



**DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT**  
**(Established by the Haryana State Legislature Act No. 15 of 2012)**

**STANDARD OPERATING PROCEDURE FOR PHYSICAL REOPENING OF  
UNIVERSITY FOR STUDENTS**

**1. General Introduction:**

COVID 19 has ushered in an era where we were pushed to follow a 'new normal'. As per the directions issued by the Government of Haryana, we are gearing up to get back to routines and there are certain guidelines that need to be followed by all the stakeholders of the University, so that we can ensure healthy atmosphere inside the University premises.

**2. Generic Preventive Measures/COVID-19 Appropriate Behaviour:**

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in these places at all times:

- Use of face covers/masks shall be mandatory.
- Physical distancing of at least 6 feet to be followed as far as feasible.
- Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest.
- Spitting shall be strictly prohibited.
- Monitoring of body temperature at various entries points of the buildings (Specially Hostels and Academic Block)
- Pocket size sanitizer is to be carried by all.
- As far as possible avoid eating outside food. In case of necessity, follow protocols.

**3. Entry/Exit:**

- All the students need to enter through specified, designated gates ONLY. It will ensure better monitoring of entry.
- Wearing ID card is MANDATORY.



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- All the stakeholders should wear masks without fail while undergoing thermal screening.
- If the temperature of any person visiting the campus exceeds 98.6°F without other symptoms, he or she should be isolated from the other stakeholders and should be taken to an isolation room at an approved location, until reassessment occurs.
- For ease of screening and reducing the number of defaulters, a designated common entry points is planned
- Scanner's reading resulting in equal to or less than 37°C or 98.6°F is considered within the normal range of body temperature and the person is allowed access to the work location.
- If a person's temperature is equal to or in excess of 37°C or 98.6°F and/or any flu-like symptoms (cough, running nose, breathing difficulties), the designated screener must follow the procedure and the person will not be allowed to enter into the building.

#### **4. Classrooms:**

- Wearing of Mask is mandatory for every individual including all the students, faculty, and other stakeholders during their stay in the campus.
- Students should strictly follow the seating arrangement as per the marking given in the classrooms and maintain a physical distance of 2 meters from one another to avoid the spread of virus.
- The class strength will be within the stipulated number with enough distance between students for more safety.
- Faculty should stay in one place in the classroom while lecturing and should avoid moving around.
- Students should be instructed to use their own stationery to avoid transmission of the virus through surface contact.
- Students should be instructed to avoid frequent contact with objects like door handles, switches etc. in the classrooms.
- Students and faculty are to be advised to carry their own water bottles



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- Sharing of food or snacks among the students should be avoided.
- Students must not gather in groups in the corridors and other open areas to avoid possible transmission of the virus.
- Class rooms shall be sanitised on weekly basis.

**5. Library:**

- An individual will be permitted for a specified time only at the library during working hours. This will ensure that more students can be accommodated so that social distancing can be maintained.
- Sanitization of hands is mandatory for all students, staff, and visitors at the entry point of the library.
- Mask and Gloves are mandatory for all the library users.
- ID card is mandatory for everyone who enters the library.
- Restricted services will be provided in the issue & return of books.
- The library users are advised to maintain the physical distancing guidelines (2mts) and safety guidelines set by the Institution/ Govt.
- Limited persons shall be allowed at a time to choose and borrow books.
- Group discussion and group study are not permitted
- All users should carry their own pens (if required).
- Material that is used / referred inside the library may be kept in quarantine for some time.
- Wherever possible the students are advised to make use of the electronic resources subscribed by the library.
- Library shall be sanitised on weekly basis.

**6. Hostel:**

- All students are to strictly follow hostel entry-exit timings.



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- Before entering the hostel, students and staff shall sanitise their hands.
- Students are advised to strictly maintain social distance inside hostel.
- Students are advised to adopt covid appropriate behaviour while using common places

**7. Mess**

- Maintain social distance, stand in a queue.
- Stand in a designated place, earmarked with distances.
- Use sanitizer that you carry.
- Avoid crowding around service counter of the mess.
- Limited students will be permitted inside the mess at a particular time, all regular users should follow the staggering time while using the mess.
- Mess Shall be sanitised on weekly basis.

**Note: All students reporting at the hostel/campus should submit**

- 1. RTPCR negative certificate (taken within 72 hours)**
- 2. Parents' Consent Form**
- 3. Anti-Ragging form hard copy duly signed by Parents and Student (to be filled on <http://www.antiragging.in> or <https://amanmovement.org> take printout and sign it)**
- 4. Medical Fitness Certificate (to be issued by MBBS Doctor)**
- 5. 3 Passport Size Photographs of Student**
- 6. Parents Passport size Photograph (1 each)**
- 7. Prescribed hostel rent and advanced Mess Bill (for 2<sup>nd</sup> year and 3<sup>rd</sup> year students only)**