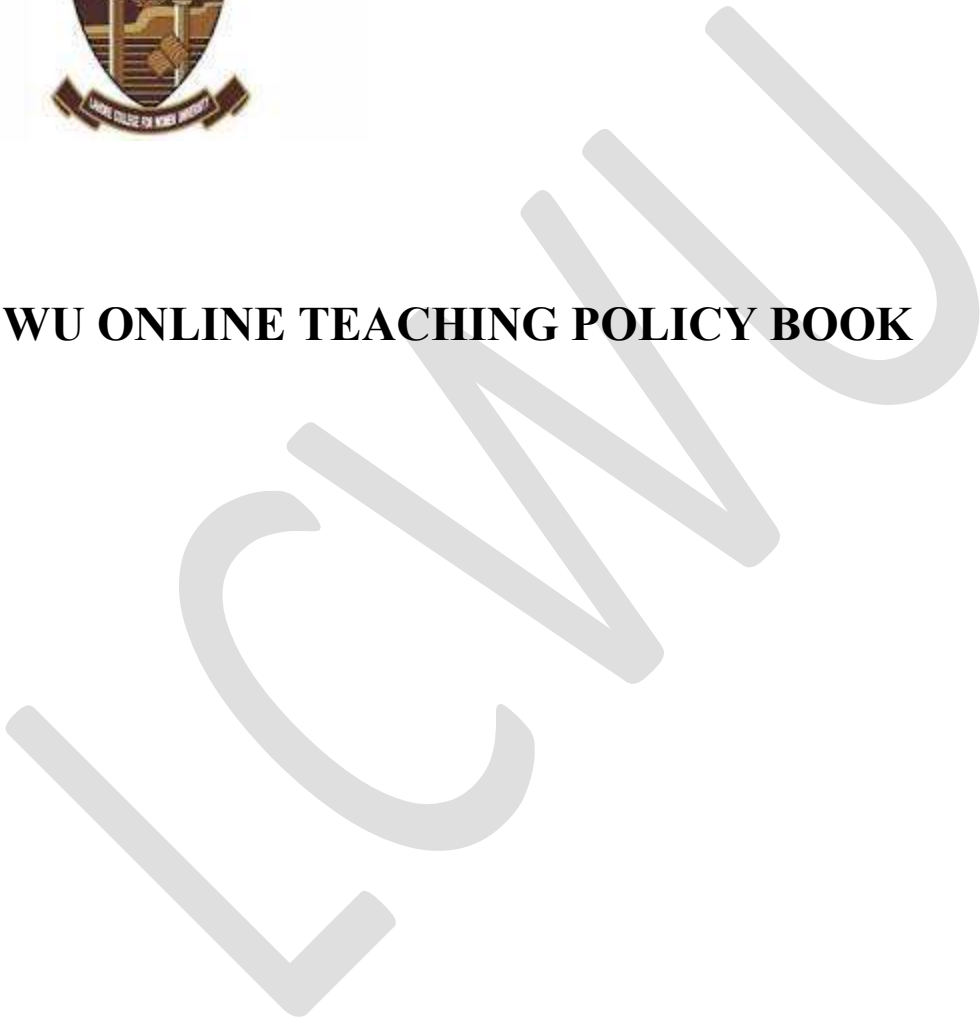# LCWU ONLINE TEACHING POLICY BOOK

Lahore College For Women University, Lahore

INTRODUCTION

HEC has allowed universities and degree awarding institutes to continue teaching and learning during the interrupted Spring Semester 2020 by using a variety of distance learning approaches, e.g., the Internet; one-way or two-way transmissions through open broadcast, closed circuit, cable, broadband lines, fiber optics, satellite, or wireless communication devices; audio-conferencing; or sharing of CDs for students without internet access. In this context Lahore College for Women University has established its Online Teaching System aligned to HEC guidelines. LCWU enjoys the support of Higher Education Commission of Pakistan and Virtual University of Pakistan in this venture. This document is developed after a rigorous process of internal consultations with its stakeholders in a high-level committee, Online Accreditation Committee constituted to deal with all academic and administrative issues arising in this Pandemic. This document has been prepared by Director Quality Enhancement Cell and has been approved by Online Accreditation Committee.

The document contains all related information that LCWU faculty, staff and students need to adopt Online Teaching System, including standard operating procedures (SOPs) for online course approval. This is a dynamic document and will be updated periodically based on LCWU's online teaching experience.

The policies and SOPs and other introductory information included in this document have been prepared by relevant offices:

Admission Policy: Registrar Office

Online Grievance Redressal System: Director Student Affair

Online Trainings Director: DFDI

Online Assessment Policy: Controller of Examination

Web TV: COD Mass Communication Department

While Notifications have been provided by Registrar office.

LIST OF ABBREVIATIONS

- SOAC Subcommittee of Online Accreditation Committee
- OAC Online Accreditation Committee
- ITC   Information Technology Center
- LMS Learning Management System
- OCQSS Online Quality Control Checklist
- OSGAC Online Student Grievance Addressal Committee
- COD Chairperson of Department
- OCD Open Course Directory
- DFDI Directorate of Faculty Development

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1. Benchmarking of Online Teaching

The various options for online teaching have become salient in the current crisis, since they can allow students and faculty to continue education without compromising their health and safety. However, critics have expressed growing concerns about the quality of online instruction, the preparedness of faculty members, the nature and delivery mechanisms of exams and means of evaluation, and connectivity challenges faced by students. To address all the aspects related to Online Education LCWU has adopted following measures:

1. Formation of committees to evaluate and approve online courses;
2. Open Courseware Directory; an online resource for students;
3. SOPs for online teaching
4. Online grievance redressal Portal;
5. Continuous Training of Faculty for online readiness;
6. Web TV as a tool of distance learning;
7. Coordination with Accreditation Councils.

1.1 Committees Formed to Evaluate and Approve Online Courses

The vice Chancellor LCWU has constituted following committees to monitor, evaluate and approve the design and delivery of online courses:

I) **OAC: Online Accreditation Committee** (Notification-Annexure3.2)
This committee has been formulated to finally evaluate and approve the design of an online course. After a course is approved by OAC, faculty member may start its teaching.
The committee is chaired by vice chancellor, includes all deans, directors, registrar and treasurer. It holds its regular meetings online.

II) **Subcommittee of OAC** (Notification Annexure 3.1)

This committee is assigned the task to initially scrutinize and recommend the courses designed by faculty members for on line teaching. This committee works closely with COD and faculty of department. It has frequent meetings with faculty to know and resolve problems faced by departments in online teaching.

1.2 OCD Open Course Ware Directory

1.2.1 WHAT IS OCD?

The online course directory is a catalogue of all the courses offered. This is open to all students, faculty and management. This allows the user to browse through all the course materials. The department CODs are provided login to this data source and it is the responsibility of COD to monitor the material being uploaded. Moreover, Vice Chancellor Dr. Bushra Mirza has

constituted a committee to watch and certify the uploading of courses and their quality. This committee has frequent online interactions with CODs and works in the supervision of Vice Chancellor to resolve the issues faced by faculty. This online directory can be accessed at the following link:

http://lcwu.edu.pk/ocd/

The OCD has listed almost 1600 courses being taught in 47 departments and Jhang Campus.

1.2.2 COURSE CONTENTS IN OCD

The following information is entered by faculty member open to all users in OCD for each course and each department

- Department Name
- Program Name
- Course Title
- Instructor
- Instructor Email
- Course Code
- Credit Hours
- Semester/Session
- Course Description, Course Objectives, Learning Outcomes
- Related links of prerecorded lectures, PowerPoint presentations, learning material from other resources
- Reference Books
- Downloads: It contains notes, pdf materials or weekly lecture plans.

1.3 SOPS FOR ONLINE TEACHING

1.3.1 INTRODUCTION

As per HEC letter the university needs to adopt transparent SOPs for the process of designing a course as an online course. In this context these are the standard operating procedures to be adopted by university to evaluate, approve and monitor online course materials and delivery. All the amendments to the document will follow as the semester progresses and based on online teaching feedback/experiential learning of faculty members.

1.3.2 SOPs

1. All the faculty members shall prepare course material of their respective courses which are offered in Spring 2020 (Major / Minor) for BS, M.Sc., MS / MPhil, PhD degree programs For this purpose already approved course outlines will be modified as per

online teaching requirements These course outlines **will be uploaded in OCD already established**. The Chairperson / In charge of all departments shall nominate an OCD Coordinator who will be responsible for uploading the Developed Course Material at OCD. Moreover, the other option of providing Login and password to faculty members is also recommended.

2. Other than all necessary components faculty member may upload in OCD or in LMS the prompt online meeting or interaction plan (In google classroom, zoom or meet). This must be a clear and comprehensive plan to meet all learning needs and should be discussed in SOAC and OAC as well.

3. The course material will comprise of online contents and will be arranged lecture-wise. The online contents may comprise of indigenously developed audio / video lectures, presentations, publicly available audio / video lecture (on YouTube, Facebook, OCWs), links to any online tutorials, etc. The faculty members need not to develop all the material by themselves, and they may use already available online contents.

4. Whenever or wherever copyrighted material is incorporated the instructor must use it after obtaining permission to use copyrighted work.

5. Once the course outline is finalized, the COD must ensure that all HEC requirements have been met by the faculty member and He/She recommends for consideration in SOAC. The Subcommittee of Online Accreditation Committee for Verification / Certification. Committee will check the uploaded contents at OCD and shall report about its quality, accordingly to OAC, along with relevant course material (books/articles and web links etc. where applicable). Whenever needed committee may include an external expert. The committee analyzes the course prepared for online delivery on following parameters:

   Course Design

   Instructional Materials
   Learning Activities and Learner Interaction
   Course Technology
   Learner Support
   Assessment and Measurement
   Monitoring Systems

6. OAC will discuss all courses one by one. It is assumed to solicit the daily or weekly feedback of students on the online delivery of course. The process will be deemed complete on approval of recommendations of the SOAC from OAC. OAC will have a final look at the reports generated.

7. After approval instructors will upload their course outlines and web links to their respective Google Classrooms and share with students and commence online teaching.

8. Faculty members are obligated to use a variety of technological tools (such as GoogleMeet/Hangout, ZOOM, LOOM, WhatsApp etc.) in delivering their lectures and

discussion. The same are to be made available to students. Proactive measures to be undertaken to reach out to students with special needs.

9. It has to be noted carefully that if there is a problem found in the design of the online course, the faculty member will not be given approval to teach online. As per HEC directions COD will be responsible for the shortcomings

10. OAC would recommend a strict action if the course is based on some false facts.

11. Faculty members are to facilitate and support students in using different technological tools for ease of use and access to support interactive sessions.

12. LMS (for the time being) will be Google Classroom for uploading of course material and 1.for submission of assignments and quizzes.

1.3.3 USE OF ONLINE RESOURCES

The faculty members may consult all the online resources available. Vice Chancellor office, Director IT, Director Academics and Director QEC will continuously update faculty about free and available on line resources.

Faculty is advised to include a clear reference to all material borrowed from various websites.

1.3.4 COURSE EVALUATION BY QEC

Looking at the international experience, there are slight variations in quality standards and requirements (of courses in general, and of online courses in particular), but some elements are common everywhere. These cover major areas of course design and organization, support and resources provided to students, instructional design and instructor quality, assessment and evaluation, innovative uses of technology, and learning outcomes and student feedback. QEC will monitor all courses one by one and will provide a rubric evaluation on the basis of criteria provided by HEC. SEE ANNEXTURE 3.3. Online Course Quality Student Survey.

1.3.4 LAB AND PRACTICAL INSTRUCTIONS

By definition, practical instruction, including laboratory work, research projects, or internships requires the physical presence of the student and direct supervision by or interaction with their instructors. Such interaction has to be ruled out during the lock down phase. Detailed guidelines will be issued in consultation with professional councils on permissible alternative modes of engagement in this regard by HEC.

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1.4   ONLINE GRIEVANCE REDRESSAL SYSTEM

As per directions of HEC and Vice Chancellor LCWU, a complaint cell has been established to address the problems faced by university students which will follow following SOPs.

- Students will submit their complaints regarding studies or any other matter on the following Email ID:
  complaints.lcwu@gmail.com
- The ID will be managed by the Director Student Affairs LCWU.
- Students will send their complaints along with complete details such as their names, roll numbers, subject, semester, session and contact number.
- Anonymous emails will not be entertained.
- Personal details of students will not be shared with anyone.
- Relevant departments (HODs) will be contacted either through email or whatsapp to solve the issue.
- Relevant department/office will respond within 03 working days otherwise the matter will be brought to the notice of the competent authority for advice.

Medium of Sharing Information:

1. Through official Facebook page of the Student Council LCWU.

2. Through WhatsApp statuses of the executive Student Council.

1.5 TRAININGS FOR FACULTY

LCWU has organized and will continuously arrange more trainings to faculty and students for capacity building for online teaching. The director DFDI will work in collaboration with Director Academics and Director IT to arrange a proper schedule of training sessions on following issues to create faculty and student readiness:

1. Awareness on the Importance on online teaching and learning

2. Guide to prepare online audio/video lectures

2. Introduction for video tutorials for faculty portals of LCWU

3.Introduction for video tutorials for Student portals of LCWU

4. Basic IT Training for online course delivery and interactive sessions between faculty and students:

    i) Google Classrooms

    ii) MS Teams

    ii) Zoom

5. Workshop on LMS :This workshop would train the faculty about Learning Management System (LMS)

6. Preparing yourself and your students for online teaching online: Engaging and motivating students; Do's and Don'ts of Online Teaching.

7. Designing interactive course content: adapting a curriculum for online teaching

8. Online Assessment Strategies: distinguishing between formative and summative assessment strategies

9. Evaluation strategies: collecting and responding to student feedback; Self-reflection: navigating the personal impact of teaching online

10. Overcoming Online Teaching Challenges.

1.6 WEB TV

The Mass Communication department has launched Web TV which will work as a tool to Distant Learning. Faculty will be able to use this tool for communicating their learning materials in the form lectures etc.

- Web TV serve the students as an advance tool to access their required lectures. Regular posts will be uploaded on Web TV regarding Online Courses Directory (OCD) where the students can be able to select their respective department with an option to select and go through their required courses

- It highlights the links of available lectures on OCD along with their brief description

- Web TV also serves as a platform for necessary announcements and to provide the links of new & amended lectures prepared & uploaded by the faculty

- Arrangements are also done to broadcast faculty lectures on specific date and time on web TV for respective classes, if required

Web TV discussion forums, exclusive interviews, special lectures, etc. related to all disciplines will be recorded in Mass Communication studios and broadcasted with an overarching aim for wider information dissemination, informal learning and image building of LCWU

1.7 COORDINATION WITH ACCREDITATION COUNCILS

All the policies and instructions coordinated by various accreditation councils will be accommodated. The concerning COD will make sure that the instructions sent by accreditation council are being followed in letter and spirit.

2 Various Policies Regarding Online Teaching

2.1 ONLINE ASSESSMENT AND EXAMINATION POLICY

1. **Attendance Policy**

   - Attendance must be at least 75% to be eligible to appear in the Final Semester Examination.
   - Attendance marks will be awarded to the students on the basis of regular period of study from 1st January 2020 to 13th March 2020 of Semester-II, IV, VI and VIII of BS, BBA, B.Ed, BPA, B.Com, M.A, M.Sc, MS, M.Phil and Ph.D.
   - Attendance will be marked by the teacher for the eligibility of the student to appear in the examination in live lecture. No marks will be awarded for attendance of the students of Semester-II (BS, BBA, B.Ed, BPA, B.Com, M.A, M.Sc, MS, M.Phil and Ph.D).
   - For students with limited or no internet connection (Verified by Chairperson of Department), their attendance weightage will be based on assignment/or any other mode decided by the Chairperson of the Department as per requirement of the course.

2. **Assessment & Evaluation Policy**

   Final Examinations will be held according to the schedule announced by the Controller of Examinations. The schedule of the examinations will be announced as per direction of the Government.

   A. The mode of examinations shall be traditional, if COVID-19 situation gets normal and allowed by the Government of Pakistan.

   B. If COVID-19 situation continue or educational institutions remain closed after 15th July 2020, the assessment & evaluation policy will be as under:

   - **Semester-IV, VI and VIII (BS, BBA, B.Ed, BPA, B.Com, M.A, M.Sc, MS and M.Phil)**
     1. The students of these semesters have already been taught from 1st January 2020 to 13th March 2020 by traditional mode. Their midterm examinations (Test-1, Test-2, Assignment, Presentation, Quiz, etc.) already held. The weightage of midterm examinations and other activities is 80%.

        Online teaching assessment and evaluation weightage is 20%. Student may be assessed by any mode (As recommended by the Chairperson of Department as per requirement of course).

        (i)   MCQs

        (ii)   Open book or open internet

(iii)   Online presentation examinations

(iv)   Online discussion

(v)   Picture composition

(vi)   Case study

2. **Practicals:** Practical assessed by online viva voce.

3. **Research Thesis/Internships/Seminars:** Research Thesis/Internships/Seminars will be assessed by online recorded viva voce, will be monitored by the Controller of Examinations Office. Viva voce will start from 1st June 2020. It is directed to all CODs they should complete their viva voce up till 31st August 2020.

- **Semester-II (BS, BBA, B.Ed, BPA, B.Com, M.A, M.Sc, MS, M.Phil and Ph.D)**

1. The students of Semester-II will continue their online teaching from 15th July 2020 to 13th August 2020. If the COVID-19 situation gets normal and allowed by the Government to have classroom teaching, students will attend the classroom teaching from 16th July to 13th August 2020. Their final online examinations will be started from 17th August 2020.

2. The students will be promoted to next semester on pass/fail basis. Each course of every student will be evaluated online by any mode and awarded pass/fail in the courses (As recommended by the Chairperson of Department as per requirement of course).

(i)   MCQs

(ii)   Open book or open internet

(iii)   Online presentation examinations

(iv)   Online discussion

(v)   Picture composition

(vi)   Case study

3. **Practicals:** Practical assessed by online viva voce.

    Note: This semester will have no weightage in calculation of their grades/CGPA. It will not affect the final result of the student at the end of the degree programme.

- **BFA (2nd, 3rd and 4th Professional)**

1. Send-up Examinations of BFA 2nd, 3rd and 4th Professional already held and the weightage of send-up examinations will be considered 80% and 20% weightage will be given to the final examination. All theory papers will be taken in the form of discussion by the panel of the examiners in which presence of external examiners is mandatory.

2. **Thesis/Mini-Thesis/Juries:** Thesis/Mini-Thesis/Juries viva voce will be assessed by online recorded viva voce, will be monitored by the Controller of Examinations Office. Viva voce will be started from 1st June 2020. It is directed to all CODs they should complete

their viva voce up till 31st August 2020. Exhibitions may be arrange in small groups by fulfillment of the SOP's of COVID-19. Chairperson will be responsible for the implementation of SOP's of COVID-19.

- **BFA (1st Professional)**
    1. The students of 1st Professional will continue their online teaching from 15th July 2020 to 13th August 2020. If the COVID-19 situation gets normal and allowed by the Government to have classroom teaching, students will attend the classroom teaching from 16th July to 13th August 2020.
    2. The students will be promoted to next semester on pass/fail basis. Each course of every student will be evaluated online by any mode (As recommended by the Chairperson of Department as per requirement of course) and awarded pass/fail in the courses.
    Note: This result will have no weightage in calculation of their percentage/grades. It will not affect the final result of the student at the end of the degree programme.

- **Accredited Programmes (Semester-II, IV, VI and VIII of BE, CRP, B.Arch, BSCS)**
    1. All the students will be assessed as per recommendations of the Accreditation Councils. If Accreditation Councils allows the Universities, the LCWU will adopt any mode of online examination. The university will follow the same strategy as mentioned above.

- **Pharm-D (1st, 2nd, 3rd, 4th and 5th Professional)**
    1. All the students will be assessed as per recommendations of the Pharmacy Council. If Pharmacy Council allows the Universities, the LCWU will adopt any mode of online examination.

- **Hardship cases of Students**
    1. Those students who did not appear in Mid-term / sendups examinations due to any hardship basis, they will be allowed to reappear during final examination (Traditional /online examinations).

NOTE: Those students who belong to remote areas or do not have access to Internet, special examination will be conducted, when educational institutions will open as per notification of Government of Pakistan. The applications of such students should be forwarded to the Controller's Office through Chairperson of the Department.

2.2 ONLINE ADMISSION POLICY 2020

In the wake of declaration of Covide-19 as Pandemic by the World Health Organization (WHO), and for the safety of prospect students, following is the Admission Policy for online admissions of LCWU

ADMISSION PROCESS

Online Admission Committee is responsible for admission to undergraduate & postgraduate classes. All departments shall coordinate with Online Admission Committee.

Advertisement in newspaper and University Website
- ✓ Admission Advertisement for all programs offered in University. shall be published in National Newspaper and university website. All the offered programs along-with eligibility criteria and test / interview schedule will be published as per demand of the situation because of COVID-19.

Online Form Submission
- ✓ University Prospectus will be uploaded on University Website (www.lcwu.edu.pk) alongwith the admission schedule and all candidates interested for admission will apply online for the admission in university and carefully fill the admission form as per instructions uploaded on the University website with all relevant documents as per procedure provided on the University website.

Note: *For all Degree Programs relevant original colored documents of high resolution will be uploaded by the applicant.*

Scrutiny of forms
- ✓ After the online form submission, concerned department may scrutinize the forms under the supervision of Online Admission Committee.

Eligible Candidates for Interview
- ✓ Lists of eligible candidates for online Interview (through Skype or Zoom) for specific disciplines of BS and all MS & Ph.D disciplines will be uploaded on university website.

Online interview
- ✓ Candidates who will qualify the basic eligibility criteria of the concerned department shall appear in an Interview on Zoom or Skype on the prescribed date / schedule uploaded on University website.

Display of Final Merit Lists
- ✓ Final Merit Lists will be generated through MIS and will be displayed on University Website.

Fee Submission
- ✓ The provisionally selected students shall download Fee Challan from the university website and submit the fee in any branch of National Bank of Pakistan or Bank of Punjab throughout the country. The students who will not submit the fee on time, their seats will be cancelled & next Merit will be displayed until the No. of seats at BS & MS are filled.

Commencement of Classes

✓ Commencement of classes will be as per Academic Calendar of the Session and it will also be displayed on the University Website.

Registration & Issuance of Roll No
✓ *Every admitted student will be registered and enrolled*

1. The students of Lahore College for Women University will be admitted on merit only. In covid -19 situations, the students will be admitted as per policy notified by government of the Punjab/ HEC.

2. The University admits students in BS, MS & Ph.D. classes according to the schedule advertised in the newspapers and the University website.

3. The prospect candidates shall apply online for admission on university website.

4. The University will display a list of the provisionally selected candidates on the University website.

5. The selected candidates will pay / deposit admission fee and other dues within the notified dates, otherwise their admission will automatically stand cancelled.

6. The online admission system university will not accept an admission form after the due date fixed for the purpose.

7. Shifting of submitted online admission forms from one department to another will be done if the candidate is on merit and the seat is available in the concerned department.

Students' enrollment in each discipline at BS & MS Level:

• Total strength of students at BS Level may be 40 - 60 in each program.

• Total strength of students at MS Level may be 20 - 30 in each program.

(Seats can be increased or decreased depending upon the resources, staff, etc workload must be justified)

Undergraduate Programs

1. The university offers **BS (4-Year) Degree Programs**, **Pharm-D & B. Architecture (5-Year)** Professional Degree program for female students only. Following programs are offered in different Faculties / Institutes.

BS (4 - Year) Degree Programs

Faculty of Science & Technology

1. Biotechnology; 2. Botany; 3. Chemistry; 4. Environmental Science; 5. Geography;

6. Mathematics; 7. Physics; 8. Zoology.

Faculty of Arts & Social Sciences

1. Applied Psychology;
2. Economics
3. History
4. Home Economics
5. International Relations
6. Mass Communication
7. Philosophy
8. Pakistan Studies
9. Political Science
10. Social Work
11. Statistics

Institute of Design & Visual Arts

1. BFA Graphic Design; 2. BFA Visual Arts ; 3. BFA Textile Design; 4. BFA Interior Design
2. BFA Craft & Textile Design (in Jhang Campus only)

Ruth Pfau Women Institute for Leadership and Learning

1. Gender and Development Studies 2. Sociology

Faculty of Islamic & Oriental Learning

1. Islamic studies

Sabiha Mansoor Institute of Languages and Cultures

1. Arabic
2. English Literature
3. French
4. Persian
5. Punjabi
6. Urdu

Faculty of Management & Administrative Sciences

1. Management Science
     i.   BBA
     ii. B.Com
2. Public Administration

Faculty of Engineering & Technology

1. Architecture
2. City and Regional Planning
3. Computer Science
4. Electrical Engineering

Faculty of Education

Institute of Education

1. B.Ed. (Elementary)
2. B.Ed.(Secondary)
3. B.ed (1.5 years)
4. Health and Physical Education
5. TESOL

Faculty of Pharmaceutical & Allied Health Sciences

Institute of Pharmacy

1. Pharm-D

Note : many regular BS programs are in the process for approval , Student must visit the university website for the details of programs offered at LCWU at the time of admission.
BS Self Supporting Evening Program

1. BS Mathematics
2. BS Botany
3. B.Ed. Elementary
4. B.Ed. Secondary
5. BS Mass Communication
6. BS City and Regional Planning
7. B.Ed. (1.5 years)

Note: *Any department can offer self support evening program after fulfillment of requirements as lcwu rules. Student must visit the university website for the details of Self support programs offered at LCWU at the time of admission*.

Eligibility Criteria of Undergraduate Programs:

- F.A(Part1) /F.Sc.(Part1) /A-Level(Part1) and equivalent students in relevant subjects with more than 60% marks and A-level students with high grades only are eligible to apply for BS programs.

Note:- Due to current Pandemic COVID-19 Situation, the undergraduate admission for Year 2020 will provisionally be done on the basis of Intermediate Part-1 marks or last year student, merit will be calculated on their complete result, while for current year students if their complete result is not available, merit will be calculated on the basis of their first year result and their admission will be conditional as they will be required to maintain 60% marks in their 2nd year result in order to retain their admission or as per Board of Intermediate decision/ Govt. of the Punjab/ HEC directions which will also be uploaded on University website

- The student must have studied the major subject at intermediate level in which she is seeking admission.

- The subjects like International Relations, Home Economics, Pakistan Studies , Persian, Education, Mass Communication, Social Work, Gender Studies, Sociology , Punjabi, Urdu, Arabic, not offered at inter level are opened for all students.

- For B.Com/BBA/BPA the students with F.A(Mathematics/Statistics/Economics), F.Sc (Pre – Medical &Engineering) / I.Com/I.C.S/ A – Level and equivalent students are eligible to apply.

- All BS admissions for the year 2020 will be made on open merit. However, for those subjects in which written test was prerequisite for admission; there will be no test because of COVID -19, the merit

formula will be as follows, 80% total marks merit, 20% marks of relevant subject (studied at intermediate.

/ Interview marks.

- All degree programs offered at LCWU are run under semester system except Pharm-D & BFA.

- The students are not allowed to change their major subjects unless they have applied for multiple programs and without the consent of the concerned HOD. They can change major and minor subjects within 7 working days after commencement of regular classes. No application for the change of subjects will be entertained after 7 working days after commencement of classes.

- The students must have studied Computer Science OR Mathematics at Intermediate Level for admission in BS Computer Science. Admission in BS CRP is on Open Merit for female candidates having at least 60% Marks in F.Sc (Part-1), (Pre-Engineering), ICS (Part-1), Gen. Science (Part-1) (Stat, Math, Economics) are also eligible.

Eligibility Criteria for B.E. Electronics:

F.Sc. (Pre-Engineering), / DAE (Electronics / Electrical) / B.Sc. (Maths, Physics, Chemistry) with 60% marks are eligible to apply for bachelors in Electrical Engineering.

Selection Criteria:

	Merit Aggregate
Entry Test conducted by UET, Lahore 2020	30%
Matric percentage marks	25%
Intermediate Part-I marks (for students of 2020) OR Intermediate Part-I and II marks (for students of previous years)	45%

Note:
UET Entry Test result must be uploaded with the form submitted.
In case UET Entry Test is not held, following criteria will be followed:

	Merit Aggregate

Matric percentage marks	25%
Intermediate Part-I marks (for students of 2020) OR Intermediate Part-I and II marks (for students of previous years)	75%

Special Papers at BS Level … Mandatory /Optional

- At BS Level special papers are offered in every department and research is not be mandatory for every student. According to HEC, internship and project can be offered depending upon their CGPA.

- *Note:* **Supplementary cases are not eligible to apply for admission**

Reserved Seats

Disability Basis

2% seats are reserved for the disabled and handicapped applicants. Physical disability means disability that cannot be rectified by any equipment. Being short sighted and hard of hearing does not fall under the definition of disability for admission purpose. The candidates must online submit the certificate of their physical disability duly signed by the Medical Superintendent, Services Hospital, Lahore with their forms.

Sports Basis

2% seats are reserved on sports basis. The candidate must attach their Certificates of Board, Division and District level sports competitions and then may appear for interview through skype or Zoom on the dates duly notified on university website.

No Seat / Sports Quota reserved for the Faculty of Science & Technology & Faculty of Engineering & Technology.

Other Provinces Seats

1. **Other Provinces Seats**

1. 28 seats are reserved for the students of other provinces i.e. 4 each for Sindh, Balochistan, Khyber Pakhtoonkhwa, GilgitBaltistan, AJ&K *, and 8 seats for FATA *.

2. 5 seats are reserved for the backward regions of Punjab like Rajanpur& D.G Khan.

Reserved seats for University Employees

1. 2% seats are reserved for the daughters of University teachers on inter-se-merit

2. 2% seats are reserved for the daughters of University employees on inter-se-merit.

Foreign Students seats

1. 20 additional seats are reserved in BS programs for Foreign and Overseas *Students. The candidates selected on these seats shall pay **$ 1,455/- (US)** per annum along with normal fee per year.

Minority Quota

As per Govt. Policy at BS Level

* Subject to approval by Syndicate

Terms & Conditions

1. General conditions for admission against these reserved seats are the same as laid down for the candidates applying for admission on merit.

2. The candidates from the provinces other than Punjab have to route their application online for the reserved seats to the University Admission through the concerned Provincial Government along with domicile certificate within due date mentioned in the University Website. Only those candidates who have passed their HSSC Examinations from a college situated in the concerned province shall be eligible to apply for these seats.

3. The candidates from foreign countries have to route their application online for admission through the concerned embassy and Higher Education Commission, Islamabad within due date. Pakistani dual nationals can apply directly.

Online Admission Forms Requirements

1. The candidates can download E-Prospectus and apply online at the university website www.lcwu.edu.pk

2. They have to upload the attested photocopies of the following documents with the online form:
   - ✓ Matriculation Certificate / Equivalent
   - ✓ Intermediate Certificate / Equivalent
   - ✓ Provisional / Character Certificate from the Head of the Institution last attended.
   - ✓ Domicile Certificate.
   - ✓ CNIC/Form B. of the candidate
   - ✓ Monthly Income Certificate of Father / Guardian.
   - ✓ Passport size photographs.
   - ✓ CNIC/Form B. of the candidate's Father / Guardian.
   - ✓ For BS Electrical Engineer, Student may upload result card of UET Entry Test (if required depends upon the pandemic COVID -19 situation)

3. In case of Foreign / Overseas Candidate:
   - ✓ Attested photocopy of Foreign Passport / Residential Permit.
   - ✓ Forwarding letter from the concerned embassy and Higher Education Commission, Islamabad.

Note:: For all Degree Programs relevant original colored documents of high resolution will be uploaded by the applicant.

4. The candidate must not be above 22 years of age on the last date of the online form submission (only 5 year relaxation can be given, if the candidate is on merit of the concerned department).

5. After payment of dues online, the candidate shall get her Roll No. and section assigned in LMS.

6. The selected candidates will be admitted provisionally and the Verification Committee of the University will make final admission after the verification of the documents. If at any stage after the admission it comes to the knowledge of the authorities that the documents presented by the candidate are fake or there is a misstatement or clerical error in the documents, her admission will be cancelled.

7. **Migration is not allowed.**

Eligibility for Pharm-D

Only F.Sc. Pre-Medical(Part-1) group with minimum 60% marks and A-Level students with Pre-medical subjects and good grades are eligible to apply for Pharm-D admission on open merit seats as well as reserved seats.

Sr. #	Reserved Seats	No. of Seats
1	Pharmaceutical Industry Nomination	02
2	Pharmacist's Real Daughter	02
3	Northern Area & other provinces	02
4	Disable students	01
5	Sports	01
6	Afghan Nationals *	02

* Subject to approval from relevant statutory body

Terms & Conditions

1. General Conditions for admission against these reserved seats are the same as laid down for the candidates applying for admission on merit.

2. The Candidates from Northen Areas and other provinces shall submit their online Admission application against the reserved seats through the Secretary Nomination Board, Northen Areas or through concerned provincial government respectively. Applications of only those candidates will be entertained, who have passed their HSSC Examination from the College situated in the respective Area.

3. For Pharmaceutical Industry Candidates should be nominated by the Pakistan Pharmaceutical Manufacture Association (PPMA) Pharma Bureau. The Candidates will have to pay Rs.82,500 /- Annually Extra, if selected on this reserved seat along with Normal dues and Fees.

POST GRADUATE PROGRAMS

MS ADMISSION

MS is a 2 years degree program with maximum 36 credit hours. The program is divided into four semesters with two semesters in each year. Admission to MS after graduation (16 years of education) shall be made according to the schedule advertised in the leading newspapers and

university website. The lists of candidates who qualify the online interview will be displayed on the university website. These candidates will be required to pay admission dues by the dates notified otherwise their seats stand cancelled.

COURSES OF STUDY

1. The university offers MS (2-Years) Degree Programs for female students only.

MS (2 - Years) Degree Program
Faculty of Science& Technology

1. Biotechnology
2. Botany
3. Chemistry
4. Environmental Science
5. Mathematics
6. Physics
7. Zoology

Faculty of Arts & Social Sciences

1. Health Psychology
2. History
3. Economics
4. Mass Communication
5. Political Science
6. Statistics

Institute of Design and Visual Arts

1. Graphic Design
2. Fine Arts

   ✓ Art History
   ✓ Studio Practice

Ruth Pfau Women Institute of Leadership and Learning

1. Gender and Development Studies

Faculty of Islamic & Oriental Learning

1.   Islamic studies

Sabiha Mansoor Institute of Languages and Cultures

1. English Literature

2. Persian

3. Punjabi

4. Urdu

Faculty of Engineering and Technology

1.   Computer Science

2.   City and Regional Planning

3.   Electrical Engineering

Faculty of Education

Institute of Education

1.   Education

2.   TESOL

Faculty of Pharmaceutical & Allied Health Sciences

Institute of Pharmacy

1.   M.Phil. Pharmacology (Self Supporting)

2.   M.Phil. Pharmacy Practice (Self Supporting)

MS Self Supporting Evening Program

1.   Biotechnology

2.   Botany

3.   Environmental Science

4.   Zoology

5.   Education

Eligibility Criteria

As per policy of the Higher Education Commission (HEC) for admission to MS/M.-Phil programs, the female candidates must meet the following eligibility criteria:

1. Minimum 16 years of education (BS or MA / MSC in the relevant fields) or equivalent

2. The candidate must have obtained 2.50/4.00 CGPA in semester system or 50% marks in annual system

3. Because of current pandemic covid-19, all MS admissions for the year 2020 will be made on merit but no admission test may be conducted and online interviews may be conducted by LCWU through Skype or Zoom of those candidates who fulfills the basic eligibility criteria as per HEC and merit aggregate will be calculated using 80% weightage for academic and 20% weightage may be given to the interview and research proposal.

Eligibility Criteria for MS FINEARTS

- As per HEC requirement the eligibility criteria for MS (all disciplines) is at least 2.5 CGPA (Semester system) or 50% marks for annual system, this rule applies on quota/ reserved Seats.

- Due to Covid-19 there will be no admission test 2020. MS Fine Arts Studio Practice Students will present their portfolio during their interview

Eligibility Criteria for MS-EE

- 16 years of Education in Electrical / Electronic engineering (securing 60% marks /CGPA of 2.75/4.00)
- Candidate must have valid PEC registration number.
- Merit aggregate will be calculated using 75% for academic and 25% interview.

Note: *The eligibility requirements are subject to change. Supplementary cases are not eligible to apply.

Admission Criteria

Open Merit

- ✓ Admission to MS year part-I shall be made on open merit except few Reserved Seats for each department.

Reserved Seats

✓ The candidates who want to apply on reserved seat must select the Reserved Seat Quota in the Online Application Form.

1. Disability Basis

One seat per discipline is reserved for the disabled / handicapped applicant. Physical disability means the disability that cannot be rectified by any equipment. Being short sighted and hard of hearing does not fall in the category of disability for admission purposes. The candidate must upload the proof of her disability duly signed by the MS Services Hospital with her form.

2. Sports Basis

One seat per discipline in all subjects except Faculty of Science & Technology and Faculty of Engineering & Technology is reserved for "Sports Basis". Only University colour holders are eligible to apply for this seat

3. Other Provinces Seats

One seat in the each discipline is reserved for Other Provinces.

4. Reserved seats for University Employees

✓ 2% seats are reserved for the daughters of University teachers on inter-se-merit

✓ 2% seats are reserved for the daughters of University employees on inter-se-merit.

5. Foreign Students Seats

One seat per discipline has been allocated for Foreign Students. Candidates selected on inter se merit will pay **$ 900/- (US)** along with Normal fee per year for year I and year II separately.

Terms & Conditions

1. General conditions for admission against these reserved seats are the same as laid down for the candidates applying for admission on merit.
2. The candidates from foreign countries have to route their application for admission online through the concerned embassy and Higher Education Commission, Islamabad within due date. Pakistani dual nationals can apply directly.

Note: *Qualifying Online Interview will be compulsory for all the candidates applying on merit as well as on reserved seats.*

<u>Online Admission Forms requirements</u>

The candidates may download E-Prospectus and apply online at University website www.lcwu.edu.pk. They will have to upload the following documents:

1. Matriculation Certificate / Equivalent

2. Intermediate Certificate / Equivalent

3. BS / equivalent degree

4. Provisional / Character Certificate from the Head of the Institution last attended.

5. Domicile Certificate

6. CNIC of the candidate

7. Monthly Income Certificate of Father / Mother / Guardian.

8. Migration Certificate (Other Board / University).

9. NOC from the concerned department (in case of Govt./Semi Govt. Employee)

10. Passport size photograph.

11. CNIC of candidate's Father / Guardian

12. Research Proposal

Admission Requirements for Foreign Candidate:

- Attested photocopy of Foreign Passport.
- Forwarding letter from the concerned embassy and Higher Education Commission, Islamabad.
- The selected candidates shall pay the dues by the dates notified otherwise their seats will be cancelled.
- Due to limited seats in the hostel, hostel seat will be granted on merit only.
- The candidates from the other universities shall provide NOC from their respective universities.
- Admission on general seats is granted strictly on merit.

Ph.D. Program

Ph.D. Degree Programs are offered in the following Faculties / Institutes.

Faculty of Science & Technology

1. Biotechnology

2. Botany

3. Chemistry

4. Environmental Science

5. Mathematics

6. Physics

7. Zoology

Faculty of Arts & Social Sciences

1. Applied Psychology

2. Political Science

Institute of Design and Visual Arts

1. Fine Arts

- History of Arts
- Studio Practice

Faculty of Islamic & Oriental Learning

1. Islamic studies

Sabiha Mansoor Institute of Languages and Cultures

1. Persian

2. Punjabi

3. Urdu

Faculty of Engineering and Technology

1. Computer Science

Faculty of Education

Institute of Education

1. Education

Eligibility Criteria

1. Female candidates with minimum Eighteen years of education (MPhil/MS) or equivalent in the relevant field are eligible to apply.

2. The candidate must have obtained 3.00/4.00 CGPA in semester system or First Division in annual

   system.

3. Because of current pandemic covid-19, all Ph.D admissions for the year 2020 will be made on merit but no admission test may be conducted and online interviews may be conducted by LCWU through Skype or Zoom of those candidates who fulfill the basic eligibility criteria as per HEC and merit aggregate will be calculated using 80% weightage for academic and 20% weightage may be given to the interview and research proposal. Candidates working in Government/Semi Government institutions have to submit NOC from concerned organization.

Terms & Conditions.

1. Kindly read the E-Prospectus carefully before filling online form submission.

2. Candidates working in Government / Semi-Government institutions have to submit NOC (No Objection Certificate) from concerned organization.

3. There is no reserved Quota for admission in Ph.D Program.

Online Admission Forms requirements

The candidates may download E-Prospectus and apply online at University website www.lcwu.edu.pk. They will have to upload the following documents:

1. Matriculation Certificate / Equivalent

2. Intermediate Certificate / Equivalent

3. BS / equivalent transcript

4. MS/ equivalent transcript

5. Provisional / Character Certificate from the Head of the Institution last attended.

6. Domicile Certificate

7. CNIC of the candidate

8. Monthly Income Certificate of Father / Mother / Guardian.

9. Migration Certificate (Other Board / University).

10. NOC from the concerned department (in case of Govt./Semi Govt. Employee)

11. Passport size photograph.

12. CNIC of candidate's Father / Guardian

13. Research Proposal

3. ANNEXURES

3.1 NOTIFICATION OF SOAC ANNEXTURE 1

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LAHORE COLLEGE FOR WOMEN UNIVERSITY

Jail Road, Lahore — Pakistan. Tel: 042-9203801-09, 9201950, 9203072 Fax: 042-9203077
Website: www.lcwu.edu.pk   E-mail: registrar@lcwu.edu.pk

No. Reg/LCWU/791
Dated:- 07-04-2020

NOTIFICATION

TO BE SUBSTITUTED BEARING THE SAME NO. & DATE

The Vice Chancellor, Lahore College for Women University has been pleased to constitute subcommittee of (OAC) to recommend course(s) material for online teaching and other related matters.

The committee comprises the following members:-

Sr. No	Name	Designation
1.	Director, QEC LCWU, Lahore	Convener
2.	Director Academic Planning LCWU, Lahore	Member
3.	Director DFDI LCWU, Lahore	Member
4.	Chairperson, Department Concerned LCWU, Lahore	Member
5.	Web Administrator LCWU, Lahore	Secretary

VICE CHANCELLOER

COPY TO:-
1. All members of the Committee
2. Secretary to Vice Chancellor, LCWU, Lahore
3. PA to Registrar, LCWU, Lahore

REGISTRAR

3.2 NOTIFICATION OF OAC

Jail Road, Lahore — Pakistan. Tel: 042-9203801-09, 9201950, 9203072 Fax: 042-9203077
Website: www.lcwu.edu.pk   E-mail: registrar@lcwu.edu.pk

No. Reg/LCWU/671
Dated:- 16-03-2020

NOTIFICATION

TO BE SUBSTITUTED BEARING THE SAME NO. & DATE

The Vice Chancellor, Lahore College for Women University has been pleased to constitute "Online Accreditation Committee". The committee shall monitor quality of online lectures, online delivery of current courses and adjudicate disputes or disagreements arising in relation to these courses.

The committee comprises the following members:-

Sr. No	Name	Designation
1.	**Vice Chancellor** LCWU, Lahore	Chairperson
2.	**All the Deans and Directors** LCWU, Lahore	Member
3.	**Controller of Examination** LCWU, Lahore	Member
4.	**Treasurer** LCWU, Lahore	Member
5.	**Registrar** LCWU, Lahore	Member
6.	**Principal Intermediate College** LCWU, Lahore	Member
7.	**Director Administrator Jhang** LCWU, Jhang Campus	Member
8.	**Chief Librarian** LCWU, Lahore	Member
9.	**PRO** LCWU, Lahore	Member
10.	**Web Administrator** LCWU, Lahore	Member
11.	**Secretary to Vice Chancellor** LCWU, Lahore	Secretary

VICE CHANCELLOER

COPY TO:-
1. All members of the Committee
2. Secretary to Vice Chancellor, LCWU, Lahore
3. PA to Registrar, LCWU, Lahore

REGISTRAR

3.3 QEC FORM FOR EVALUATION OF ONLINE TEACHING

LAHORE COLLEGE FOR WOMEN UNIVERSITY

QUALITY ENHANCEMENT CELL
Instructor's Evaluation by the Students
For Online Teaching

Department _____ Program BS/MS/PhD_____

Name of Instructor: _____ Semester:____ Session _____

Date: _____

Dear Student,

Keeping in view the usefulness of student feedback for online teaching and learning environment, the Lahore College for Women University (LCWU) is providing an opportunity to its students to share their experience regarding online teaching. Your honest feedback will help us in improving quality of instructions. Kindly do not write your name or roll number on this form so that anonymity of the information is retained.

Please tick in the relevant box ☐ for appropriate rating of each observation	Agree	Somewhat Agree	Disagree
A: The Instructor			
1. Prepares relevant technology before the start of class.	☐	☐	☐
2. Demonstrates knowledge of the subject effectively at provided online facility.(Zoom, WhatsApp, Skype, LMS)	☐	☐	☐
3. Communicates the subject matter effectively.	☐	☐	☐
4. Has completed the whole course.	☐	☐	☐
5. Encourages class participation through online interactive sessions.	☐	☐	☐
6. Provides instructions that from where students can obtain technical support.	☐	☐	☐
7. Starts and Ends the class session on time.	☐	☐	☐
8. Is available to the students after conducting online class through email, phone, WhatsApp for guidance.	☐	☐	☐
9. Provide links to technology tutorials and other aids.	☐	☐	☐
10. Returns the graded scripts and assignments on time.	☐	☐	☐

11. Is available as stated in the syllabus to students via course email, course chat, Discussion or meeting tools like Skype etc.	☐	☐	☐
12. Provides alternatives to students who lack internet access from home (e.g.: allowed to copy non-copy righted materials onto their flash drives or offered course materials on DVD/CD).	☐	☐	☐
13. The Course was up to mark and well-structured to achieve the learning outcomes. (There was a good balance of lectures, tutorials, practical etc.)	☐	☐	☐
14. Satisfied with the quality of teaching material/ content.	☐	☐	☐
15. The quality of subject matter presented in the course was satisfactory and have increased your knowledge of the subject.	☐	☐	☐
B: **Over all Course Satisfaction by the Student**	☐	☐	☐

Any other Comments

_____

_____

_____

_____