CIRCULAR
RE-OPENING OF UNIVERSITY—OBSERVANCE OF SOP’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:

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<th>Sr No</th>
<th>SOP’s/Actions to Do</th>
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| 1     | • All Class rooms to be disinfected before University reopens  
       • Regular sanitization and cleanliness have to be carried out on regular basis | • Directorate Administration  
                                              • Estate Management |
| 2     | • 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 | • All Students  
                                             • Teachers, Employees and Visitors |
| 3     | • 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 dept level  
       • SOPs shall be displayed on all Notice Boards at the Deptt | • HoD/Dean  
                                             • Students to ensure that they attend campus according to the scheduled time table only. |
| 4     | • Student to submit statement that he/she has no symptoms of Covid-19 virus  
       • All depts to ensure that such statement is submitted by every student | • HoD/Dean |
| 5     | • One entry point at every block should be used  
       • Sanitizers to be available on every entry point | • Directorate Administration/Security  
                                             • Directorate Administration/Security |
| 6     | • Thermal guns for screening of temperature to be provided to all Depts for temperature monitoring of staff and student | • Medical Center |
| 7     | • Random/Selective Covid test of student/staff members based on symptoms  
       • Close Liaison with PIMS and NIH to meet any eventuality | • Provost/RHT.  
                                             • Boarder students to follow instruction |
| 8     | • Observance of SOPs at Hostel  
       • No outsider or Non-Allowtee to be allowed  
       • No student with symptoms to be allowed in hostel | |
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|   | 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  |
| 9 |   |
|   | 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.  |
| 10 |   |
|   | 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  |
| 11 |   |
|   | 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  |
|   |   |
|   | Estate Management at Campus and B Hostel Management at Hostel Blocks  |
|   | Services Dept.  
   | (Canteen & Shop Dept.)  |
|   | 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.  |

**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

[Signature]

SYED NAVEED EHTESHAM
Director (Academics)

[Date: 14/9/2]