

Due to COVID 19 pandemic, the classes were suspended from 26th November, 2020 and students were not allowed to study in Institutions. However, according to HEC guidelines hybrid form of teaching was encouraged and online classes are being held from 26th November, 2020 till 24th December, 2020.

HEC developed Policy guidelines regarding measures to be undertaken by the Universities and Degree Awarding Institutions (DAIs). In these guidelines, permission was granted to start online classes so that students may not suffer and there should be no loss to their academic year.

As per directions of HEC, the Policy Guidelines for Online Classes have been developed in accordance with Semester Rules and Regulations.

1. Courses will be taught online by adopting hybrid teaching methodology.
2. Microsoft Teams, Google Classroom and Zoom will be used for teaching online classes.
3. Courses to be taught online will be approved by the Departmental Faculty Committee and Examination Committee.
4. Online Academic Council will review each and every course outline, course content, learning outcomes and assessment.
5. All presentations will be recorded and recording will be done while the teacher is delivering online classes to students.
6. Policy on Assessment and Evaluation for online classes will be shared with faculty and students (Revised Assessment and Examination Policy for Online Classes during Covid-19).
7. As per Semester Regulations, students will be given the following options if they are facing medical, technical or any other problem.
 - a. Withdrawal of Course(s)
 - b. Semester Freeze
 - c. Incomplete Grade (please see Assessment and Evaluation Policy. Special Classes and Exams will be held for students who have genuine reasons for not attending online classes and their attendance will be marked accordingly.
8. Two days before the commencement of online classes, the students will be given the Policy guidelines for online classes, Assessment and Evaluation Policy, Time Table (including days, timings, instructor name, course and section name), course outline, course contents, learning outcomes, reference material (including required readings) and presentations.

Revised on: 18th December, 2020

Original policy was approved on: 11th June, 2020



9. Each teacher shall maintain an online course file which he/ she will share with students and course coordinators comprising of the following:
- 9.1 Course contents including :
- Assignments
 - Lecture audio and video
 - Reference material
- 9.2 Schedule and record Sessional, Mid Term and Final Examination
- 9.3 Weekly teaching schedule
- 9.4 Grading Policy
- 9.5 Students' attendance record + grading
- 10 Course Coordinator of the program will attend each and every course taught in their program online and resolve any problem faced by students. In case Course Coordinator is unable to resolve the problem the case will be forwarded to Student Grievance Committee.
- 11 Student Grievance Committee will be formed to resolve problems faced by students while studying through online classes.
- 12 These guidelines may be revised as per requirement.

STUDENT GRIEVANCE COMMITTEE

Student Grievance Committee (members will be part of Semester Committee as per Section 23 of Semester Regulations) is formed to address the grievance of students regarding online courses. Following will be the members of the Grievance Committee:

- Mr. Yahsir Waheed, Senior Faculty Member, Fashion Design
- Course Coordinator / Associate Professor / Assistant Professor of the concerned Department
- In-charge Student Affairs
- Controller of Examinations (in case grievance is related to assessment and evaluation)

The Course Coordinator or any student can forward the complaint to the following focal person:

Mr. Jehanzeb Ahmad Khan

Designation: Assistant

Email: jehanzeb.ahmad@pifd.edu.pk

WhatsApp. 0334-9988575

Mr Jehanzeb Ahmad Khan will submit the complaint onwards to the members of the Grievance Committee and the Committee will make a decision within three working days.

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