

**ZIAUDDIN UNIVERSITY**  
**GUIDELINES, POLICIES AND PROCEDURES**

<b>Policy Title</b>	<b>ZU Policy on Online teaching</b>
<b>Policy Number</b>	012
<b>Date of Original Approval</b>	May 18, 2020
<b>Approved By</b>	Academic Council
<b>Date of Revisions</b>	Nil
<b>Contact</b>	Registrar Office

**INTRODUCTION:**

Online teaching is the basic requirement of the current pandemic. Due to this Ziauddin shifted to Online teaching and a policy was formed to run the process smoothly.

**PURPOSE:**

This policy provides guidance to faculty members, all the students of Undergraduate and Graduate programs regarding online classes. The policy would remain valid till COVID-19 threat recedes and education institutions are reopened for regular education.

**SCOPE:**

This policy is applicable to all the students and faculty members registered for online classes.

**RESPONSIBILITIES:**

Dean of concerned Faculty and Principal/Chairperson of the concerned college/department.

**POLICY STATEMENT:**

Online teaching has become an essential component of learning during the current pandemic. Ziauddin University formed a policy for online teaching to ensure smooth learning and teaching practices.

# ZIAUDDIN UNIVERSITY

## ONLINE TEACHING POLICY

### For ZU Faculty members and Students

1. Teaching of courses already registered by the students of each program shall be continued through online classes for all undergraduate and graduate programs according to the scheme of studies and timetable for respective programs.
2. ZU would continue to utilize Google Classroom as LMS. Additionally, other LMS tools (Microsoft Team, Zoom, Virtual University Systems, etc) are being evaluated by the ZU IT department to accrue maximum benefits.
3. 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. The ZU library will maintain the archive of the lectures.
4. Colleges/Department should develop a system to measure and verify attendance such as an online attendance log.
5. The Dean of concerned Faculty and Principal/Chairperson of the concerned college/department shall be responsible to ensure that there is no compromise on the quality of online lectures. The Dean of the concerned faculty will approve each course offered online for “online readiness”.
6. Principal/Chairperson of the concerned college /department shall ensure for the dissemination of following contents on LMS (Google Classroom):
  - Course Introduction with code and title
  - Learning Objective or PLO
  - E-copy of textbook to be used for the course
  - Description of the system of evaluation (assignments, quiz, etc.)
  - Detailed lesson plans for each remaining lecture
  - Key dates and timing of class/meeting
7. Lab work/ Practical session of relevant courses shall be conducted later, unless there are online resources which can be used which can explain the concepts clearly, which will be offered only upon the concerned Dean’s approval.
  - In case of the offering lab work, digital copy of Lab Manuals along with recorded instructions will be sent to the students. Lab staff and students will also be encouraged to carry out lab work by using defined software.

- Any deficiencies or lab work that required hardware sessions shall be conducted later.
8. Students will continue to seek online guidance from their project supervisors and complete/fabricate their projects after the commencement of academic activities.
  9. The instructions/guidelines conveyed by HEC on online courses from time to time will be communicated and followed accordingly.
  10. The Principal/Chairperson will be responsible to ensure compliance of policy in an effective manner by all stakeholders and addressing any problem/complaint arising from online education in coordination with concerned Dean, in a timely manner.

In addition to above policy guidelines, all principals / Chairpersons are advised to do the planning for the next session in advance by identifying the courses that need to be offered in next semester and do the necessary modification in the contents for online teaching where applicable. All modifications in the contents must be endorsed by the online BOS and BOF.