

## **GURU JAMBHESHWAR UNIVERSITY OF SC. & TECH., HISAR**

On the recommendation of COVID-19 cell the following guidelines to be followed for taking precautions during COVID-19 by each and every one in the university till further order:

### **Mandatory:-**

1. Everybody entering the university should be screened through thermal scanning at Gate No.3.
2. Dean of Faculties, Chairpersons of the Teaching Departments and Branch officers should make every official aware of the arrangement made at Gate No.3 to get their temperature checked, hand washed and wearing proper masks and keeping the desired bodily distance while entering in and working in the departments / offices. They will be directed to ensure utmost co-operation and compliance in this regard.
3. Every building will have two nodal officers for implementation of the COVID-19 guidelines laid by the University/ MHA or State govt. Each chairpersons to identify one faculty member for academic building. HSB and Physics departments to identify two faculty members. Branch officers, Wardens and Librarian, Director sports persons and Ex. EN pfoce to also depute nodal officers.
4. Branch Officers will ensure that every official / visitors will be wearing face masks mandatorily. He/She should keep one bottle of hand sanitizer with him/her, so that everybody entering the office must sanitize his/her hands. Sufficient numbers of masks shall be kept by the Branch Officer in case of emergency, it may be provided to the needy person.
5. Branch Officers will ensure that bodily/ social distance is maintained in their departments / branches as per guidelines issued in respect of COVID-19.
6. Aarogya Setu app must be installed by all in their mobile phones and be kept activated.
7. All employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others.
8. All Chairpersons and Branch Officers shall ensure that only sufficient staff will be called daily in each and every office to avoid congestion. They will also ensure that normal working is not hampered.
9. Each entrance of the building will be manned and it will be duty of Security person/Peon to regulate the entrance. It will be mandatory to check the Mask, Bluetooth with Arogya Setu. The security will help for sanitization and direct the person towards Washbasin in toilets for washing hands.

10. No personal meeting without prior appointment at least one day with knowledge of travel history and reasons for appointment.
11. Files to be placed in office and can be touched after UV scanning or a day after. Urgent files to be cleared only through electronic mode. E-office has to be maintained. File movement will be only through software.
12. Serving of Tea/Water be avoided. Peoples/visitors are advised to carry their own water bottles.
13. All Chairpersons of the Teaching Departments and Branch Officers may ensure that visitors coming to their offices from outside are given prior appointment and information should be left at Gate No.3.
14. To minimize the virus infection, U.V lights and Fumigator may be provided to Examination Wing, VC office and Registrar office.
15. Every employee who is coming from out of Hisar during/after lock down period or has come in contact with Covid-19 positive patient is directed to inform to Proctor and he must stay home quarantined and get tested if required. The same is true in case of family member come across Covid–19 positive patients who is staying with you.
16. Any employee or his family members having symptoms like that of COVID-19, should stay at home till clearance about the doubt with information to his/her office.
17. If possible, any meeting involving outsider and more than 10 persons be called online. The agenda of the meetings may be circulated prior to the meeting, so that the time of the meeting is minimized.
18. All employees & students should be advised not to share the water bottles and eatables with anybody.

The Does & Don'ts are given below to be circulated in the shape of pamphlets throughout the university to be displayed on notice boards.

### **Do's and Don'ts**

#### **Do's**

- i) To throw used Masks, tissues into closed bins after use.
- ii) To maintain a safe distance (6 ft) from persons during interaction/especially with those having flu-like symptoms.
- iii) To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- iv) To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- v) For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

#### **Don'ts**

- i) Shake hands
- ii) Have a close contact with anyone, if you're experiencing cough and fever.
- iii) Touch your eyes, nose and mouth.
- iv) Sneeze or cough into palms of your hands.
- v) Spit in Public
- vi) Travel unnecessarily, particularly to any affected region.
- vii) Participate in large gatherings, including sitting in groups at canteens.
- viii) Visit gyms, clubs and crowded places etc.
- ix) Spread rumours or panic.

## General HELP line

1. All students may be advised to take help in their Psychological Problems by contacting the helpline i.e. UMEED.

Name of Experts	Phone no.	Timings
Dr. Sandeep Rana	9255110772	10:00 A:M to 12:00 Noon
Dr. Sanjay	9671003264	12:00 Noon to 2:00 P:M
Dr. Ashu	9053554692	2:00 P:M to 3:00 P:M
Dr. Taruna	8607422333	3:00 P:M to 4:00 P:M
Dr. Rakesh	9896271775	4:00 P:M to 5:00 P:M

Students may take the help of expert for any psychological assistance.

2. The following helpline numbers have been created by examination 01662263698 for any type of query relating to examinations and 01662263699 is operated by the computer itself for solving any queries to be raised by students of UTD, affiliated business colleges including Distance Education related to examinations, submission of assignments etc.

Students of UTD's distance education and affiliated colleges of GJUS&T can contact at following helpline numbers for any query related to examinations, during lockdown period. Helpline numbers will remain functional from 10:00 AM to 3:00 PM

- i) Mr. Rajvir Malik, D.R – 9416590620 will deal with queries related to conduct of theory and practical examinations
- ii) Mrs. Saroj, A.R – 9253479186 will deal with queries related to results of UTD's & all engineering and management courses.
- iii) Mrs. Anju, Supdt. – 8950000740 will deal with queries related to results of affiliated degree colleges.

3. For any general query the following helpline is available: 01662-263654

REGISTRAR

Proctor

All Branch officer/ Chairpersons