

SOPs HOSTELITES MOVEMENT IN / OUT OF CAMPUS

(To be read in conjunction with Guide lines issued time to time from HEC and NUST for COVID-19 Environment)

1. Following SOPs for hostelites movement **IN/OUT** of campus including **Emergencny Leave** must be adhered to strictly for compliance:-

a. Hostel students are not permitted to leave hostel except under condition of serious family emergency (Parents, Siblings & Grand Parents only) as per defined procedure. Procedure for leaving hostel in case of serious family emergency is as follows:

(1) **During classes.** Student will process the case on the prescribed form (Attached) duly recommended by HOD with approval of Principal and will be shared with Hostels Branch.

(2) **After Classes.** Student will process the case recommended by Manager (Hostel) which will be approved by Director Admin through DD Hostels.

(3) Any hostelite who is permitted to leave hostel (as per defined procedure) **will have to bring latest COVID-19 test (last 72-hours) and will be Quarantined.**

2. No movement outside the hostel for Hostelites is permitted on designated day of Day Scholars till **Day Scholars leave the campus (2130 hrs.)**

3. Any day scholars found visiting Hostel premises, both Hostelite and Day Scholar **will face serious disciplinary action.**

4. Any student found to have violated the SOPs will be expelled from the hostel without any warning and may be considered for removal / withdrawal from University.

For Security Branch Only: -

5. Ensure strict checking of Student Cards before entering the respective hostel (Hostelites have yellow card and Day Scholars have red card).

6. Any unauthorized person found visiting the hostel may be reported to Manager(Hostel) / CSO on priority.

Emergency Application Performa

Name _____

Reg. No _____

School _____

Discipline _____

Hostel _____

Room NO _____

Reason:

Student's Signature: _____

Date: _____

Recommended by (HOD)

Approved by Principal / Dean
