



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

GUIDELINES

FOR

RE-OPENING OF COLLEGES

POST LOCKDOWN DUE TO COVID 19 PANDEMIC



1. INTRODUCTION :

It is a known fact that coronavirus, Covid-19 has become a pandemic with several countries having been affected by the virus. The virus is highly infectious and is spread by aerosol transmission. Any one getting in to direct contact with an infected person through droplets (sneezing or coughing) or by inadvertently fingers one's eyes, nostrils or mouth after laying hands on any infected hard surface such as door handles, switches etc carries high risk of getting infected by the Virus. The infection may lead to severe respiratory problems and may become fatal in some cases. Although serious efforts are ongoing across the world, an effective solution to medically treat the infection of Covid-19 is still at large. The WHO and the Government of India have prescribed number of precautions to be followed to stay away from the infection. VMRF(DU) deems it its utmost duty to keep all its stakeholders well informed of the laid down precautions to ensure their safety and health at all times whether they remain within or outside the Campus. The University has therefore developed a Standard Operating Procedure in respect of its academic activities and facilities to be followed by all concerned during and after the lockdown period which may be further modified depending on the post-lockdown guidelines that may be directed by the Government from time to time.

2. PURPOSE :

The purpose of this Standard Operating Procedure (SOP) is to have a mandatory procedure to be followed by every member entering, remaining and/or residing in the campus to prevent/check the spread of COVID 19. The SOP has been particularly developed in order to save the academic year for the students and for enabling commencement of classes.

All the entrants to the Campus or to its academic/administrative facilities including hostels, stores, canteens, Bank ATM etc must necessarily follow the listed procedure. Subject to directional guidelines that may be issued by the State/Central Government from time to time, no visitors including staff, students, parents, guests and vendors shall be allowed entry in to the Campus or to its facilities unless pre-screened and by wearing protective face masks and that too only for pre-approved / urgent reasons.

3. SCOPE :

The Scope of the SOP is to specify the guidelines that will be adopted by the University in the day to day conduct of its teaching/learning responsibilities and for hygienic maintenance of the academic and non-academic support facilities. The SOP shall also prescribe the safety precautions to be followed by students, faculty members and staff members on a regular basis while in Campus until such time the deadly virus is fully eradicated. The SOP shall be applicable to the entire Campuses of the University inclusive of all its constituent institutions and schools.

3. INSTITUTIONAL PLANNING :

Institutional planning is the key for the successful reopening of the campuses and smooth conduct of the teaching-learning process during these difficult times. The universities and colleges will, therefore, be required to develop their plans very cautiously for reopening of their campuses and this planning has to be done well in advance. The plan may, inter-alia include the following points:

- i. Institutions should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes.
- ii. The institutions must ensure appropriate sanitization and disinfection process and procedures.
- iii. It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- iv. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- v. All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis.
- vi. Teaching hours in a day may be extended, as per requirements of the institution.
- vii. Six-day schedule may be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- viii. Universities and colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.
- ix. Depending on the availability of space in class rooms or learning sites, up to 50% students may be allowed on a rotation basis to attend the classes.
- x. Faculty should be trained for online teaching-learning practices.
- xi. The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.
- xii. There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

3.1 Safety Measures at Entry/ Exit Point(s) :

- i. Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- ii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- iii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- iv. In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.
- v. Monitoring of the entry and exit of the students should be done.

- vi. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- vii. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

3.2 Safety Measures during Working Hours :

3.2.1 Classrooms and other Learning Sites :

- i. Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- ii. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

3.2.2 Inside the Campus :

- i. Cultural activities, meeting etc. may be avoided. However, such extracurricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time
- ii. Adequate arrangements for safe drinking water should be made on the campus.
- iii. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- iv. Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.
- v. Wearing of face cover/ mask by all students and staff should be ensured.
- vi. Proper cleanliness should be maintained inside the entire campus.
- vii. Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.
- viii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- ix. An adequate supply of water in toilets and for hand- washing should be ensured.
- x. Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- xi. Spitting in the campus must be made a punishable offence.
- xii. Dustbins must be cleaned and covered properly.

- xiii. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms. Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINESCOVID_1.pdf).
- xiv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed
 - i. which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30oC, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.
- xv. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- xvi. Swimming Pool (wherever applicable) shall remain closed.
- xvii. All employees who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

3.2.3 Hostels :

- i. Hostels may be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures. However, the sharing of rooms may not be allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances.
- ii. Since residential students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine (even if they bring a negative test report or the university/college plan to test them on arrival).
- iii. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Also, hostel students should be called in phases.
- iv. Thermal Screening of all resident students should be ensured.
- v. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- vi. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- vii. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- viii. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.
- ix. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.

- x. Utensils should be properly cleaned.
- xi. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- xii. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- xiii. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

3.2.4 Regular Monitoring of Health :

- i. Every institution should regularly monitor the health of its students, faculty, and staff.
- ii. Faculty, staff and students should also be sensitized on self-monitoring of their health.
- iii. Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

3.2.5 Counselling & Guidance for Mental Health :

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation vis-a-vis their studies, health and related issues, Universities and Colleges should take the following measures for the mental health, psychological aspects and well-being of the students:

- i. All the faculty members, students and staff should be made aware of the Web page named "Manodarpan" – created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele-counselling to address their mental health and psychosocial issues.
- ii. Set up helplines for mental health, psychological concerns and well-being of students in Universities/ Colleges which need to be regularly monitored by Counsellors and other identified faculty.
- iii. Regular mentoring of students through interactions, and appeals/letters by the Universities/ Colleges to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.
- iv. Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.
- v. Share the following video links of Ministry of Health & Family Welfare <https://www.mohfw.gov.in/> on the University/ College website and with students and faculty via e-mail, through social media like Facebook, WhatsApp and twitter etc. Practical tips to take care of your Mental Health during the Stay In <https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>

- vi. Minding our minds during the COVID-19
<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>
- vii. Various Health Experts on how to manage Mental health & Well Being during COVID-19 outbreak <https://www.youtube.com/watch?v=iuKhtSehp24&feature=youtu.be>
- viii. Behavioural Health: Psycho-Social toll free helpline - 0804611007

3.2.6 Measures for Containment :

- i. As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.
- ii. Universities and colleges should have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.
- iii. The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable, no take away arrangement of food from mess etc. may be enforced, depending upon the severity of the situation.
- iv. Universities and colleges should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

3.2.7 Sensitization of Students, Teachers and Staff :

- i. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread may be launched.
- ii. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
- iii. The necessity of physical distancing, wearing face covers/ masks, hygiene etc. should be brought home to all.
- iv. Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.
- v. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- vi. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. should be encouraged.
- vii. Students should be told to regularly sanitize their laptops, audio, video and other media accessories.
- viii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- ix. Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.

- x. All support and facilities should be provided to persons with disabilities (Divyangjan).
- xi. No discrimination based on caste, creed or gender should be allowed to take place.
- xii. Sharing of books, other learning material and eatables be discouraged.

4. ROLE OF STAKEHOLDERS :

4.1 Head of the Institution :

- i. Principals may follow the Standard Operating Procedures(SOPs) worked out by the university in view of COVID-19 outbreak, in accordance with the Government orders and guidelines.
- ii. A detailed institutional plan which may, inter alia, include sanitization, safety and health measures should be prepared and kept ready, before reopening of campus. Proper implementation of the institutional plan should be ensured and regular monitoring should be done with the help of faculty and the staff.
- iii. For help and support in fighting COVID-19, there could be an understanding/arrangement with the University Medical college hospital or nearby hospitals/ health centres for other institutions and the medical colleges to have separate COVID-19 facility to take care of their own students/staff in addition to helping the sister institutions.
- iv. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.
- v. A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist of senior persons from faculty and staff, students, volunteers from communities, NGOs, health organisations and Government officials etc. as the case may be.
- vi. Teachers, students and staff should be made aware of all relevant plans and activities on the campus.

4.2 Teachers :

- i. Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.
- ii. Every teacher should prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end- semester evaluation etc.
- iii. Teachers should keep themselves updated with the latest teaching- learning methods and availability of e-resources.
- iv. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- v. Teachers should monitor and keep track of the physical and mental health of their students.

4.3 Parents :

- i. The parents should ensure that their children observe safety norms at home and whenever they go out.

- ii. Parents should not allow their children to go out, if they are not feeling well.
- iii. Parents may be advised that the 'Aarogya Setu App' has been downloaded by their children.
- iv. Parents should sensitize them of healthy food habits and measures to increase immunity.
- v. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

4.4. Students :

- i. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- ii. All students should wear face covers/ masks and take all preventive measures.
- iii. May consider installing 'Aarogya Setu App' in the mobile.
- iv. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- v. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.
- vi. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vii. Give support to your friends under stress due to COVID-19 pandemic.
- viii. Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.

5. OPERATING PROCEDURES :

The Operating Procedures as herein contained as Protocols refers to the instructions to be followed with regard to upkeep and usage of various facilities available at the University as detailed hereunder:

Protocol for General Cleaning, Maintenance and Hygiene of Campus Infrastructure:

The University shall ensure that its entire Campus premises of academic, administrative and other buildings including pathways, washrooms, staircases, lifts etc are well maintained with hygienic care by carrying out the following procedures.

1. Daily sweeping and wet mopping of all room floors with disinfectant soap solution.
2. Daily cleaning of all Door & window handles/knobs, railings of staircase, lift exteriors, washbasin & closet handles/knobs with disinfectant soap solution.
3. Daily cleaning of all tables/chairs/desks/benches in all rooms including offices, canteens etc with disinfectant cleaning liquid.
4. Daily cleaning Gym equipments/computers / copiers/ water coolers etc with disinfectant cleaning liquid.
5. Daily cleaning of the transporting vehicles and spraying of its interior with disinfectants

6. Weekly spraying of approved disinfectants on all class rooms, faculty cabins, meeting rooms, offices, canteens, lift interiors, washrooms etc and all such areas where people move about.
7. Weekly cleaning of all Hostel Rooms and residences including spraying of approved disinfectants.
8. Monthly fumigation of interior and exterior of all buildings of the University housed within its Campus and the interior of all its hostels and residences.

Protocol for Personal Hygiene and Safety :

1. Every one entering the class rooms / offices/ canteen etc must ensure hand wash with soap or sanitiser.
2. Ensure to cover the nose and mouth with hand kerchief while sneezing or coughing and regularly soap wash the handkerchief.
3. Always keep social distancing of at least one meter and wear the face mask while using the lift and whenever meeting anyone outside the class rooms or offices.
4. Wash and dry the re-usable face masks at least once in a day.
5. Do not allow usage of one's personal phones / laptops by another.
6. Always drink water using personal water bottle.

Protocol for recording Staff Attendance :

1. There shall be staggered hours for marking attendance to avoid overcrowding and while queuing for marking attendance every one must keep the prescribed safe distance.
2. Bio metric attendance to be avoided till further notice.

Protocol within the Class rooms/Library/Meeting rooms :

1. A proper crowd management in the school as well as in outside premises shall be ensured.
2. Teachers may ensure students sit at marked/allocated seats maintaining physical/social distancing and wearing face covers /masks in the classes, laboratories, libraries, playground or any other part of school premise.
3. Group activities in games, sports, music, dance or other performing art classes may be allowed only if it is feasible to maintain physical distance and following health safety norms.
4. Practical work should be done in small groups maintaining physical distance.
5. Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottles, etc.) with each other.
6. Staggered time table will be followed regarding which final decision will be taken by the college authorities.
7. While holding classes in regular class rooms, the students shall be seated keeping the safe distance and they shall be required to follow the prescribed Protocol Personal Hygiene and Safety to the extent applicable.

8. Use of Library shall be with staggered hours for students of different programmes to prevent overcrowding and entry shall be strictly in accordance with the schedule. All students/faculty entering the Library shall be required to follow the prescribed Protocol for Personal Hygiene and Safety to the extent applicable.
9. Any meeting of Staff/faculty or of Regulatory Bodies shall be held only in pre-sanitised meeting rooms and every one attending the meeting shall follow the prescribed Protocol for Personal Hygiene and Safety to the extent applicable.

Protocol within the Canteen / Mess / Campus Store :

1. Canteen/Mess facility shall be staggered with breakfast hours between 7AM and 9AM and Lunch Hours between 12.30PM and 2.30PM and Dinner Hours (if provided) between 7PM and 9PM. This is aimed to prevent overcrowding.
2. Entry in to the Canteen at any point of time shall be for a minimum number of persons and food shall be served on the table. Seating will be subject to prescribed safe distance and there shall be no self-service either from the counters or from the dispensers.
3. Food served at the canteen shall be on hygienically sanitised crockery/plates/cups.
4. Every one entering the Canteen shall follow the prescribed Protocol for Personal Hygiene and Safety to the extent applicable.
5. Anyone availing the service from the Campus Store at the institutions shall follow a queue system of safe distance. There shall be no physical contact whatsoever while doing the transaction.
6. All payments in the canteen as well as in the Campus store must be through digital mode of Google Pay or Paytm and must avoid usage of Debit/Credit Cards as far as possible.

Protocol to Ensure Safe Commuting of Students :

- Sanitization of college transportation on regular basis at least twice a day – once before students board the transport and once after.
- Bus Driver and conductor should maintain physical distance at all times and ensure physical/social distancing among students in the bus/cab.
- A minimum physical distance of 6 feet should be maintained during seating.
- Staggering of college timings/days/shifts may be essential for ensuring this. Wherever possible, more buses may be arranged.
- If possible, thermal screening of students may be done by the bus conductor at the time of their boarding the bus.
- All commuters to wear face cover/masks in the bus/cab. College transport should not permit students and staff without masks to board buses.
- No curtains on windows in the bus/cab.
- Preferably keep all windows open.

- For air-conditioned buses/cabs, the guidelines issued by CPWD shall be followed which include temperature setting at 24-30°C, relative humidity at 40-70% with provision for intake of fresh air (available at: https://cpwd.gov.in/WriteReadData/other_cir/45567.pdf.)
- Students may be oriented not to touch surfaces unnecessarily. If possible, hand sanitizer may be kept in the bus/cab.
- Students may be advised to patiently wait for their turn to board or alight from the vehicle keeping a safe distance.
- As far as possible, parents may be encouraged to use their personal transport to drop their wards at the college.
- Students commuting through public transport should be adequately guided by colleges to take all precautions such as – physical/social distancing, covering nose and mouth with up face cloth/masks, sanitizing hands when touching any surface etc.
- Private cabs or carpooling may be discouraged as far as possible.

Protocol within the Hostels :

For students returning to College campus:

Instructions for students before leaving hometown :

Travel plan: Students are instructed to send their travel plan to the respective chief warden or college/department office. This information should reach in advance to allow arrangements at the college for screening/quarantine on arrival. The following details should be disclosed

- Student contact details and email id
- Mode of travel
- City of departure
- Date and time of arrival to the college
- Consent form duly signed by the parent/guardian

Students whose housemates had/has COVID within a last three weeks needs to have RTPCR report of the student travelling.

Essential items to carry :

Each student must bring along the following essential items before entering the campus:

- Triple layered mask-minimum 100, cloth mask-6 in number
- Supplies for daily and frequent sanitization
 - Hand sanitiser-100 ml (5Nos)
 - Liquid soaps for personal use in washrooms-2 bottles

Upon arrival at the institution, returnees should visit the designated fever clinics and get an evaluation for COVID symptoms.

Students will undergo thermal screening and evaluation for symptoms suggestive of COVID-19. Symptomatic individuals will be quarantined at designated hostels and tested.

Asymptomatic individuals need to sign a self-declaration form and can move to respective hostels or home.

1. The Inmates must maintain absolute cleanliness within the hostel and shall follow the prescribed Protocol for Personal Hygiene and Safety to the extent applicable.
2. Dispose of all wastes in the prescribed manner and ensure that the House Keeping Staff regularly attend to the specified cleaning activities as per Hostel Regulation of the University.
3. Do not allow or entertain any outsider including relatives and friends (other than those who are authorised) to enter the Hostel Room for any purpose whatsoever. Avoid socialising absolutely.
4. As far as possible the inmates should stay within their allocated rooms and usage of common room must be for essential purposes by following the safe distance procedure.
5. Those who occupy hostels on sharing basis must stick to strict exclusive use of their personal belongings, particularly the cosmetics like soap, comb, shaving kits and the like.
6. While going out for getting groceries or other essentials including for food wear the face mask and maintain safe distance requirements. Always do proper hands wash with soap immediately on return from outside.
7. If food is ordered for delivery through any of the catering service providers, make it pre-paid and use the food by transferring to own crockery/vessel. As far as possible avoid use of the containers in which the food is brought.
8. If feeling unwell while on stay in the Hostel the inmates must strictly follow the Protocol during Sickness.
9. If the sick inmate fails to report sickness as per the specified Protocol for any reason whatsoever, it shall be the duty of co-inmates to bring the same to the notice of the Hostel Warden and the Protocol Monitoring Team.

Protocol During Sickness :

1. If any student, faculty, staff or any other member of the University community fall sick with one or more of cold, cough, fever, head ache, breathing difficulty, vomiting sensation or diarrhea irrespective of their place of stay shall immediately report to the Campus Covid In-charge (CCI) and present themselves for medical advice and treatment at the Campus Clinic or at the outpatient centre of the recognised hospital.
2. The CCI depending on the recommended medical advice shall take immediate steps either to isolate the patient in quarantine in one of the residences of the University or shall get the patient admitted to a recognised hospital and shall extend all necessary care and support.
3. All cases of isolation/quarantine of any of the students shall be immediately notified to their parents.

4. Any student /faculty/staff suffering from any of the said symptoms and are only prescribed medicines and not advised for isolation may attend classes /duties subject to maintaining social distancing and wearing the face masks at all times. However all such persons shall undertake weekly medical review.

General Protocol :

The General Protocol refers to guidelines as detailed hereunder that will be applicable towards monitoring the compliance of all the specified Protocols.

1. The Institutions shall make continuous digital display at various vantage points in different locations of the Campus of various protocols to be followed.
2. There shall be a Campus Covid In-charge (CCI) who shall be one of the faculty members who shall be responsible to ensure compliance of the Protocols by all concerned. The CCI shall report to the Head of Institution.
3. Other than the CCI the Security Personnel shall be authorised to intervene as when they observe any violation of the Protocol norms, with due information to CCI.
4. The Housekeeping Staff, Canteen Staff including of Kitchen, Campus Store Attendants, Gym Attendants and the Laboratory Attendants shall carry out their respective job responsibilities in accordance with the requirements of the applicable Protocol and shall be under direct administrative supervision of the CCI.
5. The Hostel Wardens concerned shall oversee the expected Protocol compliances in the Hostel/s under their charge and shall take corrective measures as and when required.

UNDERTAKING OF PARENT

From

To
The Principal/Dean/Director,

Sir/Madam,

Sub : Sending my ward on my own to attend classes – reg.

This refers to the above subject. I am sending my son/daughter Mr./Ms. _____ to attend the regular classes at your institution on my own and without any compulsion from anyone, following the guidelines issued by the Government/University/institution. I hereby take the full responsibility for the health and welfare of my son/daughter and wholeheartedly sending my son/daughter to the classes to learn from the teachers.

Thanking you,

Yours truly,

Date :

Place :

Student Self Declaration Form

Name of the student : _____

Programme : _____

Year of study : _____

Reg. No. : _____

Institution : _____

Hostel Name : _____

Room No. : _____

Contact No. : _____

Address of Parent/Guardian : _____

Parent/Guardian Contact No. : _____

I hereby declare that I am found asymptomatic to COVID 19 on arrival at the college on _____ and affirm that if I am tested positive herein after it is my sole responsibility to take care of myself and follow the instructions and guidelines issued by the institution from time to time. I will keep my parents informed on the developments regularly.

Date :

Signature of Student