

**Maulana Azad National Institute of Technology, Bhopal
(M.P)**

Office of Dean(SW)

Dean(SW)/21/2669


Date: 29 -10-2021

**Subject: Guidelines for Physical reporting of PhD and M.Tech/
M. Plan/ MBA/MCA students in the Institute.**

With reference to Notice No. No. Acad/2021/1374, dated 26.10.21 for M.Tech(2nd year)/M. Plan(2nd year) /MBA (2nd year)/MCA(3rd year)/ and No. Acad/2021/1379 dated 27.10.2021 for M.Tech/M.Plan(1st Year), the following guidelines are to be strictly followed by all students physically reporting at institute.

- (i) Students have to bring with him/her a Negative test report of COVID-19 (RT-PCR) issued within 72 hours prior to arrival at the Institute.
- (ii) **Students must have completed their COVID protection vaccination as per Govt. of India norms. The student who had suffered from COVID-19 in second COVID wave must be vaccinated at least once.**
- (iii) All the students shall report at the Institute Dispensary on their arrival in institute campus and submit the Negative test report, vaccination certificates to the Institute Medical Officer for obtaining medical fitness certificate during 9.00AM to 6.00PM.
- (iv) Hostellers should submit Medical fitness certificate, Registration slip, Hostel fee receipt, duly filled & signed self-declaration form (**Annexure-1**) attached herewith to the Warden of respective hostel. After satisfactory submission of documents, room key will be issued to the student.
- (v) The students are required to be quarantine in the hostel rooms for the period as advised by Medical Officer of MANIT.
- (vi) Mess facility will be provided after joining the hostel and for that students will have to pay **Rs.12000/-** (mess advance for about three month).
- (vii) All the hosteller students have to register on Google form via following link latest by **05-11-2021**.
<https://docs.google.com/forms/d/1pQrYabHwx07cSO-h6E20Ewe2uOvui03jLhWlxhh9FHg>
- (viii) All students should also submit medical fitness certificate, Registration slip and self-declaration form (**Annexure-1**) to the concern HOD after quarantine period. After satisfactory submission of documents, department will permit student to work.
- (ix) All social/political/sports/entertainment/cultural/religious functions/ gatherings shall be banned.
- (x) Wearing face mask is compulsory to all students.
- (xi) Students will be required to maintain social distance (more than 1.5 meter) at all places of the Institute.

- (xii) There shall be complete ban on Alcohol/Gutkha/Tobacco etc. and spitting shall be strictly prohibited.
- (xiii) On joining the Institute after any kind of leave, the students will be required to submit his/her COVID-negative report in the Institute issued within 72 hours of their arrival in the Institute.
- (xiv) Every student must have Arogya Setu app on their mobile phone Installed and working.
- (xv) The students will be required to follow the SOPs circulated by the Institute Medical Officer which are displayed on the Institute website.
- (xvi) Students should ensure that they are in good health condition and with no symptom of prevailing COVID-19. Symptomatic students will not be allowed to stay in the hostel.
- (xvii) No visitors/relative will be allowed in the hostel.
- (xviii) During the stay in the hostel, it would be the responsibility of individual student to follows the COVID-19 norms (maintain social distancing, use of face mask, avoiding hand shaking, and washing/sanitizing hand frequently etc.)
- (xix) Students are advised to restrict their movement in the institute campus only and avoid eating outside foods. They must maintain hygienic conditions in hostel premises, mess and other Institute places.
- (xx) Any student who observes/notice any symptoms of COVID-19 must contact Institute dispensary for medical assistance. Such student may be quarantined for a period as decided by the Institute medical officer and are advised to strictly adhere to the medical instructions given by the doctor.
- (xxi) All students have to follow the district/state/central guidelines related to COVID-19 without any excuse.
- (xxii) If any student violates the rules and regulation of COVID-19, Institute will not hesitate in taking strict disciplinary action against him/her.


29/10/21
Dean (SW)

Copy to:

1. All Deans/HODs/COW/COE/Registrar.
2. Institute Medical Officer.
3. In-Charge Institute Website to upload on institute website.
4. PA to the Director for kind information of the Director.

Annexure-1

Self-Declaration

(Undertaking by PhD and /M.TECH/M.PLAN/MCA/MBA students reporting at Institute)

Respected Sir / Madam,

I have gone through and understood the guidelines and protocols of the Institute, pertaining to resumption of academic activities at Institute. I understood the risks inherent in commuting to, and doing academic work at the Institute in the current COVID-19 Pandemic. I am applying for permission to continue my academic activity at the Institute and stay in the hostel.

IS/o/D/o.....
Scholar. No.
Deptt..... am returning from
(Home Address):.....

(Mobile no.), on/...../2021. At MANIT, Bhopal.

Day scholar: Yes/No (pls tick appropriate)

I understand that if I am found to have given wrong information in the declaration below or not following protocols after reporting at the institute I will be liable for disciplinary action.

I declare that:

- I am not having fever, cough and breathing problem.
- In case of COVID-19 like symptoms, I shall not return to the Institute until such time that I have been free of Covid-19 symptoms for a minimum period as stipulated by the Govt.
- **I have completed the COVID-19 protection vaccination as per Govt. of India norms or suffered from COVID-19 in second wave and subsequently taken 1st dose of vaccination as approved by GOI.**
- **I will bring negative test report of COVID-19 (RT-PCR) done 72 hours prior to arrival at the Institute.**
- I will report to the institute in between 9:00AM to 6:00PM.
- I will be self-quarantine in my room for the days mentioned after reporting to the Institute.
- I will carry my required routine medicine for one month.
- I will not involve in group activity in institute/hostel.
- I will wear mask and make social distance of 6 ft in hostel and campus.
- None of my family members where I was living is suffering from fever, cough and breathing problem 14 days prior to my travel date.
- None of my family members were diagnosed with COVID-19 in last four weeks.
- I am not having any disease like diabetes, hypertension or heart/ lung /kidney related disease, etc.
- I will wear face mask as well as follow other prescribed guideline and maintain physical social distancing in my class room/ Laboratories/ academic area/ hostels and in campus.

- I will regularly wash my hands with soap and water for at least 40 seconds or clean them with sanitizer.
- I will use Aarogya Setu App on my mobile and it will remain active at all times.
- I will self-monitor my health every day after I return to the Institute. In case, I develop fever, cough, flu-like symptoms and/or breathing problem then I will inform about it to my project in charge/ Head of Department/Warden/caretaker etc. Also I will consult Institute doctor and follow medical advice.
- I understand that there is always a possibility of getting infected by the virus due to the number of cases in Bhopal and in the country. My parents/ guardians are also fully aware of my wish to return to the campus to start working in the laboratories and other offices for my research related activities.
- I also understand that MANIT, Bhopal has an Institute Dispensary and it will extend all available facilities in case of a medical emergency. However in case of COVID-19 infection I may require isolation, treatment and/or hospitalization outside the campus, for which government laid down protocols and costs apply. It is highly possible that for COVID positive cases State/central Govt administration may insist on shifting to Govt. isolation facility.
- In case of getting infected, I will bear all the associated cost with medicine/hospital and tests.
- I will follow the district/state/central guidelines related to COVID without any excuse.
- I declare that without prior approval from concerned Hostel Warden/Chief Warden, I will not leave the station in any case.

(Signature of student)

Name of student :

Department/ Centre :

Date of Reporting :

Contact Mobile number: -

Name of Parent/Guardian : Contact number of parent/Guardian:-

Emergency contact number 1:

Emergency Contact number 2 :

I agree with the Notices No. Acad/2021/1374, dated 26.10.21 and No. Acad/2021/1379 dated 27.10.202 issued from institute regarding reopening of institute and allow my ward to complete his/her classroom teaching/research work at institute. I shall coordinate the well-being of my ward/student with the help of available Institute facilities in case of any COVID related emergency. I am responsible for any health related issue of my ward during his/her stay in this pandemic period in the campus. I will bear the cost of hospitals/ medicines/ test in case of hospitalization of my ward. I have no problem in shifting of my ward to any local Govt. facility in case of positive COVID report.

(Signature of Parent)