

COVID-19 Policy

National Institute of Psychology, Center of Excellence,

Quaid-i-Azam University, Islamabad

Undertaking: All students will provide undertaking on Stamp Paper (prescribed by QAU) clearly mentioning consent / willingness certificate for returning to campus for teaching and learning before the start of classes that they will not hold the Institute liable if they contract the virus in spite of the safety protocols. And will strictly follow the SOPs related to COVID-19 as devised the University and the Institute. Signatures of Parents/ Guardians is essential on certificate. Without undertaking students will not be allowed to attend classes.

(Responsibility: Dr. Rubina Hanif, Students Affair In-charge)

Screening protocols:

There is only one entry and exit gate for students, academic and nonacademic staff, and guests to enter Institute. Thermal guns will be used to check temperature on that single entry and exit point. Gate keepers will check temperature of. They will ensure entry based on:

1. Temperature 98.6 F or less.
2. Wearing mask
3. Carrying personal sanitizer
4. Wearing University ID cards (In case of new admission, CNIC)

Note.

- a. No entry without mask for students, academic and nonacademic staff, and guests. Therefore, **do not argue with gatekeeper.**
- b. In case of students, if any of above four requirements are missing, they cannot enter NIP premises.
- c. While entering in the Institute, social distance will be ensured by marking circles on the gate.
- d. Only vehicles of faculty and students driving their own vehicle can enter NIP premises. Others are requested to park outside or drop outside the gate.
- e. Students who will use their own vehicle, they should take parking sticker from the Admin.

(Responsibility: Dr. Humaira Jami and Mr. Tahir Ellahi)

Teaching:

1. Teaching system will be hybrid with both in-person and online. To minimize interaction between different batches, 50% strength in campus on one day will be allowed by managing hybrid system of teaching. Students should not come to university other than the days mentioned in the time table. Time table clearly mentions online and in-person classes for the knowledge of students and parents. During online class day, student of respective class will not be allowed to come to the University. Therefore, they are recommended to consult reading sources that is library and computer lab only in the days they are having in-person classes.

(Responsibility: Dr. Jamil A. Malik, Teaching Coordinator)

Classrooms:

1. Substantial gaps between seating and open-air classes where feasible (if weather allows) will be observed for in-person classes.
2. Classroom will be disinfected daily.
3. Students should observe cleanliness, social distancing, and wearing masks in the classrooms.
4. After each class, it is recommended to observe hand washing or sanitizing hands.
5. Faculty is requested to verbalize this in the class before and after leaving class.
6. SOPs related to classroom will be displayed on the class notice boards that should be strictly followed.

(Responsibility: Dr. Sobia Masood and Mr. Asad)

Outside classrooms:

1. Wearing mask for students, academic and nonacademic staff, and guests within NIP premises is must for all.
2. All section heads are responsible for their respective sections to ensure wearing mask and use of sanitizer.
3. Faculty members are requested that if they see any student not wearing mask within NIP premises, he/she will warn the student there and then and will note down the name, class, semester, and student ID number and will send chit to account section with his/her signature. Respective student will be immediately send to account section to submit fine of 50/- rupees. If student does not comply within three days for submitting fine then fine will get doubled. On consecutive three checks received by any student for not wearing mask, disciplinary action may be taken along with issuing warning letter.
4. Same rule will be applied to academic and nonacademic staff, once they are outside their office rooms. COVID-19 Committee can check them and charge with fine 50/- rupees.
5. 6 ft. social distance (2 arm's length) should be strictly observed. Group more than 6 students is strictly prohibited.
6. Gathering of more than 6 students is strictly prohibited.
7. Only outdoor games engaging 5-6 persons will be allowed with social distancing.
8. COVID-19 related precautionary measures will be displayed on gates and through out the Institute to remind students and staff to follow SOPs strictly.

Meeting within Office

1. Whenever faculty or any nonacademic staff will be meeting students, supervisees, colleagues, or guests they should be wearing mask and ensure that others are also wearing and keeping safe distance.
2. Faculty is requested to avoid meeting more than two students or supervisees at one point in time.

Awareness lectures:

1. Students' awareness lecture will be given to the students when they will arrive at the campus to make them realize importance of following SOPs and being responsible citizens to combat COVID-19. SOPs will be shared with them.
2. If needed awareness lectures will be delivered fortnightly.

(Responsibility: Dr. Rubina Hanif, Students Affair Incharge)

Library:

1. Max 30 students will be accommodated at one point in time with maintaining 6 ft. distance for seating.
2. Sanitize hands in the presence of librarian before entering library and mask should not be removed while in the library. Silence must be completely observed. Keep social distance from the librarian while getting the books issued.
3. Student who is having flu, sneezing, or coughing, or feeling sick at the given day will not be allowed to enter library. Otherwise too, he/she should avoid going to library.
4. Doors of the library will be kept open so that students feel free to enter without touching door.
5. Library assistants will monitor time spent in the library and students will be bound to follow library rules strictly in terms of time and other library specific SOPs.

Note: Library is completely monitored through surveillance cameras. So be careful.

(Responsibility: Mr. Qayoom, Librarian)

Computer Lab:

1. Max 25 students can be accommodated at one point in time. Sanitize hands in the presence of computer lab assistants before entering in lab and mask should not be removed while in the lab. Silence must be completely observed.
2. Computer lab assistants will monitor time spent in the lab and students will be bound to follow lab rules strictly in terms of time and other Lab specific SOPs.
3. Student who is having flu, sneezing, or coughing, or feeling sick at the given day will not be allowed to enter lab. Otherwise too, he/she should avoid going to lab.
4. Doors of the lab will be kept open so that students feel free to enter without touching door.

Note: Lab is completely monitored through surveillance cameras. So be careful.

(Responsibility: Mr. Muhammad Usman, Computer Lab Incharge)

Toilets:

1. Toilets will be washed and disinfected twice a day. Students should strictly follow SOPs related to using toilets. Frequent hand washing is highly recommended.
2. Soaps should always be available.

(Responsibility: Dr. Sobia Masood and Mr. Asad)

Health related SOPs

1. Fumigation will be done before start of the semester.
2. Isolation room is marked. When any student will be found having flu or feeling sick, he/she can be accommodated there till further action.
3. Students are requested to contact committee members or students' affair in-charge if they are feeling sick, so that they could be referred to medical center or sent home or hostel.
4. Symptomatic person (irrespective of academic & non-academic staff or students) should stay at home.
5. Students will be supposed to declare if he/she has been in contact with any person diagnosed with Corona within past 14 days.

6. During the semester, if he/she gets in contact with corona infected person or get positive report of Corona then he/she will immediately report to the Director NIP.

COVID-19 Committee (Contacts)

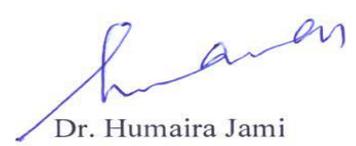
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