

# Report

## CU – Online (Faculty Portal) Training

### December 19, 2023

#### **Introduction:**

Faculty Development Academy organized one – day training on ‘CU Online (Faculty Portal)’ on December 19, 2023. This training was specifically designed for the newly inducted as well as existing faculty members of COMSATS University Islamabad, CUI. The faculty members from Islamabad campus attended the training in person while faculty members from other campuses joined the session online. There were 106 participants in all. The training will be held on December 19, 2023 in the Video Conference Room at the basement of Juniad Zaidi Library, CUI Islamabad campus.

The purpose of this workshop was to prepare and enlighten CUI’s employees with the new developments and advancements taking place every now and then. CU Online has been developed for the faculty members across all seven campuses of CUI. Although it is a user – friendly software, yet there is much more to learn about it. To give a detailed briefing about this software FDA invited Mr. Kamran Butt, Manager CU Online, as resource person from CU Online department.

The resource person elaborated the software – CU Online which is an online portal for COMSATS University Islamabad (CUI). The portal provides a secure gateway for faculty members, Heads of Departments (HODs), and Directors to access various resources and perform administrative tasks. A detailed presentation was delivered covering the following aspects of CU Online.



#### **Key Features of CU Online:**

1. **Course Management:** Faculty members can manage their courses, including uploading course materials, assigning grades, and interacting with students.
2. **Student Information System:** The portal provides access to student data, including academic records, attendance, and fee payments.
3. **Faculty Profile Management:** Faculty members can update their profiles, including their bio, research interests, and publications.

4. **Research Management:** The portal enables researchers to manage their research projects, collaborations, and publications.

5. **Administrative Tasks:** HODs and Directors can perform various administrative tasks, such as managing departmental budgets, approving leave requests, and evaluating faculty performance.



### **Benefits of CU Online:**

1. **Streamlined Processes:** The portal automates various administrative tasks, reducing paperwork and increasing efficiency.

2. **Improved Communication:** CU Online facilitates communication among faculty members, students, and administrators.

3. **Enhanced Transparency:** The portal promotes transparency in academic and administrative processes.

4. **Better Decision-Making:** CU Online provides analytics and reporting features to support informed decision-making.

### **Conclusion:**

The speaker concluded his talk by telling that CU Online portal is a secure and user-friendly platform that supports the academic and administrative operations of COMSATS University Islamabad. Q&A session was held at the end. Participants were benefited from the comprehensive training.