

**Guidelines/Standard Operating Procedures (SOPs) for opening of
Chaudhary Devi Lal University, Sirsa w.e.f. 01.12.2020.**

Annexure –A

GUIDELINES/SOPs FOR CDLU-CAMPUS

Guidelines for University Campus

1. The entry of the students and staff be allowed only after thermal scanning.
2. The campus should be sanitized regularly to ensure the safety.
3. Physical distancing of six feet needs to be ensured at all times and places.
4. Canteen for employees /Student should be made functional following social distancing norms alongwith guidelines.
5. Sitting of students in gardens/ parks and open areas should be strictly prohibited.
6. Cleaning and regular disinfection of frequently touched surfaces (using 1% sodium hypochlorite) should be ensured.
7. Prominently display signages, posters and standees indicating dos and don'ts for the staff and students.

SOPs to be followed at Entry and Exit Point of the University

1. Posters/ standees on preventive measures about COVID-19 to be displayed prominently.
2. Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
3. Non-resident students and staff should be allowed in campuses only after thermal scanning, sanitization of their hands and wearing of face masks. Symptomatic persons (fever, cough or difficulty in breathing) should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.
4. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed. **The exit of students be ensured latest by 04:30 pm in case of Day Scholars.**
5. 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.
6. Monitoring of the entry and exit of the students should be done.

SOPs for Housekeeping in the Campus

1. All rooms are to be cleaned thrice by using disinfectants daily.
2. All the buildings should be fully cleaned to ensure germ free premises. Special attention be given to Hostel Messes.
3. Toilets/Wash Rooms of all the buildings including Hostels be got cleaned and it be ensured by the person deputed by the Estate Officer that cleaning is done in the manner that there remains no hazardous germ in the toilets.

4. The Horticulture Wing will ensure proper cutting and mowing/pruning the wild grass and unwanted bushes grown in the premises.
5. Do ensure that the civil work including all related jobs vis-à-vis public health, electrical etc. is being done in proper way.
6. The staff of the University Teaching Departments and Hostels will ensure that the record pertaining is well maintained.
7. The Chief Warden will bring to the notice of the Registrar any lapse/discrepancy immediately for further improvement/direction to the concerned.
8. The Estate Officer (Gen. Branch) will ensure that the job related to housekeeping is properly done by the persons deputed for the purpose.

SOPs for Security Personals

1. Only Ph.D. students are allowed at present and final year students of PG/B.Ed. classes will be allowed w.e.f. 01.12.2020. However, no student will be allowed to enter in the University without carrying Identity Card and without wearing mask.
2. Security personnel deputed at the entry points of various buildings of University Teaching Departments will allow the entry of the students only after the due permission of concerned Chairperson of the Department.
3. Only bonafide Ph.D./PG final year hostel residents and essential staff be allowed to enter the Hostel premises. Proper entry in Register must be ensured.
4. All the security personnel are required to wear masks. They are advised to wash their hands frequently (optimally every two hours), for at least 20 seconds. They are also advised to avoid touching their eyes, nose, and mouth with unwashed hands to reduce the risk of exposure from contaminated surfaces. If possible, use hand sanitizer (60% alcohol or higher) to disinfect your hands every two hours when on duty.
5. Security personnel are required to wash their work clothes or uniforms at the end of the day.
6. Chief Security Officer should monitor for any issues with regard to security personnel and ensure that all COVID-19 related procedures are being followed.
7. Chief Security Officer will ensure the proper deployment of the security guards at the entry points of various buildings of the University Teaching Departments/Hostels for thermal screening of the students and their safe entry.

GUIDELINES/SOPs FOR UTDs

Guidelines for Departments

1. The Department should allow the students only on submission of duly filled and signed Proformas I,II & III.
2. The Department should ensure the entry of students as per the roster prepared by concerned Departments.
3. The classrooms, laboratories and common areas should be maintained clean and sanitized regularly.
4. The Department should form a committee to monitor the implementation of activities in accordance with SOPs/Guidelines issued by State Govt./MHRD/UGC.
5. The Students be allowed to work between 10:00 am to 04:30 pm.

SOPs for University Teaching Departments

1. The Chairperson should ensure that the record of duly filled and signed Proformas I,II & III submitted by the students are maintained in their office.
2. Proper sanitization at all learning sites 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.
3. 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.
4. Students should be allowed to enter the department only after thermal scanning, sanitization of their hands and wearing of face masks. Symptomatic persons should not be permitted to enter the department and should be advised to contact the nearest hospital for clinical assessment.
5. Wearing face cover/ mask is a must at all times and at all places inside the Department.
6. Adequate arrangements for safe drinking water should be made.
7. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
8. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
9. An adequate supply of water and soap in toilets and for hand- washing should be ensured.

10. Dustbins must be cleaned and covered properly. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms.
11. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
12. Teachers should monitor and keep track of the physical and mental health of their students.
13. Must install 'Aarogya Setu App' in the mobile.
14. Ensure regular counselling to students reporting mental health issues such as anxiety and depression.

SELF DECLARATION PERFORMA TO BE SUBMITTED BY THE STUDENTS

Name of the Student		
Father's Name		
Permanent Address		
Contact No.		
Registration No. & Roll No.		
Name of the Program		
Department		
Day Scholar/Hosteller		

PLEASE PROVIDE THE FOLLOWING DETAILS

	Have you downloaded Aarogya Setu App (Yes/No)		Status of the Aarogya Setu App (mention safe/unsafe)	
	Have you visited outside of Residence station within last 14 days (Yes/No)		If Yes please mention the details	
	Has you & any of your family members are /were affected with Covid-19. Date/ Period of COVID infection		If Yes please mention details	
	Have you been in close contact with suspected/COVID-19 positive patient (s) (Yes/No)		If Yes please mention the details	
	Have you been quarantined/home isolated by authorities in the recent past (Yes/No)		If Yes please mention details	
	Are you having the symptom's like Fever/Cough/Shortness of Breath/Runny Nose/Headache/Sore Throat. (Yes/No)		If Yes please mention the details	

If the student is a resident of the Containment Zone/unsafe status of Aarogya Setu App he/she will not be allowed into the University campus.

Note: Accompanying person (s) with the students are not allowed.

Signature of the Student

**Willingness of Parents of the Student
(To be Submitted in Handwritten/Typed Format)**

I, _____ Father/Husband of Mr./Ms./Mrs
_____ studying _____

program in the Department of _____ Ch. Devi Lal University, Sirsa hereby
give my willingness to send my ward to the University for his/her academic/research work during this
COVID – 19 Pandemic.

Signature

Name & Address

Mobile No. _____

Chaudhary Devi Lal University, Sirsa

APPLICATION FOR ENTRY IN TO THE LABS IN CDLU

Undertaking by the Research Scholar/Project Staff

This is to inform you that I,(Roll Number/Registration/Enrolment No.....) working under the supervision of Drwould like to work in the lab for my research work from I will be working in the lab(s): Department/..... I have read the guidelines laid down by the Ministry of Health & Family Welfare/State Govt./UGC and hereby assure that I will strictly follow the guidelines attached herewith during my lab work in the lab. I, hereby, declare that I am working on my own willingness.

Name: Sign:..... Date:

Hostel/Room No: Contact No:..... Non-hosteller: Yes/No

Endorsement by the Supervisor/Mentor

I, hereby, declare that the research scholar/post-doc/project staff (.....working under my supervision has requested for entry into the proposed lab of Dept. for carrying out the research work on his/her own interest without any compulsion from my side. I will ensure that the research work/project staff will strictly follow the guidelines as laid by the Ministry of Health & Family Welfare/ State Govt/UGC.

Name: Sign:..... Date:.....

Recommendation by Chairperson

Based on the endorsement of the supervisor/mentor, I recommend that the research scholar/project staff may be allowed to work in the proposed lab of Dept. of _____ by following the guidelines laid down by Ministry of Health & Family Welfare/ State Govt.

Name: Sign:..... Date:.....

GUIDELINES/SOPs FOR HOSTELS

Guidelines for Hostels

1. The Chief Warden/Wardens must ensure the social distancing and other guidelines for COVID-19 prevention are followed in true spirit.
2. The mess timings may be increased so that the students can be allowed for mess in floor-wise manner so that the overcrowding could be avoided.
3. Entry of visitors should be strictly prohibited.
4. The Hostel Warden should form a committee to monitor the implementation of activities in accordance with SOPs/Guidelines issued by State Govt./MHRD/UGC.

SOPs to be followed by the Hostel Wardens and Supervisors

1. Hostels will be opened 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.
2. 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/labs even if they bring a negative test report on their arrival.
3. 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 and for proper management.
4. Thermal Screening of all resident students should be ensured at entrance of the respective hostel.
5. In case of health emergency, the residents will be referred to the nearest COVID treatment facility for clinical assessment and treatment, under the supervision of Medical officer, University Health Centre of the University.
6. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
7. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
8. 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.

9. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.
10. Utensils should be properly cleaned.
11. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
12. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
13. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.
14. Residents should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
15. Do ensure that proper cutting and mowing/pruning the wild grass and unwanted bushes grown in the hostel premises is done by the horticulture wing.
16. Do ensure that the civil work including all related jobs vis-à-vis public health, electrical etc.

SOPs for Hostel Residents (Boys & Girls)

1. Students shall have remain in quarantine and self- monitor their health for a period of 14 days before attending/going to their respective Department to attend class, Labs etc. (If required).
2. Sharing of rooms is not permitted.
3. Physical/Social distancing has to be maintained all the times in hostels.
4. Thermal scanning/screening of all the residents is mandatory at the main entrance of the hostel premises also at the respective hostel gates.
5. One third residents shall be allowed in dining hall at any point in time. Residents should avoid or limit visiting the market, unless absolute necessary.
6. Residents shall not be allowed to visit their homes unless absolute necessary. If the visit to their homes is unavoidable, the resident shall again remain in quarantine and self- monitor their health for a period of 14 days before attending/going to their respective Department to attend class, Labs etc. (If required).
7. The residents shall co-operate the house-keeping staff, Mess workers, Security Personels and other staff in ensuring hygiene, cleanliness and safety.
8. No visitor is allowed to enter in the hostel other than the residents.
9. Residents shall wear face mask/covers and ensure hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation.