

## **Announcement for Final Year PG and Final Year UG Students**

As approved by the competent authority, Final Year PG and Final Year UG Students **except the Students who are native of Kerala** are permitted (if they are willing) to come to NITK Campus on the dates specified below:

- (i) Students who are native of Dakshina Kannada and Udupi districts, residing within 50 KM radius from NITK, are allowed to be **Day-Scholars** and have to follow the SOPs and other guidelines applicable to Day-Scholars [ The address printed on the Identity card will be taken as proof].
- (ii) All the **other Students are required to stay in the Hostels** and are considered as **Hostellers**. They need to follow the SOPs and other guidelines applicable to Hostellers.
- (iii) Hostellers will be allowed to arrive on certain specific dates as mentioned below:  
Final Year PG Students: 4<sup>th</sup> , 5<sup>th</sup> , 11<sup>th</sup> , 12<sup>th</sup> , 18<sup>th</sup> , 19<sup>th</sup> , 25<sup>th</sup> , 26<sup>th</sup> October 2021  
Final Year UG Students: 18<sup>th</sup> , 19<sup>th</sup> , 25<sup>th</sup> , 26<sup>th</sup> October, 1<sup>st</sup> , 2<sup>nd</sup> November 2021.
- (iv) Day-Scholars will be allowed as per the following schedule;  
Final Year PG Students: 4<sup>th</sup> October 2021 onwards  
Final Year UG Students: 18<sup>th</sup> October 2021 onwards.

**Students should read the Standard Operating Procedure (SOP) and register through IRIS portal for getting permission.**

- (v) Students should have taken 2 doses of vaccination.
- (vi) Students should have obtained Covid-insurance policy
- (vii) Students should produce a RTPCR test report [should be negative] taken within 72 hours of their reporting to the campus.
- (viii) Students should obtain the consent from the Project Guide.
- (ix) Students should submit an undertaking signed by parents and student.

Date: 28-09-2021

Dean (SW)



Date: 28-09-2021

**Standard Operating Procedures (SOP) to be followed by the (Day Scholars) visiting the campus. [Please go through the announcement to decide the eligibility to be a Day-Scholar]**

### **GENERAL RULES TO BE OBSERVED BY EVERYONE IN THE CAMPUS**

- Everyone should wear face mask as per the guidelines of Ministry of Home Affairs.
- Physical distancing norm of 6 feet between individuals should be maintained in all public places inside the campus.
- Everyone must sanitise their hands periodically by washing with soap and water or rubbing with alcohol-based sanitisers.
- Everyone should maintain good personal hygiene practices and follow good civic practices. Spitting in public places and littering, especially of the used face masks are punishable under law as per MHA Unlock 5.0 guidelines No. 40-3/2020-DM-I(A) dt. 30-9-2020 and dt. 27.10.2020.
- Government regulations stipulate the use of Aarogya Setu App on mobile phones.

### **STANDARD OPERATING PROCEDURES FOR FINAL YEAR PG AND FINAL YEAR UG STUDENTS (DAY SCHOLARS) RETURNING TO THE CAMPUS**

Before starting the journey from the native place students are required to complete the following procedure:

- **Register in IRIS portal and book arrival date to the campus. Day scholars can visit the Institute as per the following schedule:**
  - Final Year PG Students: 4<sup>th</sup> October 2021 onwards**
  - Final Year UG Students: 18<sup>th</sup> October 2021 onwards.**
- **Fill the necessary details in the IRIS portal.**
- **Upload the Undertaking by the student and parent.**
- **Upload the Consent letter given by the guide.**
- **Upload the vaccination certificate (should have taken two doses).**
- **Upload the Covid-Insurance certificate**
- **Download the permission letter, generated and mailed to the student after successful completion of Registration.**

### **While entering the campus,**

- *Produce the downloaded hard copy of the permission letter and the RTPCR Test Report (should be Negative) at the entrance/security gate along with the Institute ID card. The Test report should have been issued within 72 hours of reporting to the campus*
- Entry to the campus will be monitored by the security and only students with valid entry will be allowed.
- Students suffering from symptoms of cough, cold, fever or any respiratory problems will not be allowed to enter the campus.
- *Students should strictly follow the guidelines issued by the Head of the departments with regard to Enforcing Physical distancing in the departments and labs (Students are permitted to visit the departments/labs only for conducting experiments).*

### **Security Arrangements:**

- *Students are not permitted to order food parcels from outside.*
- Security guards on campus may make polite requests for obeying protocols and record violations and report to the concerned authority. Students are advised to refrain from arguing with them as they are performing their duty for your own safety.
- Common areas and toilets will be disinfected periodically by the housekeeping staff.
- All parcels received from outside may be disinfected by spraying disinfectant or by wiping with alcohol-based sanitisers, based on the material and content of the package.
- *Any violation of these guidelines and instructions issued from time to time will invite appropriate action.*

- Dean (SW)



Date: 28-09-2021

**Standard Operating Procedures (SOP) to be followed by the Final year PG and Final year UG Students (Hostellers) returning to the campus.**

**GENERAL RULES TO BE OBSERVED BY EVERYONE IN THE CAMPUS**

- Everyone should wear face mask as per the guidelines of Ministry of Home Affairs.
- Physical distancing norm of 6 feet between individuals should be maintained in all public places inside the campus.
- Everyone must sanitise their hands periodically by washing with soap and water or rubbing with alcohol-based sanitisers.
- Everyone should maintain good personal hygiene practices and follow good civic practices. Spitting in public places and littering, especially of the used face masks are punishable under law as per MHA Unlock 5.0 guidelines No. 40-3/2020-DM-I(A) dt. 30-9-2020 and dt. 27.10.2020.
- Government regulations stipulate the use of Aarogya Setu App on mobile phones.

**STANDARD OPERATING PROCEDURES FOR FINAL YEAR PG AND FINAL YEAR UG STUDENTS (HOSTELLERS) RETURNING TO THE CAMPUS**

Before starting the journey from the native place students are required to complete the following procedure:

- **Register in IRIS portal and book arrival date to the campus. Hostellers can arrive only on specific days as given below:**
  - Final Year PG Students: 4<sup>th</sup>, 5<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> October 2021**
  - Final Year UG Students: 18<sup>th</sup>, 19<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> October, 1<sup>st</sup>, 2<sup>nd</sup> November 2021.**
- **Fill the necessary details in the IRIS portal.**
- **Upload the Undertaking by the student and parent.**
- **Upload the Consent letter given by the guide.**
- **Upload the vaccination certificate (should have taken two doses).**
- **Upload the Covid-Insurance certificate**
- **Fill in the Journey details (upload relevant tickets).**
- **Download the permission letter, generated and mailed to the student after successful completion of Registration.**

### **After arrival to the campus,**

- *Produce the downloaded hard copy of the permission letter and RTPCR test Report (should be Negative) at the entrance/security gate along with the Institute ID card. The Test report should have been issued within 72 hours of reporting to the campus.*
- The arrival of the students in the campus will be monitored by the security and only students with valid permission letter will be allowed.
- Students suffering from symptoms of cough, cold, fever or any respiratory problems will not be allowed to enter the campus. Students are advised not to travel to the campus if they are having any of these problems.
- Upon arrival on the campus with valid permission, students will be directed to go to the hostel block earmarked for quarantine and will have to stay in isolation as per the guidelines stated below for 07 days. On the 8th day, they have to give the sample for RTPCR test and get the test report. *The expenses in connection with the RTPCR Test are to be borne by the students.*
- *If any student refuses to take RTPCR test after completing the quarantine period, the student will be asked to vacate the hostel and leave the campus immediately.*

### **During the period of quarantine (seven days after arrival),**

- All the occupants in the quarantine block must ensure the physical distancing.
- No person is allowed to step out of the quarantine block. Students are advised to stay in their room only. Movements of occupants to other person's rooms is strictly prohibited.
- Students are advised to possess Pulse Oximeter for periodic checking of the oxygen level and pulse rate.
- For disposing off the food waste, medicine or any other supplies, students have to use their own plastic bag.
- Each individual in the quarantine facility should wash the cloths himself/herself and dry them inside the room.
- *If any of the occupant feels unwell, he/she should inform to HCC and follow the instructions given by the Medical Officer. Also, he/she should inform the Block warden / Caretaker/ Security Guard.*
- Personal protection equipment such as mask, gloves, etc. should be worn when they step out of the room.
- *Any violation of these guidelines and instructions issued from time to time will invite appropriate action.*

## Observation protocols

- After the RTPCR test, if the test results are negative and the students do not show symptoms of any kind, they are allowed to shift to their allotted room in the Hostel Block and they can start visiting the Institute. However, they have to follow the general SOP strictly.
- If the tests are positive or if there are COVID-19 type symptoms, the student will be shifted to the hospital and informed to the parents. ***All the logistics and related expenses at the hospital shall be borne by the student and his family.***
- Upon discharging from the hospital, the student will be again sent to isolation for 14 days and RTPCR test will be conducted to ascertain the student's fitness to stay in hostel.
- ***Students should strictly follow the guidelines issued by the Hostel authorities with regard to Physical distancing in hostels and mess halls.***
- ***Students should strictly follow the guidelines issued by the Head of the departments with regard to Enforcing Physical distancing in the departments and labs (Students are permitted to visit the departments/labs only for conducting experiments).***

## Security Arrangements:

- ***Students are not allowed to go out of the campus.***
- ***However, if any student wants go out of the campus for medical reasons he/she should obtain permission letter from the HCC, and produce at the security gate. This permission letter will be valid only for that day.***
- ***If any student wants go out of the campus for work related his project work he/she should obtain permission letter from the Project Guide and produce at the security gate. This permission letter will be valid only for that day.***
- ***If any student is found going out of the campus without permission as mentioned above, he/she will be asked to leave the campus immediately and will not be permitted to visit the Institute.***
- ***Students are not permitted to order food parcels from outside. Food will be served in the mess.***
- Students are not allowed to have visitors/relatives.
- Security guards on campus may make polite requests for obeying protocols and record violations and report to the concerned authority. Students are

advised to refrain from arguing with them as they are performing their duty for your own safety.

- The block wardens will be monitoring the students for any violation of protocols. Students are advised to cooperate with them and obey the rules.
- Common areas and toilets will be disinfected periodically by the housekeeping staff.
- All parcels received from outside may be disinfected by spraying disinfectant or by wiping with alcohol-based sanitisers, based on the material and content of the package.

- Dean (SW)

**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA SURATHKAL**

**CONSENT TO BE GIVEN BY THE GUIDE TO THE PG/UG STUDENTS FOR RETURNING TO THE CAMPUS**

Name of student:

Roll No:

Programme:

Dept:

Name of the Guide:

Mob. No. of the Guide:

I hereby confirm and declare that, I have read and understood the Standard Operating Procedure (SOP) to be followed by the PG/UG Students returning to the campus to cope-up with COVID-19 pandemic and I give my consent to my student mentioned above to return to the campus and work in the Laboratory for the project work.

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(Signature of the Guide with date)



**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA SURATHKAL**

**UNDERTAKING TO BE SUBMITTED FOR RETURNING TO THE CAMPUS**

(by Student and Parent)

Name of student:

Roll No:

Programme:

Dept:

Name of the Guide:

Mobile No:

Email-id:

I hereby confirm and declare that, I have read and understood the Standard Operating Procedure (SOP) issued by the institute to be followed by the students returning to the campus to cope-up with COVID-19 pandemic and I will strictly adhere to the SOPs as well as the guidelines issued by Ministry of Home Affairs vide reference No. 40-3/2020-DM-I(A) dt. 30-9-2020. I own the responsibility for my health and shall not put others at risk. I will not involve in any violation of SOPs and in case of violation, I understand that the institute has the right to take appropriate action as per law and deny entry to the campus.

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(Signature of Student with date)

(Signature of Parent with date)  
(Endorsement by Parent)