

NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY
POSTGRADUATE (PG) STUDENTS INSTRUCTIONS FOR RE-OPENING OF
THE UNIVERSITY - FALL 2020

To be read in conjunction with Guidelines issued time to time from HEC and NUST for COVID-19 Environment

Any revision in these guidelines will be communicated through CMS

1. Introduction

In the light of HEC Guide lines and various Government SoPs regarding COVID Pandemic, phase wise re-opening of the university has been deliberated and finalized. Objective is to ensure safe and healthy conditions on reopening of the university to prevent and reduce the impact of COVID-19 Pandemic. Important instructions in this regard are given in the ensuing paras.

2. Reopening Plan – PG (19th October 2020 in Face to Face and DL mode)

The reopening plan is based on the density relative to campus infrastructure, and successful implementation of the safety protocols. MS / PhD Students' density in class rooms and research labs etc will not exceed 50% of the designed capacity. Post Graduate students in course work phase will join the university to start their Fall Semester 2020 w.e.f 19th October 2020 in H-12 Campus and PNEC whereas in Military Colleges w.e.f 2nd November 2020 (Details available on NUST web portal as part of Academic Calendar).

3. Arrival Procedure for Hostel Students – PG

All the Hostel Students will reach hostels on 16 October 2020 with required documentations, i.e., PCR test reports, affidavit and Health declaration, details given in para 8. After joining, Students shall not leave the campus (Hostel) except in emergency situation.

4. Arrival Procedure for Day Scholars – PG

All the Day scholars will join with required documentations i.e, affidavit, Health declaration etc, details given in para 8. Day scholars will join the university as per the academic calendar for Fall 2020 semester.

5. Transport Plan

Students availing the transport will be informed by Deputy Director Transport according to their groups.

6. Conduct of Classes

- a. Hostel students and day scholars will be grouped separately. **This will ensure that hostel students do not come into contact with day scholars.** Students will attend 50% classes in Face-to-Face (FTF) Mode & 50% in Distance Learning (DL) mode but on **alternate dates of the working days**. For example, the schedule for the first two weeks would be as follows:

Week#	Mode	Monday	Tuesday	Wednesday	Thursday	Friday	@Saturday	@Sunday
1 st Week from October 19, 2020	FTF	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students
	DL	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars
2 nd Week from October 26, 2020	FTF	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars
	DL	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students

@ For students desirous to come on weekends.

- b. Effectively day scholars will come to university for 5 days every 2 weeks. However, the option of FTF and DL Mode will be available to all students. Every student would be facilitated to attend at least 50% classes in FTF mode on alternate dates.
- c. PG student in research phase who essentially require lab facility at NUST premises will also be grouped separately i.e. hostel students and day scholars to be called on alternative days.
- d. All assessments (Mid Semester and End Semester Exams) will be carried out in FTF.

- e. Students would have the option of attending all lectures in DL mode by taking full responsibility for understanding of the content and consequently the grades earned. Any student, who chooses the DL mode, would have to inform the parent school in a timely manner (*within the first week of the month for which he/she is going to attend classes in DL Mode in case there is a change in the existing mode*) by submitting the certificate (Anx D), and such students will have no provision to attend the classes in FTF mode for that particular month. However, students will have to appear for assessments and research activities in FTF mode.
- f. The student will have the option of semester deferment as per policy.

7. Guidelines / Instructions for Hostel Staff and Institutions

- a. Institutions to ensure that day scholars and hostelites are not called on the same day. **Day scholars and hostelites will not be allowed to mix in any case.**
- b. **To ensure safety of fellow hostelites, PG students staying in hostels will not be allowed to go outside the NUST premises on any pretext other than serious family emergency, through special permission. Procedure to be defined by Hostel authorities. No exceptions, will be made for any student.**
- c. All institutions to ensure that strict measures close to perfect be adhered regarding COVID-19 SoPs during convening of classes and research activities.
- d. Instructions for RAs / TAs will be the same. Institutions will ensure that all RAs / TAs who are living in hostels will not allowed to leave NUST premises and must manage their work as per schedule of PG students living in hostels. They will not be permitted to work in School premises on the days of day scholars.

8. Guidelines for Students Returning to the Campus

- a. Students having any of the symptoms of COVID-19 should stay at home and seek medical attention and inform their School accordingly by email, WhatsApp or SMS etc.

- b. **Affidavit**. Submission of **Affidavit** stating that students will adhere to all safety protocols and other instructions and they will not hold the University liable if they get infected despite safety protocols. Parents / Guardians should sign the Form (attached as **Anx-A**).
- c. **Health Declaration**. Submission of **Health Declaration** stating that student is in good health and whether they have undergone any COVID-19 testing or treatment during the closure period. Parents / Guardians should sign the declaration (attached as **Anx-B**).
- d. **COVID-19 Test Report**. All hostelites to submit recent COVID-19 test performed within three days i.e. 72 hours before reporting / joining hostels. In case a student is unable to undergo the COVID-19 test due to valid reasons, the School / Hostel (ddhostel@nust.edu.pk) must be informed in advance. A letter facilitating the students for free testing is also being forwarded on student's mail. Copy also attached as **Anx-C**. Student be informed that COVID-19 test can be conducted free of cost at Public Sector facilities on producing above Authority Letter. For guideline on Public Sector facilities country wide, please visit link "[Testing Facilities Pakistan](http://www.covid.gov.pk/facilities/16%20Sep%202020%20Current%20Laboratory%20Testing%20Capacity%20for%20COVID.pdf)" (<http://www.covid.gov.pk/facilities/16%20Sep%202020%20Current%20Laboratory%20Testing%20Capacity%20for%20COVID.pdf>). This is valid for Public Sector facilities only.

9. **Arrival Procedure (Hostelites)**

- a. Students must submit COVID-19 test report on arrival to their respective Hostel Manager.
- b. Students returning to Campus should read all instructions carefully and anyone who may be experiencing COVID-19 symptoms must share the information with respective Manager.
- c. Any hostelite who wishes to avail Distance Learning (DL) Mode or does not want to live in hostel due to personal / family or work related compulsions will inform DD Hostels (ddhostel@nust.edu.pk) and concerned Manager (Hostel) before 22 October 2020.

- d. Hostelites, who opts for complete DL mode will vacate the hostel room. Vacated rooms will be allotted to next student on waiting list.
- e. Please adhere COVID-19 SOPs while travelling.

10. Safety Protocols (SOPs)

- a. Wear a mask at all times when in a public place in Campus.
- b. Maintain social / physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors and staircases.
- c. Maintain good hygiene practices. Wash your hands thoroughly with soap or use hand sanitizer. Always dry your hands before leaving bathroom. Use tissue paper (and dispose it properly) or elbow crook while sneezing / coughing.
- d. Awareness messages will be posted / updated regularly to reinforce safety protocols i.e. Notice Boards of Hostels
- e. Review latest updates and general guidance provided by the University on CMS.
- f. Use community washrooms in accordance with designated protocols.
- g. Limit your movements. Try not to move around the Campus.

11. Individual Precautions

Students to strictly abide the following preventive measures: -

- a. Entry as per existing SOPs i.e. Face Mask and Temp check at the gates
- b. Using sanitizer at entry points in Hostels.
- c. Social distancing in dining halls must be maintained and follow the instructions provided.
- d. Covering face while cough or sneeze with tissue paper or an elbow.
- e. Avoid touching eyes, nose and mouth frequently.
- f. Repeated and diligent hand washing at least 20 seconds after every hour.
- g. Door / Cupboard handles, Laptops, Cell Phones must be disinfected repeatedly.
- h. If any Student residing in the hostel start feeling unwell or any symptoms, then he / she should report to NUST Medical Centre (NMC) with info to their respective Manager Hostel.
- i. Café will only provide delivery / take away services.

j. Fine / disciplinary actions will be imposed / taken on any violation of COVID-19

SOPs:-

- i. 1st Violation - Rs. 500/- fine
- ii. 2nd Violation - Rs. 1,000/- fine
- iii. 3rd Violation - Student will be expelled from the hostel

Affidavit Regarding Returning to University
(COVID-19 Situation)
(To be submitted to Parent School)

I _____

Son / Daughter of _____

NUST Registration No. _____ studying in Program _____

At School / College _____ of

NUST hereby certify that I will adhere by all COVID-19 safety protocols / polices and instructions given in this regard, and that I will not hold the university liable if I contract the virus in spite of the safety protocols.

Name of the

Student: _____

CNIC No. _____

Signature: _____

Countersigned By Parents / Guardian

Signature: _____

Name: _____

CNIC No. _____

Date: _____

Address: _____

Note: This is just a format, this undertaking has to be made on Rs. 100/- stamp paper and has to be stamped and signed by Oath Commissioner / Notary public.

Health Declaration
(COVID-19 Situation)
(To be submitted to Parent School)

I _____

Son / Daughter of _____

NUST Registration No. _____ studying in Program _____

At School / College _____ of

NUST hereby certify that I am in good health, and have not undergone any COVID-19 testing and / or treatment during the closure period, or have undergone COVID-19 testing and treatment during the closure period from _____ 2020 to _____ 2020

Name of the

Student: _____

CNIC No. _____

Signature: _____

Countersigned By Parents / Guardian

Signature: _____

Name: _____

CNIC No. _____

Date: _____

Address: _____

National University of
Sciences and Technology
Sector H-12, Islamabad
Tel: 051 – 9085 1666
0941/09/NUST/Med/NMC
24 Sep 2020

To: Medical Superintendent / Administrator
Concerned Govt Hospital

Copy to: Respective District Administration

Subject: **COVID-19 PCR Test**

1. As per Govt decision, Universities/higher education institutes will open for students with effect from 15 Sep 2020. Higher Education Commission has instructed that all students are required to undergo a COVID-19 PCR test before joining the institute, which should be negative.
2. In view of Govt decision, Mr / Ms _____ S/O / D/O _____ a student of National University of Sciences & Technology, Islamabad is directed to report to your Hospital/Healthcare facility for undergoing COVID-19 PCR test. All students will present NUST ID card at the respective medical facility for verification. New intake of fall session 2020 will present joining/selection letter as their NUST ID Card will be prepared after joining NUST.
3. You are requested to kindly facilitate the student to fulfil the Govt requirement.



Pro Rector (Planning & Resources)
Major General Jahangir Khan (Ret)

**DECLARATION /UNDERTAKING FROM THE STUDENT
TO ATTEND THE CLASSES IN DISTANCE LEARNING MODE (DL)**

(To be submitted on arrival to Parent School)

I, _____

S/D of _____ certify/undertake that I shall be taking classes in DL (Distance Learning/Online) mode for the month of _____ 2020/21. I have also read/understood the following and I will ensure to abide by them:

- I will attend university to do my assessments in FTF mode.
- I will attend university to do the Labs, which are specified by my parent institute to be taken in FTF.
- Once I have chosen DL mode, I shall not request to change the mode of study to FTF, for the opted month.
- I shall be solely responsible to ensure availability of internet connectivity, camera and adequate devices.
- I shall not ask for any compensation in case of internet connectivity issue, load-shedding or any problem that may occur online.

Student Name _____

CNIC No. _____

Cell No. _____

Signature: _____

Countersigned By Parents / Guardian

Signature: _____

Name: _____

CNIC No. _____

Cell No. _____

Address: _____