

NOTIFICATION

In compliance to 11th meeting (Online Meeting) of Academic Council, held on 02nd July, 2020, **vide Resolution Number 11.4 (A)**. The Standard Operating Procedures (SOPs) is notified to ensure the uniform implementation of guidelines adopted by the University in the Emergent Meeting of the Academic Council (Online Meeting), held on 12th June, 2020, for the conduct of online classes, assignments and examinations of online theory courses being offered by all undergraduate Programs of University in the current semester (Spring Semester 2020) started from July, 06, 2020 and onward, keeping in view the current situation of COVID-19 pandemic.

2. This is issued with the approval of the Competent Authority.



Dr. Syed Asif Ali Shah
Registrar

Encl:

1. **Annexure-I:** SOP'S to ensure uniform implementation of guidelines, adopted by the university in emergent meeting of academic council held on 12th June, 2020 for conduct of online classes, assignment and examination of online theory courses being offered by all be-programs in the forthcoming semester to be started from July 06, 2020:

A copy is forwarded for the information to:

- 1) Pro Vice Chancellor, DUET, Karachi.
- 2) Dean, Faculty of Engineering, DUET, Karachi.
- 3) Academic Coordinator, DAP, DUET, Karachi.
- 4) All Chairpersons, DUET, Karachi.
- 5) All Directors, DUET, Karachi, Director, IT is requested to upload the same on the website of the University.
- 6) Controller of Examinations, DUET, Karachi.
- 7) Librarian, DUET, Karachi
- 8) P.S. to Vice Chancellor, DUET, Karachi.
- 9) Main Notice Board.
- 10) Office Copy.



DAWOOD UNIVERSITY OF ENGINEERING AND TECHNOLOGY

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**OFFICE OF THE
REGISTRAR**

DUET/REG/AR(G)/2020/AC11-02

Date: 16th July 2020

Annexure-I:

SOP's TO ENSURE UNIFORM IMPLEMENTATION OF GUIDELINES, ADOPTED BY THE UNIVERSITY IN EMERGENT MEETING OF ACADEMIC COUNCIL HELD ON 12TH JUNE, 2020 AND ONWARDS FOR CONDUCT OF ONLINE CLASSES, ASSIGNMENT AND EXAMINATION OF ONLINE THEORY COURSES BEING OFFERED BY ALL BE/BS/B.ARCH-PROGRAMS IN THE FORTHCOMING SEMESTER TO BE STARTED FROM JULY 06, 2020:

1. To meet the special challenge emerged due to Covid-19 Pandemic and lockdown situations, the Dawood University of Engineering and Technology, Karachi has developed Online Assessment/Examination Policy for direct assessment of the students' learning. This policy is aligned with statutes, regulations, rules of the University and guidelines provided by Higher Education Commission (HEC), Islamabad and Pakistan Engineering Council (PEC) and Pakistan Council for Architect and Town Planers (PCATP)
2. Following are guidelines for session, mid-semester, and Final Semester Examination of three credit hour theory course.

Study Level	Number of Students	Weightage	Options
Undergraduate Studies (UGS)	Sessional work	20%	Literature Review/Mini Project/ Assignment - A1
	Mid Semester Examination	30%	Subject teacher will select any one-off following four options Option-1: Online Class Presentation Option-2: One-on-One Oral Exams Option-3: Audio-visual Presentations Option-4: Research Paper/ Annotated Anthology, Bibliography, or Literature Review/ Reports, Memos, Op-Ed Style Articles /Reflection Paper
	Final Semester Examination	50%	Open Book Examination

3. Sessional Work

- (a) Subject Teacher will conduct the test(s), Assignments/Project/Presentation/ online using different tool of MS Office 265 and assign the sessional marks accordingly and keep record in the Course files.
- (b) Subject teacher will conduct at least three assessments and select best two for award of 20 sessional marks in three credit hour course.
- (c) Subject teacher will prepare and submit the sessional mark in already defined sessional award sheet through concerned chairperson to Office of Controller of Examination

4. Mid Semester Evaluation

- (a) Subject teacher will any select one of above four option for Mid Semester evaluation for 30 marks in three credit hour course
- (b) Subject teacher will prepare and submit the Mid Semester evaluation in already defined Mid Semester award sheet to Office of Controller of Examination.

Option-1: Online Class Presentation

- i. To be conducted online / videoconferencing using MS Team.
- ii. Student shall give presentation for the allocated time followed by questions & answers.
- iii. The presentation may be based on displayed or distributed slides.
- iv. Teacher will record the sessions as evidence.
- v. Attendance shall be recorded by the teacher on given Performa and submit to the Examinations Department.

Option-2: One-on-One Oral Exams

- i. Teacher will conduct online / videoconferencing-based oral Viva Voce Exam using MS Team.
- ii. Teacher will allocate the time and announce the timetable where each student logs into the specified time slot.
- iii. Teacher will record the sessions as evidence.
- iv. Attendance shall be recorded by the teacher based upon the email received before the deadline.

Option-3: Audio-visual Presentations

- i. To be conducted online / videoconferencing using MS Team.
- ii. Student shall upload recorded Audio-visual Presentations for the allocated time, on MS team followed by questions & answers.
- iii. Teacher will record the sessions as evidence.

Option-4: Research Paper/ Annotated Anthology, Bibliography, or Literature Review/ Reports, Memos, Op-Ed Style Articles /Reflection Paper

- i. All such submissions by student should be through turnitin software
- ii. The minimum and maximum word limit will be 2000 and 3500 respectively
- iii. similarity index should be less than 30%

(a) Final Semester Examination

Study Level	Number of Students	Number of question papers
Undergraduate Studies (UGS)	Up to 25	5 (Min.)
	26-35	6
	36-45	7

- (a) Subject Teacher will distribute Open Book Assessment/Examination question paper 10 minutes before the start time to all eligible students through MS Team.
- (b) Subject Teacher will follow the examinations schedule issued by the Controller of Examinations office, and fix the date, start & end time accordingly in MS Team.
- (c) Subject Teacher will enable the Turnitin plugin in MS Team to check the similarity of the submitted answers. The Chairperson/Director will ensure that every teacher has enabled the Turnitin option in the MS Team accounts.
- (d) Attendance shall be recorded by the teacher on prescribed Performa and be submitted in PDF version to the Examinations Department through email.
- (e) The Students shall have to submit the answers through MS Teams App, assignment section within 36 hours. The clear handwritten answers can also be accepted from undergraduate (UGS) students only for the subjects/topics related to Mathematics, Numerical, Drawing and subjects taught in Urdu and Sindhi medium/languages such as Islamic Studies and Pakistan Studies.
- (f) In case of cheating/use of unfair means, the case may be reported along with the evidence to the office of Controller of Examinations.
- (g) The Unfair Means Committee will review the cheating/indiscipline cases and propose the action.

(b) General guidelines for Teachers

- (a) Subject teacher is required to ensure that schedule including date, day, time issued by the department shall be strictly followed.
- (b) Subject teacher is required to ensure recording of class proceeding.
- (c) Subject teacher is required to email the class attendance on given format (**Schedule A-I**) within 24 hours to ammc@duet.edu.pk. In email's subject line mention subject title, department's name and Batch e.g;
Subject: Maintenance Engineering and Safety-Chemical Engineering-Batch 2017
- (d) In case, student was unable to attend the class and he/she has downloaded video later and subject teacher is satisfied with student's claim, in all such cases subject teacher is required to highlight all such student's seat number with yellow e.g.; 17-CH-50.
- (e) In case of any misconduct found, the teacher may exclude the student from online class and report the case of indiscipline/misconduct to the Online Coordination & Quality Compliance Committee (OC&QCC).

- (f) Student can raise the query/questions regarding the topic with the Teacher through SMS/WhatsApp/email.
- (g) The concerned teacher will map CLOs and PLOs within all components of assessments and examinations (only for Engineering Department).
- (h) Complex engineering problem and problem-based learning (PBL) will be focused in the question paper of open book assessment/examination.

(c) General guidelines for students

- (i) Students shall visit the University Facebook Page and portal of the University Examinations Department on regular basis to get exam schedule and check their emails to get necessary instructions from the teacher/department.
- (j) Student shall also visit University website to check attendance and their eligibility to appear in the examinations.
- (k) It will be the responsibility of the student to ensure the availability of suitable computer/device with stable internet connectivity and suitable place (Closed Room with silence) to avoid any disturbance.
- (l) In case of technical issue of disconnection, the student shall take screenshot showing disconnection/connectivity issue encountered with and share with the teacher immediately (through WhatsApp/Email/MMS), during the online class/assessment/exams.
- (m) In case of any misconduct found, the teacher may exclude the student and report the case of indiscipline/misconduct to the Online Coordination & Quality Compliance Committee (OC&QCC) with proper justification/evidence.
- (n) Student can raise the query/question regarding class topic with the Teacher through Email/SMS/WhatsApp.

(Schedule A-I)

Department	Chemical Engineering	
Subject	Maintenance Engineering and Safety	
Batch	2017	
Year	Final Year	
Date Class Conducted	06.07.2020	
Class Time	11.00 -12.00	
Number of Classes	One	
Subject Teacher's Name	Prof Abdul Waheed Bhutto	
Display name	Username	Class Attendance
Mr. ABDUL BASIT	D-17-CH-02@students.duet.edu.pk	PRESENT
Mr. RAYAN ABID	D-17-CH-03@students.duet.edu.pk	PRESENT
Miss. SHUMAILA	D-17-CH-04@students.duet.edu.pk	ABSENT
Mr. MUHAMMAD NOMAN KHAN	D-17-CH-05@students.duet.edu.pk	ABSENT