



Date: 07.01.2022

## **Guidelines / Preventive Measures towards COVID-19**

In order to ensure all our students, employees and work environment remains safe and healthy, several preventive measures have been taken by **JK LakshmiPat University**.

As you are aware, The State Government in view of the changing situation of COVID infection in the State and Country has issued Guidelines.

You are also requested to go through the safety and precautions measures implemented by the University while attending the campus, as under:

### **Main Gate:**

Marking done for social distancing, Signage on COVID-19 affixed at security parlor, facility for thermal scanning and Hand Rub provided, Hand Wash facility installed.

### **Seating arrangement:**

Students, employees, visitor seating arranged following norms of social distancing, safety and hygiene.

### **Infrastructure setup:**

Class Rooms, Hostels, Laboratories, Mess and Cafeteria: Model format arranged following norms of social distancing, safety and hygiene. Campus vides signage affixed on COVID-19.

### **Health center is equipped with: -**

- ✓ Isolation room.
- ✓ Evox 5s multi-functional Oxygen Concentrator & Oximeter facility available to check oxygen level & pulse rate.
- ✓ An Ambulance is always kept ready for transporting patients for emergency equipped with oxygen
- ✓ Transport Facility: Transport vehicle are being disinfected daily basis.

### **Campus-Entry (Applicable to all Employees, Students, Visitors and Guest etc.)**

- ✓ Security will check your body temperature. If the temperature is more than 98.6 Degree F, the student / employee / visitor will not be allowed inside the premises. He/she will be advised to consult a doctor.
- ✓ Symptomatic person shall be isolated and taken to nearest health facility at his/her own cost and expenses.
- ✓ **Vaccination will be mandatory for all travelers coming from outside. Without Vaccination confirmation / certificate entry will not be allowed.**
- ✓ **Those arriving without taking vaccination would not be entertained.**
- ✓ **All must wear a mask. Keep a spare handy – moving without mask will be liable to penalty of Rs. 300 per instance and disciplinary action as well.**
- ✓ Always carry an alcohol-based hand sanitizer.
- ✓ Avoid unnecessary movement / gathering.
- ✓ **Students / Employees, while on campus should restrict their movement outside the campus except for commuting lunch during lunch hours.**
- ✓ Students are restricted to move outside the campus, if necessary, with due written permission of respective Head of the Institution.



**Ensure safe working inside the office premises:** All students / employees please go through guidelines already circulated by Registrar Office from time to time.

**Food:** The University will provide Mess facility; hence outside foods will be strictly prohibited.

**Courier/Parcel:** Addressee or his/her nominee will collect courier/parcel from the campus main gate at the time of delivery itself. Security will not keep these items at the gate.

**Maintain social distance & required hygiene while travelling:**

- ✓ Wear mask while travelling.
- ✓ Use hand sanitizers while entering and exiting the vehicle.
- ✓ Adhere social distancing while seating in vehicle / pool vehicle / University transport.

**Reaching back Home:**

- ✓ Do not touch the door handles at home. Ask a family member to open the door.
- ✓ Sanitize your hand before entering the house.
- ✓ Take bath in hot water and wash your clothes separately. DO not mix your clothes with that of your family members.
- ✓ Safety of your family is also very important for us.... So do take utmost care while entering your house.

**Isolation-cum-Quarantine facility at campus is prepared as under: -**

- ✓ **For Male: Boys Hostel** - Five rooms for suspect / RT-PCR test report waiting cases (for isolation) and three rooms are for COVID-19 positive cases (for quarantine) are ready.
- ✓ **For Female: Girls Hostel** - Three rooms for suspect / RT-PCR test report waiting cases (for isolation) and three rooms are for COVID-19 positive cases (for quarantine) are ready.

**Campus Committee on Covid-19:**

1. Mr. Prasanta Swarnakar, Chairperson
2. Mr. Deepak Sogani, Member
3. Dr. Devanuj Kanta Balkishan, Member
4. Dr. Gireesh Kumar, Member
5. Ms. Shraddha Bharatiya, Member
6. Mr. Saurabh Virmani, Member
7. Ms. Neha Rathore, Member
8. Ms. Priya Kaushik, Student Representative.
9. Mr. Vijay Patil, Student Representative.
10. Ms. Shikha Singh, Student Representative.



## **GUIDELINES FOR THE PREVENTION OF COVID 19 IN CAMPUS**

The following public health measures are to be followed by all (students, employees, visitors, vendors) in the hostel premise at all times to reduce the risk of COVID-19:

### **Do's**

- ✓ Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- ✓ Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean.
- ✓ Physical distancing of at least 6 feet must be followed as far as feasible.
- ✓ Wearing face cover/ mask is a must at all times and at all place during your stay inside the campus. **Thereby carry appropriate number of masks with you.**
- ✓ Hostel inmates are required to stay inside your own room. Please do not visit in the room of others.
- ✓ Self-monitoring of health should be done by all the hostel inmates and reporting any illness at the earliest.
- ✓ Those having symptoms of fever, cough or difficulty in breathing are required to report immediately to the University Health Centre immediately.
- ✓ Proper cleanliness should be maintained inside the washroom.
- ✓ Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- ✓ Students are restricted to move outside the campus, if necessary, with due written permission of respective hostel warden.
- ✓ Sharing of anything including books other learning materials and eatables are not allowed.
- ✓ Crowding must be avoided at entry/ exit points.
- ✓ The Hostel **IN & OUT** time will be communicated by the **Chief Warden** through notices.
- ✓ Entry of outsiders in the University campus without proper permission from the Directors/ Registrar/ Section Head is strictly prohibited.
- ✓ Residential students are expected to be back on campus by 08:00 pm, beyond this time it will be treated as non-compliance of code and may attract penalty. They cannot leave the campus before 5:00 am.
- ✓ Hostel inmates self-monitor their. In case, they develop fever, cough, diarrhea, Chest pain, body pain, headache and breathing problem etc. then He/She will immediately inform about it to University Health Centre/ Wardens/ Head of Departments, etc. Also should concern the University Doctor and follow the medical advices.
- ✓ Symptomatic person shall be isolated and taken to nearest health facility at his/her own cost and expenses. In said situation, all the care will be looked after by my parents/local guardians/ friends during outside hospitalization/Isolation, (except the facility available at University Health Centre immediately).

### **Don't s**

- ✓ Do not Touch your eyes, nose or mouth.
- ✓ Avoid shaking hands while greeting.
- ✓ Don't Spit at public places.
- ✓ Don't take medicines without consulting doctor.
- ✓ Doesn't Dispose used napkin or tissue paper in open areas.
- ✓ Avoid Touching surfaces usually used by public (Railing, door, gate).
- ✓ Do not share anything including books other learning materials and eatables etc.
- ✓ Don't move outside the campus, if necessary, with due written permission of respective hostel warden.

NOTE: You are supposed to adhere to above given guidelines. Failure to do so will lead to stringent necessary actions will be taken by the Hostel administration.



## **STANDING OPERATING PROCEDURES (SOPs) ON COVID-19 FOR CAMPUS RESIDENTS**

### **A. For Students:**

Student experiencing Covid-19 like symptoms / doubtful on it (OR if someone is doubtful that other student is having symptoms), should follow the under mentioned procedure:

- To contact **Ms. Amanpreet**, Admin Executive at **86193 25646** (amanpreet.kaur@jklu.edu.in)
- If unable to contact Ms. Amanpreet, then contact **Mr. Prasanta Swarnakar, Deputy Registrar-HR & Operations** at 8094683124 (hr@jklu.edu.in)
- The concerned student will then go to the Health Centre. If, assistance needed, the respective Hostel Warden will provide the same.
- The nursing staff will check the symptoms, record the vitals and consult the associated Doctor for medication.
- Essential medicine will be arranged as per Doctor's prescription. The student should be kept in isolation facility at campus OR at his/her Hostel Room, as per Doctor's advice.
- If recommended by the Doctor, arrangements will be made for **RT-PCR** Test.
- Till test report comes, the student will be put in isolation facility at campus. During isolation; water, food, essential medicines and housekeeping services will be arranged by the University.
- If report is negative, the student will be sent back to the Hostel Room.
- If report is positive, the parents will be informed by Chief Warden. As per Doctor's advice and parents concurrence on it, the following is suggested:
  - Parents may take the student for further treatment, OR
  - The student will be quarantined in-campus facility made for such cases, OR
  - The student will be shifted at associated / available Hospital for further treatment

The Campus COVID Committee will oversee the course of action on the above. Contact tracing to be done by the Wardens.

- During the period of isolation/quarantine, essential medicines, water, food and housekeeping will be arranged by University. The Contact person for the same will be **Mr. Rudraksh (99588 43421)/ Mr. Saurabh (97721 67000)**.  
All the expenses on the above should be borne by the concerned student and the parent / guardian.
- While at campus, self-monitoring of health and reporting of any illness or symptom immediately will be part of your daily routine. **Any negligence on this will attract punitive action, as appropriate.**

### **B. For Employees:**

Employee experiencing Covid-19 like symptoms / doubtful on it (OR if someone is doubtful that other employee is having symptoms), should follow the under mentioned procedure:

- Contact **Ms. Amanpreet**, Admin Executive at **86193 25646** (amanpreet.kaur@jklu.edu.in)
- If unable to contact Ms. Amanpreet, then contact **Mr. Prasanta Swarnakar, Deputy Registrar-HR & Operations** at 8094683124 (hr@jklu.edu.in)
- The concerned employee will then go to the Health Centre. If, assistance needed for family then Deputy Registrar (HR) (in case living alone) will arrange the same.
- The nursing staff will check the symptoms, record the vitals and consult the associated Doctor for medication.
- Essential medicine will be arranged as per Doctor's prescription. The employee should be kept in isolation at his/her current residence OR isolation facility at campus (if living alone), as per Doctor's advice.
- If recommended by the Doctor, arrangements will be made for **RT-PCR** Test.
- Till test report comes, the employee will be in isolation either at home or at isolation facility at campus (if living alone). If employee is at home with family, the necessary support on water, food, essential medicines and housekeeping will be provided by the family. However, garbage should be kept in separate black

Near Mahindra SEZ, Mahapura, Ajmer Road,  
Jaipur - 302 026, Rajasthan, India



polythene bag tightly closed and disposed-off to the housekeeping team. In later case; water, food, essential medicines and housekeeping services will be arranged by the University.

- If report is negative, the employee will stay at home / return to residence from isolation facility.
- If report is positive, the family will be informed by Deputy Registrar (HR). As per Doctor's advice and family's concurrence on it, the following is suggested:

If living alone at campus:

- Family may take the employee for further treatment, OR
- The employee will be quarantined in-campus facility made for such cases, OR
- The employee will be shifted at associated / available Hospital for further treatment

During the period of isolation/quarantine, essential medicines, water, food and housekeeping will be arranged by University. The Contact person for the same will be **Mr. Rudraksh (99588 43421) / Mr. Saurabh (97721 67000)**.

All the expenses on the above should be borne by the concerned employee and the family.

If living with family at campus:

- Family may take the employee for further treatment, OR
- The employee will be quarantined in current residence, OR
- The employee will be shifted at associated / available Hospital for further treatment

- The Campus COVID Committee will oversee the course of action on the above. Contact tracing to be done by the Deputy Registrar (HR).
- While at campus, self-monitoring of health and reporting of any illness or symptom immediately will be part of your daily routine. **Any negligence on this will attract punitive action, as appropriate.**



## OFFICE ORDER

No. JKLU/VCO/173  
January 01, 2022

### Campus Committee on COVID-19

**Campus Committee on COVID-19** constituted vide Office Order No.166 dated September 18, 2021 is reconstituted as under:

1. Mr. Prasanta Swarnakar, Chairperson
2. Mr. Deepak Sogani, Member
3. Dr. Devanuj Kanta Balkrishan, Member
4. Dr. Gireesh Kumar, Member
5. Ms. Shraddha Bharatiya, Member
6. Mr. Saurabh Virmani, Member
7. Ms. Neha Rathore, Member
8. Ms Priya Kaushik, Student Representative
9. Mr Vijay Patil, Student Representative
10. Ms Shikha Singh, Student Representative

Services rendered by the outgoing members are duly acknowledged.

  
(Dheeraj Sanghi)  
Vice Chancellor

Copy to : PVC  
Director - IET  
Director - ID  
Asst. Director - IM  
Director - Admissions & Career Services  
Officiating Registrar  
Outgoing members