**Air University**

**Policy-Telecommunicating & Remote Working During Law and Order Situations**

**Introduction**

1. Consequent to closure of academic institutions in Pakistan due to law and order situation at Islamabad , Air University anticipating the uncertainty associated with such a pandemic opted to provide uninterrupted education to its students by adopting online teaching under the initial guidelines issued by Higher Education Commission. This paradigm shift and transition brought forth unforeseen challenges for both teachers and students. The feedback received from all stakeholders was deliberated at length at University Functional Committee, to formulate quality control measures including adding new tools to the LMS to facilitate online teaching and learning.

2. As the online instruction system continues to mature, detailed policy and procedures on quality of online teaching have been instituted in light of HEC policy guidelines dated 28 March and 02 April 2020. This Policy aims to ensure quality online education and continuity of the ongoing semester for timely completion of degree programs.

**Scope**

3. This policy provides guidance to FMs, all the students of Undergraduate and Graduate programs regarding online classes, attendance mechanism, evaluation process, application of relevant academic rules and regulations and redress of grievances. The policy would remain valid till threat recedes and education institutions are reopened for regular education.

**Policy Guidelines**

4. Based on policy documents referred at Para 2 inter alia, following guidelines are issued for all concerned:-

**Office of the Registrar**

 (a) Air University would conduct online classes for Undergraduate and Graduate students according to Spring - 2020 scheme of studies and timetable for respective programs till the closure of university for gazette holidays.

(b) Air University constituent Medical Colleges will also follow respective yearly academic schedule through online classes to cover theoretical part of instruction.

(c) Air University would continue to utilize Google Classroom and Zoom as LMS along with its mature automation system. Additionally, other LMS tools (Microsoft Team, Virtual University Systems etc.) are being evaluated to accrue maximum benefits.

(d) A Quality policy has been issued to ensure quality of online lectures delivered to students. Broad guidelines and minimum standards have been defined for preparation and delivery of lectures.

(e) All lectures will be uploaded on the web/LMS for further guidance of students especially those facing internet issues. For the students residing in remote areas without connectivity, recorded CD/USBs of lectures would be dispatched through courier services.

(f) FMs would take class assignments as per their normal routine but not more than 2xCr Hours of the course.

(g) Record of attendance of students would be maintained as online classes would not be repeated after the resumption of academic activities.

(h) Mid semester exam shall not be held. However, statutory body would decide about transfer of its weightage to Final Exam and other educational instruments such as graded assignments, quizzes and class participation etc.

(j) Digital copy of Lab Manuals along with recorded instructions will be sent to the students. Lab Engineers and students will also be encouraged to carry out lab work by using defined soft wares.

(k) Students will continue to seek online guidance from their FYP supervisors and complete/fabricate their projects after the commencement of academic activities.

**Office of the Registrar**

 (l) The students can opt to freeze semester/drop a subject due to any legitimate cause with the consent of their Parents/Guardians by submitting online application to Deputy Registrar. After ascertaining authenticity, applications would be processed and fee would be adjusted in Fall-2020. It must be kept in mind that students opting for freeze of semester will miss out few pre requisite subjects for next semester. Consequently, university management will not be responsible for delay in degree completion duration.

(m) Air University would arrange make up classes, revision sessions and lab work etc for about 03 weeks after resumption of classes in June 2020.

(n) Final Exam Spring 2020 would be held in the last week of June or beginning of July 2020. A tentative road map will be issued for the remaining part of Spring - 2020 semester at a later stage.

(o) Departments may hold Proposal Defence Examinations by proper notification and forwarding meeting ID to Director Exams and Deputy Controller Examination.

(p) After Final Exam, students would observe semester break till commencement of Fall- 2020 semester.

(q) After the issuance of these guidelines, AU attendance policy would be applicable; however, VC through Attendance Review Committee may provide relief to deserving students within the broad parameters stipulated by HEC.

(r) Air University has instituted a “Grievances Committee” headed by Registrar to redress the complaints of the students about online teaching.

5. This policy is issued with the approval of Vice Chancellor and will be applicable with

Immediate effect. Competent authority could review it consequent to National policies, HEC directives and evolving situations.