

Attendance Policy during COVID-19 Pandemic

1. As per CECOS University COVID-19 SoP, the students/faculty/admin staff (hereafter will be referred to as personnel) will not be allowed to enter the premises of CECOS University having a fever/higher body temperature than normal.
2. At the entrance gate of CECOS University, the body temperature will be noted in the logbook along with the particulars (name, CNIC/CECOS ID, date, time) of personnel having a fever. The same will be shared with Registrar Office and then disseminated to the relevant department.
3. If the fever is due to the seasonal infection then the personnel is advised to take a bed rest till his/her body temperature gets normal and depending upon his/her situation the request of leave shall be initiated via email to the head of relevant department (HoD) for the period of one (01) to two (02) days. The number of days will be deducted from his/her monthly / yearly leave balance or in case the personnel is suffering from malaria, typhoid etc and having authentic medical reports, his / her request for leave will be considered under the medical leave policy. In case of allowing leave from monthly / yearly leave balance, if the personnel have already availed the entitled leave, the leave referred above will be adjusted from the leave balance of subsequent month.
4. If the personnel having COVID-19 symptoms then he / she will be advised to immediately quarantine him / herself and initiate a leave request for two (02) days via email to the HoD and keeping Registrar Office (email: registrar@cecos.edu.pk) in C.C. The number of days will be deducted from his / her monthly / yearly leave balance. In case the personnel have already availed the entitled leave, the leave referred above will be adjusted from the leave balance of subsequent month. Importantly, the personnel shall go through the COVID-19 Test on the same day.
 - a. If the COVID-19 test report is negative (-ve) then he / she may join the University once his / her body temperature is in the normal range. The number of days (Upto 2 days) will be deducted from his/her monthly / yearly leave balance. In case COVID-19 test report is negative but test reports of some other illness which falls under medical leave policy are presented, then the same will be treated as medical leave, otherwise, leave in excess to two days will be treated as without pay leave.
 - b. If the COVID-19 test report is positive (+ve) then he / she shall remain in quarantine for 14 days (start from the day when they absented themselves).
 - c. Faculty / Admin: In the case of point 4b leave will be reconciled with full salary. During the quarantine period, the relevant personnel shall remain involved in his /

her official duties through online sources until or unless he / she is hospitalized (valid proof shall be submitted to the HoD).

d. Student: In the case of point 4b, the student will not be counted absent. During the quarantine period, the student shall attend the online lectures until and unless he/she is hospitalized (valid proof shall be submitted to the HoD).

e. Valid proofs of point 4b such as medical report and COVID-19 test shall be submitted by email to the HoD as a softcopy. Later upon joining the University the personnel must submit the original proofs to the HoD (directed to Registrar Office).

CECOS UNIVERSITY OF IT & EMERGING SCIENCES

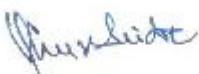
Ref No. CU/Reg/2021-SS29

Dated: August 4, 2021

NOTIFICATION

It is notified for information of CECOS family that quarantining period as previously prescribed, vide clause 4(b) of the "Attendance Policy during COVID-19 Pandemic", is henceforth reduced from 14 days to 10 days.

This issues with approval of the President.



REGISTRAR

Copies: Vice Chancellor; Deans, HoDs (for circulation among the staff)

CECOS UNIVERSITY OF IT & EMERGING SCIENCES

Ref No./CU/Reg/203-6059

Dated: January 13, 2022

NOTIFICATION

It is notified for information of CECOS family that isolation period as previously prescribed, vide clause 4(b) of the "Attendance Policy during COVID-19 Pandemic", is henceforth further reduced from 10 days to 5 days, with immediate effect.

This issues with approval of the President.



REGISTRAR

Copies:

Vice President; All Deans; All HODs (for circulation amongst the staff)