



Capital University of Science and Technology

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Notification

In pursuance of the instructions by the Government of Pakistan in the wake of declaration of COVID-19 pandemic by the WHO received through HEC email dated 13-03-2020, the Capital University of Science and Technology is closed the University from 14-03-2020 for students till next communication.

2. As per instructions of HEC, the faculty and non-faculty staff will attend the University as per their normal working hours.

3. In this backdrop, an emergent meeting of all Deans, HoDs including Registrar and other administrative staff was called on by the Vice Chancellor on 16-03-2020 at 12:00 noon. The HEC policy on COVID-19 came under the discussion of the participants of the meeting. After detailed deliberations, the following decisions were taken for adoption at the Capital University of Science and Technology, Islamabad:-

- i. The instructions/guidelines given by the Government of Pakistan, Higher Education Commission of Pakistan will be followed in letter and spirit.
- ii. Any Faculty/Staff member having minor doubt of flue, cough and temperature should not come to University and instead contact to any nearest hospital for medical care.
- iii. There will be no Thumb Attendance and all attendance machines will remain closed till further orders.
- iv. Sr. Manager Admin was advised to provide suitable anti-bacterial soup for the washrooms.

4. As advised in the HEC policy on COVID-19, in order to provide online option, the modalities for launching of online virtual lectures were also

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discussed. In this regards, the IT team of CUST gave detailed presentation and demonstration to the participants of the meeting.

5. In order to run the virtual classes, the University Management has arranged Microsoft Outlook 365 software, which will provide services for lecture, reading material and testing and evaluation database.

6. The department of EE, ME, CE, CS, SE, Bio and Math will constitute their course teams for the virtual classes software. The following team was constituted for the Management Sciences department:-

- i. Mr. Saboor Ahmed, MS department
- ii. Ms. Hajra Qayyum, MS department
- iii. Mr. Atabik Tabib, EE department
- iv. Mr. Ahmed Jamal, ME department
- v. Mr. Sohail Afzal, CE department
- vi. Mr. Ghulam Mustafa, CS department

7. Mr. Tajamul Islam, Assistant Networks Administrator, will coordinate and provide necessary training/demonstration to above mentioned teams and the nominees of other departments on 16-03-2020 at 2:30 pm in A-1 Auditorium.

8. Every student of CUST will be given Login and Password of his/her outlook account, which will be used for virtual classes, through SMS by the Office of COE by 17-03-2020 positively.

9. All teachers will be provided the mechanism of virtual classes along with screen shorts by the IT department of the CUST.

10. The Instructors, in case of non-attendance, can login from home and all classes will be executed according to the announced timetable. At the end of class, the teachers will send SMS to their respective HoDs for class held status report.

11. All faculty and staff members of CUST are expected to comply the above instructions in true spirit.



Malik Arshad Mahmood
Registrar

Distribution:-

- All Faculty and Staff Members

Copy to:-

- P.S to the Vice Chancellor