



# WOMEN UNIVERSITY

OF AZAD JAMMU & KASHMIR, BAGH. Website: [www.wuajk.edu.pk](http://www.wuajk.edu.pk)

## **Policy-Telecommunicating & Remote Working/ Online Classes During Law-and-Order Situations**

### **1. Introduction**

The Women University of Azad Jammu and Kashmir (WUJ&K) Bagh is anticipating the uncertainty that may accompany the closure of academic institutions in AJK due to law and order or other emergencies. Therefore, the University will adopt online teaching under the initial guidelines issued by the Higher Education Commission to provide uninterrupted education to its students.

In an emergency, this policy is intended to ensure quality online education and continuity of ongoing semester for the timely completion of degree programs.

### **2. Scope**

By this policy, faculty members and students of Undergraduate and Graduate programs will receive guidance regarding online classes, attendance mechanisms, evaluation procedures, and applying relevant academic rules and regulations.

### **3. Policy Guidelines**

The following guidelines are issued for all the relevant departments and students:

- (a) In an emergency, WUJ&K will conduct online classes for undergraduate and graduate students following the prescribed course of study and timetable for their respective programs until the closure of the University.
- (b) Colleges affiliated with WUJ&K (if any) will follow their academic schedules for online courses.
- (c) WUJ&K would continue to utilize Google Classroom and Zoom/Teams as LMS until its own mature automation system is available.

- (d) The recorded lectures will be posted on the web/LMS for further guidance of students, especially those having internet connectivity issues. In addition, recorded CDs/USBs would be conveyed through courier services for students residing in remote areas without connectivity.
- (e) The faculty members would take class assignments following their regular schedules.
- (f) Maintaining a student attendance record would be necessary since online classes would not be repeated after the resumption of academic activities.
- (g) The final exams will be held in person; however, the midterms/sessional exams could also be held online. Question papers will be made based on case studies and other analytical methods.
- (h) The lab manuals and recorded instructions will be emailed to the students, and Lab Engineers and students will be encouraged to use specified software to carry out lab work.
- (i) Until the start of on-campus academic activities, students will continue to seek online guidance from their FYP supervisors and complete/fabricate their projects.
- (j) Students may request to freeze a semester/ drop the subject with the consent of their parents/guardians by submitting an online application to the concerned head of department with any valid reason. Once the authenticity of the application has been verified, it will be processed, and fees will be adjusted in the next semester. However, it should be noted that students opting for a freeze of the semester will miss a few pre-requisite subjects for the next semester. Consequently, university management will not be responsible for delays in degree completion duration.
- (k) A department may conduct a proposal defense examination by notifying the Controller Examination Committee and forwarding the meeting ID.
- (l) To address students' complaints regarding online teaching, WUAJ&K will establish a "Grievances Committee," which will be headed by a senior faculty member.
- (m) Depending on the decisions made by the respective heads of departments, employees may work from home on a rotating basis.

#### **4. Report on Violation**

Every WUAJ&K community member has an implicit duty to report any incident that suggests a possible policy violation to the appropriate authorities in good faith and without fear.

**5. Revision of Policy**

Revisions to these policies will be made as and when necessary.