



**Guidelines/SOPs for Re-Opening of University (Spring-2020 Semester)**

In line with HEC guidelines and Government directives, The University of Azad Jammu & Kashmir (UJK) plans to re-open phase-wise from 15 Sep 2020 after observing certain SOPs. Following guidelines need to be ensured by the students, parents and the University at the time of opening of the University:

a. **Students/Parents:**

- i. Students having symptoms of COVID-19 should stay at home and seek medical attention. They must inform the respective department about their condition through electronic or social media.
- ii. Immediately report to the university authorities and get self-quarantine in case of any symptoms of COVID-19.
- iii. Maintain social/ physical distancing of 6 feet in classrooms, computer labs, libraries, cafeteria, corridors etc.
- iv. Maintain good hygiene practices.
- v. Wearing mask and hand sanitization is mandatory.
- vi. Handshaking must be avoided.
- vii. Gathering of more than 6 people at the campus will not be allowed except in the classroom.
- viii. Limit your movements in the premises of the university. Stick to your own space as much as possible.
- ix. Students during the stay at university shall abide by all necessary instruction of COVID-19.
- x. Students shall be required to leave campus within thirty minutes of the termination of classes.
- xi. All the hostel residents will ensure observing of COVID-19 SOPs and protocols during their stay at the hostel. They will not be allowed to entertain visitors in the hostel.
- xii. Students have to sign undertaking for observance of the SOPs on campus.
- xiii. Parents have to provide undertaking and health declarations of their children.

b. **University:**

- i. Checking system at UJK gates with thermo gun and UJK ID.
- ii. Entry of students in the university will be ensured in a planned manner following the SOPs.
- iii. Allocation of classrooms after considering social distancing requirements.
- iv. Information about allotted classrooms must be disseminated in the timetable by the respective department.
- v. Sanitization of classrooms, campus and transport will be ensured.

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- vi. Transport officer must ensure COVID-19 SOPs are observed by students, conductors and drivers.
- vii. Random temperature checking and sampling for COVID-19 test of students will be done in each class.
- viii. Cafeteria/Canteen will follow all the standard SOPs of COVID-19.
- ix. Awareness sessions will be arranged for the students.
- x. Imposition of penalties in case of non-observance of SOPs.
- xi. No co-curricular or extra-curricular activities will be allowed during the pandemic period in the premises of the university.

*Ayesha* 14/9/2020

(Prof. Dr. Ayesha Sohail)  
Registrar

No. 2491-2530 /Gen/2020

Dated: September 14, 2020

Copy to:-

1. The Private Secretary to the Vice Chancellor.
2. All Deans of Faculties.
3. All Directors of Teaching Institutes.
4. All Chairpersons / Coordinators of Teaching Departments.
5. The Director Finance & Planning.
6. The Controller of Examinations.
7. The Director Jhelum / Neelum Campuses.
8. The Director Students Affairs.
9. The Director AS&R
10. The Director QEC
11. Chief Librarian.
12. The Audit Officer.
13. Accounts Officer.
14. Assistant Registrar (Meetings)
15. Public Relation Officer.
16. Security Officer City / Chehlla Campus
17. Notice Board City / Chehlla Campus

*[Signature]*  
Deputy Registrar (General)