राष्ट्रीय प्रौद्योगिकी संस्थानहमीरपुर

हमीरपुर (हि.प्र.)-177005

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.)-177005
(An Institute of National Importance under Ministry of Education)
Office of Dean (Student Welfare)

No.NIT/HMR/DSW/2021/..89.88.-9023   Dated:- 08-02-2021

NOTICE

In view of various guidelines issued from Ministry of Home Affairs as well State Govt. post lockdown due to Covid-19 Pandemic and after approval of guidelines and protocols on returning to the campus by Competent Authority, it was notified that academic and research activities at NIT, Hamirpur(HP) will commence in phase wise manner.

In first phase, Institute shall be opened to UG Final year, PG 2nd year and PhD students. Students belonging to these courses who are willing to return to NIT Hamirpur(HP), shall go through the attached guidelines thoroughly and submit the Form A and Form B along with other relevant information through google form link attached with this notice latest by 11.02.2021

Six flexible dates of arrival at Institute (15th, 16th, 23rd, 24th February & 3rd, 4th March 2021) have been provided to make it convenient to the students to choose their date of arrival in the campus. However in viewof limited self- quarantine facilities available and to avoid rush on any particular day, Institute can make necessary changes on the opted date which shall be communicated to the students and Institute decision in this connection shall be final. After approval of Competent Authority, permitted students along with their date of arrival shall be communicated to the students through Institute website. No student shall be allowed to enter Institute without prior approval of Competent Authority.

It is mandatory to each student willing to return to the campus belonging to UG Final year, PG 2nd year and PhD course to carry with him / her a negative test report of Covid-19 (RT-PCR) from any govt. certified lab done 96 hours prior to arrival date on the Institute campus.

All students must adhere to standard operating procedures (SOPs) issue by the Institute as well as instructions given in the enclosed guidelines and protocols enclosed with the notice.

Dean (Student Welfare) 2021.
NIT Hamirpur (HP)

Dean (Student Welfare)
राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर (हि०प्र०)
National Institute of Technology, Hamirpur (H.P.)

Copy to:
1. PS to Director for kind information of Director, NIT Hamirpur(HP) please.
2. PA to Registrar for kind information of Registrar, NIT Hamirpur(HP) please.
3. All Dean's, All HOD's, Faculty In-charge Security, Chief Warden(Hostels), Medical Officer, All Warden's , NIT Hamirpur(HP) for kind information.
4. FI(CC) with request to upload the notice on Institute website.

Please submit your information using the following link (copy and paste the link in your web browser, use @nith.ac.in email id for filling the response).

https://docs.google.com/forms/d/e/1FAIpQLSfwpl3GMO0zRFx7MNYPuDTVp7uFTfof8FrN4_Tc8x7aZrPgiQ/viewform?usp=sf_link

Guidelines and Protocols
on
Returning of the Students
to
The Campus
During COVID-19 Pandemic

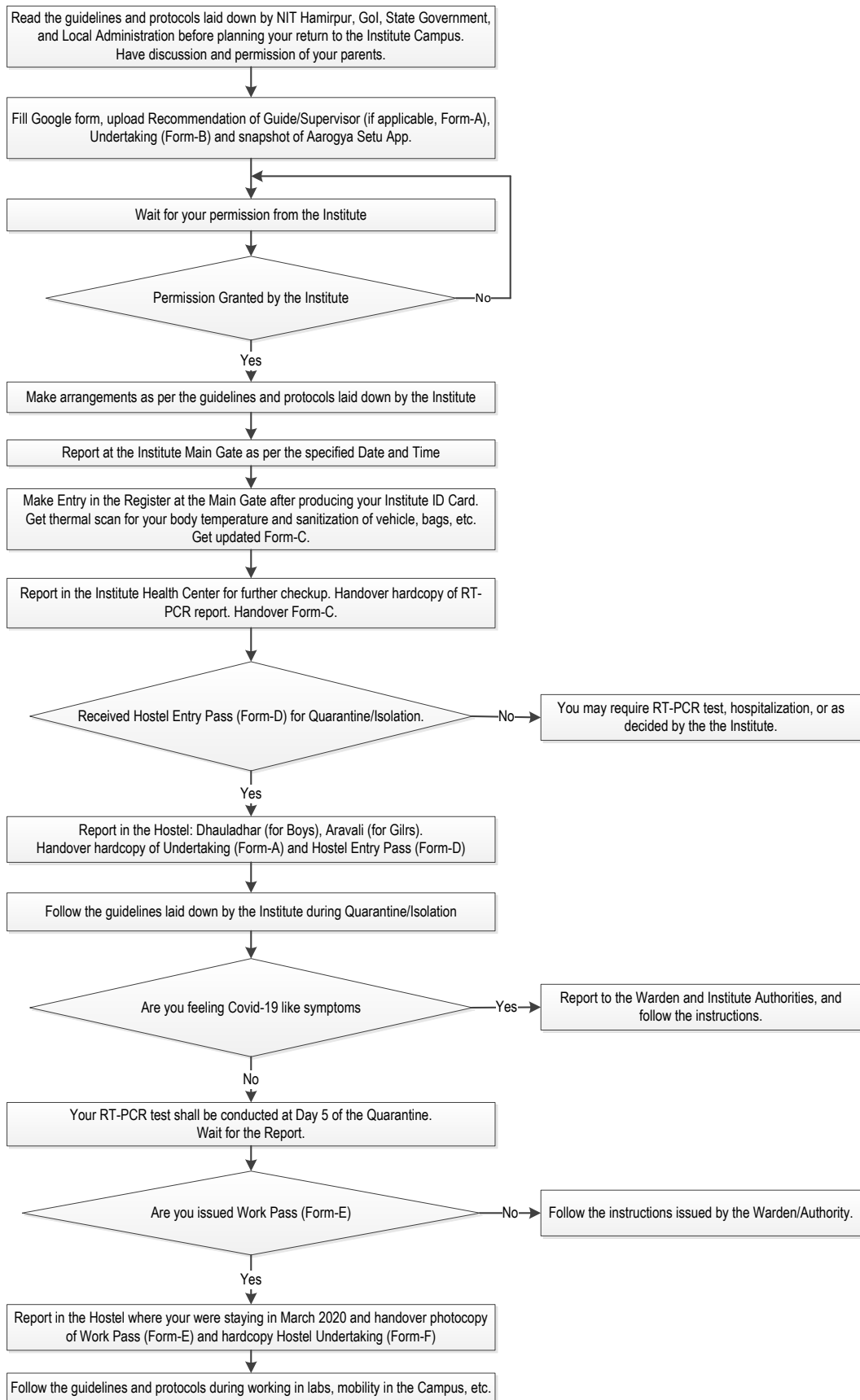## National Institute of Technology Hamirpur

Hamirpur (HP) – 177 005

January, 2021

Flowchart Regarding Returning of the Student in the Institute Campus

Read the guidelines and protocols laid down by NIT Hamirpur, GoI, State Government, and Local Administration before planning your return to the Institute Campus. Have discussion and permission of your parents.

↓

Fill Google form, upload Recommendation of Guide/Supervisor (if applicable, Form-A), Undertaking (Form-B) and snapshot of Aarogya Setu App.

↓

Wait for your permission from the Institute

↓

Permission Granted by the Institute —No→ (back to "Wait for your permission from the Institute")

↓ Yes

Make arrangements as per the guidelines and protocols laid down by the Institute

↓

Report at the Institute Main Gate as per the specified Date and Time

↓

Make Entry in the Register at the Main Gate after producing your Institute ID Card. Get thermal scan for your body temperature and sanitization of vehicle, bags, etc. Get updated Form-C.

↓

Report in the Institute Health Center for further checkup. Handover hardcopy of RT-PCR report. Handover Form-C.

↓

Received Hostel Entry Pass (Form-D) for Quarantine/Isolation. —No→ You may require RT-PCR test, hospitalization, or as decided by the the Institute.

↓ Yes

Report in the Hostel: Dhauladhar (for Boys), Aravali (for Gilrs). Handover hardcopy of Undertaking (Form-A) and Hostel Entry Pass (Form-D)

↓

Follow the guidelines laid down by the Institute during Quarantine/Isolation

↓

Are you feeling Covid-19 like symptoms —Yes→ Report to the Warden and Institute Authorities, and follow the instructions.

↓ No

Your RT-PCR test shall be conducted at Day 5 of the Quarantine. Wait for the Report.

↓

Are you issued Work Pass (Form-E) —No→ Follow the instructions issued by the Warden/Authority.

↓ Yes

Report in the Hostel where your were staying in March 2020 and handover photocopy of Work Pass (Form-E) and hardcopy Hostel Undertaking (Form-F)

↓

Follow the guidelines and protocols during working in labs, mobility in the Campus, etc.

Preface

COVID-19 pandemic has influenced our life and living to a great extent. NIT Hamirpur functionaries are trying their best to minimise the damage caused to academics of Institute students and their future progress due to Covid-19. The Institute is planning about allowing the students to return to the Campus in phased manner. The decision depends upon numerous parameters, such as government norms, availability of rooms for quarantine facility, graduation stage of students, infrastructure in labs, facilities in Health Centre, etc. Cooperation of everyone is required to achieve the objective.

This document attempts to envisage a Standard Operating Procedure (SOP) to make working environment safer during ongoing COVID-19 pandemic. This SOP will be applicable unless notified otherwise.

The SOP has Five sequential stages as under:

Stage 1: Planning to Return to the Campus

1.1   All the students are advised to strictly follow the guidelines and protocols laid down by Government of India and NIT Hamirpur during the COVID-19 pandemic. Before submitting application/request to return to the Campus, the students and their parents are requested to carefully read the guidelines and protocols. It is mandatory to understand that the student is submitting his/her willingness to return to the Campus at his/her own risk during the ongoing COVID-19 pandemic.

1.2   The students are required to apply online through the Google form only. No other method of application/request is allowed. The students are required to upload recommendation of the Project/Dissertation/Thesis Guide/Supervisor (Form-A, applicable if there is extreme requirement to work in the Lab for completion/progress of the Project/Dissertation/Thesis), Undertaking (Form-B) and snapshot of the Aarogya Setu App installed on the smartphone of the concerned student.

1.3   Student must inform correct health condition and significant medical history while applying online.

1.4   The applications/requests received shall be scrutinized by the office of Dean (Student Welfare) and list of students to be allowed in different batches shall be prepared.
The arrival date allowed to a student shall be informed at least 07 days before the date through email by the office of Dean (Student Welfare).
The list shall be shared with the Health Centre, Security Incharge and Hostel Management at least 02 days before the arrival date of the students.

1.5   Students coming to campus are required to arrange their own transport.

1.6   Student must carry his/her Institute ID Card while coming to the Campus.

1.7   Every student should have the Aarogya Setu app installed on his/her smartphone. Use of Aarogya Setu by all on the Institute Campus is mandatory. The student is required to upload the snapshot of his/her Aarogya Setu App clearly mentioning the status "You are Safe". If this status is not mentioned then the application/request of the student will be rejected.

1.8   Student must bring sufficient hand sanitizers, masks, toilet soaps, detergent powder, tissue papers, tooth paste, grooming kit, etc.

Stage 2: Arriving at the Institute

2.1   Students shall be allowed to enter through Main Gate of the Institute only. Entry in no circumstances shall be allowed through other Gates.

2.2   Considering the safety of students and whole NITH community, students are directed to report during 09.00AM to 05.00PM on the allowed date at the Main Gate.

2.3 On arrival, the student has to produce Institute ID Card at the Main Gate and sign an Entry Register. Thereafter, each student will be thermally scanned for his/her body temperature by the Security Guard and the vehicle, bags, and other belongings will be sanitized. The Security Guard will enter the body temperature in the Form-C. The concerned student is required to bring hardcopy of the Form-C.

2.4 From the Main Gate, the students shall directly goto the Institute Health Centre for further verification/ investigation. Each student must report with a hard copy of RT-PCR Negative Test Report which shall be submitted to the Medical Officer in the Health Centre. The RT-PCR test should not have been conducted more than 4 days before the reporting date in the Campus.

If the student is found normal during the investigation in the Health Centre, he/she shall be issued a Hostel Entry Pass (FORM-D).

If symptoms of COVID-19 are observed by the Medical Officer, the student cannot be permitted to avail the quarantine facility in the Hostel and the case shall be referred to the office of Dean (Student Welfare) for further decision. Such student shall be ready to manage his/her stay outside the campus and/or return back to the home.

Stage 3: Quarantine

3.1 On receipt of Hostel Entry Pass, the student will report in the Hostel and is required to undergo 07 days quarantine at designated place i.e. Dhauladhar Hostel (for Boys) and Aravali Hostel (for Girls).

3.2 If a student becomes symptomatic during quarantine, he/she shall be shifted to the Isolation area in the same/other Hostel. In case of isolation, the student will not be allowed outside the Isolation region/area identified in the Hostel.

3.3 During quarantine/isolation, students will not be allowed to come-out from their designated place of stay. A Committee will keep a check on the students round the clock.

3.4 Movement of the students is restricted to their room and entrance of quarantine facility during the quarantine period.

3.5 Students must strictly wear the face mask while going to Public Convenience Area/Common Area. They must maintain the social distance and not interact with any other person.

3.6 All are directed to use the designated specific bathroom/toilet/urinal and washbasin mentioned on hostel room's door or informed to the student.

3.7 All will use their own bucket and mug. To bring their mattress, bed sheets, pillow and sufficient clothes, they will be facilitated to take these items from their earlier allocated hostel rooms by the Hostel Attendant (kindly inform the Attendant one day in advance on mobile). In this case, the student will hand over the key to the Attendant and the Attendant will facilitate the transfer of mattress, bed sheet, bucket, mug, etc. to the student. From opening of room door, collecting of belongings of the student from his/her room till closing of the room door, the student and Attendant will use video call to avoid any mis-trust and later controversy.

3.8 All will wash their clothes themselves. No washing machine will be provided

3.9 Use of lifts is prohibited.

3.10 Each student shall have food in his/her room during the quarantine. The timings to collect packed breakfast, lunch and dinner will be 8:00AM-8:30AM, 1:45PM-2:15PM and 8:30PM-9:00PM, respectively (timing may change). The same is required to be collected from the entrance of quarantine facility only. The students will come in queue by maintaining proper distance. The students will take the food packed in disposable plates in their rooms and after finishing they will put the used plates in the dustbins.

3.11 During the quarantine and isolation period, the food charges may be higher due to packing material charges, etc. and the students will have to borne the same.

3.12 Students will clean their rooms themselves only during the quarantine/isolation period.

3.13 There will be another RT-PCR test for all students on the 5th day of quarantine at the Institute. It is mandatory that all will take the RT-PCR test and testing charges will be borne by concerned students only. The test may also be repeated. In case any student is found to be COVID-19 Positive, he/she has to inform immediately to respective Hostel Staff and Warden and he/she will follow the instructions of NIT Hamirpur and/or district administration with regard to isolation, hospitalization, leaving the Campus, etc. The cost for isolation, hospitalization, treatment, etc. shall be borne by the student.

3.14 On successful completion of the quarantine period, the Health Centre will issue Work Pass (Form-E) to the student.

Stage 4: Stay in the Hostel and Movement in the Campus

4.1 After successful completion of quarantine, the students will be allowed to stay in the already allotted hostel prior to March 2020. The room sharing as applicable earlier at the time of allotment shall continue. All the roommates are required to submit Willingness Form (Form-F) for sharing of the allotted room.

4.2 Wearing the mask is compulsory while going out of the room

4.3 Social distancing norm of 6 feet between two individuals is to be maintained at all times in all public places. Everyone must sanitize hands often by washing with soap or hand sanitizers.

4.4 During quarantine, isolation or thereafter, a student will not be allowed to leave the Campus. However, in very rare exceptional circumstances, a student may be allowed to leave the campus with prior approval of the Institute authority, but may not be allowed to enter the Campus again unless allowed by the authority. A re-entry in the Campus shall be treated as new entry and the student shall be required to clear all the stages viz. permission to the Campus, Negative RT-PCR report, quarantine, etc.

4.5 The Hostel shall allot slots to be followed in the dining. The students are required to adhere to the same.

4.6 No hand shake is allowed.

4.7 Maintain personal hygiene, washing of clothes daily and precautions with regard to cleaning of common utility points like taps, showers, switches, etc. before use.

4.8 Use online mode of communication wherever possible including discussion with your guide/supervisor, faculty, lab/office staff and friends. Avoid visiting any office directly.

4.9 Any kind of group celebration/gathering is not permitted.

4.10 Avoid crowding the common places and maintain social distancing at entrance.

4.11 In case of any COVID-19 like symptoms, immediately report to the Hostel Staff and Warden and isolate yourself inside the hostel room and should not come out from the hostel room. Visit the health centre through appointment only.

Stage 5: Academic Activities

5.1 Students will be allowed to enter the Department and work in the lab only on the production of Work Pass and Institute ID Card.

5.2 Students should not carry food items inside the lab space.

5.3 No visitors including Institute students will be allowed in the lab.

5.4 HoD and Lab Staff must ensure that the lab area, furniture and equipments are properly disinfected before start of the work.

5.5 While working in lab, all must maintain safe practices including wearing mask, social distancing and maintaining safe environment.

5.6 The theory classes shall be conducted in online mode. During practical classes, the students may work in the labs after ensuring proper protocol.

5.7 Unless the return of normalcy, the examination will be conducted in the online mode for the students who are away from the Campus. However, the examination of the students who are staying in the Hostel may be conducted in offline mode in the Examination Hall.

National Institute of Technology Hamirpur
Undertaking to Return to the Campus and Recommendation of Project/Dissertation/Thesis   Guide/Supervisor
(COVID-19)

Name of the Student:
Roll No:
Current Semester:
Programme:
Department:
Mobile Number:

Present Address of Stay:

Respected Sir/Madam
I have gone through and understood the guidelines and protocols of the Institute pertaining to returning in the Campus. I state that I am aware that it is entirely voluntary for me to return to the Institute and that I am doing so of my own free will, having understood the risks inherent in commuting to, and staying at the Institute during COVID-19 Pandemic.

My Project/Dissertation/Thesis   Guide/Supervisor has not put any pressure on me to return to the Institute Campus.

In my opinion, which has been affirmed by my Project/Dissertation/Thesis   Guide/Supervisor, it is essential for me to return to the Institute Campus and work in the laboratory as the nature and/or stage of my work/research is such that it cannot be done from home and that any further delay would delay the entire Project/Dissertation/Thesis.

Signature of the Student:
Date:

Name and Signature of the Parent:
Mobile Number:

Recommendation of the Project/Dissertation/Thesis Guide/Supervisor
I agree with the above request made by the student that the nature and/or stage of the Project/Dissertation/Thesis being conducted by him/her is such that it cannot be subjected to any further delay, nor can it be done from home. I state that I have not exerted any pressure on the student to return to the Institute Campus.

Name and Signature of the Guide/Supervisor:

Signature of the Head of the Department:

National Institute of Technology Hamirpur
Declaration and Undertaking by the Student and Parents/Guardians Regarding Returning to the Campus
(COVID-19)

Name of the Student:
Roll No:
Current Semester:
Programme:
Department:
Mobile Number:
Present Address of Stay:

Respected Sir/Madam

I have gone through and understood the guidelines and protocols of the Institute pertaining to returning in the Campus. I state that I am aware that it is entirely voluntary for me to return to the Institute and that I am doing so of my own free will, having understood the risks inherent in commuting to, and staying at the Institute during COVID-19 Pandemic.

I understand that if I am found to have given wrong information in the declaration below or not following protocols after coming to the Campus, I will be liable for disciplinary action.

I declare that

(a) I have not tested positive for COVID-19 in the last 14 days.
(b) At present I do not have any symptoms commonly associated with the COVID-19 such as fever, cough, shortness of breath, sore throat, etc.
(c) None of my family members where I am staying, is suffering from fever, cough and breathing problem past 14 days.
(d) I have not been in direct contact with or in the immediate vicinity of any person I knew and/or now I know to be carrying the Coronavirus or has been identified as a potential carrier of the Coronavirus.
(e) I am not having any diseases like hypertension or diabetes or cancer or heart/lung /kidney related diseases, etc. or any other chronic diseases.
(f) I will bring negative RT-PCR test report conducted not more than 4 days before the reporting date in the Campus.
(g) I have carefully gone through all the COVID-19 related guidelines and protocols issued by NIT Hamirpur, regarding returning to the Campus during this COVID-19 Pandemic. I completely understand the guidelines and protocols and agree to strictly follow these guidelines and protocols to reduce the risk of infection with Coronavirus inside the Campus.
(h) I will also strictly follow all the COVID-19 appropriate behaviors mentioned in the guidelines issued by NIT Hamirpur, like wearing masks, frequently sanitizing hands, maintaining physical social distancing of 6 feet, etc.
(i) I will use Aarogya Setu App on my mobile, and it will remain active at all times (through Bluetooth and Wi-Fi)
(j) I will self-monitor my health every day after I return to the Institute. In case, I develop fever, cough, flu-like symptoms and/or breathing problem, then I will inform about it to Hostel/Institute authorities. Also, I will consult doctor and follow medical advice.
(k) I understand that there is always a possibility of getting infected by the virus. My parents/guardians are also fully aware of my wish to return to the Campus and continue my academic activities.
(l) I completely understand the standard of medical facilities available in Hamirpur in case of any emergencies.
(m) I also understand that NIT Hamirpur has a Health Centre and it will extend all available facilities in case of a medical emergency. However, in case of COVID-19 infection I may require isolation, treatment and/or hospitalization outside the Campus, for which I shall follow the government laid down protocols and bear the cost.
(n) Without prior approval of Authority, I will not go out of the Institute Gate.

Signature of the Student:
Date:

Undertaking/Declaration of the Parents/Guardians

I, _____ Father/Mother/Guardian of _____, Student at NIT Hamirpur, do hereby declare that:

(a) My ward is coming to NIT Hamirpur Campus with my consent.
(b) He/She will be responsible for his/her health during this pandemic situation.
(c) He/She will be responsible to follow the guidelines and rules issued by the GoI, State Government, Local Administration and Institute from ime to time.
(d) He/She will be responsible to pay all the mandatory charges as decided by the Institute.

Signature of the Parent:
Mobile Number:

National Institute of Technology Hamirpur
Entry of the Student in the Institute Campus
(COVID-19)

Name of the Student:
Roll No:
Current Semester:
Programme:
Department:
Mobile Number:

(a) I am reporting today on _____ (Reporting Date).
(b) I declare that I am aware that it is entirely voluntary for me to return to the Institute and that I am doing so of my own free will, having understood the risks inherent in commuting to, and staying at the Institute during COVID-19 Pandemic.
(c) At present I do not have any symptoms commonly associated with the COVID-19 such as fever, cough, shortness of breath, sore throat, etc.
(d) I have brought negative RT-PCR test report conducted not more than 4 days earlier.
(e) I have carefully gone through all the COVID-19 related guidelines and protocols issued by NIT Hamirpur, regarding returning to the Campus during this COVID-19 Pandemic. I completely understand the guidelines and protocols and agree to strictly follow these guidelines and protocols to reduce the risk of infection with Coronavirus inside the Campus.

Signature of the Student:
Date:

For official Use
Statement of the Security Guard on Duty at Main Gate of NIT Hamirpur

(a) The student has signed the Entry Register at Main Gate
(b) He/she has been thermally scanned for body temperature. His/her temperature is _____ ºC.
(c) The vehicle, bags, and other belongings of the student have been disinfected.

Signature of the Security Guard

Report of Health Centre, NIT Hamirpur

(a) He/she has been thermally scanned for body temperature at Health Centre. His/her temperature is _____ ºC.
(b) His/her oxygen level has been measured using Pulse Oximeter and value is _____.
(c) At present he/she does not have any symptoms commonly associated with the COVID-19 such as fever, cough, shortness of breath, sore throat, etc.
(d) He/she has brought negative RT-PCR test report conducted not more than 4 days earlier.

Signature of the Medical Officer

Recommendation

(tick one of the following)

1. Hostel Entry Pass (Form-D) for permitting him/her Quarantine in the Hostel.

2. Hostel Entry Pass (Form-D) for permitting him/her Isolation in the Hostel.

3. Any other (please specify)

National Institute of Technology Hamirpur
Hostel Entry Pass
(COVID-19)

Name of the Student:
Roll No:
Current Semester:
Programme:
Department:
Mobile Number:

Signature of the Student:
Date:

For official Use

Recommendation of Health Centre, NIT Hamirpur

On the basis of documents submitted by the student and his/her physical health at the time of Reporting in the Health Centre, he/she is issued Hostel Entry Pass for the following:

(tick one of the following)

1. Hostel Entry Pass (Form-D) for permitting him/her Quarantine in the Hostel.

2. Hostel Entry Pass (Form-D) for permitting him/her Isolation in the Hostel.

Signature of the Medical Officer:
Date:

National Institute of Technology Hamirpur
Work Pass
(COVID-19)

Name of the Student:
Roll No:
Current Semester:
Programme:
Department:
Mobile Number:

I have carefully gone through all the COVID-19 related guidelines and protocols issued by NIT Hamirpur, regarding returning to the Campus during this COVID-19 Pandemic. I completely understand the guidelines and protocols and agree to strictly follow these guidelines and protocols to reduce the risk of infection with Coronavirus inside the Campus.

Signature of the Student:
Date:

For official Use

Recommendation of Health Centre, NIT Hamirpur

On the basis of negative report of RT-PCR Test conducted during the period of Quarantine/Isolation in Hostel, he/she is issued Work Pass for working in laboratory or continuing academic activities within the Campus.

Signature of the Medical Officer:
Date:

National Institute of Technology Hamirpur
Undertaking Regarding Sharing of Hostel Room
(COVID-19)

Name of Hostel:

Room Number:

It is stated that the above mentioned room has been allotted to us and we were sharing the same till March, 2020. We undertake that we do not have objection in sharing the room during this ongoing COVID-19 pandemic. Further, we authorize each other to open the room lock whosoever arrives earlier and all of us shall be responsible for belongings of each other.

Signature:	Signature:	Signature:
Name:	Name:	Name:
Roll Number:	Roll Number:	Roll Number:
Date:	Date:	Date:

National Institute of Technology Hamirpur
Google Form
(COVID-19)

Note: Use Official Email Id (@nith.ac.in) to Fill the Form.

- ✓ Name of the Student:
- ✓ Roll Number:
- ✓ Gender (Male/Female):
- ✓ Mobile Number:
- ✓ Programme Name (BTech/Dual Degree/BArch/MTech/MArch/MSc/MBA/PhD):
- ✓ Department Name:
- ✓ Current Year of Study (First/Second/Third/Fourth/Fifth/Sixth/Sixth+):
- ✓ Name of Father/Mother:
- ✓ Mobile Number of Father/Mother:
- ✓ Email Id of Father/Mother:
- ✓ Complete Address of Father/Mother:
- ✓ Reason of Returning to the NIT Hamirpur Campus Before Lifting of the Lockdown:
- ✓ Nature of Your Project/Dissertation/Thesis (Experimental/Theoretical/Both/Not Applicable):
- ✓ Name of the Guide/Supervisor (Write NONE, if not Applicable):
- ✓ Place Where You Are Currently Staying:
- ✓ Nearest City (from the Place Where You Are Currently Staying):
- ✓ District (of the Place Where You Are Currently Staying):
- ✓ State (of the Place Where You Are Currently Staying):
- ✓ Mode of Travel:
- ✓ Hostel Name:
- ✓ Hostel Room Number:
- ✓ At present I do not have any symptoms commonly associated with the COVID-19 such as fever, cough, shortness of breath, sore throat, etc. (I Agree/I Disagree):
- ✓ Once in the Campus, I will not go out of Campus Gates without permission of Authority [Only in rare exceptional circumstances, there will be permission to go outside but you cannot come back again] (I Agree/I Disagree):
- ✓ I have carefully gone through all the COVID-19 related guidelines and protocols issued by NIT Hamirpur, regarding returning to the Campus during this COVID-19 Pandemic. I completely understand the guidelines and protocols and agree to strictly follow these guidelines and protocols to reduce the risk of infection with Coronavirus inside the Campus (I Agree/I Disagree):
- ✓ Please upload recommendation of the Project/Dissertation/Thesis Guide/Supervisor (Form-A, applicable if there is extreme requirement to work in the Lab for completion/progress of the Project/Dissertation/Thesis), Undertaking (Form-B) and snapshot of the Aarogya Setu App installed on your smartphone [as single pdf file].

National Institute of Technology Hamirpur
Guidelines and Protocols on Returning of the Students to The Campus

Preparation Required

A. Hostel Issues
It must be ensured that:
1. All students' hostels are completely sanitized before their arrival
2. All hostel lifts, common spaces need to disinfected at least twice a day
3. There is sufficient stock of sanitizers, liquid soap, and disinfectants at all times
4. Separate Quarantine and Isolation areas have been identified in the hostels. A student will be shifted from Quarantine to Isolation if he/she becomes symptomatic
5. Measures to be taken for regular sanitization, supply of food, disinfectant spray, housekeeping staff, food packaging, dustbins, dining schedule to avoid gathering of students and ensure social distancing, etc.
6. All toilets to be disinfected at least twice a day and all common areas disinfected periodically depending on the density of people frequenting these areas
7. Formation of Committee(s) to keep watch on students' activities/movements during quarantine/isolation and thereafter
8. Any other important issue during COVID-19 pandemic

B. Healthcare and Medical Issues
1. It must be ensured that the Institute has sufficient medical equipments like thermal scanners, pulse oximeters, PPE kits, masks, sufficient quantity of medicines, etc.
2. If required, medical staff may be given awareness training
3. Opening of the Institute Health Centre on call
4. Ambulance facility
5. Coordination of RT-PCR Test of students with external agency at day 5 during Quarantine/Isolation or as per need
6. Any other important issue during COVID-19 pandemic

C. Department Issues
1. It must be ensured that, the students possessing Work Pass are allowed to enter the Department
2. Departments to coordinate and ensure that building has sufficient stock of sanitizers, liquid soap, and disinfectants at all times
3. To ensure that the lab area, furniture and equipments are properly disinfected before start of the work.
4. While working in lab, all must maintain safe practices including wearing mask, social distancing and maintaining safe environment
5. Any other important issue during COVID-19 pandemic

D. Security Issues
1. Training of the security staff/guards regarding thermal scanning
2. To ensure entry of the students after proper checking at Main Gate, Academic/Administrative buildings, etc.
3. To ensure restricted movement of the students during quarantine/isolation and thereafter
4. To ensure that students do not gather in the public area
5. Deputing security guard(s) in the Institute Health Centre
6. Any other important issue during COVID-19 pandemic

National Institute of Technology Hamirpur
Guidelines and Protocols on Returning of the Students to The Campus

Generic Schedule

SNO	Date	Activity
1.	StartDate	Display of Notice by the Office of Dean (Student Welfare)
2.	StartDate to StartDate+2	Students may apply online
3.	StartDate+3 to StartDate+4	Committee to scrutinize the applications and decide the list of students to be allowed in different Batches
4.	StartDate+5	Inform the students who are to be allowed alongwith date(s) of Entry
5.	StartDate+12 to StartDate+13	Entry of the Batch#1
6.	StartDate+17 to StartDate+18	RT-PCR Test at Day 5 of Quarantine
7.	StartDate+19 to StartDate+20	Quarantine of the students in Batch#1 is over
8.	Processing of subsequent Batches already decided/informed at SNo 4	
9.	Processing of subsequent Rounds as per Steps at SNo 1, 2, … (overlapping to be allowed as per the experience/review)	

National Institute of Technology Hamirpur
Guidelines and Protocols on Returning of the Students to the Campus

Minutes of Meeting

Meetings of the Committee to make recommendations regarding opening of the Institute in view of the ongoing COVID-19 pandemic and instructions issued by GoI as well as Govt of HP, were held on 22.01.2021 and 28.01.2021.

The following participated in the Meetings:

1.	Dean (Academic)	Chairperson
2.	Dean (Student Welfare)	Member
3.	Associate Dean (Admission & Registration)	Member
4.	Chief Warden (Hostels)	Member
5.	Medical Officer Incharge	Member
6.	Faculty Incharge (Institute Time Table)	Member
7.	Dy. Registrar (Academic)	Member Secretary

After detailed deliberations, the Committee has prepared/proposed the following:

1. Guidelines and protocols to be followed by the students during planning their return to the Campus, arrival in the Institute, quarantine/isolation, stay in the hostel & movement in the campus, academic activities, etc.
2. Various Forms to be submitted by the students (From-A, B, C, D, E & F)
3. Procedure for academic activities
4. Preparation required related to hostel, healthcare & medical, departments/labs, security, etc.
5. Generic schedule
6. Hostels identified for the quarantine and isolation are Dhauladhar (for Boys) and Aravali (for Girls) [Dhauladhar: 75 Rooms for Quarantine + 05 Rooms for Isolation, Aravali: 15 Rooms for Quarantine + 03 Rooms for Isolation].
7. It is proposed that the Institute be reopened for students in phased manner. The priority shall be decided as under:
    (a) Priority#1: UG final year (i.e. BTech/Dual Degree-8th Semester, Dual Degree/BArch-10th Semester) students requiring use of Laboratory in the Campus for their Project/Dissertation Work
    (b) Priority#2: UG final year (i.e. BTech/Dual Degree-8th Semester, Dual Degree/BArch-10th Semester) students not covered in Priority#1
    (c) Priority#3: PG second year students
    (d) Priority#4: All PhD students
    (e) Priority#5: PG first year students
    (f) Priority#6: UG third year students
    (g) Priority#7: UG second year students
    (h) Priority#8: UG first year students
    Depending upon the number of applicants and facilities available for Quarantine/Isolation in the hostels, the batches of students to be allowed in the Campus shall be prepared by the Office of Dean(Student Welfare). If needed, the decision and procedure after entry of a batch may be reviewed before allowing subsequent batch.
8. It is proposed that the guidelines and protocols mentioned herein during stay/working of the students after their quarantine period shall also be applicable to the students already staying in the Campus.

The Committee proposes that the matter (1 to 8 above) may be deliberated in a meeting involving Deans, HoDs, Chief Warden/ Wardens, Medical Officer and other relevant stakeholders for any amendment and deciding the schedule of implementation.

Dy. Registrar (Academic)	Faculty Incharge (Institute Time Table)	Medical Officer Incharge	Chief Warden (Hostels)
Associate Dean (Admission & Registration)	Dean (Student Welfare)	Dean (Academic)	

Submitted for further necessary action, please.

Registrar