

Government College University, Faisalabad

Standard Operating Procedures (SoPs.) for Reopening of Government College University, Faisalabad for Fall 2020 during COVID-19 Pandemic

The opening of GCUF for teaching and research activities on campus is contingent upon the following clear and detailed Standard Operating Procedures (SoPs). These are developed in compliance to the government directives and HEC's guidelines. Nevertheless, we will continually improve and update these measures as we seek to take account of the concerns of academic and non-academic staff and of students, as well as changing government/HEC/ directives and guidelines. In the light of Government SOPs regarding COVID-19 Pandemic and HEC Guidelines, the University administration deliberated on the re-opening of the University in a meetings: of the Deans, Directors, Transport Officer and Estate Care Officer held on 09-09-2020. Deans of Faculties, Chairpersons and Directors of teaching departments and in-charges would be responsible for the implementation of these guidelines in true letter and spirit.

Schedule of commencement of 2020-21 Academic Year:

Phase-I

The following schedule has been finalized for the commencement of the 2020-21 academic year:-

- The detailed schedule is as follows:-
 - a. Faculty members and Research Staff of the University will attend their offices from 2nd September, 2020.
 - b. PhD Students will do their research/Lab. work w.e.f. 15th September, 2020.
 - c. M.Phil Students will also be allowed to do their research / Lab. work w.e.f. 15th September, 2020.
 - d. Initiation and completion of Admissions of BS w.e.f 4th week of September, 2020.
 - e. Conduct of traditional Exams of 1st Annual M.A/M.Sc., part-II and LLB (all parts of 3-year & 5-year programs) w.e.f. 4th week of October, 2020.
 - f. Conduct of traditional Exams of M.Sc 4th, BS 8th , M.Phil, PhD and all final semester students of professionals studies who opted option of physical examinations due to connectivity issues will be held w.e.f. 2nd week to third of September, 2020.
 - g. Start of M.Sc, MS, M.Phil & PhD admissions w.e.f 2nd week of October, 2020.
 - h. Opening of Hostels w.e.f. 15.09.2020 for the students of PhD, M.Phil, BS 8th, M.Sc 4th and final semester students of professional studies.

Phase-II

- I. Blended teaching will be opted, online classes for Fall 2020-2021 of all semesters of BS and M.A/M.Sc, (all disciplines) will continue until w.e.f. 1st week of October, 2020 to third week of December, 2020. Face to face teaching for practical lab work will be conducted w.e.f 1st week to third week of January, 2021.
- II. Online / physical exam (depend on situation) will be conducted w.e.f. third week of January, 2021.
- III. The students belonging to for-flung areas having connectivity issues will be allowed to attend the online classes at campus and will be provided with hostel accommodation.

Campus Management

In order to reduce crowd on GCUF's campus and reduce the risk of COVID-19 infection, it is important to ensure the following before allowing students back on campus:

- COVID-19 SoPs must be uploaded on the website.
- Display health and safety protocols on all entry points and entry gates of teaching blocks.
- Wearing face mask and maintain social distancing are compulsory for academic and non-academic staff, students and guests in the university premises.
- Additional facilities will be in place for everyone to maintain good hygiene such as through regular hand washing with soap and water.
- Every teaching department should designate a senior teacher/committee to ensure the implementation and observance of COVID-19 health and safety protocols
- Emergency contact No. should be displayed at all gates of teaching blocks and hostels gates.
- Symptomatic person (irrespective of academic & non-academic staff or students) should stay at home.
- Temperature check should be ensured at the University entry points at the gate.
- University cleaning regimes will be significantly enhanced, with regular cleaning of contact points such as door handles, banisters and bathrooms etc.
- All departments/sections are authorized to add rules and instructions for ensuring the observance of SoPs and COVID Protocol
- No indoor sport and recreation will be permitted in the university premises.

- It is advised to avoid handshaking.
- Canteen/Photocopy shop/Mosque will strictly follow the standard SOPs.
- Gathering of more than 5 people at the campus are not allowed.

Teaching and Research:

- Each Department has the liberty to determine its own approach of blended learning for each programme, class and labs to safeguard the health of students and teachers.
- Strict observance of SoPs (Masks and Physical distancing of 6 feet) must be ensure in Departments for research scholars.
- Every head of Department/ Director/Incharge of Department would ensure a mechanism of his/her respective department/institution/school for observance of SoPs / Protocols.
- Students affair in-charge, ensure timely orientation sessions.
- No co-curricular and extra- curricular activities/any kind of gathering will be allowed during the pandemic in the premises of the university.
- Students will submit their complaints to their respective chairpersons/Directors/Incharges.
- Standard SOPs (Face mask & social distance) should be compulsory in the Library.

Consent and Willingness of Students for Return

- All students must submit a consent / willingness certificate for returning to campus for teaching and learning due to connectivity issues. Therefore, all students who are required to attend courses on-campus will be informed to submit consent / willingness duly signed by the parents/guardian before the start of classes. Students, if they choose to return, must write in their consent/willingness certificate that they will not hold the university liable if they contact the virus in spite of the safety protocols. Signatures of Parents/ Guardians is essential on certificate.
- Students will be supposed to declare whether they encountered COVID-19 or not.

Response to Infected Persons

- In case of symptoms of COVID-19, the affected person will be sent to University DCMO who will refer the affectee accordingly.

Transport

- All students, drivers and conductors must wear face mask when in bus.
- All students who avail university transport must keep/display their university identitycard at the time of travelling

- Drivers and conductors will ensure regular disinfecting of seats and windows of university transport.
- Anyone (whether employee or student) who has signs and symptoms similar to COVID-19, will not be allowed to travel in busses.
- Conductors will ensure that social distancing as per COVID-19 protocols are maintained during traveling in university transport.
- Bus windows may be kept open during travelling in normal weather condition.

Hostels

- All students residing in the hostel will submit certificate that she was not affected by COVID-19 and is not suffering from it, duly signed by the parents/guardians, that they will follow COVID-19 SoPs.
- Each boarder student will be examined by the University Deputy Chief Medical Officer at the time of first entry in the hostel.
- All students residing in hostel shall wear face mask and must maintain social distancing by restricting themselves to their respective rooms. No group formation will be allowed.
- Students will not be allowed to entertain guests in hostel during COVID-19 pandemic.
- In additions to these COVID-19 SoPs and protocols, hostels rules and regulations, issued by the hostel administration from time to time must be followed and observed directions of hostel administration.

NOTE : These SOPs are issued on behalf of the Committee formulated by the Vice Chancellor in consultation with Deans and Chairpersons and may subject to revision/change from time to time.

Prof. Dr. Sofia Anwar (Member)

Director Advanced Studies

Prof. Dr. Tayyaba Sultana (Member)

Chairperson, University Hall Council

Prof. Dr. Salma Sultana (Member)

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