



UNIVERSITY OF AGRICULTURE, FAISALABAD

DIRECTORATE OF ACADEMICS AND TEACHING RESOURCE CENTER

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Director's office

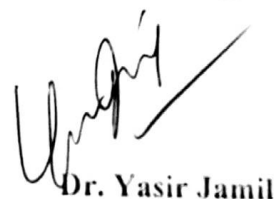
No. DA/1330

Dated: 24.01.2019

Subject: **ORIENTATION OF TEACHING ASSISTANTS APPOINTED DURING SPRING SEMESTER 2018-2019**

The Directorate of Academics and Teaching Resource Center in collaboration with Endowment Fund Secretariat (EFS) is organizing one day workshop on **7th February, 2019** in the Distance Learning Center 2 (DLC-2), Faculty of Agriculture for the training of newly appointed Teaching Assistants (TAs) during Spring semester 2018-19. Please direct all the **Ph.D/ M.Phil/ M.Sc.(Hons.) Scholars** who have been appointed as Teaching Assistant in Spring Semester 2018-19 to attend the workshop. It is compulsory for all TAs to attend this very important capacity building program. The involvement of TAs will help to increase the interaction between the teacher and the students. It is requested that all the teaching departments and institutes may please notify the name of TAs in undergraduate courses. Availability of TAs to the students, at least 2 hours per week, may kindly be ensured. Departmental libraries may be used in this regard. Please also make arrangements for the maintenance of Attendance Register and all the TAs must mark their attendance regularly. Thanks.

Time	Activity	Resource Person
9:00	Registration of participants	
9:10 – 9:30	Responsibilities of TAs and TORs of Teaching Assistantship	Dr. Yasir Jamil Director Academics and Teaching Resource Center
9:30 – 09.45	Presidential Address	Prof. Dr. Zafar Iqbal Vice Chancellor
9:45 – 10:30	Effective Teaching Assistant: Useful Tips; Large Class Management	Dr. Muhammad Jafar Jaskani Director EFS
10:30 – 11:00	Refreshment	
11:00 – 11:45	Use of Turnitin for checking similarity index and plagiarism	Dr. Amir Jamil Director QEC
11:45 – 1:00	Learning Management System (LMS)	Incharge ITRCDB
01:00 – 1:45	Refreshment & Prayer Break	
01:45 – 2:45	Professional Ethics at workplace	Prof. Dr. Aman Ullah Chairman Ethics Committee
02:45 – 3:15	Concluding Session and Group Photo	


Dr. Yasir Jamil

Copy is forwarded to:-

- All Deans/ Concerned Departments
- Director IT/Director Graduate Studies/Director QEC/Director EFS
- Chairman Ethics Committee
- Deputy Registrar (PRP) for publication in Campus News
- Secretary to Vice Chancellor
- PA to Registrar