NUST COLLEGE OF E&ME

JOINING INSTRUCTION FOR - RE-OPENING OF THE UNIVERSITY

ESE FALL - 2020 & SPRING – 2021

(FOR PG STUDENTS ONLY)

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**. NUST College of E&ME plans to conduct ESE in FTF mode followed by resumption of spring semester - 2021 as per the Acad Program placed on NUST web portal & CMS on 8 March 2021. Detailed guidelines have been prepared in this regard for strict adherence by management, faculty and students.

2.   **Reopening Plan – PG.** The plan to conduct ESE of Fall Semester 2020 and start Spring Semester 2021 is given as under:

Batch	ESE Fall 2020 (FTF) (1 x Week)	Spring Semester 2021 (16 x Weeks)
Students continuing Course Work (MS-Entry 2020 and earlier Degrees)	8 Mar to 13 Mar 2021	15 Mar to 2 Jul 2021

3.   **Final Assessment**

    a.   The ESE will be conducted as per date sheet to be forwarded in due course of time.

    b.   The FBS will be conducted within two weeks after the completion of ESE.

    c.   Students failing to attend the ESE in FTF mode will be given I grade to be cleared as per provisions available under the NUST Statutes.

    d.   Hostelites arriving without valid PCR COVID-19 test report will not be allowed to sit in the exam. Any student finding it difficult to undertake the

PCR COVID-19 test will inform DD NSAW (ddnsaw@ceme.nust.edu.pk) well in advance and report to hostels 5-days before the scheduled joining date so that the test could be carried out by hostel management.

4. **Arrival Procedure for Hostel Students – PG.** All the hostel students will join with required documentations, i.e., <u>PCR Test Reports, Affidavit and Health Declaration</u>. The details are dilated as per Para - 8. After joining, Students shall not leave the campus without proper permission in any case. The students will be allowed to arrive to their hostels in a phased manner on fixed dates. The arrival plan would be as under: -

    a.   **MS Students:** 3rd & 4th March, 2021

    b.   **PhD Students in Course Work:** 3rd & 4th March, 2021

NOTE: <u>**Failure to report on the due data may result in cancellation of the hostel accommodation**</u>.

5. **Arrival Procedure for Day Scholars – PG.** All the day scholars will report to university along with the required documentations i.e, <u>Affidavit, Health Declaration</u> etc. <u>The details are dilated as per Para – 8</u>.

6. **Conduct of Classes (Spring Semester - 2021).** Hostel students and day scholars will be grouped separately. This will ensure that hostel students do not come into contact with day scholars. Day scholars and Hostel Students will attend 50% classes in Face-to-Face (FTF) Mode & 50% in Distance Learning (DL) mode but on alternate days. Classes will continue in the hybrid mode until HEC / Govt of Pakistan (GoP) allows conduct of classes with full strength. For the conduct of classes of spring semester-2021 the methodology of fall semester - 2020 will be followed.

    a.   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 days/dates.

    b.   All assessments (OHT, Mid Semester and End Semester Exams) will be carried out in FTF.

    c.   The schedule for the first four weeks would be as follows:

Week#	Mode	Monday	Tuesday	Wednesday	Thursday	Friday
Week of March 15, 2021	FTF	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students
	DL	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars
Week of March 22nd, 2021	FTF	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars
	DL	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students
Week of March 29th, 2021	FTF	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students
	DL	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars
Week of April 5th, 2021	FTF	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students
	DL	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars

d.   Students will 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 institution 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 A), and such students will not have provision to attend classes in FTF mode for that particular month. **This arrangement will however not be workable for hostel students.**

e.   In case of concerns about attending classes during COVID-19, the student may choose to defer the semester according to NUST statutes.

7. **Guidelines for Students Returning on Campus**

    a. **COVID-Symptoms**: The students having any of the symptoms of COVID-19 should stay at home and seek medical attention and inform college accordingly by email, WhatsApp/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 Appendix-I to 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 Appendix-II to Anx-A).

    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 College / Hostel (ddnsaw@ceme.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-B. 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 vide, please visit link "Testing Facilities Pakistan" (https://www.covid.gov.pk/facilities/1%20Jan%202021%20Current%20Laboratory%20Testing%20Capacity%20for%20COVID%20Web.pdf). This is valid for Public Sector facilities only.

8. **Arrival Procedure (Hostelites)**

    a. Students must submit COVID-19 test report on arrival to NSAW at the gate.

    b. Students returning to Campus should read all instructions carefully and anyone who may be experiencing COVID-19 symptoms must share the information with NSAW.

    c. Any hostelites who wishes to avail Distance Learning (DL) Mode will inform DD Hostels (ddnsaw@ceme.nust.edu.pk) before 22 Feb 2020.

d.   Hostelites, who will opt for DL mode, he / she will vacate the hostel room. Arrangements for attending Labs and assessments will be made at their own. Vacated rooms will be allotted to next student on waiting list.

e.   Please adhere COVID-19 SOPs while travelling.

9.   **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.

10.   **Individual Precautions**

Students to strictly abide the following preventive measures: -

a.   All students to keep small sanitizer bottle in the pocket and use regularly.

b.   Entry as per existing SOPs i.e. Face Mask and Temp check at the gates.

c.   Using sanitizer at entry points in Hostels.

d.   Social distancing in dining halls must be maintained and follow the instructions provided.

e.   Covering face while cough or sneeze with tissue paper or an elbow crook.

f.   Avoid touching eyes, nose and mouth frequently.

g.   Repeated and diligent hand washing at least 20 seconds after every hour.

h.   Door / Cupboard handles, Laptops, Cell Phones must be disinfected repeatedly.

i.   If any Student residing in the hostel start feeling unwell or any symptoms, then he / she should report to Medical Centre with info to NSAW.

j.   Café will only provide delivery / take away services.

k.   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

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 _____ 2021. 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: _____

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 under any

COVID-19 testing and / or treatment during the closure period, or have undergone

COVID-19 testing and treatment during the closure period from _____ 2021

to _____ 2021

Student Name _____

CNIC No._____

Cell No. _____

Signature: _____

Countersigned By Parents / Guardian

Signature:_____

Name:_____

CNIC No._____

Cell No. _____

Address: _____

Anx B

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