



Dated: Monday, April 6, 2020

**NOTIFICATION**

1. Online classes are mandatory and will be continued till the situation gets normalized as per the HEC guidelines. The online classes have started from March 24, 2020 and will continue till May 29, 2020, if university is to open on June 1, 2020. Otherwise the new date will be notified by the university.
2. As all the students do not have good internet connectivity, hence, the lecture preparation must be carried out with this issue in mind. The lecture may be broken in various parts such that no file is more than 10 MB.
3. All lectures must be in the form of power point slides with sound clips describing the slides (preferable on each slide). Over and above these power point slides faculty may refer to any other resource for study available on the internet.
4. Faculty must upload their lectures as per the enforced time table. Each lecture must be accompanied by an assignment (with due grades) which must be submitted before the delivery of the next week lectures. The date must be announced on the canvas.
5. Graded assignments must be sent back to the students in time and its record be maintained in the canvas system.
6. If a student activity is not shown on the canvas system the faculty member must inform the course coordinator and HoD. The respective course coordinator and HoD must contact the student and sort out the issue of his/her non participation.
7. Faculty may form a course discussion group on whatsapp or use the discussion feature of canvas to answer the queries of the students regarding the lectures.
8. To ensure the quality of lectures published on Canvas the following are mandatory for the faculty and HoDs'
  - a. All faculty members must ask their HoD's to join their course pages. Through this the HoD will monitor the delivery of lectures and assignments and grading of assignments. HoD must ensure that the



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- quality of lecture must fulfill the minimum requirement set by the university as mentioned in '3' above.
- b. Those faculty members who have yet not fully or partially delivered the lectures/assignment must fulfill the deficiency before April 10, 2020.
  - c. Those faculty members who do not publish the lecture/assignments till April 10, 2020 as per the enforced time table their names must be communicated by the respective HoD to the respective Deans.
  - d. It is mandatory for the faculty that for each week of lectures published there must be at least one assignment. Hence for the period of March 24, 2020 to May 29, 2020 there must be 11 assignments given to the students out of which at least 10 should be marked, graded and returned to the student
9. Lab works / practical sessions will be conducted after the opening of university.
10. The decision regarding the assessment of grade and examination of theoretical subjects will be taken in the light of HEC policy guidelines in due course of time if the university does not open on June 1, 2020.
11. Attendance will be marked if the student download the relevant lectures and submit the corresponding assignment on time.
12. To qualify for the exams the decision will be based on the minimum attendance criterion of the university.

(Dr Tariq Yasin)  
Registrar