



Sir Syed University of Engineering & Technology
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NO: SSUET/REG/2020/OLM/005

Date: 16th April 2020

ATTENTION: ALL FACULTY MEMBERS OF SSUET

In continuation of Notification **NO: SSUET/REG/2020/OLM/001** issued on **28th March 2020**, the following announcements and directives are hereby notified for compliance by all faculty members of Sir Syed University of Engineering & Technology, Karachi to fulfill the instructions of preparing for Online Classes issued by the Government of Sindh and HEC in the current scenario of COVID-19 Pandemic worldwide:

1. The Government of Sindh and Federal HEC have directed all Universities of Pakistan to provide Online Learning Platforms for Online Lectures by **31st May 2020** by engaging their faculty members in **Online Trainings** on Learning Management Systems and Video Conferencing Platforms.
2. In order to follow strict orders of both Government of Sindh and HEC, all faculty members are required to engage themselves in **“Capacity Building Program for Online Classes”** during Summer Semester break (**from 16th April 2020 to 31st May 2020**) which will be entirely managed Online by the University and the faculty has to report back to the campus on **1st June 2020**.
3. All faculty members are required to attend **Online Training** through their departmental Chairpersons which may be scheduled for **09 hours to 15 hours per week** during semester break.
4. Each chairperson of academic departments will personally engage in all activities of **“Capacity Building Program for Online Classes”** which will be monitored by a committee consisting Both Deans, Associate Dean and Director QEC.
5. Those Faculty members who couldn't complete their course files as yet; are re-emphasized to complete their course files and other semester requirements during the semester break in consultation with the respective Chairperson/Dean.
6. 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.

This notification is being issued with the approval of the Competent Authority.

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