



Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone-V, Islamabad

Phone: +92 51 111 555 666, Fax: 92 51 4486705

Email: info@cust.edu.pk, Website: <http://www.cust.edu.pk>

No. 39/Reg/CUST/2020

Dated: September 12, 2020

Plan and Procedure for Reopening of the Capital University of Science and Technology, Islamabad as approved by the Academic Council in its 22nd meeting held on September 03, 2020

1. The University shall be opened w.e.f 15th September, 2020 for 1st, 7th and 8th semester undergraduate students under the SoPs as notified by the Government of Pakistan from time to time.
2. Undergraduate students of 2nd to 6th semester shall have online classes/simulation labs. In this respect, they shall receive timetable, Microsoft Teams Software Accounts, Course Material and other course related details through their respective departments and portal.
3. The 1st phase of the online classes shall continue till the midterm of Fall-2020 semester and the arrangements of classes/labs after the midterm shall be announced by 30th October, 2020 as per the instructions received by the HEC. The University shall make all possible efforts to bring the entire student community on campus for face to face education, if so permitted by the HEC. Academic Calendar Fall-2020 is attached at **Annex-A**.
4. 2nd to 6th semester students registered in Labs Work, other than the final year students, shall be called on the campus to perform Labs after midterm and the schedule in this respect shall be issued by the respective department.
5. Midterms and Final-terms exams for all courses (online and on campus) shall be arranged on the campus.
6. Undergraduate examinations shall be held after 8th and 9th weeks of academics for undergraduate and graduate programs, respectively.
7. Students not willing to opt for online education may apply for semester break and this period shall not be counted in their normal degree duration. Such students shall continue with their scholarships after joining the University, if it is already awarded to

them.

8. Students registered in graduate courses both new intake and ongoing shall have their classes online for Fall 2020.
9. The attendance shall be marked both for Online and On Campus students as per standard university's practice.
10. Graduate students involved in research activities can visit the campus on special permission by the competent authority. In this respect, they can drop a mail on dsa@cust.edu.pk or drop a text message at 0332-5150889. They shall be issued a special ID Card allowing them to enter.
11. Director Student Affairs has been declared as Designated Authority of the University who has been entrusted with the authority to allow the students to attend the University.
12. Only those students shall be allowed to attend the university, who shall submit an Affidavit declaring their good health conditions and their willingness to rejoin the University. A copy of specimen of Affidavit is attached at **Annex-B**.
13. Entry to the campus shall be restricted through the main gate only thorough screening. Special ID cards having distinct colour shall be issued to those students who are allowed by the authority to enter. (Specimen attached at **Annex-C**).
14. At least three walk through sanitizer gates shall be installed at the main gate of the University to disinfect the entrant.
15. Temperature of entrant shall be monitored, anyone having body temperature above 37K shall not be allowed.
16. A Control Room shall be established one week prior to the start of the Fall-2020 semester for the observation of COVID-19 suspect cases. Director Student Affairs shall be the in-charge of Control Room and the following have been deputed in the Control Room:-
 - a. Mr. Ahsan Razzaq Tahir, Deputy Registrar, 0334-8083630
 - b. Mr. Muhammad Musharaf, Manager 0345-5553014
 - c. Mr. Taimoor Khan, Assistant Registrar 0332-9512424
 - d. Mr. Wahab Mahmood, IT Technician 0300-5193048
17. In case of any suspected Corona case, a complete history of possible contacts of such

person with others shall be traced by the control room and they shall be informed accordingly. Such people shall be advised not to attend the University for at least 3 days, and observe all necessary precautionary measures.

18. There shall be an Isolation Center in the University's Dispensary and Mr. Khurshid Ahmed, Incharge Isolation Center shall be available for facilitation. Cell No. 0306-2273545.
19. In addition to the Control Room Committee, the following Monitoring Committee will also be constituted which will ensure the implementation of SoPs on the campus:-
 - a. Dr. Sahar Fazal, Head, Bioscience Department
 - b. Dr. Muzaffar Abbas, Head, Pharmacy Department
 - c. Col® Muhammad Jahanzed Khattak, Chief Security Officer
 - d. Mr. Amjad Tariq, Sr. Manager Admin
 - e. Mr. Fawad Bashir Paracha, Sr. Manager Services
20. Standees/Notices/Posters indicating precautionary measures shall be placed at various places within the campus and students' portal/website.
21. Students are advised to have their Face Masks before entering to the campus. However, for their facilitation, Masks shall also be available at the entry barrier to purchase.
22. Important telephone numbers including NDMA, Nearest Hospital with Corona ward, Control Room and Isolation Room shall be communicated to all concerned.

a. NDMA	1166
b. Riphah Hospital	051-4486062
c. CUST Isolation Center	0306-2273545
d. CUST Chief Security Officer	0333-7819169
23. Moreover, students shall be educated regarding SOPs to be adopted on campus during their Orientation session and regular classes as well.
24. Cafeteria employees must have COVID negative test report and the University in this respect shall arrange and facilitate before their return (a form is attached at **Annex-D**).
25. Proper social distancing shall be maintained in all the classrooms and laboratories. A class of 50 students shall be split in two different sections.
26. Hand Sanitization shall be carried out before entering in the laboratories and Computer Labs by an official of the University. Additionally, a sanitizer will also be available in each work bench of the laboratory.

27. Buses' shall be available as per the attached schedule (**Annex-E**). Students are advised to wear the Face Mask while traveling, and anyone shall not be permitted without face mask.
28. Availability of hand sanitizers on all the floors in every block shall be available and its maintenance and refilling shall be ensured by the Senior Manager Admin.
29. Regular sterilization and disinfection of the campus shall be carried out and senior Manager Admin shall be responsible for this assignment.
30. In case of emergency, a Corona suspected case can be shifted nearby Riphah Hospital for urgent medical assistance.
31. Students not complying to the SoPs shall be debarred from attending the classes/labs.
32. Any other instruction/guidelines issued by the competent authority in this regards from time to time.



Registrar
Capital University of Science and Technology

Mr. Muhammad Ghazanfar Bhatti
Assistant Director,
Quality Assurance Agency,
Higher Education Commission of Pakistan.
Sector H-8,
Islamabad

Copy to:-

- P.S to the Vice Chancellor
- All Deans/HoDs
- Director Student Affairs
- Sr. manager Admin
- Sr. Manager Services
- Chief Security Officer
- COVID Monitoring and Safety Committee
- Students Portal/Web



Capital University of Science & Technology Islamabad Academic Calendar Fall 2020

Dates	Days	Week	Activity
<u>Pre-Semester Activities</u>			
15 th to 21 st Aug, 2020	Sat to Fri		Online Registration (All Programs)
22 nd Aug, 2020	Sat		Last date to apply for Program Transfer
11 th Sep, 2020	Fri		Last date to deposit 1 st Installment (On going)
<u>Semester Activities</u>			
12 th Sep, 2020	Sat	01	Start of Semester
29 th Oct, 2020	Thu	07	Last date to Submit DMC (New Intake)
06 th Nov, 2020	Fri	08	Last date to deposit 2 nd Installment (All Programs)
07 th to 15 th Nov, 2020	Sat to Sun	09	Midterm Examination
20 th Nov, 2020	Fri	10	Midterm Result Notification
21 st Nov, 2020	Sat	10	Last date to withdraw
02 nd Dec, 2020	Wed	12	Full Dress Rehearsal for Convocation 2020
03 rd Dec, 2020	Thu	12	Convocation 2020
07 th Jan, 2021	Thu	17	Last date for correction in pre-finals *
08 th Jan, 2021	Fri	17	End of Classes
12 th to 23 rd Jan, 2021	Tue to Sat	18 & 19	Final Examination
29 th Jan, 2021	Fri	20	Grades Notification Fall 2020
08 th & 10 th Feb, 2021	Mon & Wed		PhD Comprehensive Examination**

*No request for correction in pre-finals shall be entertained after this date.

**The students of Graduate Programs should also see Graduate Academic Calendar for further details.

Issued by _____

Deputy Registrar



Capital University of Science & Technology, Islamabad

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UNDERTAKING

(For Students)

- I _____ student of _____ having Registration No. _____ solemnly declare that I am willing to attend face-to-face on-campus classes (if offered) in the upcoming semester i.e Fall 2020 semester.
- I shall adhere to the prescribed SOPs / Safety Protocols and guidelines of COVID-19 issued from time-to-time to protect the health of myself and others.
- God forbid, despite all precautions, if I catch any disease, I shall not hold Capital University responsible for this, in any matter what so ever.
- Currently, I am in good health condition.

Have you undergone COVID Test?

YES

☐

NO

☐

If yes, please tick relevant box

Negative

☐

Positive

☐

Date of Test _____

☐ Student Name:

☐ Guardian / Father Name:

☐ Guardian / Father CNIC:

Student Signature

Guardian / Father Signature

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September 11, 2020

NOTICE


It is hereby notified that only the 1st, 7th and 8th semester students are allowed to attend the University campus for the classes and Labs. They should be issued special ID Cards valid for the Fall-2020 semester. The entry to the campus is strictly as per the SOPs issued by the Government of Pakistan.


Director Student Affairs**Distribution:-**


- i. Vice Chancellor's Office
- ii. Registrar Office
- iii. All Deans
- iv. All HoDs
- v. All Departmental Heads
- vi. University Website
- vii. Students Portal
- viii. File

 **CAPITAL UNIVERSITY OF
SCIENCE & TECHNOLOGY**


STUDENT CARD COVID-19



Name: Hamza Tassadiq
Father's Name: Tassadiq Hussain Khan
Registration No: BBA203080
Program: BBA
Date of Issue: 12-09-2020


Issuing Authority


Valid till March 2021

 **CAPITAL UNIVERSITY OF
SCIENCE & TECHNOLOGY**

STUDENT CARD COVID-19



Name: Aaiza Aqeel
Father's Name: Aqeel Haider Shah
Registration No: BBA203079
Program: BBA
Date of Issue: 12-09-2020


Issuing Authority

Valid till March 2021



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Requisition for COVID-19 Test **CUST Employees**

Date: _____

Particulars of the Candidate:

Name		CNIC No:	
Designation:		Date of Birth:	
Address:	Capital University of Science and Technology, Islamabad Expressway, Kahuta Road, Zone V, Islamabad		
Contact No.			

Signature: _____

Test Report: Detected / Not Detected (Report attached)

Remarks (if any):-

Stamp and Signature of Medical Officer



Capital University of Science & Technology Islamabad

University Transport Facility During COVID-19

S #	Departure from Campus	Bus #	Route
1.	6:00 AM	No. 12	(06:40) F-10 Markaz , F-11 Markaz, G-11 Markaz, G-10 Markaz, G-9, PIMS, Zero Point, Expressway, Campus
2.		No. 2	(06:40) Islamabad Chowk, Golra More, Choore Chowk, Qasim Market, 22 No, Mall Road, Kachehri, Sawan Ada, Model Town, Campus
3.		No. 3	(06:30) I-8 Markaz , Sui Gas Office, I-9 Police station, I-10, Mandi Mor, Pindora Chungi, Asghar Mall, Chandni Chowk, Rawal Road, Expressway, Campus
4.		No. 5	Campus, Expressway, Zero Point, F-8 Ayub Market, F-7 Jinnah Super, F-6 Super Market, China Chowk, Sitara Market, Melody, Lal Masjid, Abpara, Serena Hotel, Kashmir Chowk, Club Road, Fiazabad, Iqbal Town, Campus
5.		No. 8	(06:35) Bara Kahu, Rawal Chowk, Chak Shahzad, Tramri Chowk, Khana Pul, PWD, Soan Garden, River Garden, CUST Hostel, Expressway, Campus
6.		No. 15	(06:30) Adyala Road, Ghulshanabad, Kachehri, Mareer, Jhanda Stop, Ammar Chowk, Scheme-III, High Court Road, Model Town, Campus
7.		No. 1	(06:45) Faizabad, Shamsabad, 6 th Road, Rehmanabad, Center Hospital, Sadiqabad, Naz Cinema, Waris Khan, Committee Chowk, Moti Mahal, Tipu Road, Ali Nawaz Chowk Fauji Tower, Airport, Koral Chowk, Expressway, Campus
1.	2:05 PM	No. 8	Campus, Expressway, Faizabad, I-8 Markaz, I-9 Police Station, Sui Gas Office, I-10 Markaz, Pir Wadai Road, New Katarian, Saddiqui Chowk, 6 th Road, Asghar Mall, Chandni Chowk, Rawal Road, PAF, Airport, Koral Chowk, Campus
2.		No. 10	Campus, Model Town, Ayub Park, Kachehri, MH, Race Course, Choore Chowk, Golra More, Kachehri, Campus
3.		No. 7	Campus, Koral Chowk, Airport, Rawal Road, Chandni Chowk, Waris Khan, Committee Chowk, Mareer Chowk, Mareer Hassan, Jhanda Stop, Scheme-III, Car Chowk, High Court, Model Town, Campus
4.		No. 5	Campus, Zero Point, F-8 , F-7 Jinnah Super, F-6 Super Market, China Chowk, Melody, Lal Masjid, Abpara, Serena Hotel, Chak Shahzad, Tramri Chowk, Khana Pul, Expressway, Campus
5.		No. 16	Campus, River Garden, CUST Hostel, Faizabad, G-9 Karachi Company, G-10 Markaz, G-11 Markaz, F-11 Markaz, F-10 Markaz, PIMS, Zero Point, Faizabad, Expressway, Campus
1.	03:30 PM	No. 9	Campus, Model Town, Kachehri, 22 No, MH, Race Course, Westridge, Choore Chowk, Golra More, Kachehri, Campus
2.		No. 6	Campus, Koral Chowk, Airport, Rawal Road, Fauji Tower, Ali Nawaz Chowk, Chandni Chowk, Waris Khan, Committee Chowk, Mareer Chowk, Mareer Hassan, Jhanda Stop, Scheme-III, Car Chowk, High Court, Model Town, Campus
3.		No. 10	Campus, I-8, I-9 Police Station, Sui Gas Office, I-10 Markaz, Pir Wadai Road, New Katarian, Saddiqui Chowk, Asghar Mall, Rawal Road, Airport, Koral Chowk, Expressway, Campus
4.		No. 15	Campus, Zero Point, F-8, F-7 Jinnah Super, F-6 Super Market, China Chowk, Melody, Abpara, Serena Hotel, Chak Shahzad, Tramri Chowk, KhanaPul, Expressway, Campus
5.		No. 12	Campus, Faizabad, 6 th Road, Chandni Chowk, Gain Chowk, Sadiqabad, Khana Pul, Expressway, Campus
6.		No. 16	Campus, CUST Hostel, Zero Point, G-9 Karachi Company, G-10 Markaz, G-11 Markaz, F-11 Markaz, F-10 Markaz, PIMS, Zero Point, Faizabad, Expressway, Campus
Shuttle Service			
1.	05:10 PM	No. 1	Campus, Expressway, Faizabad, I-8 Signal, Zero Point, PIMS, Karachi Company, Faizabad, Expressway, Campus
2.		No.2	Campus, Expressway , Koral Chowk, Gulzar-e-Quaid, Airport, Ammar Chowk, Kachehri, GPO, Campus
3.		No. 3	Campus, Expressway, River Garden, CUST Hostel, Fauji Tower, Rawal Road, Chandni Chowk, 6 th Road, Shamsabad, Rawal Road, Campus

Note: For any Query Contact **Muhammad Nauman Shaukat** Asst. Registrar - Student Affairs **051-111-555-666** Ext: 226 **0345-5292932**