

## OFFICE OF REGISTRAR

April 3, 2020

Dear Students

In the existing situation of COVID 19 Pandemic, few instructions are detailed below for your convenience.

1. Online classes shall continue as per the guidelines of HEC.
2. Student Guide for operating 'Google Classroom' and 'Google Meet' has been already emailed to all students on their university email IDs
3. Faculty members are provided with the protocols for uninterrupted delivery of online quality lectures on Google Classroom and Google Meet.
4. The students who do not have internet facility or do not wish to continue online study may freeze the semester-“Spring 2020” with the following conditions.
  - a. The application stating valid reason, duly signed by student and his/her guardian must be submitted to the Registrar Office via email through student email ID at [studentaffairs@tuf.edu.pk](mailto:studentaffairs@tuf.edu.pk).
  - b. A student shall also submit an undertaking that he/she understands that freeze of semester may lead to delay in his/her degree completion.
  - c. The fee of the freeze semester will be carried forward.
5. All notifications of TUF will be shared on your official email IDs only. Please check your official email IDs on daily basis.
6. For any query/complaint students may contact at the followings.
  - a. <https://tinyurl.com/rtc67rz>
  - b. [complaint@tuf.edu.pk](mailto:complaint@tuf.edu.pk)

Every possible step is being taken to provide you best experience of online teaching and wish to enable you to complete your degree in time.

#Stay home #Stay safe