# ACADEMIC POLICY DURING COVID-19 PANDEMIC



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**SOHAIL UNIVERSITY**
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# ACADEMIC POLICY DURING COVID-19 PANDEMIC

Sohail University in one of the leading universities that has implemented virtual education since very beginning of Covid-19 Pandemic i.e. March 9$^{th}$ 2020.

## Constitution of Online Accreditation Committee (OAC):

Sohail University constituted an Online Accreditation Committee (OAC) for the development of policy and SOPs to initiate E-learning. The committee members included:

Prof. Dr. Jamshed Kazmi: Vice Chancellor and Chair

Prof. Dr. S. Hussain Mehdi: Dean Faculty of Health Sciences

Prof. Dr. Rizwana S Waraich: Dean Faculty of Basic & Applied Sciences

Prof. Dr. S. Jaffer Ahmed: Dean Faculty of Social Sciences

Prof. Dr. M. Mohsin Girach: Dean Faculty of Dental Sciences

Dr. Fadieleh A Sohail: Director Medical Education

Ms. Debra Lobo: Head Student Affairs

Dr. Sabeeh Jaffery: Registrar

The committee approved the courses for e-learning and developed guidelines for electronic teaching.

## Training of Faculty:

In order to advance the pedagogical competences of teachers for virtual education, all faculty was provided training for preparation and recording of electronic lectures. They were provided on campus recording facility with required infrastructure.

**Degree Programs included in E-learning:** Following degree programs were included in electronic-learning:

1. BS Biotechnology
2. BS Medical Technology
3. BS Nursing

4. Bachelor of Medicine, Bachelor of Surgery (MBBS)
5. Bachelor of Dental Surgery (BDS)
6. Doctor of Physical Therapy (DPT)

## Establishment of Learning Management System (LMS)

Sohail University has implemented blend of synchronous and asynchronous learning management system (LMS) since 9th March 2020.

The University created an online student portal at its website. All faculty is submitting their lectures to HODs of respective departments. HODs are performing quality check of the lectures as per guidelines develop by Online accreditation committee (OAC). After quality check lectures are sent to Information Technlogy (IT) department of the University. IT staff uploads the lectures on online student portal in respective folders of the departments. The university has record of all electronic-teaching on its portal with timeline. E-lectures are available to students offline as well.

*"Sohail University has implemented virtual education since very beginning of Covid-19 Pandemic to protect its academic calendar"*

University Faculty, and staff not rely solely on the university's learning management system but they make themselves reachable by as many means as possible: Facebook, Twitter, email, WhatsApp group. And make sure that students have the opportunity to be connected to each other as well.

## Laboratory work:

The switch from in- person to remote instructions for practical/ laboratory work of courses at Sohail University have been tackled with modern digital techniques.
Students are provided videos, animations, online lab simulations and to analyze experimental outcomes and data.

## Evaluation and Examination:

Following is the general examination policy of the university that is in line with Higher Education Commission policies for implementation of semester system in universities (Policy guidelines for implementation of uniform Semester System in HEI's of Pakistan)

| Nature of Examination |
|---|
| Quizzes |
| Mid semester Examination |
| Assignments |
| Presentations |
| Discussions |
| End of semester examination including Practical Exam |

Under Covid-19 pandemic, Sohail University has implemented examination and assessment policy as per recent (HEC Policy-Guidance:6) guidelines provided by Higher Education Commission of Pakistan. The policy will remain effective till distant learning is implemented due to Covid-19 pandemic.

**Principles of assessment policy:**

A. Students will not be promoted without conducting any form of assessment, based merely on their past performance.
B. All efforts will be made to complete semester within (or soon after) the time period originally assign for the semester.
C. Assessment methodologies employed will not encourage cheating, unpermitted collaboration and plagiarism

The university is using interactive apps for continuous assessment such as quiz, presentations, and assignments by using Google classrooms app, Zoom app or WhatsApp The record of all assessment is maintained in these digital hubs*.*

Mid semester and end of semester examinations are being conducted after creating a well-designed Learning management system (LMS). In this LMS system BCQs are answered by students in a highly time activity with all students concurrently answering the BCQs (without giving time to students to collaborate).

**Grievance Mechanism:** Students who face special difficulties can file a complaint to the respective head of the department who will forward the complain to university grievance committee to respond to such grievances within one week.

**Library:**
Students can access all e-lectures and books by digital means from library as well.

**Quality Check:** Quality of lecturing is being continuously monitored to ensure improvements / corrections, and efforts are being made to effectively reach students who are in remote and limited internet connectivity.

**Academic Calendar:** Sohail University has implemented virtual education since very beginning of Covid-19 Pandemic to protect its academic calendar.

**Admission Policy:** Sohail University will take admissions for fall and spring semester. Applications will be accepted online and by post.  University will arrange virtual campus

tours for students and parents. Admission office will continue to process applications, office can be contacted via email. New academic session will be a combination of remote and in-person learning.