



COMSATS University Islamabad
Registrar Secretariat, Principal Seat, Islamabad

No. CUI-Reg/Notif-703/20/967

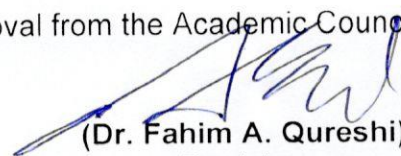
5th April 2020

NOTIFICATION

Consequent upon adoption of measures to cope with pandemic of COVID-19 and to prevent its spread among students, teachers and staff of COMSATS University Islamabad (CUI), and in pursuance of HEC Policy on COVID-19, all remaining classes of selected courses of Spring 2020 Semester will be held online at all CUI Campuses as per following Policy:

- (a) Teaching of courses already registered by the students of each program, for Spring 2020 semester, shall be continued/ restarted through online classes for all Undergraduate and Graduate Programs being offered at the CUI and its Campuses. This will be done in an asynchronous mode with pre-recorded lectures being provided to the students and discussions continued in a synchronous mode as a flipped classroom to clarify the concepts or address any questions the students might have.
- (b) Online classes will start from Monday, April 13, 2020 and shall complete on Friday, June 5, 2020.
- (c) For each 3 credit hours' theory course, 3 lectures (1.5 hours each) will be held per week at all CUI Campuses except Abbottabad Campus. At Abbottabad Campus, for each 3 credit hours' theory course, 4 lectures (1.5 hours each) will be held per week until June 5, 2020. Before these classes are conducted the students are to be provided recorded lectures by the faculty at least two days prior to the said material to be discussed during the online discussion. Before the online recorded lectures are provided to the students, they will undergo strict quality check by the DARC members to ensure quality of the lecture material.
- (d) For each undergraduate program, two courses will be offered online during the first phase, excluding any hybrid course already registered by the students during the Spring 2020 semester.
- (e) Dean of concerned Faculty and Chairperson of concerned Department shall be responsible to ensure that there is no compromise on quality of online lectures. Each course being offered online will need approval of the Dean of the concerned Faculty, for "online readiness" before being offered by the Campus and the Department.

- (f) Head of each Department, in consultation with the concerned Campus Director, shall be responsible to decide the two courses (in the 1st phase) of each undergraduate program for online teaching and shall ensure the quality of delivery and assessment of online courses being offered in the Department. Head of Department at the campus shall ensure for the dissemination of Course outlines, relevant course materials and Information to all concerned students and concerned officials, for all courses being offered in the Department through CUOnline and other modes. The information shall include the Code and Title of Courses being offered for each program, name of course teacher, lecture schedule of each course, internet links/ software to be used for lectures/ class meetings.
- (g) The Campus Director will be responsible to ensure compliance of policy, in an effective manner, by all stake holders and addressing any complaint/ problem arising from online education, in coordination with concerned Dean, in a timely manner.
- (h) Lab work/ Practical Sessions of relevant courses shall be conducted later, unless there are online resources which can be used which can explain the concepts clearly, which will be offered only upon the concerned Dean's approval.
- (i) The instructions/ guidelines conveyed by HEC on online courses, from time to time, will be communicated and followed accordingly.
- (j) All those faculty members who have been allocated courses during Spring 2020 semester and presently are not involved in online teaching during the 1st phase will ensure content identification from courses available online/ recording of their remaining lectures for offering online classes in the 2nd phase as per schedule to be communicated in due course of time.
2. The notification is issued in anticipation of approval from the Academic Council.


(Dr. Fahim A. Qureshi)
Registrar

05/04/2020

Distribution:

- (i) All Deans of Faculties of CUI;
- (ii) All Directors/Incharge of CUI Campuses;
- (iii) All Principal Officers of CUI;
- (iv) All Chairpersons of CUI;
- (v) All Heads/Incharges of Academics of CUI Campuses;
- (vi) All Head of Departments of CUI;
- (vii) Additional Registrar (Academics), CUI Registrar Office

Copy to:

- SO to the Rector, CUI
- Master file