



Sir Syed University of Engineering & Technology
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NO: SSUET/REG/2020/OLM/001

Date: 28th March 2020

ATTENTION: ALL FACULTY MEMBERS OF SSUET

In fulfillment of the instructions by the Government of Sindh and HEC in the wake of declaration of COVID-19 Pandemic worldwide, the following announcements are hereby notified for information of all faculty members of Sir Syed University of Engineering & Technology, Karachi.

1. In view closure of all Universities across the Pakistan, the period till **15th April 2020** will be counted as work from home period in which each faculty member has to make accomplishments of task assigned to him/her in online mode by respective Chairperson/Dean.
2. The Summer Semester break will be from **16th April 2020 to 31st May 2020** and the faculty has to report back to the campus on **1st June 2020**.
3. All faculty members are required to give on-line assignments, reading material, notes, research work etc. to the students so as to engage them in the academic activity working from home.
4. All faculty members are required to complete their course files and other semester requirements while working from home in consultation with the respective Chairperson/Dean.
5. During the lockdown period, the faculty will attend online trainings in their respective discipline for the purpose of capacity building under the guidance of respective Chairperson/Dean.
6. As per directive of competent authority, the Director ORIC has prepared a research plan to improve research as per research clusters which shall also be implemented in each department during work from home period by respective Chairperson/Dean. All Chairpersons and faculty members should be actively involved to achieve **KPIs** mentioned in the Plan to be shared separately by the Director ORIC.
7. The management of University can call any of the faculty members as and when required during the semester break (after the elapse of lockdown period) in view of either accreditation visits if planned by accreditation bodies including **PEC, NTC, NCEAC, NBEAC and PCATP** or due to any compliance required by either **HEC and/or CIEC** which may arise during the semester break.

Note: Above mentioned dates of work from home and semester break are subject to further announcement by the Government in view of COVID-19 and may be reviewed accordingly.

Engr. Syed Sarfraz Ali
Registrar

To,
All Deans, Associate Dean Faculty of Engineering, All Chairpersons of Teaching Departments

Copy to:
Additional Registrar, Director Finance, Resident Auditor, Manager, I.T. Department, Manager, MIS Department, Controller of Examination, DSA, CSO, Librarian, All Notice Boards

Copy to (for information):

- PS to the Chancellor
- PS to the Vice-Chancellor