

SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR



<http://sbbwu.edu.pk>

ACADEMIC POLICIES FOR ONLINE READINESS

(This Policy is based upon the guidelines/SOPs issued by HEC from time to time during the wake of COVID-19 and, best national/international online Educational Practices)

Background of the Formulated Policies:

Due to the closure of institutions since mid of the month of March 2020, as a result of outbreak of Covid-19, all the Universities were directed by HEC to undertake necessary actions for smooth running of academic activities through online setup, by designing a comprehensive policy in the said regard.

Keeping in view the above, following are the policy guidelines that are to be implemented during the closure period by different academic sections of Shaheed Benazir Bhutto Women University, Peshawar for smooth running of academic activities and in the best interest of our students.

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Guidelines for Using ICT:

1. Introduction and Background

In the wake of COVID-19 pandemic, IT Centre being cognizant of the situation is committed to leaving no stone unturned in providing up to the mark online teaching and learning environment. In this regard, IT Centre intends to ensure continuation of quality education for students using online resources either in synchronous or asynchronous mode.

Online instruction requires specialized technological packages and technological infrastructure, including the software for LMS, classroom meetings (e.g., Microsoft Teams, Zoom, Google Classroom, etc.)

2. Technology Options and Recommendations

Based on the HEC recommendations and our requirements produced below we opted for MS Teams and Google Classroom to be given as option for online learning: [Annexure D – Getting started with MS TEAMS](#).

Recommendations

After evaluating the various options available, the following table summarizes the recommendations of the committee:

University Size	Services Needed	Universities without LMS	Universities with LMS (VC not included)	Universities with LMS (VC included)
Small (<5K students)	LMS	MS Teams	Existing LMS	Existing LMS
	Video Con	MS Teams	MS Teams	Existing VC
Medium (5K to 10K students)	LMS	Moodle	Existing LMS	Existing LMS
	Video Con	MS Teams	MS Teams	Existing VC
Large (>10K students)	LMS	VULMS	Existing LMS	Existing LMS
	Video Con	Adobe Connect	MS Teams	Existing VC

3. Annexure A –Technology Solutions

1. Microsoft Teams (MS Teams) for Education

Overview: Microsoft Teams is a digital hub that brings conversations, meetings, files, and apps together in one place. MSTEams provides a lightweight LMS that has the very basic features needed for virtual instruction. It also includes the necessary video conferencing capabilities necessary to deliver live lectures.

Licensing: MSTEams is included in the PERN subscription. PERN subscribers already have access to the Teams platform. Before using Teams, please check to ensure that you are subscribed to PERN with the appropriate number of faculty and students.

Infrastructure Requirements: None for Universities with valid PERN subscriptions. Please check your PERN agreement for details. For Universities not on PERN, the HEC will cover student licenses for the next 6 months; however the University must cover the licensing for faculty (~2 USD / month).

Note: All Faculty will keep their data in their MS Teams and One Drive for future purpose and sharing.

2) Technology Implementation MS Teams

a. It was thus recommended at our University to initiate the setup of Microsoft Teams immediately – see Annexure E – Getting started with MS TEAMS.

4. Annexure C – Video Conferencing Solutions

Features	MS Teams	Adobe Connect	Zoom	Webex	BigBlueButton
Max number of participants	250	200	500	100	100
Time limit	None	None	None	None	None
Mute All Feature	✓	✓	✓	✓	✓
Create Named Room	✗	✓	✓	✓	✓
Whiteboard	✓	✓	✓	✓	✓
Sharing of Desktop	✓	✓	✓	✓	✓
Breakout Rooms	✗	✓	✓	✓	✗
Support for Mobile	✓	✓	✓	✓	✓
Recording	✓	✓	✓	✓	✓
Seamless Integration of recording with LMS	✗	✗	✗	✗	✓
Costs (monthly / room)	\$0	\$20	\$20	\$20	-
Note: BigBlueButton is an opensource solution that can be self-hosted and requires no commercial bandwidth when all clients are on the local network (e.g. Universities internal network or PERN)					

5. Annexure B – LMS Features & Cost Estimates

LMS Features	MS Teams	Moodle	VU-LMS
Course Management	✓	✓	✓
Forums	✓	✓	✓
Quiz Tool w/ Grading	✓	✓	✓
Assignment Submission w/ Time Limit	✓	✓	✓
Integration w/ Plagiarism Software	✓	✓	✓
Active Directory Integration	✓	✓	✓
Online Help Documentation	✓	✓	✓
Mobile Support	✓	✓	✓
Offline Access to Course Materials	✓	✓	✓
Community Online Support Forums	✓	✓	✗
Messaging	✓	✓	✗
Live Chat	✓	✓	✗
Catalogue Management	✗	✓	✓
Gradebook	✗	✓	✓
Teacher Evaluations	✗	✓	✓
Attendance Sheet	✗	✓	✓
Admin Reports	✗	✓	✓
Course Reports	✗	✓	✓
Self Enrolment	✗	✓	✓
Gamification	✗	✓	✓
Easy to Integrate with existing systems	✗	✓	✗
Customizable	✗	✓	✗
Costs			
Annual Subscription	\$0	\$0	\$24,000
Annual IT Support (HR)	\$0	\$12,000	\$0
Annual Infrastructure			
Less than 5000 Students	\$0	\$5,000	\$5,000
Between 5000 to 10000 Students	\$0	\$7,500	\$7,500
Between 10000 to 20000 Students	\$0	\$15,000	\$15,000
More than 20000 students	\$0	\$25,000	\$25,000
Note: <ul style="list-style-type: none"> • All costs are estimates, actual costs may vary. • Microsoft Teams licenses are included in the PERN subscription. 			

6. Technology Implementation Google Apps

1. Google for Education is a service from Google that provides independently customizable versions of several Google products using a domain name provided by the customer. It features

several Web applications with similar functionality to traditional office suites, including Gmail, Hangouts, Google Calendar, Drive, Docs, Sheets, Slides, Groups, News, Play, Sites, and Vault.

It was thus recommended to utilize Gapps for students along with Faculty and staff and students accounts would be created to utilize their University official email accounts to utilize it for email and usage of allied apps and further use these IDs for registering on MS Teams.

- Students will be allocated email accounts based on their Enrollment numbers verified through Affiliation and Monitoring Section by their Departmental Heads.
- Students email accounts will be on format: enrollmentnumber@deptname.sbbwu.edu.pk
- Students Email accounts credentials will be shared to HoD's, where they will further disseminate them to students of their departments.

7. Annexure D– Getting started with MS TEAMS

1. Contact our System Support Engineer (salma.gohar@sbbwu.edu.pk) for the setup of user accounts for Faculty.
2. Students email accounts with respective email address and passwords will be shared with HoD's.
3. Guide on how to set up classrooms and assignments using Microsoft Teams
 - a. How to create a new classroom using Microsoft Teams: [Watch video*](#)
 - b. How to give assignments to students using Microsoft teams: [Watch video*](#)
 - c. How to setup classrooms using School/University Data Sync: [Watch video*](#)
4. How to use Microsoft Teams to host classrooms online
 - a. How to use Share option to deliver the training content: [View link](#)
 - b. How to use Whiteboard to make the training interactive: [View link](#)
 - c. How to record the meeting for replay and for your knowledge base: [View link](#)
5. Set up Microsoft Teams Live Events for large seminars
 - a. How to plan and schedule a live event: [Watch video](#)
 - b. How to attend a live event: [Watch Video](#)

8. ICT Acceptable Use Policy of SBBWU

In general, acceptable use means ensuring that the information resources and technology of the University are used for their intended purposes while respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the University may take disciplinary action, including restriction of and possible loss of network privileges or more serious consequences, up to and including suspension, termination, or expulsion from the University. Individuals may also be subject to federal, state and local laws governing many interactions that occur on the University's networks and on the Internet. These policies and laws are subject to change as state and federal laws evolve.

Purpose

This policy applies to all users of computing resources owned or managed by the SBBWUP. Individuals covered by the policy include (but are not limited to) University faculty and visiting faculty, staff, students, alumni, contractors, volunteers, guests or agents of the administration, and external individuals and organizations accessing network services via the University's computing facilities.

Computing resources include all University-owned, licensed, or managed hardware and software, University assigned user accounts, and use of the University network via a physical or wireless connection (including PERN), regardless of the ownership of the computer or device connected to the network.

These policies apply to technology whether administered in individual departments and divisions or by central administrative departments. They apply to personally owned computers and devices connected by wire or wireless to the University network, and to off-site computers that connect remotely to the University's network services.

Requirements

In making acceptable use of resources, individuals covered by this policy must:

- Use resources only for authorized purposes.
- Protect their userid(s) and system from unauthorized use. Each individual is responsible for all accesses to University information resources and technology by their userid(s) or any activity originating from their system. An individual's userid and password act together as their electronic signature.
- Access only information to which they have been given authorized access or that is publicly available.

- Be considerate in the use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connection time, disk/bandwidth space, printer paper, manuals, or other resources.
- Restrict personal use of the University's information resources and technology to incidental, intermittent and minor use that is consistent with applicable law and University Policy
- In making acceptable use of resources, individuals covered by this policy must not:
- Gain access to or use another person's system, files, or data without permission (note that permission from an individual user may not be sufficient – some systems may require additional authority).
- Reveal a password to any other individual, even those claiming to be an IT support technician (over the phone or in person). If, in the professional judgment of the user, it is necessary to share a password with an IT support technician or any other individual, the password must be changed as soon as possible thereafter. Once shared, a password is considered compromised and must be changed immediately. Alternatively, the appropriate Helpdesk may be contacted for assistance with giving others appropriate authority to access an individual's files or e-mail on their behalf.
- Use computer programs to decode passwords or access-control information.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that is intended to harm systems or any information stored thereon, including creating or propagating malware, such as viruses, worms, or "Trojan horse" programs; disrupting services; damaging files; or making unauthorized modifications to University data.
- Make or use illegal copies of copyrighted software, store such copies on University systems, or transmit them over University networks.
- Use e-mail, social networking sites or tools, or messaging services in violation of laws or regulations or to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or userid.
- Waste shared computing or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the University's systems or networks for commercial purposes; for example, by selling access to your userid or by performing work for profit with University resources in a manner not authorized by the University.
- State or imply that they speak on behalf of the University or use University trademarks and logos without authorization to do so.
- Violate any applicable laws and regulations or University policies and procedures that govern the use of IT resources.
- Transmit commercial or personal advertisements, solicitations, endorsements or promotions unrelated to the business of the University.
- Use "auto-forward" rules to send business e-mail to a non-University e-mail account if the e-mail contains any legally restricted and/or confidential information.
- Send or receive legally restricted and/or confidential information via the Internet without making reasonable accommodations for the security of such information.
- Modify, without proper authorization, any of the University's information resources and technology, including the work products of others.

Note for Head of the Teaching Departments.

As per University office order No. 5232/Estt./SBBWUP/2017 dated 21-11-2017, In the wake of National Action Plan (NAP) and on directives of the Security Agencies as communicated by HEC for maintaining Network/Info. Security, provision of information by the Coordinators/Incharge of the Departments to IT Centre on regular basis through official medium about the students, who fail to promote, leave University, migrate, freeze their semester, complete their session or as and when required. Any of the illegal usage (email/internet) by any not reported or those students who left the University will be the sole responsibility of the Coordinator of the Departments.

9. Copyright Materials:

All of the Faculty is requested to identify and mention source of the material copied or downloaded from Internet or from somewhere and should ensure that have given credits/links to the actual Author of the material and mentioned them in start and end of their Teaching materials as a courtesy.

10.Data Packages by Telecom Operators

Telecom Operator	
ZONG	https://www.zong.com.pk/work-from-home-bundle
MOBILINK	https://jazz.com.pk/prepaid/work-from-home-bundle
UFONE	https://www.ufone.com/super-internet-plus/
TELENOR	https://www.telenor.com.pk/personal/internet-offers-personal/internet/weekly-6-to-6-offer/

11.Help and Support

Things to be remembered and adhered to:

1. Google and Microsoft are two different platforms therefore:

- To login to Gmail, Google Classroom, Google meet/Hangout use your complete Username/Email ID is required
e.g ENROLLMENTNUMBER@DEPTNAME.SBBWU.EDU.PK
Ke.g abc@cs.sbbwu.edu.pk
- To login to MS Teams, O365 apps and other Microsoft office Apps your complete Username/Email ID is required
e.g ENROLLMENTNUMBER@DEPTNAME.SBBWU.EDU.PK
Ke.g abc@eng.sbbwu.edu.pk
- Passwords can be different for both Gmail and MS Teams and must be changed and saved in a notebook or dairy and secured from unauthorized use.

- (d) To change your default Microsoft MS Teams Password use URL <http://pcp.pern.edu.pk>
- (e) To change your University default Gmail Email ID password use this [link to Video](#)

2. Contact/Focal Persons for Help and Support

NOTE: It is mandatory for students to request for support, if any, using their University Email accounts, otherwise no support will be extended.

Please subscribe channel for how to videos/Tutorials and Helping material: [Link to Channel](#)

12. SBBWU access to Library and Digital Library through VPN

IT Centre has already established a VPN server in the past and now in the present pandemic has

Departments	Focal Person for Support	Mode of Communication
<ul style="list-style-type: none"> • Management Science, • Physics, • Law, • Health and Physical Education • Economics 	Miss Sana Salim (sana.salim@sbbwu.edu.pk) and Respective Class Teacher	MS Teams, Email and Hangout App from official email account by students
<ul style="list-style-type: none"> • Computer Science • Fine Arts • Zoology • History 	Miss RozinaZahirullah (rozinazahir@sbbwu.edu.pk) and Respective Class Teacher	MS Teams, Email and Hangout App from official email account by students
<ul style="list-style-type: none"> • Bioinformatics • Microbiology • Biochemistry • Chemistry 	Miss AbnashZaman (abnashzaman@sbbwu.edu.pk) and Respective Class Teacher	MS Teams, Email and Hangout App from official email account by students
<ul style="list-style-type: none"> • English • Islamiyat • Urdu • Political Science 	Miss Noreen Nazar (noreen.nazar@sbbwu.edu.pk) and Respective Class Teacher	MS Teams, Email and Hangout App from official email account by students
<ul style="list-style-type: none"> • Mathematics • Statistics • Psychology • Education • Pakistan Studies 	Miss Sidra Niaz (sidraniaz@sbbwu.edu.pk) and Respective Class Teacher	MS Teams, Email and Hangout App from official email account by students
All HODs and Administrative Officers	Miss Salma Gohar (salma.gohar@sbbwu.edu.pk)	Message, WhatsApp, Ms Teams, Email (From official Email account), Call

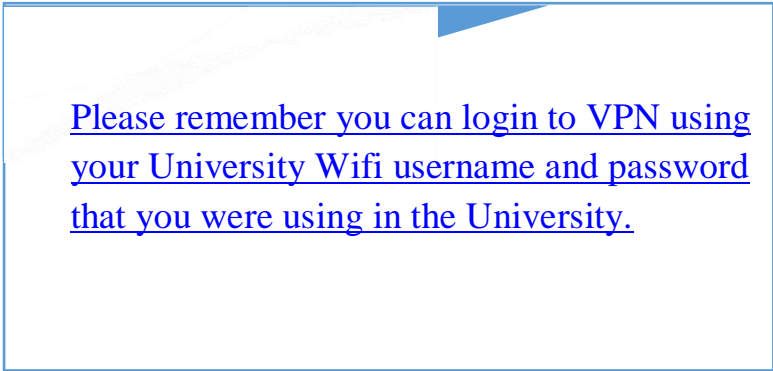
provisioned VPN access to all of the Faculty and students for accessibility of Library of the University and Digital Library of HEC

Institutional Link for Digital Library: <http://www.digitallibrary.edu.pk/frontier-wom-uni.html>

[How to Connect VPN for accessing Digital Library of HEC link to Guide](#)

[To change your Eduroam \(University Wifi username password\) send support email on \[vpn@sbbwu.edu.pk\]\(mailto:vpn@sbbwu.edu.pk\)](#)

[End of this Dynamic Document Version 1.0](#)



Please remember you can login to VPN using your University Wifi username and password that you were using in the University.

E-Library Policy:

The Library of SBBWU has set some guidelines for Faculty and students for their easy and quick access to e-resources that will help them in their online classes.

1. The University has access to HEC digital library <http://www.digitallibrary.edu.pk> and the University users can use all the facilities available in this library.
2. Library will provide the HEC digital library facility in home for all users through VPN. All users can use this facility from home by using their university username and Id.
3. All other e- resources that are needed by the faculty or students will be provided timely when informed.
4. Some free online e-books and other e-resources links are also provided for the convenience of University users and it will be available on university website soon. Some links for the guidance of university users are:

- Openlarn.pk
- Library Genesis (Millions of Free full Text books.
- SciHub
- Khan Academy
- Springer Ebooks
- CourseWare Virtual University of Pakistan.
- <http://portal.edx.org/shaheed-benazir-bhutto-women-u/admin/learners>
- <http://www.coursera.org/programs/shaheed-university-on-coursera-kdkuq>

5. If any assistance or help required to users regarding books, journals, thesis etc the library staff and library incharge will be available all the time when needed. For users convenience the librarian contact number and email address is provided:

HaseebaShafi

Deputy Librarian (Library incharge)

Mobil Number: 0331-5906064

Email Address: librarian@sbbwu.edu.pk

ATTENDANCE POLICY & MANAGEMENT SYSTEM FOR ONLINE CLASSES

1. Online attendance is measured by the academic engagement of the students with the course content, course tools, course instructor, and with the peers attending the same course.
2. Student will be required to log into the classroom. Student's attendance will be tracked by their participation in the online classroom, completion of e-mail assignments and other activities as assigned. Student must complete 75% attendance requirement for online classes of each course.
3. Those students who have no internet facility and belong to far flung remote villages shall be provided with CDs & USBs having complete courses contents. Students will study themselves like mentioned in the asynchronous system by HEC. The attendance of these students will be calculated by completion and submission of academic tasks and assignments provided by course instructor in course contents.
4. Students' Attendance will be marked by course instructor in the attendance sheets provided by Monitoring & Affiliation Section.
5. No request will be entertained for additional or make-up classes.
6. Students who remain absent from the online classes for one week without intimation shall be reported by the concerned teacher to the Head of the Department who shall issue a warning letter to the students in writing. In case the student remains absent for the second consecutive week she shall be issued a struck off notice by the department, (with the approval of the Dean) the copy of which should be forwarded to all concerned administrative departments.
7. Semester Freezing will be granted on the account of severe illness or non-accessibility of internet connection.
8. Eligibility of students to appear in the final exams will be communicated by Affiliation & Monitoring Department before the commencement of Final Exams through online accumulative attendance record mechanism.

POLICY BY QUALITY ENHANCEMENT CELL:

- The quality of overall online education system will be taken care by technical committee of the university and the Online Academic council. The quality of online delivery will be assessed by the concerned Incharge via randomly attending the classes and secondly by obtaining online feedback of student on weekly basis, **annex A**, before Mid semester exams **annex B** and at the end of semester. **Annex B**
- Any grievance found / reported will be forwarded to Student grievance committee constituted by the university for online classes.
- QEC will Liaison with accreditation councils with respect to online mode of learning to ensure adherence to the councils requirement hence securing accreditation of the programs.
- As per HEC guidelines, in order to prepare the faculty members for online teaching a comprehensive training will be conducted for the faculty before the commencement of the online classes.
- Course files will be submitted electronically to Incharges for onward submission to QEC. The electronic file must include but not limited to the following:
 - a. Course specification/course log template
 - b. Attendance record
 - c. Assignments
 - d. Quizzes
 - e. Mid Term assessment
 - f. Final term assessment
 - g. Grades summary

EXAMINATIONS/ASSESSMENTS POLICY:

Online Classes:

- As the online classes for will start in the first week of June 2020, accordingly Academic calendars for the said programs may be prepared and communicated to the concerned for this duration (Annex A)
- Online classes of 2nd and 4th semester of MA/MSc will start after their final term exams.

Mode of Examination of Semester Pertaining Programs:

- Final exams of the currently enrolled students of MA/MSc will be conducted physically under the precautionary SOP's defined by the University in the month of June 2020, while their result will be declared by the end of June.
- The mode of examination would be a combination of MCQ's/Short Questions and Long questions as per HEC guidelines provided.
- In case a student fails the exams, that student will have to attempt the exam of that particular subject or the whole exam in case of overall failure, when that subject/semester is offered.
- If due to unavailability of Internet facility or any other logical reason, a student fails to take online classes, her semester shall be considered as freezed and the student will have to appear in the same semester whenever offered physically.
- All those students who are willing to improve any of the subjects or those who have to repeat any of their failure courses as a repeater do not fall under this policy and that they will attempt the exams for improvement or as a repeater, whenever that particular subject will be offered physically in any semester.
- Remaining lab work will be completed in campus physically as per the HEC guidelines.
- Details of SOP'S for exam conduction will be shared before the exam.

Conduction of Examination under Conventional Examination System (BA/B.Sc):

- BA/BSc Annual Examination 2020 Part I and Part II will be scheduled in the third week of July 2020 and to be concluded within one month of time along with the Practicals.

- The result for BA/BSc Annual Examination 2020 will be declared by the end of October 2020.

Mode of Online Assessments for Semester Pertaining Programs:

- The Mid Term Examinations of 1st and 2nd Semesters of MA/M.Sc had already been taken physically by the students. 50% assessment weightage shall be based on already conducted Mid Term Examination and internal assessment.
- The remaining 50% assessment weightage of final Term exams will be obtained as 30% based on MCQ's/Short Questions and 20% based on long questions. The obtained Final Term weightage shall then be merged with that of the Mid Term for declaration of the result.
- The assessment policy for the BS Mid Term Examinations, which will be conducted in the month of July, 2020 (As per Academic Calendar attached), shall be of 30%, based on continues assignments and viva voce examination.
- Only Pass/Fail grade will be awarded and there will be no effect on the CGPA of the student.
- Academic penalty (if any) i.e. probation/ struck off will be suspended, and no student will be expelled based on the result of the current semester.
- The mode of Final Term Exams of all the enrolled students of MS/M.Phil/Ph.D shall be based on Open Book examination as per HEC guidelines.

Research Thesis Submission:

- Online thesis submission will be allowed to those graduates of BS, MA/MSc from the first week of June, 2020, whose thesis submission remained in pending due to the outbreak of Covid-19.
- Graduates of MS/M.Phil/Ph.D. will be allowed to submit their thesis online from the first week of June 2020.
- Theses submitted for evaluation (BS, MA/MSc, M.Phil/MS, PhD) will be sent to the examiners for evaluation via email, through proper procedure, i.e. after online approval of the concerned examiner by the Worthy Vice Chancellor and vice versa .

Online Viva Conduction:

- Online viva of those students of MA/MSc who has already submitted their thesis for evaluation will be conducted as per HEC guidelines provided.
- Under the policy guidelines provided by the HEC, the online viva of M.Phil/ MS/ PhD, students who have submitted corrected copy of their thesis after incorporating the changes suggested by the examiners will be arranged.
- Viva Voce examination of the awaiting students of session 2017-2019 and 2015-2019 of Master and BS program respectively will be conducted online so that their precious time can be saved.

Arrangement of Online Official Meetings:

- The pending meetings of Graduate Studies Committee of Academic departments will be conducted online.
- The meeting of Advanced Studies and Research Board will be called online for those graduates whose degree time will be expired in June 2020.
- The meeting of Central Semester Committee will also be called online in case to resolve and discuss pending academic issues of the students.

ADMISSIONS POLICY:

- 1.1 University online admission shall be processed against the advertisement in Print and electronic media
- 1.2 Online application shall be accepted and hardcopy of the online submitted application form and credentials shall be submitted to the Admission Section as per Admission Calendar.
- 1.3 All responsibilities of provided data in the application shall be rest upon the applicant.
- 1.4 In case of any discrepancy, the admission shall be cancelled at any stage of degree.
- 1.5 The online submitted application form shall be acknowledged by the text on the application's given cell number.
- 1.6 The hardcopy submitted application shall be acknowledged at the time of submission.
- 1.7 In the current scenario, the following mentioned assessment criteria is proposed for

Determining BS- Admission Merit in 2020:

1.7.1 Matric & HSSC Stream:

Criterion	Weightage in Merit Aggregate
Matric : Marks/Percentage	60%
HSSC Marks/Percentage	40%

1.7.2 A or O Level Stream

Candidates with A or O level will be required to submit IBCC equivalent certificate and their letter grade will be considered in marks as mentioned in their IBCC equivalent certificate

Criterion	Weightage in Merit Aggregate
O Level : Marks/Percentage	60%
A Level Part Marks/Percentage	40%

- 2 Merit lists will be uploaded on the University Website as per Admissions calendar.
- 3 2nd Merit list will be uploaded to fill leftover seats of respective department.
- 4 All the selected candidates mentioned in any merit list shall present all the credentials in original for verification to the Admission Committee. The Admission Committee shall issue challan to the verified candidates.

- 5 The admission dues along with first semester shall be deposited during the stipulated period by verified students to secure admission in the designated bank branches at the University.
- 6 **Tentative Admission Calendar:**

Activity:	Date
Admission Announcement	27 th July, 2020
Deadline for Submission for Admission Forms	15 th August, 2020
Scrutiny/ Admission procedure	17 th August- 21 st August, 2020
Display of First Merit Lists of All Departments	24 th August – 28 th August, 2020
Deadline for Fee Submission for First Merit List	31 st August, 2020
Display of 2 nd Merit Lists of All Departments	31 st August-4 th September, 2020
Deadline for Fee Submission for 2 nd Merit List	31 st August -4 th September, 2020
Welcome Address and orientation by Coordinator of Respective department and Commencement of Class	15 th September, 2020