



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

OFFICE OF THE VICE CHANCELLOR

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POLICY ON GRADUAL RE-OPENING OF SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR FROM 15TH SEPTEMBER 2020 ONWARDS

In the light of Federal Government's decision regarding re-opening of Universities/ HEIs, with effect from September 15, 2020 a strategy for gradual re-opening of Universities/ HEIs as shared by HEC, the following phase-wise schedule has been finalized for the commencement of the 2020-21 academic year.

The University is re-opening gradually in phases with effect from 15th September 2020 for the students. We will continue with online classes, adopting the option of hybrid mode of learning, for Fall Semester 2020, where those students who cannot come to the campus will take online classes. Most of the programs will be taught online without any compromise on quality and as per HEC specification through Certification of Online courses. The arrival of students is in phases as per the following categories:

1. For students with internet connectivity issues:
 - a. face-to-face learning arrangement on the campus are made;
 - b. asynchronous study mode has also been adopted;
 - c. they can opt to continue online learning by availing the internet connectivity facilities at the following Allama Iqbal Open University regional centers for accessing internet, if they do not want to come on campus:
 - i. Adjacent BISE Murree Road Abbottabad
 - ii. H.No. 237 Sector E Sadberg Road Sheikh Maltoon Town Mardan
 - iii. Balambat Road Timergara Lower Dir
 - iv. Near Rescue 1122 District Courts D.I Khan
 - v. H.No. 43 Sector A-2 Phase-II KDA Kohat
 - vi. Haji Rehman Plaza Rashimabad Swat
 - vii. Governor Cottage Road Goldoor Chitral
2. Arrangements are made at the University for day-scholars and hostelites who are involved in laboratory and research work. Laboratory requirements will be managed through group-strategy. Groups will be formed as per adherence of SoPs. The university will ensure that all students complete the degree requirements without any compromise on quality and standard.
3. MS/M.Phil/Ph.D students are allowed to attend classes and laboratory work physically.
4. Those students who could not be contacted during lockdown period i.e from March 15 2020 till 31st August 2020 and did not attend Spring Semester 2020, on-campus learning is arranged for them.

All students coming back on campus, be they boarder or day scholar, are required to submit **Affidavit** and **Health Declaration Certificate**. Arrival procedure for boarders and day scholars, students orientation manual regarding SoPS and point of contacts are sent along with the invitation letter. The updates will be regularly uploaded on the university website for the stakeholders. A focal person (Ghulam Tehmasap, Deputy Director Administration) is designated at the Campus to be contacted in case of questions about safety or emergencies. Awareness messages are posted and updated regularly to reinforce SoPs.

Examinations are taken physically on campus by adopting staggering approach (in shifts). Buses and hostel facility are made available for students.

A health care unit is established with help of Rescue 1122 at the campus. The university has provided them with a room and the Rescue 1122 is providing the university medical staff comprising of 24/7 nursing staff, emergency medicine and a fully equipped ambulance. Also, the university has made a written request to the health department for provision of essential supplies and liaising with the nearest hospital available, i.e, Lady Reading Hospital for medical assistance in case of any emergency. De-sanitizing gates, pedal-operated hand-washing units are placed at five strategic points in the university.

SoPs for precautionary measures have been laid down including:

- University has disinfected and sterilized the buildings, which include hostels and academic blocks, cafeteria, library, administrative units etc.
- No entry without wearing mask; wearing a mask at all times is mandatory.
- Focal person of medical services (Dr. Irum Maqsood, Assistant Professor Department of Zoology), and other officials responsible for various COVID-19 related duties are available to the boarders and the day scholars on the campus.
- Isolation Room has been established to deal with the suspected cases of COVID-19.
- A proper mechanism for tracing of symptomatic individuals is in place.
- Marks are made for maintaining social / physical distancing of 6 feet in classrooms, laboratories, libraries, cafeteria, offices, corridors, and staircases.
- Maintenance of good hygiene practices which include washing hands thoroughly with soap and water or use of sanitizer, drying of hands before leaving the washroom, usage of tissue (and disposing it off properly); crook of the elbow to be used when coughing or sneezing.
- Use of only designated entrances and exits installed with de-sanitizing walk-through gates, in place.

The strategies mentioned above will be implemented phase-wise in the following manner:

A: TEACHING & RESEARCH

Phase I: 11th September 2020 to 30th September 2020

1. All Faculty members of the university are attending their offices from 11th September 2020.

2. Conduction of physical exams for BS Spring semester 2020 with effect from 14th September 2020 to 30th September 2020 as per schedule released by the Controller of Examinations.
3. Classes of all semesters of Masters program for Fall 2020 will continue online.
4. MS/M.Phil/Ph.D students are allowed to come on campus with effect from 15th September 2020 for physical classes and laboratory work.
5. Admission of BS/ MS/ M.Phil and PhD programs is conducted online which will be completed by 25th September 2020.
6. For those students who could not be contacted during lockdown period i.e from March 15 2020 till 31st August 2020 and did not attend Spring Semester 2020, on-campus learning is arranged for them.

Phase II: with effect from 5th October 2020:

1. Classes of BS for Fall Semesters 2020 will continue online with effect from 5th October 2020.
2. The Classes of new admission BS 1st Semester Fall 2020 only, will be conducted physically on Campus.
3. For students with internet connectivity issues, face-to-face learning arrangement on the campus are made; asynchronous study mode can also be adopted; they can opt to continue online learning by availing the internet connectivity facilities at designated Allama Iqbal Open University regional centers for accessing internet, if they do not want to come on campus.
4. Hostel is re-opened for:
 - a. Students having internet connectivity issue
 - b. Students having requirement of laboratory work for BS and Masters Program
 - c. MS/MPhil/Ph.D students

B: TRANSPORT

University is resuming the transport facility by strictly following the SoPs by student and staff:

1. All students, drivers and conductors must wear face mask when in bus. No student is allowed to board the bus without mask. (Masks are available in the bus on payment).
2. 30% transport is operational keeping in view the strength of students attending face to face classes on campus.
3. All employees who avail university transport must keep/display their service card at the time of travelling.
4. All students who avail university transport must keep/display their university identity card at the time of travelling.
5. The University transport is functional on prescribed routes, including Charsadda and Nowshera, from 14th September 2020, as per regular timings.
6. All transport vehicles are sanitized regularly.

C: HOSTELS

University has re-opened its hostel facility with condition to strictly comply with regulations of Hostel.

- a) **In phase-I** the boarders of spring semester 2020 coming for physical exams are allowed with effect from 13th September 2020 till completion of examination i.e 30th September 2020.
 - b) **In phase-II** the boarders of Fall semester 2020, will include BS First semester students, those students having internet connectivity issue and those having requirement of laboratory work will be allowed. The schedule will be released by the university on 30th September 2020 on the university website.
 - c) MS/MPhil/Ph.D students will be allowed to avail hostel facility with effect from 15th September 2020.
1. All students residing in the hostel have to submit certificate on stamp paper (Affidavit) and Health Certificate, duly signed by the parents/guardians.
 2. Students have to dine in their respective rooms. Dining hall will not be used for breakfast, lunch or dinner.
 3. Students are not allowed to entertain visitors in hostel during COVID-19 pandemic.
 4. In addition to these COVID-19 SoPs and protocols, hostels rules and regulations must be followed and observed as per the hostel management directions

GENERAL INSTRUCTIONS FOR SBBWU STUDENTS ATTENDING THE UNIVERSITY DURING COVID -19

1. The day-scholars/ hostelites/ online learners have to pay all pending/current dues of the department as well as of the hostel.
2. Proctoral Board (monitoring groups) are ensuring maintenance of social distancing of 6 feet in classrooms, laboratories, libraries, cafeteria, offices, corridors, staircases and other SoPs.
3. None of the hostel residents are allowed to accommodate any visitor. In case of violation their admission will be cancelled.
4. Cafeteria is opened for take-aways only.
5. Student gathering is not allowed on the premises of the university.

NOTE: This policy will be applicable until any new instructions are issued by the Government