rustication for more than one semester	Head of CU	Rector
10.	Expulsion from CU	Head of CU	Rector

c. **Add**

14.8.4 Time limit for processing of appeals shall be 07 working days at the CU level and 10 working days at BUHO, from the date of receiving the student's appeal.

196. The above stated amendment and addition in BU Academic Rules 2016 may be approved by the Academic Council, for ratification by the Executive Committee and incorporation in the statutory document.

Discussion

197. DAcad presented the proposed amendment as given at para 195. a. to c. above. The Chair ask if the participants were aware of the proposed changes; DAcad confirmed that the same had been shared with all the CUs and relevant BUHO Dirs. He also apprised that the amendments had been adopted through Registrar Notification but awaited formal amendment in BU Academic Rules. After brief discussion, the Council approved the amendment as presented, for ratification by the Executive Committee.

Decision 4520

198. Amendments in BU Academic Rules as given at para 195. a. to c. above are approved subject to ratification by the EC.

Action Required	Action	Responsibility
Ratification of approved amendment by EC	Registrar, DAcad	DAcad
Incorporation of amendment in BU Academic Rules	Registrar, DAcad	

Item 4521: Amendment in BU Academic Rules for Summer Semester Class Size

Sponsor: DAcad

Referral Authority: Case File

Summary of the Case

199. Class size for the courses offered by the BU CUs is covered in BU Academic Rules 2016 clause 3.24, comprising of following:

- a. Undergraduates – 20 to 45 students
- b. Postgraduate (MS/ MPhil) – 10 to 35 students

200. The size of Summer semester classes was also complied as per the above stated, even though the no. of students in these semesters are generally less than the Regular semesters (Spring/ Fall). In order to facilitate the students to improve upon their grades in the Summer semesters even with the lesser strength per course, the following has been approved by the Rector on case file and adopted in all BU CUs from Summer 2023 semester:

- a. Conduct of Summer semester courses at all BU CUs with a shortfall upto 5 x students may be approved by respective HCU.
- b. Any shortfall in a Summer course less than the 5 x students may be referred to BUHO as a special case, with convincing justification, for consideration by the Rector.
- c. BU Academic Rules may be amended through Academic Council to incorporate the above stated changes in the prevailing rules for the Summer semester courses.

201. Above in view, the following addition (new clause) is proposed for approval by the Academic Council, followed by ratification by the Executive Committee:

3.20.2 Conduct of Summer semester courses at all BU CUs with a shortfall upto 5 x students may be approved by respective HCU. Any shortfall in a Summer course less than the 5 x students may be referred to BUHO as a special case, with convincing justification, for consideration by the Rector.

Discussion

202. DAcad presented the summary of the proposal to the Council as described in para 199 to 201 above. Pro-Rector (RIC) suggested to simplify the amendment by reducing the maximum class size from 20 to 10 for the UG programmes, from 10 to 5 for the PG students and keep the BUHO approval mandatory for less than the minimum strength. DAcad explained that the minimum class size given in BUAR clause 3.24 pertained to the Regular semesters because of the financial viability, while the proposed amendment was being pursued for the Summer semester classes only, where the financial viability was different because of general availability of PFMs for the related teaching. DQA asked for clarity on the normal class size for the Summer semesters, as that was not specifically mentioned. DAcad explained that normal class size for any semester remained as given in BUAR clause 3.24 (mentioned in para 199 above); however deviations would be allowed for the Summer semesters only as being proposed. After further discussion, DAcad agreed to include the standard class size of at least 10 students in the proposed amendment. After further discussion, the Council approved the proposed amendment in BU AR as discussed.

Decision 4521

203. Amendment in BUAR for class size of Summer semesters is approved as presented, with inclusion of standard class size of 10 students; subject to ratification by the EC. Point Dropped.

Action Required	Action	Responsibility
Promulgation of amendment in BUAR for adoption	Registrar	DAcad
Ratification of BUAR amendment by EC	Registrar, DAcad	
Incorporation of amendment in BU Academic Rules	Registrar, DAcad	

Item 4522: Alignment of BU Academic Rules with HEC UEP 2023

Sponsor: DAcad

Referral Authority: Case File

Summary of the Case

204. Adoption of HEC UEP 2023 from Fall 2023 semester has been approved for all BU CUs vide ACM Agenda Item 4130. Alignment of academic roadmaps with the new Policy have been processed and presented by respective Deans vide Item 4130. The Policy contents have also entailed a number of changes in BU Academic Rules, which will be presented as given at **Appendage 4522** for approval by the Academic Council, followed by ratification by the Executive Committee.

Discussion

205. DAcad presented the clause-wise summary of the proposed amendments in BUAR to the council. The Chair asked if the mechanism for award of grades for the Internship/ Field Experience was defined; DAcad explained that the same would have to be developed by the concerned Depts. DQA supported the same by highlighting that each Dept would have to develop the suitable rubric to assess and grade the Internship/ Field Experience performance. Pro-Rector (RIC) asked if any restrictions were being placed on the size or capacity of the organization where the Internship was to be pursued; DAcad explained that the HEC had clarified that the objective was to expose the students to field work irrespective of the size of the organization, and accepted Internship/ Field Experience even in form of a job. He indicated that implementation of any rigorous criteria would be difficult for the HEIs to comply. DIO asked for the inclusion of methodology for online teaching of courses in the proposed amendments. DAcad indicated that the online aspect was not a part of the UEP 2023 and was being addressed through a separate HEC ODL Policy. DQA asked for the inclusion of instructions for the entry and exit options in regular 4-years degree programmes through acceptance/ award of Associate Degree (AD). DAcad highlighted that the same had been included in the roadmaps aligned with HEC UEP 2023 against Agenda Item 4130, while agreeing to include a specific clause in this regard in BUAR. After further discussion, the Council approved the amendments proposed in BUAR with inclusion of a suitable clause to cover the entry/ exit into 4-years degree programme through acceptance/ award of AD; subject to ratification by the EC.

Decision 4522

206. Amendments proposed in BUAR for alignment with HEC UEP 2023 are approved by the Council as presented with addition of a suitable clause Chair to cover the entry/ exit into 4-years degree programme through acceptance/ award of AD; subject to ratification by the EC. Point Dropped.

Action Required	Action	Responsibility
Promulgation of amendments in BUAR for adoption	Registrar	DAcad
Ratification of BUAR amendments by EC	Registrar, DAcad	
Incorporation of amendments in BU Academic Rules	Registrar, DAcad	

Item 4523: Review of Faculty Course Load Reduction Policy

Sponsor: DAcad

Referral Authority: Case File

Summary of the Case

207. A Committee comprising of the DAcad, DQA, DPGP and DDHR was constituted vide Registrar Office Order to review the CLR of BU FMs authorized vide BU HR Policy Manual and BU Academic Rules 2016. The Committee has collected teaching related workload of all the PFMs during Fall 2022 and Spring 2023 semester from all the CUs. During the scrutiny of the availed CLR, various deviations from the current CLR Policy were noted at the CUs level. The Committee has reviewed the current CLR Policy for a more rationalized approach, shared its working with all the CUs, and formulated its proposals which were reviewed in an IHD with all the Deans, chaired by the Pro- Rector (Acad). Subsequent to the above stated, the Committee proposals were finalized and approved by the Rector for pursuing the ACM approval to incorporate related amendments in BU HR Policy Manual and BU Academic Rules.

208. DAcad in capacity of the head of the Committee will present the changes in the current CLR Policy, for approval by the Academic Council to incorporate suitable amendments in BU HR Policy Manual and BU Academic Rules 2016.

Discussion

209. DAcad presented the Committee proposals as given at **Appendage 4523**. Principal BSEAS-H11 suggested to review the workload-based CLR proposed for HODs on the pretext that they essentially had the same amount of workload irrespective of the Dept size due it being more of an admin activity involving the same no. of meetings, correspondence, etc. Dean MS supported the need to review the CLR for HODs and highlighted that as per NBEAC requirements workload between the professor and Associate professor has to be different. HOD CS BSEAS-KC indicated extensive workload of Accreditation Coordinator which could not be handled by one individual. The Chair asked if the feedback of CUs had been taken prior presentation in the ACM; DAcad briefed that the desired feedback had been taken twice and the Committee recommendations suitably revised each time. The Chair conceded that any changes in the prevailing procedures and practices could not satisfy everybody. He advised for another review of the Committee recommendations prior to the final decision in this regard.

210. DG BUKC further highlighted the unsatisfactory performance of the Advisor Students Affairs (ASAs) being appointed from the FMs and suggested to revert to the previous practice of directly hiring the ASAs from non-faculty cadre, who performed well due to their dedicated role. The Chair consented to review this aspect as well.

Decision 4523

211. The Committee recommendations for CLR to FMs are to be reviewed based on the fresh feedback from the CUs, including the appointment of non-faculty ASAs. Progress is to be reported.

Action Required	Action	Responsibility
Implementation of the Decision	Committee for CLR Policy Review	DAcad

Item 4524: Review of ACM Rules of Business

Sponsor: DAcad

Referral Authority: Case File

Summary of the Case

212. High-level meetings are conducted according to Rules of Business (ROB) enacted by the body which holds the meeting. The ACM Rules of Business (ROB) were formulated in 2017 on this premise and approved in 28th ACM held on 4-5 April 2017. Over the period, significant changes have been incorporated in BU Statutes, BU Academic Regulations, BU Academic Rules and through Registrar Notifications. Accordingly, the ACM ROB have been revised by the Acad Dte in capacity of the Secretariat of the Academic Council, in consultation with all the Deans. The revised ROB have been further updated based on the feedback from the CUs and BUHO Dtes. Key amendments/ additions incorporated therein are as under:

- a. Composition of the Academic Council has been updated, as contained in BU Statutes 2022.
- b. Inclusion of emphasis on timely FBOS and review of new programme/ course proposals by the CE and DQA prior each ACM.
- c. Inclusion of standard format for the support documents (MS Word document, font Arial, font size 12, page size A4, margins default Mirror setting 1.25" inner, 1" outer, 1" top, 1" bottom).
- d. Amendment of the format of Decision Actions, for separate mentioning of each **Action by** and related Action, as given below:
- e. Inclusion of new clause for **Presentation by the Sponsors**, including the standard format (MS PowerPoint slides, font Arial, font size 54-60 for the title slide, 40-44 for the main heading, 32-36 for the sub-headings, 24-28 for the main text, with simple background).

213. The Revised ROB will be presented in the ACM, for approval by the Council and subsequent promulgation through the Registrar office, for compliance by all concerned.

Discussion

214. DAcad presented the revised Rules of Business (ROB) for ACMs as given at **Appendage 4524**. He explained major changes in the previous ROB and requested all stake holders to follow the given time limits. DC BULC asked for some relaxation for the new programmes launch (30 days prior the ACM) due to the very short time between the Fall and Spring semesters, and asked for its reduction to 15 days prior the ACM. DAcad explained that the given timeline was already the bare minimum, as the new proposals had to be scrutinized by the DQA and CE followed by necessary updating by the sponsor (generally required) before promulgation of the finalized agenda 7-10 days before the ACM. The Chair advised to follow the given timeline and review after some time, if deemed essential.

Decision 4524

215. Revised ACM Rules of Business stand approved for adoption with immediate effect. Point Dropped.

Action Required	Action	Responsibility
Promulgation of Revised ACM ROB	Registrar, DAcad	DAcad

Item 4525: Amendment in BU Statutes and HR Policy Manual for Maternity Leave

Sponsor: DHR

Referral Authority: Case File

Summary of the Case

216. Recently promulgated Maternity and Paternity Leave Act, 2023 allows the female employees up to 180 days Maternity Leave, along with 30 days Paternity Leave to the male employees expecting their wife to give birth to a child, thrice during their employment tenure. Subject Act has been made applicable on all establishments, including autonomous bodies in administrative control of Federal Government. BU being a Public Sector Federally Chartered University comes under the administrative control of Federal Government. Hence the provisions of the said Act is applicable on BU. HR Dte has obtained the Rector approval for immediate implementation of this Act. DHR will present the corresponding amendments in BU statutory documents for approval by the Council.

Discussion

217. DHR presented the proposed amendments in BU Statutes and BU HR Policy to incorporate the provisioning of Maternity and Paternity Leave as given at **Appendage 4525**. Noting the mandatory compliance of related Govt Act, the Council approved the proposed amendments for subsequent ratification by the EC for BU HR Policy Manual and the BOG for BU Statutes.

Decision 4525

218. Amendments in BU Statutes and BU HR Policy Manual are approved for Maternity and Paternity Leave as given at **Appendage 4525**; subject to ratification by the EC for BU HR Policy Manual and the BOG for BU Statutes. Point Dropped.

Action Required	Action	Responsibility
Promulgation of amendments in BU Statutes and BU HR Policy Manual	Registrar	DHR
Ratification of Amendments in BU HR Policy Manual by the EC	Registrar, DAcad	
Ratification of Amendments in BU Statutes by the BOG	Registrar, DAcad	

TIMELINE FOR FOLLOW-UP AND NEXT ACM

219. After covering all the discussion items, the Secy presented the following timelines for follow-up actions and the next ACM, which were approved by the Chair for adoption by all concerned:

- | | |
|---|-----------------|
| a. 1 st Progress Report of Action Items of 45 th ACM | 18 January 2024 |
| b. 2 nd Progress Report of Action Items of 45 th ACM | 15 March 2024 |
| c. Agenda Items for 46 th ACM (incl points from respective FBOS) | 15 March 2024 |
| d. Scheduled dates of 46 th ACM | 16 April 2024 |

CLOSING REMARKS

220. In his closing remarks, the Chair thanked all the participants for a patient and time encumbering session and appreciated everybody's participation. He especially thanked Advisor Academics HEC for his active participation throughout the meeting, which facilitated resolving various queries. Advisor Academics HEC appreciated the Chair's leadership, the University and the team members' input who in his opinion had really worked hard. He also acknowledged that the BU was totally in compliance with the HEC and conveyed intentions to quote the example of the Bahria University as being the first to have religiously adopted all the HEC Policies.

221. There being no other point, the meeting was adjourned.

ASIM RAZA SI(M)
Commodore (Retd)
Director Academics
Secy Academic Council

Dated: 24 November 2023