Office of the Registrar  
Dow University of Health Sciences, Karachi.

Ref. No. DUHS/Reg./2020/-32

NOTICE

Dated the 18 March, 2020

In pursuance of the Higher Education Commission guideline for Faculty and Staff attendance vide E-mail dated 17-03-2020 during COVID-19 Outbreak, the following have been decided in its Meeting held on 16-03-2020 as under:-

- A Schedule / Time Table of online lectures will be prepared by all Principles of each constituent college / institute which will be circulated among the students and faculty through Website and concerned department.
- Head of each Administrative and Academic Departments will prepare a list of employee working under his / her domain. According to the list, 50% employees will attend their duties in first week (from 19-03-2020 to 25-03-2020) and rest of 50% employees will attend their duties in the next week (26-03-2020 to 31-03-2020).
- Those employees who will not be attending their duties at DUHS as per their working schedule will work at home as assigned by their Head of the Departments. List of employees working at home will be forwarded by the Heads of each Administrative and Academic Departments to the Finance Directorate for disbursement of salary.
- Ban on visitors are imposed with immediate effect till 05.04.2020. A public notice / banner is required to be displayed at main entrance/website/social media.
- Regarding Final Year Supplementary examination of MBBS/BDS Program, online theory exam and viva will be taken.
- Each student will be appeared online before the panel of 2 internal examiners for MBBS Program / 3 Internal examiners for BDS Program for 15 minutes. This will be considered as OSCE Oral Exam.
- Employees are directed to mark their attendance through Biometric Attendance machine with help of ID Cards which will be issued by ICT Directorate.
- All OPDs, Emergency Dental Services, DDR&RL, DIR, DIKIBD and DUH under the administrative control of DUHS will remain open according to their schedule.
- A banner must be fixed on main gates that only one attended will be allowed with the patients.
- As per directives of Universities & Boards Department, Government of Sindh, vide letter No. SO(U)/J&BMisc./23-144/2020/228 dated 18-03-2020, the closure of Dow University of Health Sciences from 01-04-2020 to 31-05-2020 shall be counted as summer vacation.

This is issued with the approval of the Competent Authority.

Copy to:
1. The Principal Secretary to the Governor Sindh / Chancellor, Secretariat of Governor Sindh, Governor House, Karachi
2. The Principal Secretary to the Chief Minister, Chief Minister's Secretariat, Sindh
3. The Secretary, Universities & Boards Department, Government of Sindh, Karachi
4. All Head of constituent Institutions, DUHS, Karachi.
5. The Director Finance, DUHS.
6. The Director QEC, DUHS
7. The Director (HR), DUHS
8. The Director Admissions, DUHS
9. The Director, Q' Bank, DUHS
10. The Controller of Examinations, DUHS
11. The Incharge, Payroll Section, Finance Directorate, DUHS
12. PA to the Vice Chancellor, DUHS.
13. PA to the Pro-Vice Chancellor (s), DUHS.
14. All Incharges of Campus Control Room, DUHS
15. All Notice Boards, DUHS

(Dr. Asrar Afaq)
Registrar
Dow University of Health Sciences,
Karachi