

Minutes of Second Online Meeting on “Feasibility of online classes and academic activities at SAU”

Second online meeting was held using Zoom (a cloud-based peer-to-peer software platform) on Wednesday, 06 May 2020. Meeting was presided by Prof. Dr. Md. Sekender Ali, Pro Vice-Chancellor, SAU. Prof. Dr. Kamal Uddin Ahamed, Vice-Chancellor, SAU was present in the meeting as the Chief Advisor. Following members were also present in the meeting (Not as per seniority):

1. **Prof. Dr. Md. Fazlul Karim**, Dean, Faculty of Agriculture
2. **Prof. Parimal Kanti Biswas**, Dean, Post Graduate Studies, SAU
3. **Prof. Dr. Md. Anwarul Haque Beg**, Dean, Faculty of Animal Science & Veterinary Medicine, SAU
4. **Prof. Dr. Md. Mizanur Rahman Sarker**, Dean, Faculty of Agribusiness Management, SAU
5. **Prof. Dr. Kazi Ahsan Habib**, Faculty of Fisheries, Aquaculture and Marine Science, SAU
6. **Prof. Dr. Asaduzzaman Khan**, Director, IQAC, SAU
7. **Chairman of different departments**
8. **Registrar**, SAU
9. **Controller of Examination**, SAU
10. **Librarian**, SAU
11. **Prof. Dr. Mirza Hasanuzzaman**, Director, Information and Communication Center, SAU

- The duration of the meeting was 12:00 pm to 2:00 pm

The main agenda of the meeting was the ‘feasibility of online classes and academic activities at SAU’.

All members participated in the discussion and the important points raised are as follows:

Honorable Pro-Vice Chancellor initiated the meeting by giving thanks to concerned all. Minutes of the first meeting was informed by the Secretary of the meeting, Prof. Dr. Mirza Hasanuzzaman to the members and it was endorsed. Then The Chief Advisor, the Honorable VC, SAU welcomed and thanked to all the members for being present in the meeting. Then, the members participated in a follow-up discussion and the following decisions were taken:

1. Outcome based Course Curricula of all Faculties are available in the university website. Now, detailed course content (class lectures) of the present semester of each Department will be uploaded in the website, so that the students can read it from website. Lecture

materials/handouts of ongoing courses will be uploaded in advance online. Information and Communication Center will be arranging such facilities. Faculty members will send the digital copy of the materials to the Director, ICC (mhzsauag@yahoo.com) in advance. For any enquiry, the Teachers can contact with him (Prof. Dr. Mirza Hasanuzzaman) by calling 01716587711.

2. Respective course Teachers are suggested to do this within work 20 May 2020 through respective Deans and Chairmen.
3. After resuming the offices and academic activities, undergraduate classes would be started from 8:00 am and continue up to 5:00 pm for six days per week (Except Friday). Class duration will be reduced from 55 minutes to 45 minutes. In such was, we can complete the semesters shortly.
4. MS & PhD classes would be conducted similarly from 8.00 am to 5.00 pm, six day per week. In such way, the present ongoing semester can be completed in a month as more than half of the lectures are already finished before the COVID-19 pandemic.
5. MS & PhD Assignments, theses, and other related works can be done quickly by using digital ways (online) under this situation.
6. During the pandemic, respective Supervisors of MS & PhD can guide their students by using online system In such a way, we can complete their degree smoothly.
7. All pending evaluation of answer scripts of all class tests and final exam must be completed before campus open after this pandemic. It was noted earlier that many of the Faculties are yet to submit the results of different semesters. All Faculty Members are requested to finish preparing pending exam results before offices are open and all pending results should be published within a three days after office is open.
8. Theses defense of the ongoing thesis semester will be done just after the office is open.
9. Chairmen of different departments are responsible to disseminate these decisions to the Departmental Teachers and they are encouraged to arrange such online meetings, when required.

Apart from the academic agenda, some other agenda like the university's support towards the pandemic situation, safety, and security system of the campus were also discussed.

All of the members wished the earliest recovery from the pandemic situation.



Prof. Dr. Md. Sekender Ali
President of the online Meeting
& Pro-Vice Chancellor, SAU, Dhaka