

MILITARY COLLEGE OF SIGNALS (NUST)
UG/PG STUDENT INSTRUCTIONS FOR RE-OPENING OF MCS
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/LMS

- Introduction.** In the light of HEC/NUST Guidelines and various Government SOPs regarding COVID Pandemic, re-opening of MCS has been deliberated and finalized. Objective is to ensure safe and healthy conditions on reopening to prevent and reduce the impact of COVID-19 Pandemic. Important instructions in this regard are given in the ensuing paras.
- Reopening Plan.** The reopening plan is based on density relative to campus infrastructure and successful implementation of the safety protocols. Students' density in class rooms and labs etc will not exceed 50% of the designed capacity. Fall-2020 semester for all UG/PG programs will start in MCS from 2 Nov 2020. However, students are being accommodated in Hostel in a phased manner. Phase wise plan for start of semester is asunder:

Batch	Reporting Date	Orientation week	Remarks
GCs (incl 1st year)	23 Oct 2020	--	Will quarantine for 10 days
NCs, PCs, ASCs, NS	30 Oct 2020	--	Less 1 st year UG
Officers	23 Oct 2020	--	Will quarantine for 10 days
1st Year UG (less GCs)	26 Oct 2020	26-30 Oct 2020	Applicable for NCs, ASCs & PCs only

3. **Arrival Procedure for Hostel Students – UG.** All Hostel Students (less offrs/GCs) will join with required documentations, i.e., PCR test reports, affidavit and Health declaration, details given in para 7. 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. Hostel students will be required to attend the class in campus on even calendar dates. They will take the class online on odd calendar dates and will not be allowed to enter the campus on odd calendar date. Thus, first on campus class for hostel students will be on 2 Nov 2020.

4. **Arrival Procedure for Day Scholars – UG.** All Day scholars will join with required documentations i.e. affidavit, Health declaration etc, details given in para 7. Day scholars will join the campus as per the start of fall semester and their grouping plan. Day scholars will be required to attend the class in campus on odd calendar dates. They will take the class online on even calendar dates and will not be allowed to enter the campus on even calendar date. Thus, first on campus class for day scholars will be on 3 Nov 2020.

5. **Conduct of Classes.**

- a. Hostel students and day scholars are grouped separately, as explained above. 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 of the working days. For example, the schedule for the first two weeks would be as follows:

Week#	Mode	Monday	Tuesday	Wednesday	Thursday	Friday
Week#1 2-6 Nov 20	FTF	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students
	DL	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars
Week#2 9-13 Nov 20	FTF	Day Scholars	Hostel Students	Day Scholars	Hostel Students	Day Scholars
	DL	Hostel Students	Day Scholars	Hostel Students	Day Scholars	Hostel Students

- b. Effectively day scholars will come to university for 5 days every 2 weeks. Every student would be facilitated to attend at least 50% classes in FTF mode on alternate days/dates.
- c. Mix of hostel students and day scholars is strictly prohibited in during activity in MCS incl FYPs, lab work, group discussions and other projects. FYP groups will be recomposed by dept in case of such mixes, if any.
- d. **Any student can opt for class through DL mode only.** However, FTF attendance of all labs (as per their odd/even date sch) would be mandatory for all students.
- e. Standard training program has been prep which is required to be followed by each group as per their even/odd dates.
- f. All major assessments will be carried out in FTF mode. Mid semester exam will be conducted, in lieu of 2 x One Hour Tests (OHTs).
- g. **As given above, students would always 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 dept 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 lab work and assessments in FTF mode.
- h. There will be no online lab. Students missing 25% or more labs will be awarded XF grade.
- i. 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 to the Campus**

- a. Students having any of the symptoms of COVID-19 should stay at home and seek medical attention and inform their dept 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 **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. A letter facilitating the students for free testing is 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.

8. **Arrival Procedure (Hostelites)**

- a. Students must submit COVID-19 test report on arrival to their respective Hostel Management. This is not applicable for SOM and Iqbal and Jinnah company as per they will be quarantine for 10 days, as per GHQ policy.
- 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 Management.
- c. Any hostelite who wishes to avail Distance Learning (DL) Mode will inform Hostel management by 29 Oct 2020.
- d. Please adhere to 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. Entry as per existing SOPs i.e. Face Mask and Temp check at the gates
- b. Using sanitizer at entry points in Hostels. Each student should be in possession of his own sanitizer (small bottle).
- 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 MCS MI Room/hospital with info to their respective hostel management.
- i. Fine / disciplinary actions will be imposed / taken on any violation of COVID-19 SOPs:-
 - (1) 1st Violation - Rs. 500/- fine
 - (2) 2nd Violation - Rs. 1,000/- fine
 - (3) 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 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

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: _____