

## **University Campus Protocols**

### **Movements in the University Campus and Designated Classroom Precautions**

Students are advised to avoid the use of elevators. However, if it is to be used in any emergency, please stand with proper distance, and more than two persons are not allowed at any time in the lift.

Avoid touching the wall or the handrails while climbing or descending the staircase.

If you are carrying bags, purse, laptop, etc., sanitize them thoroughly, with the tissue dipped in sanitizers, and dispose of the used tissues in the dustbins at the security/hygiene station before entering the designated classrooms.



Ensure sanitized/cleaned bags etc. is directly placed at your seating place in designated classrooms.

The doors of the classrooms are always to be kept open.

Students are advised not to leave the designated classrooms frequently and avoid non-essential visit to other classrooms, faculty sitting, places, etc. in the campus.

Carrying a purse, bags etc. around the designated classrooms and the dining area is strictly prohibited.

Food items are not allowed in the designated classrooms.

Day scholar students are advised to get home cooked food for their lunch and have their meals at old food court only.

All hostel students will have their meals as per the mess guidelines issued to them.

Thadi area is out of bound for ALL the students.

As the aim is to minimize physical contact to avoid any kind of spread, sharing of stationary items is to be restricted and all students are advised to use individual stationary items.

Students must maintain social distancing with everyone at all places, under all the circumstances, always.

Students gathering of any kind in the movement areas, designated classrooms or sitting on the staircases is strictly prohibited.

Only required designated classrooms will be opened for utilization and all other rooms will remain closed.

All other rooms like classrooms, auditoriums, seminar halls, etc. will not be operational. Students are requested to avoid entering such areas which are not operational.

### **Multiple Entry and Multiple Exit**

Only one entry and one exit will be allowed in the university during a working day.

Students are advised to restrict their unnecessary movement from their respective designated classrooms.

If any day scholar student is found going out of the University during the office hours, he/she will not be allowed to re-enter the University for the day by the security and will be asked to go home for the day immediately.

Similarly, hostellers as per the guidelines issued to them, will be only using the underpass for entry and exit. Once they exit campus into hostel, they will not be allowed to come back.

All the evening sports activities are to be conducted in hostel area only.

### **Gatherings and Meetings**

During this pandemic situation, all the **Students are advised not to conduct or to**

**participate in any kind of one to one meeting where people come into any kind of proximity or physical contact.** Instead, the use of technology is advised for any necessary meeting or discussion.

Gatherings and Meetings such as conferences, festivals/birthday/or any kind of celebration, sporting events and other type of assemblies may lead to the spread of COVID-19 in the University via participants who attend these events. Therefore, the students are advised to follow the given suggestions very seriously. All kind of celebrations in the way of gathering people at one place are prohibited in the University campus and if anything, which is unavoidable, then advised to celebrate virtually.

### **Guests/Visitors at University**

Students are advised not to invite any Guests/Visitors to University as entry of outsiders is prohibited in University and instructions have been passed to Security from authorities.

Parents visiting University for admission will only be allowed under visitor's category and team admission will be coordinating for such visitors with following precautions:

-

- Thermal screening of all visitors would be carried out. Persons with high temperature would not be allowed in the university.
- Wearing of mask is compulsory for the visitors.
- Sanitization of visitors and their belongings on compulsory basis.
- Movement of visitors would be restricted and guided.
- All visitors are required to maintain social distancing.

### **Status of Shops in the Campus**

Vendors or allottees of the shops are not allowed to operate their shops in the University premises. All shops in hostel area will be functional.

Chef on Wheels (CoW) will be operating from food court only in the university campus.

### **Courier and Parcels**

The desk available at the security gate, along with the sanitization facility, where all the couriers/parcels will be kept by the delivery person.

Only letters of official nature will be allowed to send through University service desk.

Students are advised not to order any commercial goods through online/digital shopping platforms like amazon, flipkart, etc. at University address. The delivery person will not be delivering any such ordered goods and students will not be allowed to move out of the campus to receive such goods.

### **Operations Air- Conditioning (AC)**

As per the guidelines issued by the regulatory bodies the temperature of the AC will be 24 degree and above (as per CPWD guidelines) .

### **Pantry and Dining**

Only the pantry staff will be allowed to operate the pantry.

In dining space the sitting arrangement will be predefined keeping in mind the Social distancing norm of 1 meter- '1 seat occupied - 2 seats vacant - 1 seat occupied' to be repeated & each person is to sit diagonally opposite to the other.

Extra chairs will be removed from the dining table. Sharing of tiffin, food, crockery & cutlery is strictly prohibited. Students are supposed to carry their own water bottles. Before occupying the seat, please wash your hands with soap & water.

### **Sensitization, Awareness Programs and Emergency Cell**

Regular virtual awareness programs will be hosted in the University from time to time to create awareness among students. In case any student is feeling uneasy

and shows any symptoms of COVID-19, they are requested to contact immediately to the following members for any information on COVID19 or any assistance: -

- Medical teams -Medical Center at MUJ Hostel Premises.
- Chief Security Officer (CSO)
- Chief Warden (CW)