



# UNIVERSITY OF AGRICULTURE, FAISALABAD

DIRECTORATE OF ACADEMICS AND TEACHING RESOURCE CENTER

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Director's office

No. DA/1638

Dated: 13.09.2019

Subject: **TRAINING OF TEACHING ASSISTANTS APPOINTED DURING WINTER SEMESTER 2019-2020**

The Directorate of Academics and Teaching Resource Center) is organizing one day workshop on **20<sup>th</sup> September 2019** in the Distance Learning Center 2 (DLC-2), Faculty of Agriculture for the training of newly appointed Teaching Assistants (TAs) during Winter Semester 2019-2020. Please direct all the **Ph.D Scholars** who have been appointed as Teaching Assistant in Winter Semester 2019-2020 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  |
|---------------|--|--|
| 9:30          | Registration of participants                                 |  |
| 10:10 – 10:20 | Responsibilities of TAs and TORs of Teaching Assistantship   | Dr. Yasir Jamil<br>Director Academics and Teaching Resource Center |
| 10:20 – 10.25 | Certificate Distribution                                     | By Prof. Dr. Muhammad Ashraf (H.I., S.I.)<br>Vice Chancellor       |
| 10:25 – 10.35 | Presidential Address   | Prof. Dr. Muhammad Ashraf (H.I., S.I.)<br>Vice Chancellor          |
| 10:35 – 11:20 | Use of Turnitin for checking similarity index and plagiarism | Director QEC   |
| 11:20 – 12:30 | Learning Management System (LMS)                             | Incharge ITRCDB  |

**Dr. Yasir Jamil**

Copy is forwarded to: -

- i. All Deans/ Concerned Departments
- ii. Director IT
- iii. Director QEC
- iv. Director Graduate Studies (Requested to Provide List of Teaching Assistant appointed in Winter Semester 2019-2020 with contact details)
- v. Deputy Registrar (PRP) for publication in Campus News
- vi. Secretary to Vice Chancellor
- vii. PA to Registrar