



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
REGISTRAR OFFICE (ACADEMICS SECTION)
Main Campus, LandaySarak, Charsadda Road, Larama
Email:academics@sbbwu.edu.pk; Phone .No: 091-9224707-08, Fax: 091-9224707

DEPARTMENT: _____

PROGRAM: _____

SEMESTER _____

COURSE & CODE: _____

FACTORS DETERMINING THE COURSE READINESS FOR ONLINE TEACHING				
1.	COURSE	YES	NO	REMARKS
	The course introduction, Giving background for the course.			
	The learning objectives.			
	The evaluation/ grading policy.			
	Course prerequisites (if any),.			
	Course requirement e.g attendance Rules			
	The textbooks or other required readings,			
	The key dates, the time and venue (physical or virtual) of class meetings			
	The lesson plan, Divide entire course into lectures (together with the assigned readings for each lecture),			
	The assignments, list the schedule of when assignment will be due and if possible any PPTs or handouts.			

1. The course is recommended as online ready.

2. The course is not recommended as online ready.

Technical Committee

1. Controller of Examinations _____

2. BS Coordinator _____

3. Dr. Neelam Gohar _____

4. Deputy Director QEC _____

5. Deputy Director IT _____

6. Registrar _____

Vice Chancellor _____



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
REGISTRAR OFFICE (ACADEMICS SECTION)
 Main Campus, LandaySarak, Charsadda Road, Larama
 Email:academics@sbbwu.edu.pk; Phone .No: 091-9224707-08, Fax: 091-9224707

FACTORS DETERMINING THE FACULTY READINESS FOR ONLINE TEACHING

1.	FACULTY	YES	NO	REMARKS
i.	Has the university provided the official Email IDs to all faculty members.	YES		on our public domain, all are official and licensed.
ii	Has the university provided the certified required software/s as needed i.e MS-Team,Zoom or Google Class Room.	YES		They are licensed soft wares, provided under the umbrella of HEC.
iii	Has the Faculty member (s) who has to offer online courses has successfully completed/attended the training on online Teaching.	YES		A three days comprehensive training from 2 nd June to 4 th June 2020 on Development of online Teaching skills for Faculty members was arranged by QEC and IT Section.
iv.	Has the faculty member (s) done a Dry Run of the Course to test the adopted system of LMS for any unforeseen problems and are prepared to start online classes in all respect.	YES		Members of Technical Committee has successfully run the Dry Run (Effectiveness of Adopted LMS i.e MS Team) Scheduled on 5th June Friday 6th June Saturday and 7th June Sunday 3pm-6pm.Total of 118 Online classes of different courses were assessed.
v	They are able to provide resource bank/ reading material to the students of their relevant course.	YES		The course instructors has uploaded the relevant books and other learning materials electronically in their online classes.

1. The faculty is recommended as ready to start online classes.

2. The faculty is not ready to start online classes.

Technical Committee

1. Controller of Examinations _____
2. BS Coordinator _____
3. Dr. Neelam Gohar _____
4. Deputy Director QEC _____
5. Deputy Director IT _____
6. Registrar _____

Vice Chancellor



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
REGISTRAR OFFICE (ACADEMICS SECTION)
Main Campus, LandaySarak, Charsadda Road, Larama
Email:academics@sbbwu.edu.pk; Phone .No: 091-9224707-08, Fax: 091-9224707

FACTORS DETERMINING THE LIBRARY READINESS FOR ONLINE TEACHING				
1.	LIBRARY	YES	NO	REMARKS
i.	Does the University have valid subscriptions to HEC's Digital Library.	YES		http://www.digitallibrary.edu.pk/frontier-wom-uni.html
ii.	Does the University has devised a mechanism to provide participants access not only to course material (through the LMS), but also all required readings and associated materials (optional readings, audio-visual materials.	YES		For this purpose we will collect all audio-visual material and will build an institutional repository and the link will be available on university website.
iii.	MoU with Virtual University for utilization of Open Courseware courses.	YES		The Process with Virtual University has been initiated.
iv.	Are the open resources available.	YES		Links already given in guidelines
v.	Registration with coursera or edx or both is done.	YES		Registration with both coursera and edx done
vi.	Has the University provided all faculty Members and students access to VPNs to enable them to access the required material.	YES		The data is available in IT section

1. The Library is recommended as ready for online classes.

2. The Library is not recommended as ready for online classes.

Technical Committee

1. Controller of Examinations _____
2. BS Coordinator _____
3. Dr. Neelam Gohar _____
4. Deputy Director QEC _____
5. Deputy Director IT _____
6. Registrar _____

Vice Chancel



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
REGISTRAR OFFICE (ACADEMICS SECTION)
 Main Campus, LandaySarak, Charsadda Road, Larama
 Email: academics@sbbwu.edu.pk; Phone .No: 091-9224707-08, Fax: 091-9224707

FACTORS DETERMINING THE TECHNOLOGY READINESS FOR ONLINE TEACHING				
1.	TECHNOLOGY	YES	NO	REMARKS
i.	Does the University has established a dedicated Office of Information Technology (OIT)	YES		Proper Help and Support policy and Guidelines are provided through University IT Centre
ii	Has the university acquired certificates for all required software including the LMS, as needed Microsoft Teams, Zoom, Google Classroom, etc and examination systems.	YES		through HEC Microsoft Education Academic Alliance Agreement
ii i.	Has the University provided all faculty Members and students access to Virtual Private Network (VPN) to enable them to access the required material.	YES		Upon request of Librarian, VPN server is setup and Guidelines and SOP provided to all students and faculty for using VPN
iv.	Has the university setup a tech support system (for trouble-shooting and real time assistance to faculty and students in online class room management)	YES		Proper Help and Support guidelines and SOP is devised and communicated.

1. The Technology at SBBWUP is recommended as ready to start online classes.

2. The Technology at SBBWUP is not ready to start online classes.

Technical Committee

1. Controller of Examinations _____
2. BS Coordinator _____
3. Dr. Neelam Gohar _____
4. Deputy Director QEC _____
5. Deputy Director IT _____
6. Registrar _____

Vice Chancellor



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
REGISTRAR OFFICE (ACADEMICS SECTION)
 Main Campus, LandaySarak, Charsadda Road, Larama
 Email: academics@sbbwu.edu.pk; Phone .No: 091-9224707-08, Fax: 091-9224707

FACTORS DETERMINING THE STUDENTS' READINESS FOR ONLINE TEACHING				
1.	STUDENTS			
		YES	NO	REMARKS
i.	Has the university collected information(Survey) on the online readiness of its students.	YES		It was online available on our website as website opening banner.
ii.	Is it ensured that all participants will be able to access the course from their homes or other venues.	YES		
iii.	No of students registered for course/s	YES		
iv.	No of students ready to take online classes and have computer/smart phone and internet facility	YES		
V	No of students who do not have facilities required for online education	YES		
Vi	Has a senior official been designated as a point of contact for communication and coordination with students.	YES		
Vii	Is there a back-up plan in place if there are issues with the synchronous mode.	YES		
Viii	Engagement with Students before the start of course.	YES		

1. The students are ready to start online classes.
2. The students are not ready to start online classes.

Technical Committee

1. Controller of Examinations _____
2. BS Coordinator _____
3. Dr. Neelam Gohar _____
4. Deputy Director QEC _____
5. Deputy Director IT _____
6. Registrar _____

—

Vice Chancellor