



## OFFICE OF THE REGISTRAR

### NOTIFICATION

AKU/Reg/2025/11/13/001

Dated: 13<sup>th</sup> November 2025

**MOST IMMEDIATE**

**SUBJECT: Second Registration & Enrolment Activity – Fall 2025 Semester**

Dear Concerned,

1. It is hereby notified that, with the approval of the Vice Chancellor, the Second Registration & Enrolment Activity (Fall 2025) Semester is scheduled to be held on **14<sup>th</sup> November 2025 and 15<sup>th</sup> November** at **09:30 AM to 5:00 PM** in the **Main Auditorium** of Al-Kawthar University. All concerned are requested to kindly review the following action plan and ensure timely preparation for a smooth and successful conduct of the meeting:

S. No.	TASK	ACTION BY
a.	<p><b>Venue Readiness:</b></p> <p>Ensure booking and readiness of the Main Auditorium.</p> <p><b>Chairs:</b></p> <ul style="list-style-type: none"><li>• Arrangement of 150 comfortable Chairs.</li></ul> <p><b>Tables:</b></p> <ul style="list-style-type: none"><li>• Arrangement of 10-12 Tables.</li></ul> <p><b>Cleaning:</b></p> <ul style="list-style-type: none"><li>• Ensure thorough cleaning of the Auditorium.</li></ul> <p><b>Provision of Stationery:</b></p> <ul style="list-style-type: none"><li>• Ensure the availability of all necessary stationery, including 500 Students file, 2 pens box, 10 paper rim, 10 tissue box, 04 staplers, 04 steel scales, 06 pin openers, 01 White Background Stands for the Activity.</li></ul> <p><b>Photocopier:</b></p> <ul style="list-style-type: none"><li>• Please Arrange 02 Photocopier Machine and 02 resource person.</li></ul> <p><b>Refreshment:</b></p> <ul style="list-style-type: none"><li>• Tea &amp; Lunch for all team members and volunteers for both days.</li><li>• Water Dispensers and Tea Service for visiting students and guardian at the Auditorium.</li></ul>	<p>Director Facilities and Services (Acting)</p>



b.	<b>Volunteer Required</b> <ul style="list-style-type: none"> <li>We will require 15 volunteers to support us and one representative from DSA department.</li> </ul>	Director Student Affairs
c.	<b>Required IT Resources:</b> <ul style="list-style-type: none"> <li>Multimedia.</li> <li>Five computer system with scanner machine.</li> <li>One Webcam should be connected and functional.</li> <li>One Internet Device should be provided for backup.</li> <li>All IT related equipment needs to be checked beforehand.</li> <li>IT Support Staff to be deputed in the Auditorium.</li> </ul>	Director IT
d.	<b>Videography / Photography:</b> <ul style="list-style-type: none"> <li>Arrange for photography and videography during the Activity.</li> <li>Provide a two studio lights.</li> </ul>	Head Digital Media Marketing
e.	<b>Assigned Duties &amp; Responsibilities:</b> <p><b>Counter 1</b></p> <ul style="list-style-type: none"> <li>Mr. Sadat &amp; Mr. Dawood - Document Verification (Original Seen) &amp; File Creation</li> </ul> <p><b>Counter 2</b></p> <ul style="list-style-type: none"> <li>Mr. Ayan &amp; Volunteer 1 - Scanning of Data</li> </ul> <p><b>Counter 3</b></p> <ul style="list-style-type: none"> <li>Mr. Zeeshan &amp; Mr. Sheeraz - Scanning of Data</li> </ul> <p><b>Counter 4</b></p> <ul style="list-style-type: none"> <li>Volunteer 2 - Collection of Transportation &amp; Hostel Data</li> </ul> <p><b>Counter 5</b></p> <ul style="list-style-type: none"> <li>Mr. Yousuf &amp; Mr. Awwab - IT Project Team – Biometric &amp; Capture of photo.</li> </ul> <p><b>Counter 6</b></p> <ul style="list-style-type: none"> <li>Mr. Faraz (Copier) - ID Card Printing</li> </ul> <p><b>Counter 7</b></p> <ul style="list-style-type: none"> <li>Modern Team - Collection of Blood Samples</li> </ul>	Activity In-charge & supporting coordinator

2. Please ensure strict compliance with the above instructions. Thank you for your cooperation and support.

**Dr. Rida Ahmed**  
Registrar

**Copy to (for action):**

- Director Facilities and Services (Acting)
- Director Student Affairs
- Director IT
- Head Digital Media Marketing

**Copy to (for info.)**

- Vice Chancellor

*[Signature]*  
13-11-25