



# **THE UNIVERSITY OF AZAD JAMMU AND KASHMIR**

Administration Block, Chellah Campus, Muzaffarabad-13100, AJK, Pakistan

Website: [www.ajku.edu.pk](http://www.ajku.edu.pk)

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## **Policy Regarding Remote Working/ Online Classes During Law-and-Order Situations**

### **Introduction**

The University of Azad Jammu and Kashmir (UJJK) recognizes the need for uninterrupted academic and administrative operations during law-and-order situations, natural disasters, or other emergencies. This policy outlines the framework for remote working and online teaching to ensure continuity of education and institutional functions, in alignment with guidelines from the Higher Education Commission (HEC).

### **Scope**

This policy applies to all faculty members, administrative staff, and students enrolled in undergraduate, graduate, and postgraduate programs across all UJJK campuses and affiliated institutions.

### **Policy Guidelines / Implementation Procedure**

#### **Online Teaching**

- Online classes will be conducted using platforms such as Google Classroom, Zoom, or Microsoft Teams.
- Recorded lectures will be uploaded to the LMS and made available to students with limited internet access.
- Students in remote areas may receive course materials via courier (CDs/USBs).
- Faculty will follow the regular timetable and maintain attendance records.
- Midterm exams may be held online; final exams will be conducted in person unless otherwise directed.
- Lab work will be supported through virtual tools and emailed manuals.

#### **Remote Working**

- Administrative staff may work from home on a rotational basis, as determined by department heads.
- Essential services will remain operational with minimal on-site presence.
- Communication will be maintained through official email and virtual meetings.

#### **Academic Flexibility**

- Students may apply to freeze a semester or drop subjects with valid justification and parental consent.
- Applications must be submitted online and verified by the concerned department.
- Fee adjustments will be made in the following semester, but delays in degree completion may occur.

#### **Research & Supervision**

- Final Year Project (FYP) guidance will continue online.



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- Proposal defenses may be conducted virtually with prior notification to the Controller of Examinations.

## **Grievance Redressal**

- A "Grievances Committee" will be established to address student concerns related to online teaching.
- The committee will be chaired by a senior faculty member and meet weekly during remote operations.

## **Reporting Violations**

All university members are encouraged to report any suspected violations of this policy to the designated authority in good faith and without fear of retaliation.

## **Policy Review**

This policy will be reviewed **on demand or as circumstances require**, including changes in HEC guidelines, technological advancements, or feedback from stakeholders.

  
Registrar

University of Azad Jammu and Kashmir