



COMSATS University Islamabad

Registrar Secretariat, Academic Unit (PS)

No: CUI-Reg/Notif-419.../21/462

February 10, 2021

Notification

(Teaching Methodology in Spring 2021)

In continuation to the notifications of semester calendar(s) for Spring 2021 notified vide notifications no. CUI-Reg/Notif-236/21/247 & CUI-Reg/Notif-235/21/246, dated January 27, 2021 and consequent approval of the Rector CUI/Competent Authority, it is hereby notified that the following teaching methodologies in Spring 2021 semester for Undergraduate and Graduate degree programs shall be followed at CUI System:

1. Graduate Degree Programs

All graduate degree programs (MS/MBA & PhD) will be taught on-campus with full strength and capacity with the physical appearance of the students. Normal rules and regulations of CUI shall be applicable.

2. Undergraduate Degree Programs

The Undergraduate degree programs are classified in two groups i.e.:

Group A	Semester-1-4	} undergraduate degree programs consists of 08 semesters.
Group B	Semester-5-8	

for B. Architecture Program

Group A	Semester 1-5	} Architecture Program consists of 10 semesters
Group B	Semester 6-10	

Group A will be called for **on-campus** teaching on Monday, Tuesday, and Wednesday. While, on Thursday, Friday, and Saturday they will be taught through **online** teaching mode.

Group B will be taught through **online** teaching mode on Monday, Tuesday, and Wednesday. Whereas, on Thursday, Friday, and Saturday they will be called for **on-campus** teaching.

Credit Hours Distribution for Undergraduate Programs (2 hours physical + 1 hour online)

During Spring 2021, for all undergraduate degree programs, a course with 03 (three) credit hours will have two classes/lectures of one hour duration each during on-campus teaching and a one-hour duration class/lecture during online teaching days. The concerned department will have to prepare their timetable for Spring 2021 semester accordingly to make maximum necessary adjustments of classes keeping in consideration of COVID-19 safety SoPs.

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The table given below elaborates the aforesaid notified teaching methodology further:

	Semester #	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Group-A	Semester-1	On-campus Teaching			Online Teaching		
	Semester-2						
	Semester-3						
	Semester-4						
Group-B	Semester-5	Online Teaching			On-campus Teaching		
	Semester-6						
	Semester-7						
	Semester-8						
Note:	<i>For a 03 credit hours course, two classes/lectures of one hour duration each will be scheduled on-campus. However, a one-hour duration class/lecture will be scheduled online</i>						

3. Online Teaching Mode

The mode of online teaching adopted shall be hybrid mode which is based on flipped classroom teaching model in asynchronous mode, the pre-recorded video lecture and the course material is provided to the students before the real time class sessions. In this model students can download the video lecture and related material and watch the lecture at their own time and pace. They then come prepared for the question & answer live session (which can also be recorded for later reference of the students) with the teacher.

To tune the Hybrid teaching model for online mode, the teachers shall prepare their video lectures and after strict quality check by a dedicated team at the department level shall be made available to the students. Thereafter, the teacher would have a detailed live session with the entire class to answer any related questions or clarify any material. The video lecture and related course material shall be provided to the students at least 48 hours before the live question & answer session with the teachers.

4. Mode of Assessment

All the assessments during Spring 2021 semester which includes, Sessional-1, Sessional -2 (for UG), Mid-Term Examination (for Graduate) and Terminal Examinations will be scheduled and conducted on-campus with the physical appearance of the students as per pre-COVID-19 practice and normal rules and regulations of CUI shall be applicable.

5. Laboratory conduct Mode

All practical lab work will be conducted on-campus with the physical appearance of the students keeping in consideration the requirements of accreditation bodies and use of laboratory

components. However, the compliance of COVID-19 safety SoPs will be ensured by the concerned department.

All other (normal) rules and regulations of CUI shall remain the same and shall be applicable in Spring 2021 at CUI System.


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Deputy Registrar

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