



Office of the Registrar SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)
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COVID PROTOCOLS AT THE UNIVERSITY

Resurgence to COVID strain and its spread like a wild fire clearly an indication that we, as a society; have not taken protocols seriously enough. The university administration is already taking all possible measures so we do not get caught at wrong side of COVID fight. In the light of Govt. directives, new COVID protocol is need to be put in place considering large number of students and various categories of employees working in the university.

Accordingly, University Administration would like you to go through all the earlier distributed COVID PROTOCOLS. ALL HOIs'/HOD', Students and all employees are requested to make willful extra efforts to ensure compliance of COVID protocols within the campus. In addition to already issued COVID protocols, University Administration would like all HOIs and HODs to evolve own mechanism to ensure implementation of appropriate Covid-19 behavior. The following points are reemphasized.-

1. HOIs/HODs should ensure use of thermal guns (please ensure availability) to take temperature at entry points and if someone temperature is high he/ she will be directed to report to the Student Help Desk at CSSH.
2. Strictly ensure that there is no crowd on the entry or exit points. All must make a queue maintaining a distance of six feet among each other.
3. All the students are clearly intimated that in case they have any signs and symptoms of COVID – 19 they will report to the **CSSH Student Help Desk** for further disposal and investigations.
4. For those students who are not attending the College at present, it is mandatory to get negative RTPCR report before reporting back to their respective colleges.
5. Group activities/group movement in campus is strictly prohibited. All HOI's/HOD's should develop a mechanism through which everyone including students must follow social distancing protocols at all times, especially during lean period such as lunch time, library etc. Chief Librarian will ensure the implementation of Covid-19 protocols in both Central Libraries.
6. Social activities/ sports events/fresher or farewell parties will be kept on hold till further orders.
7. Computer laptops, printers should be cleaned regularly with 70 percent alcohol.
8. Laboratories / class rooms, other general areas and hostels should be specially sanitized with 1% sodium hypochlorite before starting the activity in the institution and each time the Laboratory / class room used. A person working in a laboratory should have a minimum of four-square meter area.
9. During class room teaching a minimum distance of 6 feet will be maintained, at all times. If need arises HOI's/HOD's are free to conduct online classes along with physical classes and divide students in two or more batches, as per requirement.
10. HOI will arrange online classes for minimum 50% students in batches, at any point of time offline attendance of students will not be more than 50% of total strength. This condition will be reviewed every week and ratio of 50% will be changeable depending upon increase or decrease of COVID cases and also as per new Govt. directives.
11. Use of "AAROGYA SETU APP" is must for all.

12. Visitors' entry is permitted with restrictions and prior appointment only.
13. Attendance of employees will be through touch less chip enable ID card only on biometric machine.
14. Hostel Wardens, Transport Manager, Canteen & Mess In-charges will ensure that students/staff must follow social distancing protocols at all times. Please refer to the University letter no.- U-07/SVSU/2020/2352 dated 02.12.2020 for details.
15. Chief Proctor will make surprise visit to all sensitive & vulnerable areas. If violation of Covid-19 protocol is found he will take appropriate action. If there is gross violation of rules and indiscipline he will report to the office of Registrar or directly to the Hon'ble Vice-Chancellor.
16. Appropriate Covid-19 behavior/precaution will be followed as below:-
 - i. Everyone should carry personal sanitizer and it should be liberally used.
 - ii. Face cover / mask must be used. **NO MASK NO ENTRY** will be strictly ensured.
 - iii. Cough etiquettes must use tissue / handkerchief etc. during coughing/sneezing.
 - iv. Washing hands frequently with soap, is order of the day, even if the hands are not dirty.
 - v. Alcohol-based hand sanitizers should be used whenever required.
17. The teachers and staff of the institute will ensure constant use of face cover, mask, hand wash and sanitizer. There is a **penalty of ₹ 100/-** first time the student/staff is found not wearing the mask. Second time offender will be penalized with ₹ 250/- and after that penalty will be ₹ 500/-.
18. Spitting in the premises is strictly prohibited. **A fine of ₹ 500/-** will be imposed on anyone found spitting anywhere. Please follow coughing etiquettes strictly.


Registrar

Copy to:

- Hon'ble Vice Chancellor
- Chief Executive officer
- Head of the Institutions
SMC (please ensure that students Help Desk at CSSH is functional) / SDC / SNC / SCPT / KSCP / SITE / Polytechnic / SPSIL / AVGSCMC / BCSIHM / SIJMC / NBSCFF / MASINYS / Education / Science / Buddhist Studies
- HOD (Home Science/Lib. Science/Para-Medical Sciences)
- Chief Proctor
- Hostel Wardens
- Transport Manager


Registrar