NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY
UNDERGRADUATE (UG) STUDENT INSTRUCTIONS
FOR RE-OPENING OF THE UNIVERSITY – SPRING 2021

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 plans to conduct ESE in FTF mode followed by resumption of spring 2021 semester as per the Acad Program placed on NUST web portal & CMS on 5 January 2021. Detail of guidelines have been prepared in this regard for strict adherence by University management, faculty and students.

2.   **Stepwise Reopening Plan – UG.** The conduct of ESE and Spring 2021 semester is planned in phased manners to ensure that students' density in class rooms and labs etc does not exceed 50% of the designed capacity. Phase wise plan for ESE Fall 2020 and start of the spring semester is as under: -

Batch	ESE Fall 2021 (FTF) (One Week)	Spring Semester (16 Weeks)
Final Year UG	8 Feb to 12 Feb 2021	15 Feb 21 to 4 Jun 2021
2nd & 3rd Year UG	15 Feb to 19 Feb 21	22 Feb 21 to 11 Jun 2021
1st Year UG	22 Feb to 26 Feb 2021	1 Mar 21 to 18 Jun 2021
1st Year UG Students of ASAB and LLB	8 Mar to 12 Mar 2021	15 Mar 21 to Jul 2021

3.   **Final Assessment**

   a.   ESE will be conducted as per the schedule specified in para 2 above.

   b.   Lab assessment will be carried out through DL mode in last week of the fall 2020 semester.

   c.   FBS will be conducted within two weeks after the completion of ESE. Two FBS will be conducted as under: -

   (1) Results of UG students of 2nd, 3rd and final year (preferably after 2 weeks of ESE of final year).

   (2) Results of UG students of 1st year and PG students.

  d. Students failing in pre-requisite courses will have provisions to register for the next course in spring semester and attempt to clear the failed course later subject to approval of the FBS.

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

  f. Hostelites arriving without valid PCR COVID-19 test report will not be allowed to sit in the exam. Any students finding it difficult to undertake the PCR COVID-19 test will inform the DD Hostel and his / her institute well in advance and report to hostels 5 days before the schedule joining date so that the test could be carried out by hostel management.

4. **Arrival Procedure for Hostel Students – UG.** All the Hostel Students will join 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 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. **Final Year Students:** 6th & 7th February, 2021

  b. **2nd and 3rd Year Students:** 13th & 14th February, 2021

  c. **1st Year Students:** 20th & 21st February, 2021

  d. **First year students of ASAB and LLB:** 6th March 2021

Note: Failure to report on the due data may result in cancellation of the rooms.

5. **Arrival Procedure for Day Scholars – UG.** All the Day scholars will report to university along with the required documentations i.e, affidavit, Health declaration etc, details given in para 1 of the Administrative / Hostel instructions attached as Anx-B. Day scholars will appear in the ESE Fall 2021 in FTF mode and continue the spring semester 2021 as per the schedule given at para 2.

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

7.   **Conduct of Classes.**   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 dates. Classes will continue in the hybrid mode untill HEC / GoP allows conduct of classes with full strength. Methodology of Fall 2020 will used.

a.   The schedule for the first three weeks would be as follows:

Week#	Mode	Monday	Tuesday	Wednesday	Thursday	Friday
Week of February 15, 2021 (4th Year Students)	FTF	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students
	DL	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars
Week of February 22nd, 2021 (4th / 2nd / 3rd Year Students)	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 01, 2021 (1st to 4th Year Students)	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 15, 2021 (Applied Bio-Sciences and LLB 1st Year Students)	FTF	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students
	DL	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars

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 days/dates.

c.   In general, all students would be required to attend the labs in FTF mode. The plan / schedule of labs will be shared with the students by their parent institutions.

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

e.   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. However, students will have to appear for lab work and assessments in FTF mode. **This arrangement will however not be workable for hostel students.**

f.   Option of DL mode will not be available for lab work of engineering programs, studio work of Architecture and Industrial Design programs and in any other program where lab is required to be conducted in FTF mode. Students missing 25% or more of such sessions will be awarded XF grade.

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

8.   **Instructions For Institutions On Day Scholars' Day.** Institutions to ensure that Day Scholars and Hostelites are not called on the same day for any activity. In order to ensure that Hostelites do not interact with Day Scholars, they will be grouped separately. Followings instructions must be ensured by Schools / Institutes, Security and Hostel Branch on Day Scholars day: -

a. Ensure that strict COVID-19 SOPs be adhered to during convening of classes and research activities.

b. Institutes to ensure that UGs are not kept in the School beyond 05:00 pm and PGs beyond 09:00 pm

c. School administration in coordination with Security Branch to ensure that Day Scholars leave the Campus on following timings, straight moving from respective School to the main exit gates, without visiting any Café or other places: -

(1) UG - 05:30 pm

(2) PG - 09:30 pm

d. Alumni / Students from constituent colleges should only be allowed to visit the Campus on Day Scholars' Day.

e. Day Scholars, Alumni and Students from constituent colleges are also not allowed on weekends and holidays.

f. On violation of above mentioned instructions, strict disciplinary action will be taken against Day Scholars.

9. **Administrative / Hostel Instructions.** Attached as Anx-B

10. **Military Colleges and NBC.** Instructions be prepared / issued keeping in view the local requirement as per the latest academic schedule issued by Acad Dte.

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: _____

ADMINISTRATIVE INSTRUCTIONS
FOR RE-OPENING OF H-12 CAMPUS

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

1. **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/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 **Appx- I to Anx-B**).

    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 **Appx-II to Anx-B**).

    d. **COVID-19 Test Report**. All hostelites to submit 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 management of Hostels (ddhostel@nust.edu.pk) must be informed in advance and would be required to report 5 days before the schedule joining date so that the test could be carried out by hostel management. 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 vide, please visit link "Testing Facilities Pakistan" (http://www.covid.gov.pk/facilities/16%20Sep%202020%20Current%20Lab

oratory%20Testing%20Capacity%20for%20COVID.pdf). This is valid for Public Sector facilities only.

2. **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 even with valid PCR COVID-19 test report must share the information with respective Manager.

   c. Any hostelite who wishes to avail Distance Learning (DL) Mode will inform DD Hostels (ddhostel@nust.edu.pk) and concerned Manager (Hostel) at least 7 days prior to the planned arrival date.

3. **Safety Protocols (SOPs)**

   a. Adherence to COVID-19 SOPs while travelling

   b. Wear a mask at all times when in a public place and on Campus.

   c. Maintain social / physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors and staircases.

   d. 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.

   e. Awareness messages will be posted / updated regularly to reinforce safety protocols i.e. Notice Boards of Hostels.

   f. Reviews / latest updates and general guidance will be provided by the University on CMS.

   g. Use community washrooms in accordance with designated protocols issued by University Administration.

h.   Limit your movements. Try not to move around the Campus.

i.   Due to risk of COVID-19 Day Scholars and hostelites are not allowed to meet / interact with each other. Rs. 500/- will be fined on violation.

j.   Day scholars and hostelites will have separate days for classes (FTF) as per schedule given by respective Schools.

k.   All students (Day Scholars / Hostelites) must wear / display NUST ID Cards prominently. Rs. 500/- will be fined on violation.

4.   **Individual Precautions.**   Students to strictly abide the following preventive measures: -

a.   Entry as per existing SOPs i.e. Face Mask and Temperature 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.   Following must be adhered strictly: -
      (1)   Use of face mask
      (2)   Social distancing
      (3)   Use of hand sanitizers

       (4)   No gatherings

5. **Hostel Branch**

   a.   **General**

      (1)   Hostelites to submit COVID-19 test report of PCR test performed in last 3 days before joining.

      (2)   An affidavit as per the specimen as per Appnx-I to Anx-B.

      (3)   No out pass / weekend will be allowed except emergency cases. Students who leave hostel & university premises without permission will be removed from hostels.

      (4)   Students with negative test report will be sent directly to their rooms.

      (5)   Separate rooms will be made available for the suspected cases.

      (6)   Complete cleanliness and disinfection of Hostels, Messes & Rooms.

      (7)   Hostilities will not be allowed to leave hostel once day scholars are in the Campus,

      (8)   No one is allowed to visit any other rooms.

      (9)   Wearing of face mask is mandatory while leaving room.

     (10)   Personal hygiene and use of face mask of hostelites must be ensured.

     (11)   Student's guests are not allowed to visit.

     (12)   Monitoring and Inspection should be done on regular basis to ensure adaptation of protocols by the Managers (Hostel).

     (13)   The luggage of students while entering the Campus shall be properly sanitized and disinfected by University Administration.

     (14)   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

b. **Hostelites Movement in / out of Campus**

    (1)   Following SOPs must be adhered to strictly for compliance: -

        i.   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:

           a) **During classes.** Student will process the case on the prescribed form (**Emergency Application Performa at Appnx-III to Anx-B**) duly recommended by HOD with approval of Principal and will be shared with Hostels Branch.

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

           c) **COVID-19 Test**. Any hostelite who is permitted to leave hostel due to serious family emergency (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 SOP will be expelled from the hostel without any warning and may be considered for removal / withdrawal from University.

(5)   For Security Branch Only: -

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

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

c.   **Positive COVID-19 Cases.** In order to take preventive measures against the spread of Covid-19, it is mandatory to segregate suspected / confirmed positive Covid-19 hostelites from the rest of the hostelites**.** Followings must be ensured by Hostel Branch: -

(1)   Ensure that suspected Covid-19 cases be segregated immediately and must be kept in a designated separate room for Quarantine.

(2)   They should be provided food in their rooms.

(3)   The information of Covid-19 cases be shared immediately with the parents and the schools.

(4)   Parents are allowed to take their son / daughter to their home on personal / private vehicles.

(5)   Suspected students will not be asked to leave hostels and go back home through public transport.

(6)   The positive Covid-19 cases are required to complete the Quarantine period of 14 days either at home or hostel.

(7)   The positive Covid-19 cases can join hostel after completing 14 days Quarantine with a negative fresh Covid-19 test report.

(8)   On violation of above mentioned instructions, strict disciplinary action will be taken.

d. **<u>Administrative Protocols.</u>** To reduce / minimize exposure to a hazard by the Students following protocols be implemented:

(1) Regular disinfestation be carried out in all the hostels.

(2) Any student feeling sick should not be allowed to enter Campus.

(3) Wearing of face mask is mandatory while leaving room.

(4) Hostelites must not be allowed at any cost to leave the University Premises.

(5) Ceasing non-essential work activities that involve close personal contact (less than 3 feet).

(6) Social distancing at preferably 6 feet.

e. **Important Circulars**

(1) **Circular 1.** Hostelites availing Distant Learning (DL) Mode, must get confirmation from the respective Manager (Hostel) before re-joining hostel, whether the room is available for Quarantine or not. In case of non-availability of room for Quarantine, the Hostelite will not be allowed to re-join hostel till availability of room for Quarantine.

(2) **Circular 2.** Due to COVID-19 precautions Hostelites are not allowed to go out of the Campus. Any Hostelite found going out will be expelled from hostel. Hostelites are also not allowed to visit Café located outside Gate-1 near Reception, however, they can order food delivery. On Day Scholars' day, Hostelites are allowed to leave hostel premises after 06:00 pm.

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 _____ 2020
to _____ 2020

Student Name _____

CNIC No._____

Cell No. _____

Signature: _____

Countersigned By Parents / Guardian

Signature:_____

Name:_____

CNIC No._____

Cell No. _____

Address: _____

Emergency Application Performa

Name _____   Reg. No _____

School _____   Discipline _____

Hostel _____   Room NO _____

Reason:

_____

_____

_____

Student's Signature: _____

Date: _____

Recommended by (HOD)

 _____

Approved by Principal / Dean

_____

National University of
Sciences and Technology
Sector H-12, Islamabad
Tel: 051-90851670
0941/09/NUST/Med/NMC
   8   Jan 2021

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 01 Feb 2021. 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.

3.   You are requested to kindly facilitate the student to fulfil the Govt requirement.

Deputy Director Admin & Coord (Planning & Resources)
(Colonel Niaz Ahmed (Retd)