

Policy Guidelines for Open and Distance Learning (ODL) at IMSciences

In compliance with the directives of the government, the Institute shall offer online classes from **Monday, November 30, 2020** by following the below-given guidelines:

ODL at IMSciences shall include the following three components:

- Institute's ERP
- Google Meet
- Google Classroom

1. The faculty members shall use the ERP portal, Google Meet, and Google Classroom for Online/Distance Learning.

- The ERP portal through <https://portal.imsciences.edu.pk/> shall be used for getting access to students' contact details. The ERP credentials shall be used to log in.
- Faculty members shall use Google Meet for delivering live lectures.
- Google Classroom shall be used as an LMS for uploading PPTs, videos, links, and assigning quizzes etc.

2. An effort has been made to update the contact details of students but if the emails of students are still not available in the ERP, the CR or class fellows of such students may be asked for the provision of emails at the students' Portal.

3. All faculty members shall have **live sessions in accordance with the existing Time Tables and **record** these sessions. Students who are unable to access at that time will access the recorded lectures later.** It is therefore, required not to delete/remove already shared resources so that such students may access the resources whenever they have internet access.

Faculty members may change the schedule of his/her classes with mutual consent of the students after the first week of classes. The changes in the schedule should be reported to the coordinator/program office concerned.

4. Online classes must be delivered from the Campus during the first week so that technical support may be provided to faculty members who face issues in online delivery. After the first week, classes may be delivered from home or campus as suitable to faculty members.

5. All those faculty members who are teaching a course to multiple sections shall deliver the course to each section separately.

6. Attendance of the students needs to be punched in the ERP.

7. The Final Term exam shall be physically conducted at the Institute by following the Revised Academic Calendar.

8. Foreign students and students from remote areas having no internet access shall stay at the hostels and attend online classes from the campus. They shall follow the following safety protocols.
 - i. Proper social distancing shall be observed in dining halls.
 - ii. Boarders/hostelites will NOT be allowed to leave the campus. In case of Emergency, proper approval of the warden concerned shall be required.
 - iii. If a hostelite leaves the campus due to some emergency, he/she shall be shifted on return to isolation rooms designated for this purpose in each hostel.
 - iv. Hostelites with COVID like symptoms shall be quarantined in isolation rooms and shall remain there until the symptoms are no more there. They shall also be required to undergo PCR/Rapid Antigen Test if advised by the Institute's Physician.
9. Winter Holidays shall be scheduled from December 25, 2020 to January 10, 2021.
10. The program coordinators will solicit regular feedback about the courses taught in their programs.
11. Students, in case of problems and complaints, may contact at ocrc@imsciences.edu.pk.
12. All faculty members and students shall ensure the privacy and secrecy of institutional and individual data.
13. The HEC Digital Library can be accessed at homes by both faculty and students (See Annexure A for guidance).
14. These policy guidelines explain the minimum requirements/directions for the ODL initiative. These shall be in addition to and not in condemnation of any other statutes or directions provided by the Institute and/or the Higher Education Commission (HEC) from time to time.
15. In order to provide support services, the Program Coordinators, Program Officers, and ERP team shall be available.

Program Officers			
S. No.	Point of Contact	Programs	Emails
1	Mr. Aman Khan	BBA; BS (A&F)	muhammad.amankhan@imsciences.edu.pk
2	Mr. Mubashir Jamal	BS (English)	mubashir.jamal@imsciences.edu.pk
3	Syed Jalees Shah	BCS; BSSE; BS (Social Sciences); BS (Economics); BS (Data Science)	syed.jalees@imsciences.edu.pk
4	Mr. Kashif Latif	MS (Management); MS (DS); MS (PM); MS (CS);	kashif.latif@imsciences.edu.pk

		MS (Economics); PhD (Management); PhD (CS); PhD (Economics); PhD (IB&F)	
5	Mr. Laeeq Shah	MPH; MBA 1.5 Evening; MBA 2 Years Evening; MBA 3.5 Evening; MBA (IB&T)	laiq.shah@imsciences.edu.pk
6	Mr. Mukharif Shah	MBA 1.5 Morning; MBA 3.5 Morning; MPA; MBA 2 Years Morning	mukharif.shah@imsciences.edu.pk

ERP Staff		
S. No.	Name	Emails
1.	Mr. Bahar Ali	baharali@imsciences.edu.pk
2.	Mr. Shahid Iqbal	shahid.iqbal@imsciences.edu.pk
3.	Mr. Anees Ahmad	anees.ahmad@imsciences.edu.pk

Technical support/queries regarding HEC digital library login/access will be provided by:

Mr. Waqar Afridi (waqar.afриди@imsciences.edu.pk, 0321-9179619)

Queries related to HEC digital library resource access facility provided to IMSciences shall be handled by:

Ms. Riffat Naz (riffat.naz@imsciences.edu.pk)

For queries related to Google Classroom, **Mr. Adnan Amin** (adnan.amin@imsciences.edu.pk, 0333-9111925) may be contacted.

HEC Digital Library Web Access

Steps:

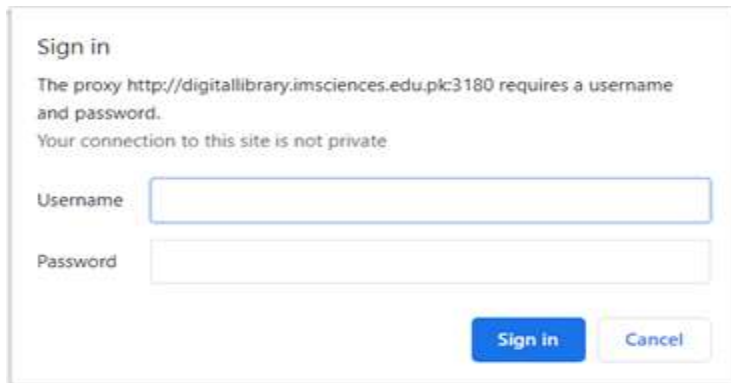
1. Using the following proxy setting in either Internet Explorer or Google Chrome:

Proxy Address: <http://digitallibrary.imsciences.edu.pk>

Port:3180

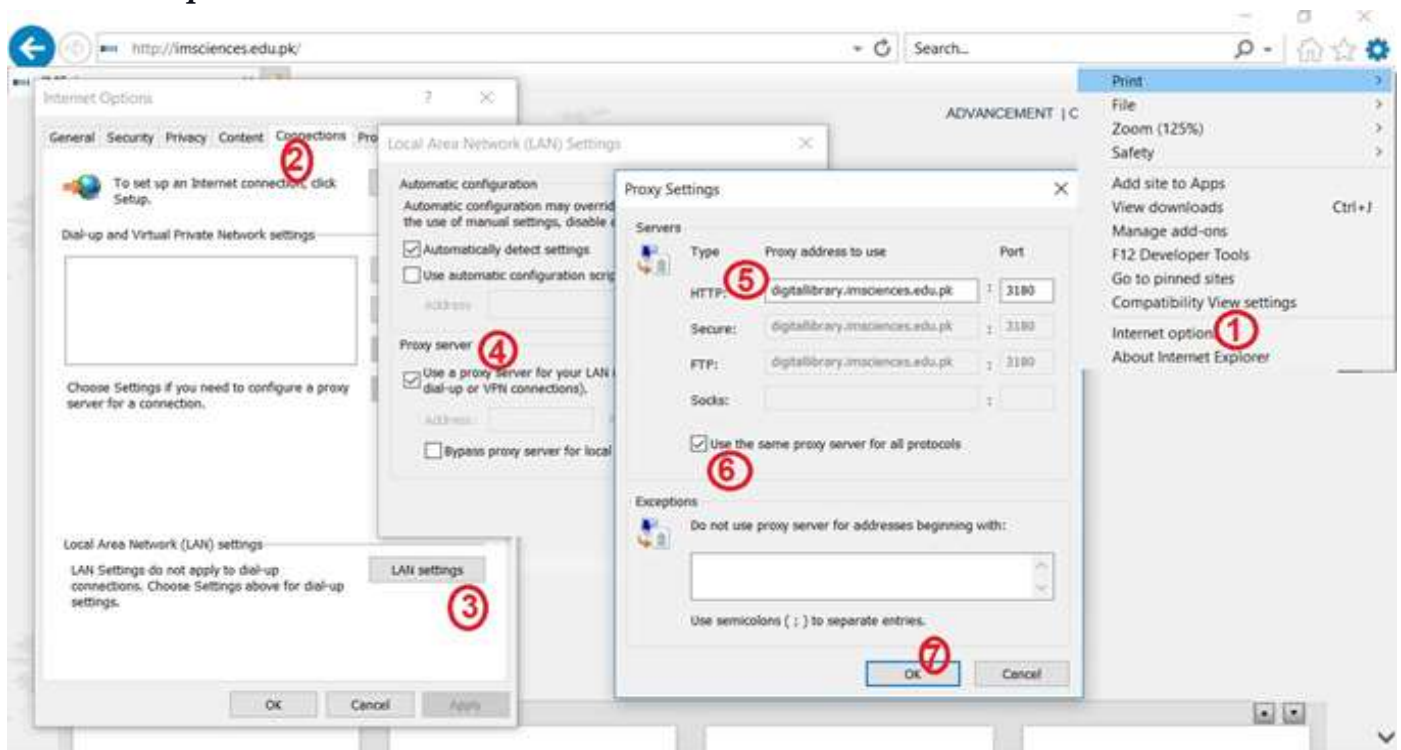
2. Enter the credentials

- i. Students (User Name [Student ID] and Password) already provided as used on Kiosk Machine
- ii. Faculty (User Name [and Password) same as ERP Credentials



3. Access the HEC Digital Library <http://www.digitallibrary.edu.pk/ims%20peshawar.html>

Internet Explorer:



Google Chrome:

