



## Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone-V, Islamabad

Phone: +92 51 111 555 666, Fax: 92 51 4486705

Email: [info@cust.edu.pk](mailto:info@cust.edu.pk), Website: <http://www.cust.edu.pk>

No. 58/CUST/Reg/2020/12

Dated: March 17, 2020

### Notification

In continuation of the Admin Meeting held on 16<sup>th</sup> March, 2020, the following instructions are notified:-

- i. Virtual Classroom academic activities shall commence from March 18, 2020 as per the published timetable by using Microsoft 365 Tool.
- ii. Teachers and students are advised to login through their accounts communicated to them by the CoE office/IT Department, CUST.
- iii. Classes for each course have been created in Microsoft-365 by the respective teacher in consultation with the concerned Head of Department.
- iv. Respective Heads of Department shall be responsible for the smooth conduct of classes under their direct supervision.
- v. In case of any issue in the login, the faculty members are advised to contact the CUST official staff on the following numbers:

Time Slot	Name	Cell#
8:00am to 2:00 pm	Mr. M. Zubair	0300-9740369
	Mr. Tajamul Islam	0334-5443637
2:00 pm to 9:00 pm	Mr. Adil Mushtaq	0313-7888711
	Mr. Rizwan Fazal	0345-5830350

- vi. If a student has got any issue regarding CUST outlook account, he/she is advised to contact on following numbers by writing an SMS message or by drop an email at [coe@cust.edu.pk](mailto:coe@cust.edu.pk):-

- a. Mr. Hassan Mahmood Awan, CoE - 0321-5155235
- b. Mr. Saqib Naveed, Dir. Admissions - 0333-4444796

vii. Teachers may deliver lectures from the venue of their choice, either from the University or from Home. Their designated lectures Hall would be available along with the requisite equipment and manpower. In case of any issue regarding the venue, please contact on any one of the following numbers:-

- |                                           |   |              |
|-------------------------------------------|---|--------------|
| a. Mr. Ahsun Razzaq, Deputy Registrar     | - | 0334-8083630 |
| b. Mr. Zahid Siddique, Attendance Officer | - | 0303-9199769 |
| c. Mr. Umer Abdullah, Assistant Registrar | - | 0321-6185062 |



Malik Arshad Mahmood  
Registrar

Distribution:-

- All Deans
- All HoDs
- All Sectional Heads

Copy to:-

- P.S to the Vice Chancellor