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|  | MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY | | | | Sept. 20, 2003 |  |
| | Internal officememo FRM-001/01/QSP-006 | | | | | |
| INFO. ONLY | ROUTINE | ✓ | URGENT | IMMEDIATE | | |

No. MUET/Reg/-

Date 11/09/2020

From: The Registrar

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- To:
1. Secretary to Pro Vice-Chancellor
 2. All Deans
 3. Director Finance
 4. Controller of Examinations
 5. The Librarian
 6. Prof. Dr. Rizwan Ali Memon (CE)
 7. Prof. Dr. Dur M. Pathan (ME)
 8. Prof. Dr. Faisal Kareem Shaikh (TL)
 9. The Advisor Student Affairs
 10. The Provost
 11. The Purchase Officer

Subject Minutes of the First Meeting of IMPLEMENTATION COMMITTEE held for Reopening MUET in the wake of COVID-19 PANDEMIC as per health guidelines issued by Universities & Boards (U&B) Department, Government of Sindh.

Ref: -

C.C: Secretary to the Vice Chancellor

The first meeting of **IMPLEMENTATION COMMITTEE** along with sectional heads of various sections/department was held on September 10, 2020 at 1:00 pm at Vice Chancellor Secretariat to discuss the health guidelines issued by Universities & Boards (U&B) Department, Government of Sindh for reopening of the University during Covid-19 Pandemic and plan the academic & examinations activities. The meeting was chaired by the Vice Chancellor and attended by the following.

1. Prof. Dr. Muhammad Aslam Uqaili (Vice Chancellor)
2. Prof. Dr. Tauha H. Ali (Pro Vice-Chancellor)
3. All Deans
4. Prof. Dr. Abdul Waheed Umrani (Registrar)
5. Director Finance
6. Director Services (I/c Transport)
7. Prof. Dr. Rizwan Ali Memon (Special Invitee)
8. Prof. Dr. Dur M. Pathan (Special Invitee)
9. Prof. Dr. Faisal Kareem Shaikh (Special Invitee)
10. Prof. Dr. Tanveer Phulpoto (Advisor Student Affairs)
11. Mr. Azam Halepoto (Librarian-Special Invitation)
12. Mr. Khalid Feroz Channa (Controller of Examinations)

The deliberations were held in depth on each point of health guidelines issued by Universities & Boards (U&B) Department, Government of Sindh and resolved as under to implement the guidelines in letter and spirit. Following decision were made:

1. An **Implementation Committee (IC)** shall be constituted and be notified by the Registrar of the University. The Terms of References (ToRs) of the Committee is to implement the health guidelines issued by Universities & Boards (U&B) Department, Government of Sindh for reopening of the University during Covid-19 Pandemic.

Terms of References of Implementation Committee are given below:

- a. Health Guidelines Implementation Committee would meet once in a week.
- b. Review the Implement Strategy and make policy decisions and issue such direction keeping in the view the on-ground situation, but there should not be major deviation from policy.
- c. Record and send the minutes of the meetings to the Universities and Boards Department through Sindh Higher Education Commission in soft and hard copies within three days of the meeting.
- d. Pay surprise visit to the class, hostels, offices at random to display sense of ownership/commitment of the government/university besides, floating a message that the administration is very keen and vigilant to implement the policy / SOPs. This will also be encouragement and creating a sense of responsibility amongst the employees and students.
- e. Keep updated about the cases in the province especially those areas from where the students belong, as there are students from all over the country study in the University.
- f. Prepare a contingency plan 'A' and an alternate plan 'B' in consultation with the stakeholders within and outside the university to respond to the odd situations.
- g. Carry out a physical inspection of the pooled up / procured resources giving a buffer of some day to plug the gaps and ensure availability of deficient resources.
- h. Send monthly reports to the Universities and Boards Department before 8th of every month through Secretary, SHEC.

2. A **Control, Command and Coordination Cell (CCCC)** may be established in the University immediately under the leadership of the Pro Vice Chancellor (PVC) assisted by two Officers not below 19 grade and a grade 18 officer (for night shift). The Cell shall be fully equipped with IT related equipment, sufficient trained staff to consolidate, analyze and generate the results from the data acquired and submit to the Implementation Committee on weekly basis.

Functions should be performed by CCCC:

- a. Record and forward the history of any case in the families of employees (if any) to the Registrar.
- b. Record and forward the history of any case in the families of student (if any) to the Advisor Student Affairs.
- c. The data/information received from the Registrar, Advisor Student Affairs and HoD/Sectional Heads shall be consolidated, analyzed at CCCC and reported to the Implementation Committee on weekly basis.

- d. The Registrar of the University would carry out coordination with the District Administration, the Health Department, Police Department, the community, NGOs working in the same sector and share the information on fortnightly basis. In case of emergency and any untoward situation, the contact details of all emergency, facilities and stakeholders must be with the CCCC.
 - e. The Registrar will write a letter to the District Health Officer (DHO) to establish a medical Unit (24/7) with availability of Medical Doctor and arrange fortnightly fumigations in campus & hostels.
3. Faculty level Committees supervised by the Dean Concerned be notified to publicize and monitor the implementation of the SOPs issued by SGA&CD, Health Department and Home Department. (Action by: All Deans)
 4. All required facilities and the tools like thermo guns, masks, sanitizers, wash facilities and such other preventive tools would be made available for teachers, staff, students and visitors. (Action by: Purchase Officer)
 5. The University would also be required to procure fumigation machines, sprayers and spray which would otherwise a regular feature. (Action by: Purchase Officer)
 6. A separate page on MUET Website shall be developed on which whole information regarding reopening of the University and covid-19 situation and plans of the University be uploaded. (Action: Dr. Faisal Kareem Shaikh and Director ICPC)
 7. Following protocol shall be strictly followed at hostels (Action by: Provost):
 - i. Reduce the entry of visitors (only one of the relative to meet at a time if required) and follow SOPs issued by NCOC, Health Department Government of Sindh, at the hostels, where waiting room earmarked for the visitors to meet the students.
 - ii. Clean and sanitize public areas of the Hostels twice a day.
 - iii. Carryout proper fumigations on fortnightly basis in consultation with the district administration.
 - iv. Establish a medical unit (24*7) at Student Teacher Center of the University with the assistance of Health Department, for normal checkups, consultations, and attending students with medical issues with or without COVID-19 symptoms.
 - v. Spare and arrange one room in each hostel as isolation room to deal with emergency cases till the arrangements are made to shift those to hospitals or isolations wards as per sensitivity of the case.
 8. In order to accommodate a limited number of students on the campus following the SOPs, the University has decided to bring two batches on campus at a time. Accordingly, the occupancy at hostels is reduced to facilitate only two batches at a time instead of four batches as per SOPs. The Plan is prepared for their arrival, engagement in academic & examinations activities and departure. (Action by: Provost and CoE)
 9. Following Committee will develop the draft SOPs for general and specific areas:
 - a. Pro Vice Chancellor

- b. Dr. Khan M Brohi
- c. Dr. Aneel Kumar
- d. Dr. Rizwan Memon
- e. Dr. Faisal Kareem
- f. Provost
- g. Controller of Examinations
- h. Librarian
- i. In-charge Transport

SOP/Protocol for Transport may include following points:

- i. Provide Transport facility only to the selective batch(s) and all female students with proper follow up of SOPs.
- ii. The Incharge Transport Section would be responsible to maintain discipline and implement the SOPs.

SOP for Examinations may include following points:

- i. Social and physical distancing would strictly be followed.
- ii. In Examination Centers, the students would be divided in sections. (Not more than 25 students in a single classroom depending on the available space during examinations).
- iii. The facilities and tools as per SOPs would be provided / ensured at the examination centers.
- iv. The invigilators must wear hand gloves for distribution collection of Question papers and Answer copies.
- v. Every person includes Student, invigilator, factotum and staff member shall wear mask all the time in the department/institute/examination center.

General Notification including following points may be issued (Action by: Registrar):

- i. Social and physical distancing would strictly be followed.
- ii. Seminars, workshops would be arranged with lesser participation as per SOPs.
- iii. Maximum 25 students will be accommodated in a class room subject to SOPs.
- iv. The seminar rooms auditoriums, being spacious and not in use during pandemic, would also be utilized as class rooms to meet the shortage.
- v. There will be complete ban on the functions, festivals or any other congregation in the university / institution.
- vi. The public health principles and policies should strictly be followed.
- vii. Awareness classes would also be held once a week by the HoDs.
- viii. Class timing may be minimized to 75% of normal time subject to the policy of the Government.
- ix. If space in class rooms / Laboratories is not appropriate to follow minimum distance as per suggestions, then splitting of classes may be considered.
- x. Professors, Teachers and staff of more than 50 years of age may be treated with special care by following SOPs. The test may be recommended for such employees with proper up keeping of record and monitoring.
- xi. Students may also be involved in monitoring committees by HoDs to ensure implementation of COVID-19 SOPs at departmental level.

- xii. In class rooms, students can be divided in sections. Not more than 30 students in a single classroom depending on the available space (during examinations).
- xiii. Food shall only be delivered through Canteens. No Dine-in allowed in the Canteens of campus as well as at the Hostel.

Meeting ended with vote of thanks to the Chair.