



No. UoS/Meetings/34-SYND/2020- 32

Dated: August 20, 2020

**NOTIFICATION**

Subject: **APPROVAL OF DRAFT POLICY FOR ONLINE CLASSES (SYNCHRONOUS AND ASYNCHRONOUS MODE) CONDUCT OF EXAMINATIONS DURING COVID PANDEMIC AND PAYMENT TO VISITING FACULTY**

It is notified for the information of all concerned that, on recommendation of the Academic Council, made in its 1<sup>st</sup> meeting held on July 07, 2020, vide item No. 01, the Syndicate in its 34<sup>th</sup> meeting held on July 23, 2020, vide item No. 04, approved policy for online classes (Synchronous and Asynchronous mode of learning), however, Office of the Registrar shall recheck the policy and affidavits for typo slipups / mistakes.

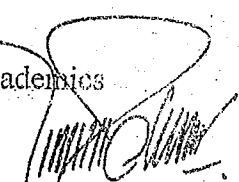
The Syndicate also approved the recommendations of the committee constituted vide Notification No. UoS/Estt/2020-289, Dated: June 18, 2020, regarding payment to the visiting faculty for online classes in toto. Furthermore, payment to the visiting faculty should be made, on recommendations of Semester Coordinator duly endorsed by the concerned Head of Department, on credit hours basis in the prevailing situation as well as in future. The Syndicate also approved the draft proforma for payment of Honoraria to visiting faculty with minor alteration / corrections as suggested by Dr. Shahid Ali and Khurshid Alam.

Mahboob ur Rahman  
Registrar, University of Swat  
(Secretary Syndicate)

**Encl. (Policy for Online Classes)**

**Copy for information to the:**

1. PS to Vice Chancellor
2. PS to Registrar
3. Controller of Examinations
4. Treasurer
5. Director Admissions
6. Director IT **(w.r.t upload the Policy and final Proforma of Payment to the Visiting Faculty)**
7. Deputy Registrar Establishment
8. All Heads of Teaching Departments/Centers/Institutes/College
9. All Heads of Affiliated Colleges through Assistant Registrar Academics
10. Syndicate File

  
Mahboob ur Rahman  
Registrar, University of Swat  
(Secretary Syndicate)



**University of Swat Policy Guidelines for Online Classes (Synchronous/Asynchronous Mode) and Conduct of Semester Examinations during COVID-19 Pandemic**

**1. Short Title, Commencement and Applications**

- i. This policy may be called the "Policy Guidelines for online classes (Synchronous/Asynchronous mode) and conduct of semester examinations during COVID-19 Pandemic".
- ii. This policy shall come into force from the date of approval by the Vice Chancellor in anticipation from the relevant bodies of the University of Swat.
- iii. This policy shall be applicable to all BS (04 or 5-Year), MA/MSc (2-Year) and M.Phil. / MS and PhD degree programs offered at University of Swat, sub campuses and the Affiliated Colleges.
- iv. This Policy shall be applicable during COVID-19 Pandemic, and other emergencies and extreme exigency situations in future, after normalization, Amended Semester Regulations (2012 onward) will be followed.

**2. Definitions**

In this policy, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them as under:

- i. "Academic calendar" means the approved academic calendar of the University of Swat for its main campuses and its affiliated colleges;
- ii. "Asynchronous mode" refers the mechanism whereby teaching materials are posted online and the students learn themselves via self-learning or with their teacher concerned through emails or any other online means;
- iii. "Board of Studies" means the Board of Studies of the respective teaching departments/Centers/Institute;
- iv. "Controller of Examinations" means Controller of Examinations University;
- v. "Director Admissions" means Director Admissions University;
- vi. "Educational kits" means the course materials in hard or soft form and shall be made available at the department for quick delivery to the students;
- vii. "Faculty" means faculty member of the academic unit/college;
- viii. "Graduate Studies Committee" means the Graduate Studies Committee of the respective Department/Centers/Institute/affiliated Colleges;
- ix. "Head of Department" means the Chairman/ In-charge/ Director or similar authority who is responsible for running the administrative affairs of the department/ centre/ institute at the University of Swat or its affiliated college(s);
- x. "Policy" means the University of Swat policy for online classes (Synchronous / Asynchronous mode) and conduct of Semester Examinations;
- xi. "Principal" means the Principal of the affiliated college;
- xii. "Provost" means the Provost of the University;
- xiii. "Registrar" means the Registrar of the University;
- xiv. "Semester Coordinator" means the semester coordinator of a degree program of a Department/Center/Institute;
- xv. "Synchronous mode" means online teaching through video conferencing / LMS or any other synchronous mode where teacher and student both are present at one time and they interact with each other;



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- xvi. "Sub-Campus" means the Sub-Campus of the University;
- xvii. "University" means the University of Swat; and
- xviii. "Vice Chancellor" means the Vice Chancellor of the University.

**Note:**

- i. Any other expression shall have the same meaning as assigned to them in Section-02 of the Khyber-Pakhtunkhwa Universities Second Amendment Act 2020.
- ii. The pronoun "He", used in relation to an employee, refers to male or female, as the case may be.

**3. Background**

All educational institutions across the country were closed due to COVID-19 pandemic from March 16, 2020 to May 31, 2020. However, the Government of Pakistan extended the closure till further orders.

**4. Objectives**

The objective of this policy is to outline policy for "Online classes (Synchronous / Asynchronous mode) and conduct of semester examinations" in order to save the precious time of the students and to focus on timely completion of studies of graduating students and academic session as well.

**5. Courses and Course Contents**

The course Titles, Codes, Course Contents and credit hours shall remain the same as approved by the relevant bodies of the University.

**6. Course Readiness**

The courses to be offered shall be those approved by the relevant bodies however, the delivery of contents to students instead of face to face classes shall be customized to suit the online classes (Synchronous / Asynchronous mode) and to upload it on the University of Swat website where every student can access and download at any time.

**7. Faculty Readiness**

The faculty readiness requires training of faculty, preparation of lectures of each assigned course(s) and to use any platform (google meet, google hangout, WhatsApp etc) or LMS as the case may be for interaction with their respective students.

**8. Student Readiness**

- (i) The University shall announce the commencement of online classes and advertise through website and media.
- (ii) The department concerned shall inform the students via website, email, SMS and any other mean available for submission of their **Registration Forms (Annex-I)** in hard (or in soft form) through courier or Pakistan Post before the commencement of online classes.



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(iii) The issue/grievance (if any) faces by a student shall be communicated to the Semester Coordinator in writing and shared with HOD concerned for possible solution and shared with the

**9. Development and mode of communicating the teaching materials**

- (i) All the courses of BS (4 or 5-Year), MA/MSc (2-Year) and M.Phil /MS and PhD shall be offered as per approved Board of Studies.
- (ii) The Research Projects /Internship reports /Thesis shall be submitted within the stipulated time by the students. In case of research of M.Phil. /PhD, the same may be carried out in light of the guidelines of HEC.
- (iii) All the teaching department (s) of the University of Swat as well as affiliated colleges shall supply the requisite course materials for the semester and course concerned as per approved course outlines to the students via asynchronous mode or supply of educational kits.
- (iv) Every teacher shall prepare the lecture wise teaching materials. Questions/ quizzes/ Assignments and references (if any) shall be reflected in the teaching materials. The duration of each lecture preferably shall be of One Hour (60 minutes).
- (v) Every Head of the Department (HOD) shall ensure that every course teacher has uploaded the lecture(s) materials. Further he shall ensure that every student has received the required course materials either in hard or soft form.
- (vi) Each student will be required to submit Course Registration form through which he may register himself for any number of courses offered in the ongoing semester. Students may freeze their semester if he desires so.
- (vii) The concerned course teacher shall engage the students via any of the online forum (e.g. Social media platforms, WhatsApp group, Audio or email, Google meet, Google class room, Zoom etc for interaction with and delivering the teaching materials / quizzes / assignments etc. The department concerned shall provide all the required information such as students email ID, Cell No. etc to the teacher concerned. Separate groups for male and female students may be formed in different social media platforms to avoid any issue if needed.
- (viii) The teacher concerned shall certify in writing that he has made contact with the students and will communicate the same to the HOD concerned. In case of non-response from the student with the teacher concerned the HOD shall contact the student through class representative or parent of the students to get confirmation for receiving the teaching materials and consent for written examination.
- (ix) The HOD shall make all the necessary arrangements such as availability of computer, printers, Question papers and stationary for printing purposes both for teaching materials and printing of question papers for examination to the concerned course coordinators / teacher both within University of Swat / affiliated college.
- (x) The Principals of the affiliated colleges shall adopt the same to facilitate the students and the program coordinators.
- (xi) The Departmental Semester Committees (the Graduate Studies Committees (GSC) in case of M.Phil/PhD) shall be responsible for monitoring and checking the quality of course materials provided to the students.



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- (xii) Visiting faculty may be registered to provide their services in online classes and if approved they may be paid as per approved remuneration for per hour class. Payment to the visiting faculty will be made as per number of lectures delivered duly certified by the Departmental Semester Coordinator and countersigned by HOD concerned.
- (xiii) The Departmental Semester Committees and Graduate Studies Committees will be responsible to review and certify the course materials delivered as per approved curriculum by the Board of Studies.

**10. Conduct of Examination BS (4 or 5-Year programs)**

- (i) Examination in traditional manner shall be conducted as per approved academic calendar for Spring Semester 2020 by following SoP's. However, the duration of examination may be extended up to four weeks if needed.
- (ii) Examination shall be conducted in morning and evening sessions.
- (iii) The pattern of the paper for all BS Programs shall be as under:

<b>Section-A</b>	<b>Duration 30 minutes</b>	
10 MCQ carrying 01 mark each	10	Mid term
10 fill in the blanks carrying 01 mark each	10	
10 True/False carrying 01 marks each	10	
<b>Section-B</b>	<b>Duration 02:30 hours</b>	
Short questions out 5 out 7 carrying 04 marks each	20	Final term
Essay type questions 3 out 4 carrying 10 marks each	30	
<b>Total marks</b>	<b>80</b>	

**Note:** Section-A may be considered as midterm paper and Section-B may be considered as final term paper.

- (iv) Duration of the paper shall be 03 hours
- (v) Marks distribution for BS programs shall be as under:

<b>(a) For courses without lab work:</b>	
Midterm	30 marks
Final Term	50 Marks
Assignments	10 marks
Quizzes	10 marks
<b>(b) For courses with lab work:</b>	
Midterm	30 marks
Final term	50 marks
Assignments	05 marks
Quizzes	05 marks
Lab work	10 marks



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- (vi) Each course teacher shall submit the result on the prescribed award lists already in vogue.
- (vii) Each teaching department / affiliated college shall submit the result in hard and soft form to the Examination Section, University of Swat within 20 days after the termination of examination.
- (viii) Those courses in which Lab work etc is mandatory, the teacher concerned with the permission of HOD shall complete Lab work / Practical (in small groups and following SOPs) before the commencement of examination.
- (ix) Examinations of BS (4 or 5-Year) shall be conducted as per academic calendar.

**11. Conduct of Examinations for MA/M.Sc. (2-Year) and M.Phil./PhD**

- (i) MA/ MSc. Final term examination for Fall Semester 2020 shall be conducted as per revised academic calendar by following SoP's issued by the University.
- (ii) The paper pattern and marks distribution for MA / M.Sc. Degree Programs shall be as per Amended Semester Regulations (2012 onward).
- (iii) Graduate Studies Committee of each program shall devise schedule and Monitoring of M.Phil./ Ph.D. examinations as per academic calendar.

**12. SOPs for Conduct of Examinations**

- (i) All members of the campus community including students, faculty and staff shall wear masks and gloves as per approved health guidelines. No one will be allowed to enter the campus/office without following the SOPs.
- (ii) All the students shall bring their mask and gloves. If needed, a student will be provided mask / gloves on payment by the department concerned. Students shall be advised to avoid hand shaking and to use only the designated entrances and exits of each campus.
- (iii) All the HODs shall arrange Soap / Sanitizer and Masks for faculty and staff.
- (iv) Each department shall devise schedule and management for conduct of examination (Theory & Lab work etc) keeping in view the strength of the students per semester/course.
- (v) Each HOD in consultation with campus coordinator shall prepare a plan for conduct of examination before the commencement of examination.
- (vi) The course(s) in which lab work is mandatory, the department concerned shall arrange their lab work in small groups keeping in view the safety protocols.
- (vii) Seating arrangement shall be made in a manner keeping in view the social / physical distancing of 6 feet in the examination centers and Laboratories.
- (viii) During the examination and Lab work all the faculty and supporting staff shall be available in their respective Departments/Centers/Institutes.

**13. General Provisions**

- (i) The Administrative Officer shall ensure the scanning (using Infrared Thermometer) of all on entrances of each campus, wearing masks and provision of First Aid in case of

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emergency. Further, he should ensure the cleaning / disinfection of the examination centers, offices on daily basis and provision of transport if needed.

- (ii) The schedule and mode of examination as per SOPs shall be shared with the District Administration for the information by the Administrative Officer / Director Admissions before commencement of examination.
- (iii) The University shall constitute a Centralized Grievances Redressal Committee for the issues arises in the online classes and conduct of examinations.