



National University of Technology (NUTECH)

Main IJP Road, Sector I-12, Islamabad

Telephone: 051-5476768, 051-5476809, Fax: 051-5476769

Website: www.nutech.edu.pk

E-mail: registrar@nutech.edu.pk & registrar.office@nutech.edu.pk



Ref: 106/Invitation Students/Registrar
September 08, 2020

Subject: **Guidelines for Students Returning to NUTECH**

Dear Students/ Parents

1. As you are aware that in response to the COVID-19 pandemic, the Government of Pakistan had decided to close educational institutions including universities from March 16, 2020 onwards. These decisions were needed to control the pandemic in line with WHO guidelines. National University of Technology (NUTECH), Islamabad is resuming its on-campus academic activities with effect from September 14, 2020 as approved by the Government of Pakistan.

2. These academic activities will start with the conduct of on-campus labs classes followed by final exams. The detailed schedule of labs classes is already issued and has been sent to you through email. In order to ensure implementation of safety protocols you are advised to come to NUTECH strictly following the schedule of labs classes because you will be denied entry/ stay at NUTECH during times in which you have no labs classes. Following needs to be ensured by the Students, Parents and the University at the time of opening of the University:

a. Students/ Parents:

- (1) Students having any symptoms of COVID-19 should stay at home and seek medical attention. They must inform the Registrar Office about their condition through email. In case they are unable to attend labs classes due to health conditions they will have to repeat labs courses in any next semester.
- (2) Maintain social/ physical distancing of minimum 6 feet in classrooms, labs, libraries, cafeteria, offices, corridors, staircases, and lifts.
- (3) Wearing mask and hand sanitization.
Maintain good hygiene practices. Wash your hands thoroughly with soap and water or use a hand sanitizer, dry the hands before leaving the bathroom. Use a tissue (and dispose it off properly) or the crook of your elbow when coughing or sneezing.
- (4) Maintaining contact diary/ log every day.
- (5) Use only the designated entrances and exits.
- (6) In case of any symptoms of COVID-19, immediately report to your

department coordinator or Dean of Students Life (DSL) Office and get self-quarantine in the designated isolation area at the campus.

- (7) Restricted movement in the campus.
- (8) Signing undertaking for observance of the policies.
- (9) Parents to provide undertaking and health declarations as per attached format.

b. **University:**

- (1) Checking system at NUTECH gate with thermo gun and NUTECH ID/CNIC.
- (2) Entry of students in the university in a planned manner with entry permission in accordance with their labs classes schedule.
- (3) Scheduling of labs classes after considering social distancing requirements.
- (4) Daily sanitization of labs and campus will be ensured.
- (5) Availability of medical facility for the students for emergency checkup.
- (6) Awareness lectures by the faculty.
- (7) University has detailed COVID-19 Inspectors to conduct random checks to ensure implementation of COVID-19 SOPs. These Inspectors can check any students violating the safety protocols and penalties/ fine will be imposed on the violators as following:-
 - i. First violation – Verbally cautioned by the DSL
 - ii. Second violation – Fined by DSL
 - iii. Third violation – Intimation to the parents by the Registrar
 - iv. Fourth violation – Written warning by the Registrar
- (8) Imposition of penalties in case of non-observance of SOPs.


3. Following timeline will be followed regarding opening of the university and conduct of Fall-2020 semester:

- a. NUTECH will resume academic activities with effect from September 14, 2020 (Monday).
- b. The labs classes of Semester Spring 2020 will be conducted for 4 weeks from September 14 – October 11, 2020.
- c. Final Exams of Semester Spring 2020 will be conducted on the campus from October 11 – 18, 2020.
- d. Semester Fall 2020 will commence with effect from October 26, 2020.

4. Following documents are attached with this letter:-

- a. Undertaking
- b. Health Declaration
- c. Arrival Procedure at NUTECH for Students

- d. Guidelines to Students for Preparation to Return to NUTECH
 - e. Safety Protocols SOPs
 - f. Facilitation Provided by the NUTECH
 - g. Guidance and Contact
5. You are requested to complete and submit your Undertaking and Health Declaration through email to Registrar Office. Only those students will be allowed entry in NUTECH who would have submitted these documents complete in every respect to Registrar Office by 10 September 2020 Registrar Office Email ID is: student.registrar@nutech.edu.pk
6. Looking forward to your safe return to studies.


Registrar NUTECH
(Dr. Syed Adnan Qasim)

UNDERTAKING

I, NUTECH ID: _____ Name: _____

Son / Daughter of _____ of _____ Department

do solemnly affirm and declare as under:-

National University of Technology (NUTECH), Islamabad, has offered me to return to on-campus academic activities (labs classes and final exams) with effect from September 14, 2020. That, I have chosen to return to NUTECH to attend on-campus labs classes (September 14 to October 11, 2020) and appear in the Final Exam of Semester Spring 2020 (October 12-18, 2020). I assure that I will adhere by all safety protocols and other instructions in this regard.

That, I will not hold NUTECH liable if (God forbid) I contract the virus in spite of the safety protocols put in place by NUTECH.

That, I am liable to pay fine imposed by the NUTECH in case of non-adherence of safety protocols.

That, I fully understand the repercussions of returning to NUTECH in current COVID-19 scenario in take full responsibility of my action of returning back to NUTECH.

Name & Signature of Student:

Name: _____

Signature: _____

CNIC: _____

Dated: _____

Name and Signature of Father/Guardian:

Name: _____

Signature: _____

CNIC: _____

Dated: _____

Relation (in case of Guardian): _____

HEALTH DECLARATION

I, NUTECH ID: _____ Name: _____
Son/ Daughter of _____ of _____ Department
do solemnly affirm and declare as under:

That I am not suffering from any kind of disease / illness that is symptomatic towards CORONA Virus and I am physically fit to attend labs classes and Final Exam in person.

In case (God forbid) I contact CORONA Virus during classes, I shall intimate NUTECH Authorities immediately and proceed with PCR COVID-19 and submit report within 5 days.

I shall observe the SOPs and precautionary measures while being on NUTECH campus and in case of violation shall be liable to pay fine as prescribed by the NUTECH.

OR

That I am suffering from COVID-19 symptoms or related health conditions or not considered appropriate to physically attend the university due to health / COVID-19 concerns and not find myself fit to attend labs classes and Final Exam in person.

I understand that by not returning to NUTECH I will have to repeat my lab courses if I miss lab classes and repeat theory courses of entire Semester Spring 2020 if I miss Final Exam of Semester Spring 2020.

Please strikeout whichever is not applicable.

Name & Signature of Student:

Name: _____ Signature: _____

CNIC: _____ Dated: _____

Name and Signature of Father/Guardian:

Name: _____ Signature: _____

CNIC: _____ Dated: _____

Relation (in case of Guardian): _____

ARRIVAL PROCEDURE AT NUTECH FOR STUDENTS

1. Following arrival procedures will be followed by the students at NUTECH:-
 - a. Every student will report at NUTECH main gate at least 30 minutes before the start of class (in order to provide sufficient time to security staff to ensure implementation of safety protocols).
 - b. Students will be asked to identify him/herself by showing Student ID Card/ CNIC and telling the Department.
 - c. Security staff will check every student's name in the list provided by the Administration Office and also check whether he/ she has any class at that time (by consulting the schedule of labs classes of respective department). In case of no class, students will be denied entry in the campus by politely telling them the reason.
 - d. Security staff will ensure that no student enters the campus without wearing face mask. As per NUTECH policy, "No entry is permitted without face mask".
 - e. After entering NUTECH, students will go to their respective lab (mentioned in the schedule of labs classes) and attend classes and will leave immediately after attending the labs classes.

GUIDELINES TO STUDENTS FOR PREPARATION TO RETURN TO NUTECH

1. Students are advised to read carefully and follow these guidelines in order to prepare for returning to NUTECH to attend on-campus labs classes:-
 - a. Please save the contact information of 2 key individuals (preferably parents) in your phone's database which may be contacted in case of any emergency.
 - b. Submit the Undertaking and Health Declaration after completing these in every respect through email to **student.registrar@nutech.edu.pk** by September 10, 2020.
 - c. Keep a hard copy of schedule of labs classes and must consult it before planning to go to NUTECH.
 - d. Check your NUTECH Email ID regularly for any update / announcement through email.

SAFETY PROTOCOLS SOPs

All members of NUTECH community, including faculty, Support Staff and Students are expected to adhere to the following guidelines in order to protect the health of its students, faculty, and staff, and the procedure to be followed in case of COVID-related symptoms.

- a. Wear a mask at all times when in a public space on campus.
- b. Maintain social/ physical distancing of minimum 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors, staircases, and lifts.
- c. Maintain good hygiene practices. Wash your hands thoroughly with soap and water (for 20 seconds) or use a hand sanitizer, dry the hands before leaving the bathroom. Use a tissue (and dispose it properly) or the crook of your elbow when coughing or sneezing.
- d. Use only the designated entrances and exits.
- e. Review latest updates and general guidance provided by the University on the web portal to be designed specifically for updating COVID-19 related information.
- f. Use communal facilities, e.g., kitchens, canteens, meeting rooms, printers and photocopiers only in accordance with the designated protocols, as it may be necessary to stagger usage or to continue to hold remote meetings so as to maintain social distancing;
- g. Maintain and update a Daily Contacts Diary: you must keep a record of where you go, when, and who you see while on campus. Some public spaces on campus may ask you to provide this information.
- h. Limit your movements. Try not to move around the campus too much. Stick to your own space as much as possible

GUIDANCE AND CONTACT OPTIONS

In case you are unable to return to NUTECH due to health issues or unavoidable reasons, you may contact Registrar Office at **student.registrar@nutech.edu.pk** and inform about your problem to get necessary guidance.

FACILITATION PROVIDED BY NUTECH

In order to ensure safety protocols, NUTECH has taken following steps:-

- a. The academic activities have been scheduled to engage minimum possible number of students at a time at the campus.
- b. The wearing of mask is mandatory for all at the NUTECH Campus.
- c. Sanitizers and hand washing facilities have been provided at a number of places at the campus.
- d. The labs have been marked with proper floor markings to ensure social distancing.
- e. Medical facility is available at the campus in case of any emergency.
- f. In case of any emergency, students may contact their departmental coordinator or the office of Dean of Students Life.

NUTECH IMPORTANT CONTACTS LIST

Ser	Office/ Appointment	Contact number	Email Address
1.	Registrar Office	051-5476768 / 051-5476809 (Extn: 123)	student.registrar@nutech.edu.pk
2.	Dean of Student Life (DSL) Office	051-5476768 / 051-5476809 (Extn: 196)	as_h.dept@nutech.edu.pk
3.	Administration Office	051-5476768 / 051-5476809 (Extn: 239/ 143)	admin.office@nutech.edu.pk
4.	NUTECH Hostel	051-5476768 / 051-5476809 (Extn: 159)	dad.hostel@nutech.edu.pk