

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

[Office of the Director (Academics)]

No.IIU/D(Acad)/08/2020-5130

September 14 2020

CIRCULAR

RE-OPENING OF UNIVERSITY—OBSERVANCE OF SOPS's

In continuation of Circular No.IIU/Dir(Acad)./2020-5080 dated September 11 2020, SOPs as detailed hereunder shall be required to be strictly followed:-

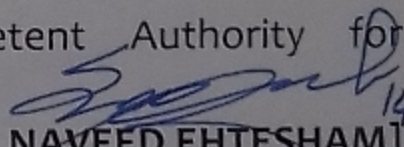
Sr No	SOP's/Actions to Do	Responsibility
1	<ul style="list-style-type: none"> All Class rooms to be disinfected before University reopens Regular sanitization and cleanliness have to be carried out on regular basis 	<ul style="list-style-type: none"> Directorate Administration and Estate Management
2	<ul style="list-style-type: none"> Wearing of Surgical Mask Frequent use of sanitizers Maintaining 03 to 06 Ft distance from each other Avoid sharing of personal belongings i.e. Mobile Phone, Pen, Copy, Books etc Avoid Clustering at campus Self-monitoring on regular basis 	<ul style="list-style-type: none"> All Students Teachers, Employees and Visitors
3	<ul style="list-style-type: none"> Faculties to prepare time table for 02 to 2 ½ days for all batches to reduce the student strength by 50% in a day to be effective from September 21 2020 Batch Wise Time Table shall be shared with student through program Office and also to be placed on IIUI website well before time to enable students to plan accordingly Students to attend university as per their scheduled time table only Orientation session for observance of SOP's with student shall be conducted at deptt level SOPs shall be displayed on all Notice Boards at the Deptt 	<ul style="list-style-type: none"> HoD/Dean Students to ensure that they attend campus according to scheduled time table only.
4	<ul style="list-style-type: none"> Student to submit statement that he/she has no symptoms of Covid-19 virus All deptts to ensure that such statement is submitted by every student 	<ul style="list-style-type: none"> HoD/Dean
5	<ul style="list-style-type: none"> One entry point at every block should be used Sanitizers to be available on every entry point 	<ul style="list-style-type: none"> Directorate Administration/Security
6	<ul style="list-style-type: none"> Thermal guns for screening of temperature to be provided to all Depts. for temperature monitoring of staff and student 	<ul style="list-style-type: none"> Directorate Administration/Security
7	<ul style="list-style-type: none"> Random/Selective Covid test of student/staff members based on symptoms Close Liaison with PIMS and NIH to meet any eventuality 	<ul style="list-style-type: none"> Medical Center
8	<ul style="list-style-type: none"> Observance of SOPs at Hostel No outsider or Non-Allottee to be allowed No student with symptoms to be allowed in hostel 	<ul style="list-style-type: none"> Provost/RHT. Boarder students to follow instructions

	<ul style="list-style-type: none"> • A few rooms to be spared to meet quarantine requirement • Dining Halls to remain closed • Only take away to be allowed • Regular Cleanliness and sanitization of hostel blocks to be ensured 	and observe SOP's.
9	<ul style="list-style-type: none"> • Regular cleanliness of Campus, class rooms, Hostel Blocks/lavatory blocks and provision of toiletries etc. to be ensured. • Regular Sanitization and Disinfection of Hostel & Campus to be taken care of. 	<ul style="list-style-type: none"> • Estate Management at Campus and B • Hostel Management at Hostel Blocks
10	<ul style="list-style-type: none"> • All Canteen/shop(s) contractors and their staff to submit fresh Covid Test Report • Regular Screening of Staff at Canteen/Shops • Only Take ways to be allowed • Distance Marks at all Canteens/Cafes/ outlets/Shops • Cleanliness/Sanitization of Canteens and shops and maintenance of distancing, wearing of mask and availability of sanitizer for customers and staff 	<ul style="list-style-type: none"> • Services Dept. • (Canteen & Shop Dept.)
11	<ul style="list-style-type: none"> • Disinfection and sanitization of buses • Regular Cleanliness of buses to be ensured • Wearing of mask to be mandatory in University Bus for all student and staff members 	<ul style="list-style-type: none"> • Transport Section • All students & employees to wear mask and avoid use of bus in case of symptoms

2. District Administration shall conduct random checks to ensure implementation of SOP's and shall also conduct Covid test. Universities with Positive test reports shall be closed.

3. All are requested to strictly follow SOPs in personal as well as in larger interest and for safety of all.

4. It is circulated with approval of Competent Authority for implementation by all concerned.


 [SYED NAVEED EHTESHAM]
 Director (Academics)

Distribution: -

1. All Vice President(s),
2. All Deans/HoDs,
3. All Director General(s) Academies/Institutes
4. All Directors
5. Principal ICT
6. Provost (M & F)
7. Students Advisor (M & F)
8. CSO
9. Dy Dir Estate Management
10. Asst Director Services Deptt/Canteen & Shops

C.C:

- i. SSP to Rector
- ii. SPS to President