MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE CHANCELLOR REGARDING OPENING OF THE UNIVERSITY FOR STUDENTS HELD ON 12.11.2020 AT 11:30 AM IN THE COMMITTEE ROOM ADJACENT TO THE REGISTRAR'S OFFICE.

The following were present :

1.	Prof. Ajay.K. Rajan, Dean, Academic Affairs	-	Convener
2.	Prof. Harish Kumar, Dean, Faculty of Humanities	-	Member
3.	Prof. Gulshan Lal Taneja, Registrar	-	Member
4.	Dr. B. S. Sindhu, Controller of Examinations	-	Member
5.	Prof. Raj Kumar, Dean, Student Welfare	-	Special Invitee
6.	Prof. B. Narasimhan, Director, IQAC	-	Special Invitee
7.	Prof. Anil Kumar Chhillar, Director, Research	-	Special Invitee
8.	Prof. Randeep Rana, Chief Warden (Boys)	-	Special Invitee
9.	Prof. Sanju Nanda, Chief Warden (Girls)	-	Special Invitee

The committee deliberated upon the opening of the University for Students in light of following guidelines:

1. SOPs for Opening of Universities and Colleges for Students issued by Director General Higher Education, Haryana vide letter no. DHE-010019/5/2020-Coordination-DHE dated 02.11.2020.

2. UGC Guidelines for Re-Opening the Universities and Colleges post lockdown due to COVID-19 Pandemic issued vide letter no. D.O.14-8/2020(CPP-II) dated 05.11.2020.

3. SOPs on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory/experimental work issued by Ministry of Health & Family Welfare, Directorate General of Health Services, Govt. of India dated 8th September, 2020.

The committee made the following recommendations

A. For opening of the University w.e.f. 16.11.2020 for the research scholars:

Phases	w.e.f.
Phase – I for Ph.D Scholars in Science & Technology (Day Scholars) who require to enter the campus for access to laboratories.	16.11.2020
Phase – II for Ph.D Scholars in Science & Technology (Hostelers) who require to enter the campus for access to laboratories	23.11.2020

After reviewing the operation of both the phases, the plan for subsequent phases for other students may be worked out.

B.   For opening of the University w.e.f. 16.11.2020 for the research scholars:

The Committee prepared the following Guidelines/SOPs to be followed by the HODs/Directors/Branch Officers for opening of the University w.e.f. 16.11.2020 for the research scholars.

i.	Guidelines/SOPs for MDU-Campus	-	**Annexure "A"**
ii.	Guidelines/SOPs for UTDs/Centres/Institutes	-	**Annexure "B"**
iii.	Guidelines/SOPs for Hostels	-	**Annexure "C"**

Apart from the above Guidelines/SOPs, the HODs/Directors/Branch Officers should also ensure the compliance of Guidelines mentioned in serial no. 1, 2 & 3 mentioned above.

The meeting ended with vote of thanks

(A.K. Rajan)   **(Harish Kumar)**   **(Gulshan Lal Taneja)**

(B. S. Sindhu)   **(Raj Kumar)**   **(B. Narasimhan)**

(Anil Kumar Chhillar)   **(Randeep Rana)**   **(Sanju Nanda)**

<p style="text-align:center"><u>Guidelines/Standard Operating Procedures (SOPs) for opening of</u></p>
<p style="text-align:center"><u>Maharshi Dayanand University, Rohtak w.e.f. 16-11-2020.</u></p>

<p style="text-align:right">Annexure –A</p>

<p style="text-align:center"><u>GUIDELINES/SOPs FOR MDU-CAMPUS</u></p>

Guidelines for University Campus

1. The entry of the students and staff be allowed only after thermal scanning.
2. The campus should be sanitized regularly to ensure the safety.
3. Physical distancing of six feet needs to be ensured at all times and places.
4. One University run canteen for employees and a canteen at the Student Activity Centre should be made functional following social distancing norms alongwith guidelines.
5. Sitting of students in gardens/ parks and open areas should be strictly prohibited.
6. Cleaning and regular disinfection of frequently touched surfaces (using 1% sodium hypochlorite) should be ensured.
7. Prominently display signages, posters and standees indicating dos and don'ts for the staff and students.

SOPs to be followed at Entry and Exit Point of the University

1. Posters/ standees on preventive measures about COVID-19 to be displayed prominently.
2. Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
3. Non-resident students and staff should be allowed in campuses only after thermal scanning, sanitization of their hands and wearing of face masks. Symptomatic persons (fever, cough or difficulty in breathing) should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.
4. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed. **The exit of students be ensured latest by 04:30 pm in case of Day Scholars.**
5. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
6. Monitoring of the entry and exit of the students should be done.

SOPs for Housekeeping in the Campus

1. All rooms are to be cleaned thrice by using disinfectants daily.
2. All the buildings should be fully cleaned to ensure germ free premises. Special attention be given to Hostel Messes.
3. Toilets/Wash Rooms of all the buildings including Hostels be got cleaned and it be ensured by the person deputed by the Executive Engineer that cleaning is done in the manner that there remains no hazardous germ in the toilets.
4. The Horticulture Wing will ensure proper cutting and mowing/pruning the wild grass and unwanted bushes grown in the premises.
5. Do ensure that the civil work including all related jobs vis-à-vis public health, electrical etc. is being done in proper way.
6. The staff of the University Teaching Departments and Hostels will ensure that the record pertaining is well maintained.
7. The Chief Warden will bring to the notice of the Registrar any lapse/discrepancy immediately for further improvement/direction to the concerned.
8. The Executive Engineer/Assistant Registrar (Gen. Admn.) will ensure that the job related to housekeeping is properly done by the persons deputed for the purpose.

SOPs for Security Personals

1. Only Ph.D. students are allowed w.e.f. 16.11.2020. However, no student will be allowed to enter in the University without carrying Identity Card and without wearing mask.
2. Security personnel deputed at the entry points of various buildings of University Teaching Departments will allow the entry of the students only after the due permission of concerned Head of the Department.
3. Only bonafide Ph.D. hostel residents and essential staff be allowed to enter the Hostel premises. Proper entry in Register must be ensured.
4. All the security personnel are required to wear masks. They are advised to wash their hands frequently (optimally every two hours), for at least 20 seconds. They are also advised to avoid touching their eyes, nose, and mouth with unwashed hands to reduce the risk of exposure from contaminated surfaces. If possible, use hand sanitizer (60% alcohol or higher) to disinfect your hands every two hours when on duty.
5. Security personnel are required to wash their work clothes or uniforms at the end of the day.

6. Controller Security/Chief Security Officer should monitor for any issues with regard to security personnel and ensure that all COVID-19 related procedures are being followed.

7. Controller Security/Chief Security Officer will ensure the proper deployment of the security guards at the entry points of various buildings of the University Teaching Departments/Hostels for thermal screening of the students and their safe entry.

GUIDELINES/SOPs FOR UTDs/CENTRES/INSTITUTES

Guidelines for Departments/Centres/Institutes

1. The Department/Centre/Institute should allow the students only on submission of duly filled and signed Proformas I,II & III.

2. The Department should ensure the entry of students as per the roster prepared by concerned Departments/Centres/Institutes.

3. The classrooms, laboratories and common areas should be maintained clean and sanitized regularly.

4. The Department should form a committee to monitor the implementation of activities in accordance with SOPs/Guidelines issued by State Govt./MHRD/UGC.

5. The Students be allowed to work between 10:00 am to 03:30 pm.

SOPs for University Teaching Departments/Centres/Institutes

1. The HOD/Director should ensure that the record of duly filled and signed Proformas I,II & III submitted by the students are maintained in their office.

2. Proper sanitization at all learning sites be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.

3. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.

4. Students should be allowed to enter the department only after thermal scanning, sanitization of their hands and wearing of face masks. Symptomatic persons should not be permitted to enter the department and should be advised to contact the nearest hospital for clinical assessment.

5. Wearing face cover/ mask is a must at all times and at all places inside the Department.

6. Adequate arrangements for safe drinking water should be made.

7. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.

8. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.

9. An adequate supply of water and soap in toilets and for hand- washing should be ensured.

10. Dustbins must be cleaned and covered properly. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms.

11. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.

12. Teachers should monitor and keep track of the physical and mental health of their students.

13. Must install 'Aarogya Setu App' in the mobile.

14. Ensure regular counselling to students reporting mental health issues such as anxiety and depression.

SELF DECLARATION PERFORMA TO BE SUBMITTED BY THE STUDENTS

Name of the Student	:	
Father's Name	:	
Permanent Address	:	
Contact No.	:	
Registration No. & Roll No.	:	
Name of the Program	:	
Department/Centre/Institute	:	
Name of the Supervisor	:	
Day Scholar/Hosteller	:	

PLEASE PROVIDE THE FOLLOWING DETAILS

1.	Have you downloaded Aarogya Setu App (Yes/No)		Status of the Aarogya Setu App (mention safe/unsafe)	
2.	Have you visited outside of Residence station within last 14 days (Yes/No)		If Yes please mention the details	
3.	Has you & any of your family members are /were affected with Covid-19. Date/ Period of COVID infection		If Yes please mention the details	
4.	Have you been in close contact with suspected/COVID-19 positive patient (s) (Yes/No)		If Yes please mention the details	
5.	Have you been quarantined/home isolated by authorities in the recent past (Yes/No)		If Yes please mention the details	
6.	Are you having the symptom's like Fever/Cough/Shortness of Breath/Runny Nose/Headache/Sore Throat. (Yes/No)		If Yes please mention the details	

If the student is a resident of the Containment Zone/unsafe status of Aarogya Setu App he/she will not be allowed into the University campus.

Note: Accompanying person (s) with the students are not allowed.

Signature of the Student

Willingness of Parents of the Student

(To be Submitted in Handwritten/Typed Format)

I, _____ Father/Husband of Mr./Ms./Mrs

_____ studying _____

program in the Department/Centre/Institute of _____

Maharshi Dayanand University, Rohtak hereby giving my willingness to send my ward to the

University for his/her academic/research work during this COVID – 19 Pandemic.

Signature

Name & Address

Mobile No. _____

Maharshi Dayanand University, Rohtak

APPLICATION FOR ENTRY IN TO THE LABS IN MDU

Undertaking by the Research Scholar/Post-doc/Project Staff

This is to inform you that I,…………………………………(Roll Number/Registration/Enrolment No………………………….) working under the supervision of Dr. …………………………………would like to work in the lab for my research work from ………………… . I will be working in the lab(s): ……………………………….. Department/Centre/Institute ………………………… . I have read the guidelines laid down by the Ministry of Health & Family Welfare/State Govt./UGC and hereby assure that I will strictly follow the guidelines attached herewith during my lab work in the lab. I, hereby, declare that I am working on my own willingness.

Name: ………………………… Sign:…………………… Date: …………………………

Hostel/Room No: ………… Contact No:…………… Non-hosteller: Yes/No

Endorsement by the Supervisor/Mentor

I, hereby, declare that the research scholar/post-doc/project staff (……………………………………………………working under my supervision has requested for entry into the proposed lab of Dept. /Centre …………………………………. for carrying out the research work on his/her own interest without any compulsion from my side. I will ensure that the research work /post-doc/project staff will strictly follow the guidelines as laid by the Ministry of Health & Family Welfare/ State Govt/UGC.

Name: ………………………… Sign:…………………… Date:………..

Recommendation by HOD/Director

Based on the endorsement of the supervisor/mentor, I recommend that the research scholar/post-doc/project staff may be allowed to work in the proposed lab of Dept. of/Centre/Institute……………………. by following the guidelines laid down by Ministry of Health & Family Welfare/ State Govt.

Name: ………………………… Sign:…………………… Date:……………

GUIDELINES/SOPs FOR HOSTELS

Guidelines for Hostels

1. The Wardens must ensure the social distancing and other guidelines for COVID-19 prevention are followed in true spirit.

2. The mess timings may be increased so that the students can be allowed for mess in floor-wise manner so that the overcrowding could be avoided.

3. Entry of visitors should be strictly prohibited.

4. The Hostel Warden should form a committee to monitor the implementation of activities in accordance with SOPs/Guidelines issued by State Govt./MHRD/UGC.

SOPs to be followed by the Hostel Wardens and Supervisors

1. Hostels will be opened strictly observing the safety and health preventive measures. However, the sharing of rooms may not be allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances.

2. Since residential students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes/labs even if they bring a negative test report on their arrival.

3. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding and for proper management.

4. Thermal Screening of all resident students should be ensured at entrance of the respective hostel.

5. In case of health emergency, the residents will be referred to the nearest COVID treatment facility for clinical assessment and treatment, under the supervision of Medical officer, University Health Centre of the University.

6. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.

7. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.

8. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.

9. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.

10. Utensils should be properly cleaned.

11. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.

12. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.

13. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

14. Residents should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.

15. Do ensure that proper cutting and mowing/pruning the wild grass and unwanted bushes grown in the hostel premises is done by the horticulture wing.

16. Do ensure that the civil work including all related jobs vis-à-vis public health, electrical etc.

SOPs for Hostel Residents (Boys & Girls)

1. Students shall remain in quarantine and self- monitor their health for a period of 14 days before attending/going to their respective Department to attend class, Labs etc.

2. Sharing of rooms is not permitted under any circumstances.

3. Physical/Social distancing has to be maintained all the times in hostels.

4. Thermal scanning/screening of all the residents is mandatory at the main entrance of the hostel premises also at the respective hostel gates.

5. One third residents shall be allowed in dining hall at any point in time. Residents should avoid or limit visiting the market, unless absolute necessary.

6. Residents shall not be allowed to visit their homes unless absolute necessary. If the visit to their homes is unavoidable, the resident shall again remain in quarantine and self- monitor their health for a period of 14 days before attending/going to their respective Department to attend class, Labs etc.

7. The residents shall co-operate the house-keeping staff, Mess workers, Security Personels and other staff in ensuring hygiene, cleanliness and safety.

8. No visitor is allowed to enter in the hostel other than the residents.

9. Residents shall wear face mask/covers and ensure hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation.