

## Standard Operating Procedure (SOP) for the Ph.D. Students returning to the Campus

1. All Regular Ph.D. students only admitted during 2013- 2016 are allowed to return into the campus during day time may be in the **November 15-16, 2020**.
2. **PhD Students belongs to containment zone will not be allowed.**
3. **It is voluntary by all regular PhD students to come back and / or attend the labs at their own wish and risk. No department/ supervisor will force any PhD students directly or indirectly to come back. The institute will not be held responsible for any happenings to the students in this regard.**
4. PhD Students will pay the revised mess charges as applicable.
5. The PhD students will submit a Google form provided by the Office of Dean Student Welfare for their date of arrival with an undertaking signed (in the Google form) to follow the guidelines, strictly.
6. PhD Students are allowed to travel to campus only after clearance of the schedule from the Office of Dean Student Welfare.
7. The Office of Dean Student Welfare will also communicate the list of students to the Medical Officer and Security Officer who are supposed to come to the campus.
8. Each PhD student will mandatorily go through thermal screening and bag sanitization at the main entrance of the Institute. The screen shot of the Arogya Setu App page showing status of the student needs to be shown at the main gate.
9. The security personnel will coordinate with health centre and arrange an ambulance to send the student from the entrance of the Institute main gate to Health Centre for health check-up.
10. PhD Student will submit the documents in the hostel: (i) Duly Signed Undertaking Form, (ii) Report of Health Status issued from Health Centre, and (iii) Negative COVID Test Report. In case of change in room of Hostel, the same will be intimated the students in advance.
11. All the PhD students will be mandatorily isolated for 14 days in the Hostel and they will not be allowed to move out.
12. The packed meals per day (breakfast, lunch and dinner) will be provided in disposable utensils at their doorstep.
13. All PhD students are advised to bring the following essentials for smooth stay of 14 days quarantine period:
  - Mask
  - Sanitizer
  - Packed dry food (snacks, biscuits etc.)
  - Adhar Card, Identity Card and Health Insurance card
14. After completion of the 14th day quarantine period, students will be permitted to visit the department. They are advised to follow the protocol (i.e., wear the mask, hand sanitization at regular intervals, maintain physical distance and other precautionary

measures) while accessing common areas of the institute. Further, students are also advised the followings:

- Frequent hand wash with soap and water.
- No Hand shake-Greet with Namaste
- Carry drinking water bottle.
- No exchange of food, cloths, books, paper, personal belongings etc.
- Maintain personal hygiene: washing of Clothes daily and precautions: self-cleaning of common utility points (like taps, showers, switches etc.) before use.
- Use online mode of communication wherever possible including discussion with faculties, lab colleagues and friends.
- Avoid visiting any office directly.
- Clean your PC, laptop, mobile or any personal items with disinfectant regularly.
- Group celebration is not permitted.
- Avoid exchange of items/goods as far as possible.
- Contact respective office of warden for any help required preferably over phone.

**Note: In case of non-compliance of the Institute guidelines by any student, strict disciplinary action will be taken which includes sending them back to home.**

**Self-Declaration / Undertaking by Ph.D. Students returning to IIT(ISM), Dhanabd**

I have gone through and understood the Standard Operating Procedure of the Institute, for the Ph.D. Students returning to the Campus. I state and fully aware that it is entirely voluntary for me to return to the Institute and that I am doing so of my own free will, having understood the risks inherent in travelling to, and doing laboratory work at the Institute in the current Covid-19 Pandemic.

It is completely essential for me to come to research lab at the Institute. The nature and/or stage of my research is such that it cannot be done from home and any further delay in this regard is not possible.

I declare that

- I am not having fever, cough and breathing problem (from last 2 weeks).
- None of my family members where I was living (.....), is suffering from fever, cough and breathing problem past 2 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 any other prescribed protective gear and maintain physical social distancing in my class room/ Laboratories/ academic area/ hostels and in IIT(ISM), Dhanbad campus.
- I will regularly wash my hands with soap and water for at least 40 seconds or clean them with alcohol-based 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 etc., then I will inform about it to my Supervisor / Chief Warden/ Head of Department and Health Centre.
- I understand that there is always a possibility of getting infected by the virus. 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 want to declare that my supervisor has not put any pressure on me to resume the research activities at IIT(ISM), Dhanbad.
- I also understand that IIT(ISM), Dhanbad has a Primary Health Care Centre only 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, as per government laid down protocols.

Signature of student with date:

Name of student:

Adm. No.:

Department:

Mobile number: -

Name of Supervisor:

Emergency Contact No 1 (Parents/Guardians):

Emergency Contact No 2(Parents/Guardians):

Signature of Parents with date: