



No.KIU-Adm-1(1)2019/ 142725  
Gilgit Dated, 28<sup>th</sup> Nov, 2020

## NOTIFICATION

Subject:- **University Closure/Teaching & Learning Policy During Second Wave of COVID-19 (Effective 26<sup>th</sup> Nov, 2020)**

- A. This has reference to the Inter Provincial Education Ministers Conference (IPEMC) and decision of National Command & Operations Center (NCOC) issued on 23<sup>rd</sup> November 2020, the Higher Education Commission (HEC) promulgated a policy Guidance Note # 8 related to academic operations of HEIs during the second wave of Covid-19 pandemic.
- B. In continuation of these guidelines and the notification of the provincial government of Gilgit-Baltistan no. SO(G)-1(66)/2019 regarding closure of all educational institutions across Gilgit-Baltistan, the KIU's Deans' committee and Academic Council endorsed the above decisions of the suspension of physical academic operations for students till further orders vide notification. No. KIU-Estt – 1 (38)/2019/426.

KIU authority approved the compliance of following points:

### 1. Safety Protocols:

- i) All authorized KIU students, faculty, staff and visitors **MUST** comply with KIU-safety protocols and guidelines, which intends to ensure the safety and wellbeing of the employees and students at the Main and Sub Campuses during COVID-19 working hours and after.
- ii) KIU Safety Compliance **Guidelines for Being on Campus** includes:
- All KIU students, faculty, staff and visitors to be screened at main entrance gate through digital thermometers. In case of higher temperature, it shall be mandatory for the person to seek advisory note from KIU health office before any campus engagements.
  - All KIU faculty and staff is advised to **wash their hands** at nearest washrooms located to his / her office before starting routine office work. And the visitors shall wash their hands at washing point located at entrance gate.
  - Every person is required to enter campus with **MASKS** properly covering the face, and ensure wearing masks during office hours. No employee shall be allowed without wearing mask at the Campus.
  - Biometric attendance protocol is suspended till further orders, and all the departmental/ section heads to ensure attendance of their staff through manual procedures.
  - For Safety of every person, " **NO HANDSHAKE POLICY/NO HUGS**" is being implemented.
  - Every person on campus must follow the policy of " **Physically distancing**" at the work environment, and follow protocol of remain at least 6 feet apart at all times.
  - All forms of large congregations and gatherings on-campus are suspended

- h. Avoid face-to-face in person meetings, only urgent unavoidable meeting of up-to four (10-15) members is allowed to meet and maintain at least 6 feet distance space with provision of proper air ventilation at meeting space, while observing all precautionary measures.
- i. A meeting of more than 15 persons shall be convened through online platforms.
- j. All faculty and staff to plan stagger breaks and meal times to ensure physical distancing during breaks. This shall be managed by concerned Head of Department/Section
- k. Logistic and Hygiene Committee to ensure the regular cleaning of surfaces with disinfectant of classrooms, labs, hostels, library, offices and washrooms including major touch-points like handles, doorknobs, table surfaces, etc.
- l. Logistic and Hygiene Committee shall provide safety kit includes mask/ gloves to frontline staff particularly the cleaning/disinfecting staff and security personnel engaged directly in daily disinfection process and screening the large flow of people.
- m. In case of any COVID-19 related emergency, the convener KIU Safety Committee, who is also focal person for COVID can be reached.

## 2. For Students:

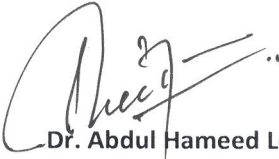
- i) Campus (es) shall remain off for all students, until there is a federal / provincial government decision on physical resumption of academic operations.
- ii) On exceptional cases i.e. research students of graduate studies, fee submission, financial assistance or any urgent administrative matter may allow a student to visit campus, with strict adherence to comply with KIU safety guidelines and protocols. This also includes, the students of Graduate program, final semester research students, students requiring short-term lab work or technical and vocational training shall be allowed to work with relevant course / research supervisor under strict adherence to comply with KIU safety guidelines and protocols.
- iii) Student Hostels shall remain close during this period, with an exceptional provision of limited facility for students of last semester working on projects, staff and student interns. The provost office shall provide further guidelines on hostel admissions and process. A committee comprising of Provost, Chair Safety Committee and Hostel Warden will recommend such students for the approval of competent authority.
- iv) Keeping in view, the geographical and technological challenges of Gilgit-Baltistan (GB), particularly during the winters, when the power outage is at peaks and provision of internet services reach to zero may hamper the frequency of access to Learning Management System (LMS). Students shall be engaged through **online/ off-line hybrid and blended teaching-learning methods** will continue till further orders.
- v) To facilitate the online/ off-line hybrid and blended teaching-learning methods, all academic departments shall prepare a '**take-home academic package (TAP)**', this includes:
  - a. Printed lectures as hard copy available in the department.
  - b. Provision of all lectures/ assignments/ assessments and related reading material articles/e-books in soft format to be taken from the departments.
  - c. Online classes will also continue through LMS to whatever extent the access is possible to the students keeping in view the challenges of connectivity/ power
  - d. Students shall be able to collect this academic material from the relevant department.
  - e. Students shall require to visit main campus or facilitation centers along memory stick to collect both soft and hard teaching-learning material.

- f. Students must pay their dues before availing the above; otherwise, defaulters would not be entertained.
- vi) Students shall collect the 'take-home academic package (TAP)' in defined cohorts.
- vii) The given timeline for Students of Cohort – 2 shall be 1st Week of December; the students of Cohort – 1 shall collect "TAP" material during 2nd Week of December.
- viii) Entrance of students to campus shall be allowed after screening of cards issued for each cohort.
- ix) All internal exams are postponed till further orders, except pre-scheduled small exams and viva Voce or lab practical examinations. During the closure phase, faculty to assess students through online actives i.e. article/book reviews, term papers etc.

### 3. For Faculty & Staff

- i) University shall remain open for all staff and faculty to prepare online class material and facilitate students in cohort-wise to collect their take-home academic package (TAP) by mid December 2020.
- ii) Online / off-line hybrid and blended teaching-learning methods shall continue till 25<sup>th</sup> December, 2020, and resume after winter breaks in February 2021.
- iii) All Deans, Chairpersons/ HoDs and Sectional Heads shall ensure their presence on-campus A committee comprising of Deans/ Associate Deans and Registrar will review the situation of staff/ faculty and their on-campus need progressively and rationalize it based on COVID-19 conditions. Such rotational plan of staff (if any) shall be communicated to Registrar's office.
- iv) All staff of essential services that includes security, medical, works, IT services and transport shall ensure the provision of services. Each Sectional head of essential services to assess and evaluate the need and requirement from time to time, and seek approval of competent authority, if need be.
- v) In case of any changes suggested in above policy or new directives from Federal and provincial governments and HEC, the registrar office to notify accordingly.

This issues with the approval of competent authority.

  
Dr. Abdul Hameed Lone  
Registrar

Copy to:

1. PS to Chairman HEC, Islamabad
2. PS to Vice Chancellor, KIU
3. All Deans, Chairpersons/HoDs and Section Heads
4. Commissioner, Gilgit Division
5. Office Copy