



MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY, JAMSHORO  
Internal office memo

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INFO. ONLY  ROUTINE  URGENT  IMMEDIATE

No.Esst: (Teach: )/- 896  
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### NOTIFICATION

It is notified for the information of all Faculty Members, Officers, Staff and Students of main campus and MUET, SZAB campus to strictly follow in letter and spirit, the Standard Operating Procedure (SOPs) (copies attached) for Re-opening of Mehran University of Engineering & Technology.

REGISTRAR

COPY TO ALL CONCERNED

**MEHRAN UNIVERSITY OF ENGINEERING AND TECHNOLOGY**

**STANDARD OPERATING PROCEDURES (SOPs) & GENERAL MEASURES TAKEN IN THE WAKE OF COVID-19 PANDEMIC**

**A. GENERAL PREVENTIVE MEASURES**

1. Ensure cleaning/disinfection of classrooms, laboratories, office spaces, restrooms, and meeting areas regularly.
2. Ensure disinfection of shared items (e.g. computers, apparatus and equipment) and surfaces (e.g. chairs, desks, tables, door handles/knobs, stair bannisters, light switches) regularly.
3. Thorough fumigations should be carried out on fortnightly basis at all buildings; classrooms, laboratories, offices, meeting halls, hostel rooms, library, and canteens.
4. All the students, faculty and staff should be hand sanitized at the entryways of the building.
5. Facemasks is mandatory for all the students, faculty and staff.
6. The students, faculty and staff are required to carry their hand sanitizer (i.e. pocket size).
7. The students, faculty and staff are required to maintain social distancing protocols (at least 03 feet) distance from each other and avoid handshake and hug.
8. All the students, faculty and staff are required to submit a Health Declaration Form before the commencement of the physical classes/exams.
9. The temperature of the students, faculty, and staff will be checked with an infrared thermal gun/gadget before entering their concerned department/section/building.
10. All the students, faculty, and staff, who have symptoms of COVID-19 are required to undergo the COVID-19 test.
11. There should be complete ban on functions, festivals, and the congregations in the University.
12. The information/awareness regarding COVID-19 prevention shall be placed at the main gate and entryways of all buildings.
13. A medical unit should be established to provide medical and health services 24/7 for those who have symptoms of COVID-19.
14. A few isolation rooms shall be arranged at STC/FFH buildings.
15. An ambulance should be available 24/7 to transfer the COVID-19 positive cases to the nearby hospital.
16. Anyone having symptoms of COVID-19 shall immediately inform/report to the concerned sectional head.
17. Failure to comply these SOPs will lead to a disciplinary action.

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All above general preventive measures shall be implemented in letter and spirit by all the departments/sections of the University including specific SOPs as given below:

**B. TEACHING AND EXAMINATION**

1. All students will be called in phases for conducting their physical classes and examinations.
2. Class timings shall be reduced to 75% of the normal time.
3. Hand sanitizers will also be available at the entryways of the building.
4. Maximum 30 students will be allowed during the conduct of classes and examinations.
5. The staff must wear hand-gloves before distribution & collection of examination materials.
6. Students, Invigilators, factotums shall bring their own facemask and sanitizer.
7. The invigilators are required to report concerned HOD/Factotum of any emergency case for further medical facilities.
8. The HOD/Factotum would be responsible to maintain the discipline and implement the SOPs within the department and examination centers.
9. The disposable glasses will be available for drinking water.

**C. TRANSPORT**

1. All the buses will be cleaned and disinfected after each ride regularly.
2. Wearing a facemask is mandatory for the students, faculty, and staff before plying on university buses while maintaining social distance protocols.
3. The bus driver and conductor are required to ensure the seating arrangement as per the social distancing protocol.
4. The Transport section of the university will decide the number of buses on each of the routes while considering the number of students, faculty, and staff.

**D. LIBRARY & ONLINE INFORMATION CENTER (OIC)**

1. The library will remain open from 08:00 am to 12:00 p.m.(Saturdays/Sundays included).
2. Only library members are allowed to use the library services.
3. Only 180 users will be allowed to sit in reference section while maintaining social distance.
4. Only 100 users will be allowed to sit in lending section while maintaining social distance.
5. Photocopying and scanning/printing services may be allowed with proper social distancing. Only one user may be entitled to avail this facility at a time.
6. The computer lab services will be suspended during COVID 19 pandemic.

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#### **E. HOSTELS (HALL OF RESIDENCES)**

1. Ensure social distancing of students in hostels by allowing only two students in a room in each hostel.
2. Hostellers will not be allowed to leave campus without prior permission of the concerned warden.
3. The rooms of the hostels shall be disinfected on regular basis and concerned warden will monitor the process of disinfection regularly.
4. All the residents of hostels are prohibited to make any social gathering in the premises of hostels.
5. The hostel management committee shall be constituted by provost which will ensure the implementation of SOPs in hostels.
6. All the residents of the hostels are directed to vacate their rooms immediately after the completion of their examinations.
7. Any hosteller having the symptoms of COVID 19 (cough, flue, breathing problem etc.) is required to report to the concerned warden for further action.
8. Only one close relative (Parent and sibling) is allowed to meet their wards.
9. Canteen staff of hostel shall be prohibited to visit the students' room.
10. The hostel residents shall offer prayers in their rooms.

#### **F. CANTEENS**

1. Maximum 25 residents should be served for dining in hostel canteen at a time.
2. The timing and working hours for the hostel canteens should be displayed on visible positions by the canteen managers.
3. The resident of hostel "A" will not be allowed to dine-in at hostel "B".
4. Canteen staff (cooks and table boys) must wear facemask, hand-gloves, aprons and chef-cap.
5. All the canteen staff must undergo COVID 19 test and submit their test results to the authorities.
6. Hostel canteens' vender shall manage the supply of food and necessary stuff without engaging the canteen staff.
7. Dining area of the hostel canteens shall be sanitized regularly.
8. Only disposable crockery will be used and disposed-off appropriately.
9. Dining will not be allowed in all the canteens/Kiosks in the campus (except hostel canteens), and only take away facility would be allowed.
10. Canteen manager shall ensure social distancing of at least 3 feet.
11. The floor at the counter shall be properly marked at least 3 feet for the customer queue to maintain the social distancing.

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