

**COVID- 19**  
**(Guidelines For Students)**

**General Points:**

- a. All students are advised to get themselves vaccinated.
- b. All students are advised to have **Aarogya Setu** app uploaded in their mobile phones.
- c. Shaking of hands, hugging, or throwing arms on shoulders is strictly prohibited.
- d. A social distance of 6 feet to be maintained between two students.
- e. All students to always wear facemask while in campus (except for refreshment breaks).
- f. Above is to be ensured within /outside campus (while travelling in campus bus or light vehicle)
- g. **Do Not Share** - cell phones, intercoms, laptops, iPad, stationery, crockery & cutlery, meals, tissue boxes, water bottles, remotes of ACs, student lockers etc.
- h. Follow washroom etiquettes. Maintain social distance.
- i. Do not spit on roads or in public places.
- j. Biometric machine will not be used till further orders. Attendance to be made in registers.
- k. Carrying of leather bags/purses inside university is prohibited
- l. Please understand that a proper hand wash with soap for 20 seconds is always the best way to keep your palms disinfected. But for times when one cannot have a hand wash, please have personal sanitizers in your pocket/ bag. All students to have their personal soap / sanitizers and not to share same.
- m. In case any student feels symptoms related to Corona virus, he shall immediately inform to his mentor/ warden who shall make arrangements to send the individual to medical check-up and further treatment, if found Positive for Covid- 19.

**Specific Points:**

- 1. **Action at Security Gates:** All students arriving in the University will be thermally screened for temperatures by the security Guards. All students will be wearing their I card. Any student not wearing I card will not be allowed to enter the campus. Students are advised not to loiter around in the campus.
- 2. **Visitors:** Parents and guardians will have to follow University guidelines of thermal screening, wearing mask, social distancing etc as applicable to all. Defaulters will be asked to leave the campus.
- 3. **Social Distancing of Staff & Students:**
  - a. Any meeting of clubs etc will be carried out online. Physical meeting if unavoidable, shall with the permission of concerned faculty be held in any hall, which will be booked in advance and used, maintaining the social distancing norms.
  - b. Visit to administrative office, library, & other buildings should be restricted.
  - c. Anyone entering library will do so only after sanitising their hands. While seating proper social distance will be observed. Librarian has the right to ask the defaulter to leave the library.

**4. Transportation Arrangements:**

- a) All students to follow University guidelines.
- b) Bus driver will allow only those faculty/staff/students to enter the bus, who are wearing mask. Staff and students are advised to wear face shield as well. All to ensure that they maintain the decorum and discipline of social distancing, All are advised to ensure cleanliness, and have sanitizers in their bags or pockets.

**5. Academic Buildings:**

- a. Hand towels in washrooms shall be avoided in this period.
- b. As doorknobs are the most affected, it is suggested, that the doors be always left open, to avoid the necessity to touch the doorknob with hand.
- c. Day scholar students are advised to bring their lunch or refreshment & water bottles. Hostellers are advised to bring their water bottles. No one to share the same.
- d. Lifts – The use of lifts should be reduced as much as possible. Lift attendants should ensure that only 1+1 people are permitted in the smaller lifts and only 1+2 people are permitted in the bigger lifts at any given point of time.
- e. The switches of the lift control panel should be operated only by the lift attendant.

**6. Hostel Buildings (Including Messes):**

- a. Hostellers on arrival will be screened and only asymptomatic students will be permitted to stay in the hostel.
- b. At no stage during the stay in hostel will a student be allowed to go outside the University campus for whatever reason. All students must be self-contained for toiletries, winter clothing and other items.
- c. The hostellers will be permitted to use the common areas, only if adhering to the social distancing norms.
- d. To avoid rush in the washrooms individual will be allotted timings for use by the warden.
- e. All rooms have to be cleaned and dustbins emptied, on a daily basis. Hence keys of all rooms must necessarily be deposited at the reception. The keys shall be sanitised while HO/TO of keys.
- f. Students will not be allowed to move into rooms of other students.
- g. Social Distancing in Mess - Mess timings will be staggered to cater for social distancing.
- h. Students will stand at food service counters based on the markings for the people to form up in queue, thus ensuring social distancing
- i. Food will be served in plates to students by mess staff. Students should hold their plates and the serving staff shall serve the food. This is suggested to reduce the number of hands, coming in contact with, the serving spoon.
- j. Lifts – The use of lifts should be reduced as much as possible. Lift attendants should ensure that only 1+1 people are permitted in the smaller lifts and only 1+2 people are permitted in the bigger lifts at any given point of time.
- k. The switches of the lift control panel will be operated only by the lift attendant. The sanitization of the lift control panel, the lift interior and handles as well as the floor mat of the lift will be ensured by the lift attendant.

**7. Refreshment Areas:**

- a. Students will upload “UFOOD” and place their demands online and collect their food items from food service counters, based on the markings for the people to form up in queue, thus ensuring social distancing.
- b. Only 50% seating is be permitted on tables.

**8. In case of Illness:**

- a. In case a student is unwell. He/she will report to his/her mentor during class hours and to warden after class hours. The mentor/ warden will ring up the University doctor and take an appointment. The patient will go to the University dispensary accordingly. Social distancing norms will be followed at the dispensary. There will be no overcrowding.
- b. In case any student falls sick with symptoms of COVID-19, the matter will be informed to parents and to the concerned COVID approved hospital. Action will be initiated to route the said student for the required medical support immediately.
- c. It is pertinent to mention that the dispensary support will be available 24\*7\*365. And the ambulance will also be available. Sanitising the dispensary and ambulance has also to be ensured strictly. Sanitisation of Ambulance & health of driver to be monitored by the medical team.

**9. Isolation Facility:** An isolation room is opened in the campus, where in case of emergency, students /staff can be shifted, and medical attention provided

**10. Beauty Lounge:** It is opened but all necessary precautions of wearing gloves, masks and social distancing will be maintained.

**11. Laundry:** Laundry will continue to function as before, maintaining all necessary instructions issued in these guidelines of health, sanitisation & social distancing at work. It will become fully operational after the hostels are fully opened.

**12. Standees:** Standees giving out Do’s and Don’ts for all will be positioned in front of all University gates, School buildings and hostels for compliance.

**13. Improving Immunity:** All students are encouraged to, follow the immunity measures advised by AYUSH.

**14. Stationery Shop:** The vendor has agreed to provide facemasks, pocket sanitizers, gloves etc., for sale, at fair prices. Also, if hostellers want any toiletries etc then they are advised to place demand with the stationery shop who shall make arrangements for procuring same at fair market prices.

**Action Against Defaulters:** All students need to appreciate the necessity to respect and follow the norms being laid. Strict disciplinary action shall be initiated against any defaulter. Defaulters will be fined and may be sent back home and marked as absent as also issued with warning letters. For habitual offenders, stricter actions shall be initiated.