
	SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH	
	SRI DEVARAJ URS MEDICAL COLLEGE Tamaka, Kolar OFFICE OF THE PRINCIPAL	

03-01-2022

GUIDELINES FOR THE STUDENTS RETURNING FROM HOME IN VIEW OF COVID - 19 PANDEMIC AS ON 3rd JANUARY 2022

TASK FORCE MEMBERS

Name	Designation	Phone No
Dr. Sreeramulu P.N	Dean – Faculty of Medicine	9448280804
Dr. Sridevi N.S	Nodal officer – Director, Student Welfare	9741243683
Mr Gururaj Rao B	Student Counsellor SDUAHER	9342856814
Dr Ajay Kumar	Proctor, SDUAHER	8762187321
Dr. Sunil B N	Nodal officer – COVID Care Asst Prof. Dept of Com Med	9035529868

**Student in a higher educational institution is defined as a person formally enrolled and is engaged in learning who can be an undergraduate, post graduate or PhD.
Note: Wearing of face mask is compulsory for all in the campus**

STANDARD OPERATING PROCEDURE

I. Intimation

A prior intimation has to be given by the students (Both Hostelites and Non Hostelites) regarding the date and time of arrival to the campus to the Director, Student Welfare (DSW) or the concerned Wardens of Hostel.

II. Submission of documents on arrival by all students (Both Hostelites and Non Hostelites)

- Negative RTPCR report done 48 - 72 hours before arrival to campus
- Students Self - reporting Form
- Vaccination certificate against COVID 19 (Both Dose) only of those students who have received vaccination in the recent past
- Undertaking by student
- Undertaking by the parents
- Institutional ID Card
 - All the students will be in observation for a period of 05 days.
 - All the students who have taken private accommodation (outside the campus) and localites irrespective of going home will be in observation for a period of 05 days after submission of first RT-PCR report.

- All the students after completion of 5 days of isolation have to get a repeat RT-PCR done in the interest of all students following which a clearance certificate will be issued by the faculty of Department of Student Welfare.

Precautionary measures to be followed by students

- All students following arrival will be under observation for 5 days and then can attend to onsite classes
- Mandatory for all the students, Interns and faculty to wear ID cards
- To wear double mask or N95 face mask and in addition a face shield while attending to clinical postings.
- To wash hands frequently using soap and use of hand sanitizer
- To follow social distancing of 2 metres.
- Students are instructed not to move out of Campus.

III. Preparedness in the hostel

- Students will be given designated rooms for isolation which has to be abided
- Hand sanitizer available at each floor.
- Hand wash placed at all washing areas.
- Adequate supply of drinking water in each floor at designated place
- Student volunteers to ensure social distancing
- Monitoring of hygiene in the Kitchen, area of food service and of mess workers.
- Regular monitoring of the health of students & hostel staff
- Any student develops fever, cough, sore throat, diarrhoea, myalgia and difficulty breathing, inform wardens/mentors/faculty on duty and seek medical attention.
- To record the entry – exit movement of the student in the register maintained in all hostels.
No student will be allowed to go out without a valid reason.
- Students will be monitored by the faculty round the clock and any grievance of the student may be informed to the faculty on duty.
- The entry of visitors will be strictly monitored at the entry and exit in the campus.
- Gymnasium shall follow MoHFW guidelines.
- Any student found Symptomatic will not be allowed to stay in the hostels but will be shifted to hospital facility.

IV. Health care needs:

- Thermal scanning will be done for all faculty, staff and students at the entry of various places.
- Counselling sessions will be conducted on regular basis by the counsellors of The Academy.
- Regular mentoring of students by the Mentors either on phone, email or whatsapp
- Helpline No's will be provided and also displayed at various prominent places in the Institution regarding
- Mental health, psychological concerns and wellbeing of students will be regularly monitored by the counsellors of the Academy.
- During the stay in the hostel, if the student starts to develop symptoms of Covid-19, as per the protocol the student has to get tested and isolated. If the test result is positive, further treatment will be provided at the hospital. If found negative, the person will be allowed to go to hostel.

SELF REPORTING FORM

Sl.No	Personal Information	
1	Name of Student	
2	Age	3. Gender – M / F
4	Students Phone No	
5	Students E mail id	
6	Phone No of Parents Father/ Mother	
7	E mail Id of Parents Father/ Mother	
8	Travel mode undertaken (Tick any)	Car / Bus/ Train/ Flight /Any other Details -
9	Aadhar no of student	
10	Address of origin of journey	
11	Date and time of origin of journey	
12	Date and time of arrival to Bangalore	
13	Date and time of arrival to Kolar	

a) Are you suffering from any of the following symptoms?

Fever - Yes / No

Cough - Yes / No

Sore throat - Yes / No

Redness of eyes – Yes / No

Difficulty in breathing - Yes / No

Loss of sense of smell - Yes / No

Chest pain - Yes / No

Vomiting – Yes/No

Diarrhoea – Yes/No

Abdominal cramps – Yes/No

Myalgia - Yes/No

Tiredness – Yes/No

b) Did you consume any paracetamol drug before your arrival? Yes/No

c) Are you on medications for any illness? Yes / No

d) If Yes, Mention the reason and the medication.

e) Have you downloaded Arogya Setu app – Yes/ No

DO'S AND DONT'S

DO'S	DONT'S
Wash your hands frequently using soap. Use sanitizers	Don't go in groups
Always wear a triple layered mask when you come out to attend classes and a cloth mask can be used in your hostel. Disposal of masks should be in only designated bins	Do not touch your nose, mouth and eyes with your unwashed hands
Maintain at least 2 meter distance between yourself and others	Do not shake your hands with anyone and avoid unnecessary interaction with friends
Stay indoors and talk and share your feelings with your friends and family on phone to remain positive and focused	Don't move around unnecessarily in the corridors, food court and campus. Celebration of birthdays and any group activities is prohibited
If you have fever, cough and difficulty breathing, inform wardens/mentors and seek medical attention. If your roommate is symptomatic, inform authorities then both of you have to remain in room till the test results.	Don't touch railings and then touch your face
When coughing and sneezing, cover mouth and nose with handkerchief or tissue. Dispose of the used tissue in a closed bin.	Do not use the lift, use staircase instead
Maintain good hygiene and cleanliness of your room	Do not spit in public places
Wear plastic slippers which can be washed frequently with a detergent	Avoid wearing slippers in the room which has been worn outside
Try to make digital payment using any of the apps	Avoid cash payments
Eat healthy food & fruits and drink hot water. Wash the fruits purchased thoroughly before consumption	Avoid junk food and any food material that cannot be washed (In case required then must be stored in a place for atleast 72 hours before consumption)
Get good 8 hours of sleep Do exercises, yoga, breathing exercises and meditation etc. to keep yourself fit	Do not smoke and consume alcohol
Regularly sanitize your phones, laptops and other media accessories.	Do not share your electronic items, books, learning materials and even food
Download Arogya Setu app for self monitoring.	.



DUTIES AND RESPONSIBILITIES OF THE FACULTY INCHARGE

SI No	Activity	In charge
1	Uploading of information on the Academy and College website Intimating the students by phone/whats app/email	Deputy Nodal officers (Wardens)
2	Receipt of information from students regarding their arrival and issuing clarification, if any	Deputy Nodal officers (Wardens)
3	Preparation of document /list regarding arrival schedule of students.	Office of Warden Mrs. Shailaja Mr Vishwanath Singh
5	Communication to hostel and Nodal officers on real time basis as and when students arrive about their names/year/roll no etc – From Screening place to hostel super visor	Controlling Officer in charge on the day
6	<p>Preparedness of the hostel to receive students.</p> <ul style="list-style-type: none"> • Earmarking of rooms/floors • Arrangement for service of Food, in the mess following all the precautionary measures • Adequate supply of drinking water in each floor at designated place • Making student volunteers to ensure social distancing • Arrangements for enough sanitizers in each floor <p>Readdressing /addressing any difficulties faced by the students</p>	<p>Deputy Nodal officers (Wardens)</p> <p>Deputy Nodal officers(Wardens) and DSW</p>
7	Regular monitoring of the health of students & staff	Deputy Nodal officers (Wardens)
8	Arrangement for referring symptomatic students to hospital	Deputy Nodal officers (Wardens)
9	Arrangement for quarantine of primary contacts in the hostels	Deputy Nodal officers (Wardens)
10	Interaction with parents of students if any	Deputy Nodal officers (Wardens)
11	Adequate security arrangements to tackle the disobedient students and lock key if so warranted	Deputy Nodal officers (Wardens) - (Report to DSW & Principal)
12	Maintenance of entry – exit register in all hostels where incoming students are quarantined	Deputy Nodal officers (Wardens)
13	Arrangement of Mentorship activity	Convener – Mentorship monitoring committee
14	Counselling sessions	Counsellors of Academy
15	A day to day report to be sent to the Dean’s office	DSW

GUIDELINES FOR QUARANTINE OF COVID -19 POSITIVE

The guidelines put up are as per the guidelines available as on date (03/01/2022) Government of Karnataka notification. The guidelines are subject to changes as proposed by the Government of Karnataka

1. During the stay in the hostel if the student starts to develop symptoms of Covid-19, as per the protocol the students has to get tested and isolated. If the test result is positive, further treatment will be provided at the hospital. If found negative, the person will be allowed to go to hostel.
2. They shall be released from quarantine if the following criteria are met in 07 days following discharge from hospital
 - No symptoms of Cough, Sore throat, Difficulty in breathing
 - Loss of sense of smell, Chest pain
 - On examination - No fever (recorded temperature < 37.50c or <99.50 F)
 - Maintains saturation above 95%, Respiratory rate less than 24 per minute
3. A report of the same will be sent to the respective Deans/ Medical Superintendent once the student completes his/her isolation. The person shall be allowed to resume attending to duties only after satisfactory completion of hostel isolation. A fitness certificate shall be issued by the concerned.
4. Disinfection of the room: After completion of hostel isolation, the commonly touched surfaces and objects inside the room will be disinfected with 1% freshly prepared sodium hypochlorite solution.
5. If the guidelines are not followed a strict action will be taken against the students not following the protocols.

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A Letter of Undertaking from Students

I, (Full name of Student) with Register No Son/Daughter of having been admitted to (Course) and in Term/Internship admit that I am fully aware of the Pro's and Con's of COVID 19 Infection and the necessity to wear proper face masks, maintain social distance, avoid gatherings and follow other preventive measures against COVID 19.

I hereby in my conscious give an undertaking that, I will not hold the Academy and/or authorities responsible if I acquire the Infection despite all the information provided and preventive measures taken by the Academy.



Date

Signature of Student

Name of Student:
Register No:
E mail id:
Phone No:
Address:

Signature of Witness

Name and Phone No

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A Letter of Undertaking from Parents

I, (Full name of Parent) Father/Mother of (Student Name) admitted to (Course) and in ----- Term/ Internship do understand the Pro's and Con's of COVID 19 Infection and the necessity to wear face masks, maintain social distance, avoid gatherings and follow other preventive measures against COVID 19.

With respect to the above I hereby in my full conscious give an undertaking that I will not hold the Academy and/or authorities responsible if my Son/ Daughter acquires COVID 19 Infection despite all the information provided and preventive measures taken by the Academy. I permit him to travel from home to campus and attend to his teaching, learning and evaluation activities.

Date:

Signature of Parent

Name of Parent:

Phone No of Parent:

E mail Id of Parent:

Signature of Witness

Name and Phone No

Name of Student-

Register No:

E mail id :

PhoneNo:

Address:
