



Sir Syed University of Engineering & Technology

University Road, Karachi- 75300 Pakistan

NO: SSUET/REG/2021/1033

Date: 29th April 2021

INSTRUCTIONS FOR ONLINE SPRING SEMESTER 2021

ATTENTION: ALL FACULTY MEMBERS OF SSUET

In fulfillment of the instructions of Government of Sindh and National Command and Operation Center (NCOC) of Pakistan, the following announcements are hereby notified for information and compliance by **the all Faculty Members of SSUET in true spirit.**

1. All on-campus activities shall continue to remain suspended for students till further announcement by the University as per directives of Sindh Government and Higher Education Commission of Pakistan. **Therefore, all faculty members are required to conduct their assigned classes online from home w.e.f. Friday 30th April 2021.**
2. The remaining days of **Spring Semester 2021** will be counted as work from home period in which the faculty is required to be on duty any **05 days** in a week as per the course allocation with flexible timings and they have to report online to corresponding Chairperson/HoD for smooth conduction of the online semester activities. (Physical Presence in Campus is not required for Faculty Members).
3. All Faculty members are strictly advised not to go outstation without permission except during gazetted Eid-ul-Fitr Holidays. They are also **advised to keep their Cell Phones ON** with their presence ensured through **WhatsApp and Email** in order to have further coordination and correspondence.
4. The Management of University has decided to allow faculty members on request to use their offices for the conduction of online classes and recording of video lectures. Adherence of SoPs of COVID-19 will be mandatory.
5. The management of University can call any of the faculty members as and when required 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. Faculty can be called for any important or urgent university requirement as well besides accreditation or council requirements.
6. The remaining Theory Classes of Spring 2021 will be conducted online **w.e.f. Friday 30th April 2021** for which MS TEAMS platform will be used for which classes are already created in MS TEAMS and notifications sent to all faculty members on their official email addresses.
7. As all students of each class will attend both online theory sessions of **1.5 hour** each and attendance would be based on their appearance in the classes on MS TEAMS and access to lecture material uploaded on VLE as per previous policy notified for Fall Semester 2020 which says that, ***"The students who login at VLE of SSUET and explore course materials such as Lectures Slides and Lectures Recordings within 10 hours from the commencement of class then the instructor should mark student attendance as present"***. Therefore, all Faculty Members should carefully compile attendance record using both platforms.



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8. For attendance compilation, if a student is absent in both modes (MS TEAMS + VLE ACCESS) in a week, he/she must be awarded Zero attendance for that week. QOBE should reflect impact of both modes (MS TEAMS + VLE ACCESS).
9. For all batches of Undergraduate Morning and Evening Programs, time tables of regular classes are same as notified and available of website except that all students of each class will attend **both theory sessions of 1.5 hour each.** (Ramzan Timings will be observed initially and then regular timings will be observed after Eid Holidays).
10. For PEC accredited Engineering Disciplines (EE, TE, EL, CV, BM, CE), the laboratory sessions will remain suspended except for the courses where software based and simulation based labs are applicable where the arrangement of Online laboratory sessions will be managed and notified separately by their respective Chairpersons.
11. For Non-Engineering Disciplines (SE, IT, CS, BI, BMS, MCS, Maths, BBA, B.Arch, BSc Tech), the arrangement of Online laboratory sessions will be managed and notified separately by their respective Chairpersons and Coordinators.
12. In case of academic support, the respective Chairperson of the Department should be contacted. While technical support should be provided by VLE Coordinator and Q-OBE Coordinator of each department.

Note: New notifications will be issued from time to time as per the requirements of the University based on new instructions from the Government.

Sarfaraz Ali

Engr. Syed Sarfraz Ali
Registrar

To,
Deans, Associate Dean ECE, All Chairpersons of Teaching Departments, Incharge Technology Program

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

Copy to (for information):

- 1- PS to the Chancellor
- 2- PS to the Vice-Chancellor