Office of the Registrar
(Meetings Section)
University of Swat
Administration Block, Charbagh, Swat,
Ph: (0946) 920859
Email: meetings@uswat.edu.pk

No. UoS/Meetings/65-SYND/2025-27 Dated: November 28, 2025

NOTIFICATION

Subject: **REQUEST FOR ENROLLMENT OF TERMS OF REFERENCE (TOR) FOR SEMESTER COORDINATORS IN CAMPUS MANAGEMENT SYSTEM (CMS)**

It is notified for the information of all concerned that, on recommendations of the Academic Council made in its 14th meeting (held on September 30, 2025), the Syndicate in its 65th meeting held on November 01, 2025 vide item No. 04 (Sub-item No. 18), approved the enrollment of terms of reference (TORs) for semester coordinators in Campus Management System (CMS).

--Sd--
(Fayyaz Ahmed Khan)
Registrar

(Enclosed; ToRs as stated above)

Copy for information / necessary action to the:

1. PS to Vice Chancellor
2. PS to Registrar
3. Treasurer
4. Director IT
5. Controller of Examinations
6. Deputy Registrar Academics ***(to circulate the approved ToRs among all Heads of Teaching Department for compliance)***
7. Deputy Registrar Establishment
8. Syndicate File

(Fayyaz Ahmed Khan)
Registrar

DIRECTORATE OF IT
University of Swat
Main Administration Block, Charbagh Swat
Khyber Pakhtunkhwa, Pakistan
Email: doit@uswat.edu.pk
Tel: (0946) 920810 | www.uswat.edu.pk

THE REGISTRAR UNIVERSITY OF SWAT OFFICE Diary No. 1607 Dated 28.08.2025

No. UoS/DoIT/779 Dated: 28/08/2025

Office of The Registrar (Academic Section) University of Swat Diary No. 587 Dated 2-9-25

To

The Registrar
University of Swat

Subject: **REQUEST FOR ENROLLMENT OF TERMS OF REFERENCE (TOR) FOR SEMESTER COORDINATORS IN CMS**

Respected Sir,

With reference to the subject cited above, it is submitted that the Terms of Reference (TOR) for Semester Coordinators in the Campus Management System (CMS), attached at (Annex-A), may kindly be enrolled for implementation, please.

Thanking you in anticipation.

THE REGISTRAR UNIVERSITY OF SWAT OFFICE Diary No. 3034 Dated 29.08.25

Director IT

Copy for Information

1. PS to Honorable Vice Chancellor
2. PS to Registrar
3. File

Approval may please be accorded for TORs of Semester Coordinator in CMS, Ms.

Hon'ble VC Sb:- Approved with remarks 28/8/2025

The same may also need endorsement from academic council

29-8-25

DRA

01/09/2025

T.C (Acad)

University of Swat

Terms of Reference (TOR) for Semester Coordinators in CMS

1. Role & Purpose

The Semester Coordinator in CMS (Campus Management System) serves as the focal person for managing academic and administrative tasks of the assigned semester on the University's digital platform. The Coordinator ensures smooth course registration, class scheduling, attendance, assessments, and communication between students, faculty, and administration.

2. Key Responsibilities in CMS

- Course & Class Management
  - Ensure accurate allocation of courses and sections in CMS.
  - Verify teaching load distribution as per departmental requirements.
  - Prepare and update semester timetable in CMS.
- Course Enrollment
  - Facilitate and monitor student course enrollment in CMS.
  - Verify prerequisites and eligibility before final approval.
  - Address enrollment-related issues in coordination with Examination Section/IT.
- Attendance & Performance Monitoring
  - Ensure timely uploading of student attendance by course instructors.
  - Monitor mid-term and sessional assessment records in CMS.
  - Verify grade entries before submission to the Examination Section.
- Examinations & Results
  - Coordinate with faculty to upload mid-term, final, and continuous assessment marks in CMS.
  - Ensure timely submission of final grades within deadlines.
  - Assist the Examination Section in resolving discrepancies.
- Communication & Student Support
  - Act as CMS focal person for the assigned semester.
  - Inform students regarding course enrollment, timetable, attendance, and examination rules.
  - Escalate unresolved technical or academic issues to HoD/Examination Section/IT.

- Quality Assurance & Reporting
    - Generate academic progress reports (attendance, grades, course coverage) from CMS.
    - Share timely updates with HoD/Program Coordinator.
    - Ensure compliance with University rules and HEC requirements.

3. Privacy

Semester coordinator shall not share the credential with anyone.