



The Islamia University of Bahawalpur

Directorate of Academics
Syed Tabish Alwari Building, Baghdad-ul-Jadeed Campus
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No. 65 /DOA
Dated.13.01/2023

NOTIFICATION

Subject: **SCHEDULE FOR COMMENCEMENT OF SEMESTER, STUDENTS ADVISING AND COMMENCEMENT OF REGULAR CLASSES FOR SPRING SEEMSTER 2023**

In continuation of this office notification No. 35/DOA, dated 06.01.2023, it is notified for all concerned that Spring Semester 2023 is commencing w.e.f. 16.01. 2023 and in light of the IUB Act 1975 sections 4(a,r,s,x), 8(1), 15(1,4(v,vi)) following instructions are being issued by the Vice Chancellor for compliance by all concerned including teachers and regular as well as visiting faculty members at the Islamia University Bahawalpur.

PLANNING AND ADVISING WEEK

Spring Semester 2023 will start for continuing students on Monday, 16 January 2023. In order to ensure fulfilment of requirements of Semester System of instruction and assessment in vogue at the University, the first week (16-21 January 2023) shall be treated as Planning and Advising Week.

The regular classes for students of all degree programs (continuing as well as new intake) will start w.e.f. Monday, 23rd January 2023.

Following activities must be completed during the Planning and Advising Week:

STUDENT ACTIVITIES

Every student must complete an Advising Session with the designated Faculty Advisor. The Advising Session interaction shall be recorded through the Student Advising Module of my.iub.edu.pk. Following sub-activities shall be part of the Advising Session:

1. Review of student's academic performance during previous semester and overall academic performance.
2. Review of student's progress towards completing the degree Plan of Studies.
3. Review of student's financial issues including discussion on any fee default on part of student and commitment of student to clear his / her dues.
4. Review of student's health record with particular focus on Hepatitis Vaccination. Other health related matters may also be discussed.
5. Review of student's sports activities.

6. Review of student's participation in student societies and extracurricular activities.
7. Review of student's hostel needs.
8. Review of student's transport needs.

FACULTY MEMBER ACTIVITIES

Every regular and visiting faculty member must complete a Semester Planning Meeting with the Chairperson of his / her respective teaching department. The meeting shall review the following:

1. Workload assigned in the previous semester, if any, including student course feedback, grades awarded in courses by the faculty member concerned and any issues with timeliness of results submission for these courses.
2. Teaching workload assigned in the current semester.
3. Course teaching / learning materials for current semester courses prepared by the teacher and a fully populated course LMS site. Following materials are mandatory for each course:
 - Course Outline Document (PDF) listing course description, course learning outcomes, week-wise lecture topics plan, assessment items /activities contributing to student grade and their respective weightage, other relevant course policies or expectations from students.
 - Course textbook(s) in PDF format.
 - Lecture Slides / Notes in PDF format.
 - Ten videos related to course topics for student's learning.
 - Ten web links for additional information about topics covered in the course.

CHAIRPERSONS' ACTIVITIES

The Chairpersons of teaching departments shall ensure the following:

1. Student Advising is conducted diligently and completed within the Planning and Advising Week for all students enrolled in their department.
2. Semester Planning Meeting is conducted with every regular and visiting faculty member teaching in their respective department during the current semester.
3. All required courses for current semester are offered and created in the my.iub.edu.pk portal.
4. Teaching workload is assigned as per University policies and recorded in the my.iub.edu.pk portal.
5. Student enrollment in courses is completed in my.iub.edu.pk portal.

6. Timetabling for all theory and lab courses is done through Centralized Timetabling System with the Directorate of Academics.
7. All Classrooms and Laboratories under their administrative control are made properly ready for teaching activities to be conducted therein.

DEANS' ACTIVITIES

All Deans of Faculties must ensure the following:

1. Student Advising System is diligently implemented by all Chairpersons of all teaching departments in their respective faculty.
2. Semester Planning Meetings are conducted by all Chairpersons of teaching departments in their respective faculty for all regular and part-time teachers teaching in their faculty during the current semester.
3. Timetabling for all theory and lab courses is done through Centralized Timetabling System with the Directorate of Academics.
4. All Classrooms and Laboratories under their administrative control are made properly ready for teaching activities to be conducted therein.

The is issued with the approval of the Vice Chancellor.

M. H. Husain
13.1.2023
Deputy Registrar (Acad)
for Director Academics

Copy to:

1. Deans/In-charges of all Faculties.
2. Chairpersons/Heads/Principals of all teaching departments.
3. Directors, Bahawalnagar & Rahimyar Khan Campuses.
4. Director, Advanced Studies & Research Board.
5. Controller of Examinations.
6. Treasurer.
7. Director, Information Technology.
8. Resident Auditor.
9. Executive Secretary to Vice-Chancellor.
10. P.A. to Registrar.