



OFFICE OF THE REGISTRAR

NOTIFICATION

AKU/Reg/2026/04/07/004

Dated: 07th April 2026

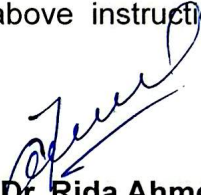
Subject: Second Registration & Enrolment Activity – Spring Semester 2026

1. It is hereby notified for the information of all concerned that the Second Registration & Enrolment Activity for new students of Spring Semester 2026 is scheduled to be held on **16th April 2026** from **09:30 AM** to **4:00 PM** in the **Room A-109** 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 activity:

S. No.	TASK	ACTION BY
a.	<ul style="list-style-type: none">• Please ensure that Room A-109 is booked and fully prepared for the activity.• Arrange 15 comfortable chairs and ensure the room is thoroughly cleaned prior to the event.• All required Stationery must be available, 05 pens, 01 paper rim, 03 tissue boxes, 01 steel scale, 01 pin opener, and 01 white background stand for the activity.• Please arrange tea and lunch for 25 Person (Team Members and Volunteers).	Director Facilities and Services
b.	<ul style="list-style-type: none">• Eight Student Volunteers to support the activity	Director Student Affairs
c.	Required IT Resources: <ul style="list-style-type: none">• Two Scanner Machines.• One Webcam should be connected and functional.• One Internet Device (for backup).• All IT related equipment needs to be checked beforehand.• IT Support Staff to be deputed in the Room A-109.	Director IT
d.	Videography / Photography: <ul style="list-style-type: none">• Provide two studio lights.	Head Digital Media Marketing

e.	<p>Assigned Duties & Responsibilities:</p> <p>Counter 1</p> <ul style="list-style-type: none"> • Mr. Dawood - Document Verification (Original Seen) & File Creation <p>Counter 2</p> <ul style="list-style-type: none"> • Volunteer 1 - Scanning of Data <p>Counter 3</p> <ul style="list-style-type: none"> • Mr. Zeeshan - Scanning of Data <p>Counter 4</p> <ul style="list-style-type: none"> • Mr. Yousuf and Mr. Awwab – IT Project Team: Biometric and Photo Capturing. <p>Book Shop</p> <ul style="list-style-type: none"> • Mr. Faraz (Copier) - ID Card Printing <p>Modern Hospital</p> <ul style="list-style-type: none"> • Modern Team - Collection of Blood Samples. 	Activity In-charge & supporting coordinator
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2. All concerned are requested to ensure compliance with the above instructions. Your cooperation and support in this regard will be highly appreciated.


Dr. Rida Ahmed
 Registrar

Copy to:

1. Director Facilities and Services
2. Director Student Affairs
3. Director IT
4. Director Academics
5. Head Digital & Social Media Marketing

Copy to:

Vice Chancellor (for information)