



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in
(An Autonomous Institution of the Govt. of India under MHRD)

No. NITD/Estt./COVID-19/14/2020

Dated: 24th Aug, 2020

Standard Operating Procedures (SOPs) for entry inside the NIT Durgapur
Premises as per CoVID-19 protocol of Ministry of Health and Family welfare

In view of the unprecedented situation of CoVid-19 Pandemic prevailing all over the world and for the safety of all Students, Employees & their family members and other outsourced staffs working inside the premises, as approved by the competent authority the following SOPs are being setup for different stakeholders:

SOPs for Students, Employees & their family members/ Outsider/ Visitor:

1. All the Students, Employees & their family members coming from outside of Durgapur and any outsider/ visitor (irrespective of place of origin) entering into the NIT Durgapur premises must fill up the Self declaration attached in **"Annexure I"** and submit to security personnel.
2. Before leaving the city (Durgapur) or arriving from outside the city all the Students, Employees & their family members must inform the institute administration through their respective heads in advance (at least 24 hour) with all necessary details of their travel.
3. For students, employees and their family members coming from containment/ red zone permission for entering into the Institute must be obtained in from institute administration in advance.
4. All students, employees and their family members (and any guest) coming from outside of city must isolate for 14 days in their respective quarters/ hostels with prior intimation to institute administration through their respective heads, if they have any of the symptom(s) as per **"Annexure I"**.
5. Any visitor/ outsider coming from containment/ red zone will not be allowed entry inside the institute premises in any case.
6. Wearing of face mask/ face cover, maintaining social distancing and use of "Arogya Setu" Mobile application is mandatory for all inside the Institute premises and regularly monitor their **risk status** in the application.
7. Follow the advisory issued by the Ministry of Health & Family Welfare, GOI from time to time in this regard.

SOPs for Security Personnel:

1. Must collect duly filled **"Annexure I"** from students, employees & their family members coming from outside of Durgapur and any outsider/ visitor entering into Institute Premises.

2. For visitors/ outsiders coming from containment/ red zone, entry inside the campus must be denied.
3. With referring to **"Annexure I"**, for outsiders/visitors, if answer is "yes" for any of the questions from 12 to 20, they should not be allowed to enter the campus in any case.
4. If answer is "no" for questions 12-20, but "yes" for question 21 and if they satisfy asymptomatic 14 days home quarantine norms after negative sampling and discharged from hospital, they may be allowed to enter the campus on submitting necessary documents in this regard.
5. For students, employees and their family members staying Inside/ outside the campus and if the answer is "yes" for any of the Questions from 12 to 20, they should be referred to **Institute Medical Unit** immediately.
6. For students, employees and their family members coming from containment/red zone they may be allowed into campus on verifying the permission granted to them for arrival to the institute by Institute administration.
7. No any person should be allowed to enter the campus unless she/ he has covered face with facemask/ face cover.

Registrar

Copy forwarded for information to:

1. Director.
2. All Deans.
3. All Head of the Departments/ Sections/ Centers and Central facilities.
4. Web Master- for display in Institute web site.
5. Director's Secretariat.
6. Registrar's Secretariat.
7. File copy.

Joint Registrar (Establishment)

SELF DECLARATION FOR ENTRY IN NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

(AS PER COVID-19 PROTOCOL OF MINISTRY OF HEALTH AND FAMILY WELFARE)

1. Name:
 2. Age:
 3. Sex:
 4. Please tick: a) Employee /Family member b) Student c) Visitor
 5. Address:

 6. Contact number:
 7. Hall & Room Number (if student):
 8. Place of visit inside campus (for visitors):
 9. Place of visit for students, employees and their family members:
 10. If coming from outside Durgapur: (Please tick)
 - Zonal status of the place of origin:
 - a) Containment b) Red c) Orange d) Green
 - Mode of transport: a) Public b) Private
 11. Having any co-morbid conditions: (Please tick)
 - a) Hypertension b) Diabetes c) Age above 65 d) Pregnant e) Cancer
 - f) Others (Please specify)
 12. Has someone in your close family returned from a foreign country? Yes/ No
 13. Is she/ he under home quarantine as advised by local health authority? Yes/ No
 14. Have you or someone in your family come in close contact Yes/ No
With a confirmed covid-19 patient in the last 14 days?
 15. Do you have fever? Yes/ No
 16. Do you have cough? Yes/ No
 17. Do you have sore throat? Yes/ No
 18. Do you feel shortness of breath? Yes/ No
 19. Do you feel any change/ loss in taste or smell? Yes/ No
 20. Gastrointestinal symptoms such as nausea, vomiting and/or diarrhoea Yes/ No
 21. Have you been infected with covid-19 already? Yes/ No
- If “yes” produce documents for current status of negative sampling with hospital discharge summary**

Declaration

I confirm that the Information submitted above, to the best of my knowledge, are true, and that I have not withheld any material information that may influence the assessment or acceptance of this application. I hereby declare that, I shall use face masks / face cover, maintain social distancing and frequent use of sanitizer. Also I shall follow the advisory issued by the Ministry of Health & Family Welfare, GOI from time to time.

Signature with date