



OFFICE OF THE REGISTRAR
NOTIFICATION

AKU/Reg/2025/11/13/001

Dated: 13th 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 **14th November 2025 and 15th 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>Venue Readiness: Ensure booking and readiness of the Main Auditorium.</p> <p>Chairs:</p> <ul style="list-style-type: none">Arrangement of 150 comfortable Chairs. <p>Tables:</p> <ul style="list-style-type: none">Arrangement of 10-12 Tables. <p>Cleaning:</p> <ul style="list-style-type: none">Ensure thorough cleaning of the Auditorium. <p>Provision of Stationery:</p> <ul style="list-style-type: none">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. <p>Photocopier:</p> <ul style="list-style-type: none">Please Arrange 02 Photocopier Machine and 02 resource person. <p>Refreshment:</p> <ul style="list-style-type: none">Tea & Lunch for all team members and volunteers for both days.Water Dispensers and Tea Service for visiting students and guardian at the Auditorium.	Director Facilities and Servies (Acting)

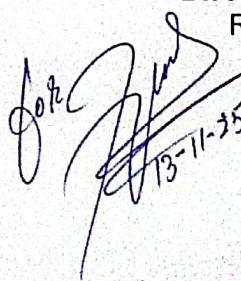
b.	<p>Volunteer Required</p> <ul style="list-style-type: none"> • We will require 15 volunteers to support us and one representative from DSA department. 	Director Student Affairs
c.	<p>Required IT Resources:</p> <ul style="list-style-type: none"> • Multimedia. • Five computer system with scanner machine.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

1. Director Facilities and Services (Acting)
2. Director Student Affairs
3. Director IT
4. Head Digital Media Marketing



13-11-25

Copy to (for info.)

1. Vice Chancellor