HMR INSTITUTE OF TECHNOLOGY & MANAGEMENT
Hamidpur, Delhi-110036
(An ISO 9001: 2008 certified, AICTE approved & GGSIP University affiliated institute)
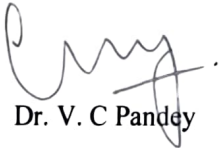**E-mail**: hmritmdirector@gmail.com, Phone: - 27724115-18

NOTICE

09/02/2021

In Compliance: - Ref. No.F.1 (5) (1)/2012/Misc./13353, dated 08/02/2021 of GGSIP University.

This is for information of all the students that the Institute will reopen w.e.f. 10th Feb. 2021, for all academic activities in accordance with circular of Standard Operating procedure(SOP) issued by Directorate of Higher Education, Govt. of NCT Delhi vide it's letter No. DHE 4(2)/GGSIPU/SOP//2021/491-498 dated 04/02/2021.

In this regard the students are required to submit a consent from their parent, for attending the class in the attached format.

Dr. V. C Pandey
Director

Encl:-

❖ Standard Operating Procedure (SOP) for Universities / College / Institutions under DTTE
❖ Consent Form.

CC:
Dy. Director
All HOD's
Reception
Notice Boards
Website Upload

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI-110078

No.F.1(5)(1)/2012/Misc. / 13353   Dated : 08/02/2021

CIRCULAR

Subject : Plan of activities for academic and examinations of students of colleges affiliated with all 03 State Universities viz. –GGSIP University, AUD and NLU and one institutions viz DIHRM presently functioning under the administrative control of Directorate of Higher Education – issuing advisory/Standard Operating procedure(SOP) thereof.

Please find enclosed herewith a copy of Circular No.DHE4(2)/GGSIPU/SOP/ 2021/491-498 dated 04.02.2021 received from the Directorate of Higher Education, Govt. of NCT of Delhi, on the subject noted above, for information & necessary compliance.

(Brig. P.K. Upmanyu)
Joint Registrar (Pers.)

No.F.1(5)(1)/2012/Misc. /   Dated :

Copy forwarded to the following for information and necessary action :

1. All Deans/HODs, USS, GGSIP University.
2. Controller of Finance, GGSIP University.
3. All Directors, GGSIP University.
4. Directors/ Principals, Affiliated Institutions of the University.
5. COE/ Incharge-Exam., GGSIP University.
6. In charge Library, GGSIP University.
7. CVO, GGSIP Univerity.
8. Proctor, GGSIP University.
9. Chief Warden, GGSIP University.
10. Superintending Engineer, UWD, GGSIP University.
11. All Branch In-charge (s)/ Joint Registrar (s)/ Dy. Registrar(s)/ Asstt. Registrar(s)/ PRO/ Medical Officer, GGSIP University.
12. Asstt. Registrar, Vice Chancellor Secretariat, GGSIP University.
13. Asstt. Registrar, O/o Registrar, GGSIP University.
14. Head, UITS, with the request to upload the order of University's website.
15. Notice Board.
16. Guard file.

(Ajay Kumar)
Asstt. Registrar (-II)

Standard Operating Procedure (SOP) for Universities/Colleges/Institutions under DTTE

During Covid-19 unprecedented situation various alternatives of direct teaching have been developed in the Universities/Colleges/Institutes. However, direct teaching and face to face interaction among teachers and students has its own importance. In view of recent MHA guidelines, it has been decided that all the Universities/Colleges/ Institutes may be re-opened now and an optimum blend of online and offline methods of teaching-learning practices may be adopted in the institutions. For this purpose following Standard Operating Procedure (SOP) has been prepared that outlines various precautionary measures to be adopted in addition to specific measures to be taken for preparation of Universities/Colleges/Institutes for the purpose of reopening them for Teaching Learning practices, practicals, project assignments and BTE Examinations etc.

Permissible Activities

i)   Teaching Learning Activities as per curriculum
ii)   Only academic activities such as practicals, assignments, projects, Internal/External Assessment, viva-voce, Research related activities, etc. are permitted
iii)   No social events/extra-curricular or physical outdoor activities to be conducted.
iv)   Students may be guided not to share books, copies, stationery items, etc.

Health & Safety Guidelines

i.   No symptomatic student/staff to be allowed in the institute campus. Most people with COVID-19 are asymptomatic and those with symptoms have reported a wide variety, ranging from mild symptoms to severe illness. **The common symptoms include Fever or chills (>99.5 F), Cough, Shortness of breath or difficulty in breathing, Fatigue, Muscle or body aches, Headache, Loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting and Diarrhea.** If a student or staff member displays any of the above symptoms whilst at the institute, they should be encouraged to move away from other people and into an outdoor/well ventilated space/quarantine room.
ii.   Mandatory thermal screening at Institute Gate
iii.   Compulsory hand sanitization at entrance of institute, class rooms, labs and public utility etc.
iv.   All the members of the institute must wear a mask in the proper way while in the institute premises

Institute Readiness

i)   Universities/Colleges/Institutes outside the containment zone only are allowed to be opened. Further students, teachers and employees living in the containment zone will not be allowed to come to the institute.

ii) Specific time table for academic activities as per capacity/occupancy limit of classroom/labs, following social distancing norms as per requirement and following COVID appropriate behavior, should be planned.

iii) Staff may be called to the institute as per the requirement of the time table and following the guidelines of Delhi Disaster Management Authority (DDMA).

iv) HODs/Principals may ensure that students are called only with the consent of the parents, following the SOP. Record of students coming to the University/College/Institute be maintained but the same should not be used for mandatory attendance requirement as attending the college is completely optional at this stage.

v) Institution's timings may be adjusted to avoid crowding at the institute's main entrance/exit gate. Various gates (if available) may be used to avoid the crowding at the entry and exit.

vi) Different lanes for coming and going may be earmarked in the institutions.

vii) There should be reasonable gap or suitable arrangements that need to be made for appropriate sanitization between the entry/exit of different shifts(in case of double/triple shift institutions).

viii) A Quarantine Room should be made available in the institute in case of any emergency.

ix) Heads of Institutions should ensure:
- Increased facility for cleaning and sanitization especially in common areas and high touch surfaces.
- Proper and regular cleaning and sanitization of class rooms.
- Provision for adequate soap (solid, liquid) and running water in all washrooms.
- Key supplies of thermal scanners, sanitizers, disinfectants and masks, etc.

x) Physical Distancing guidelines
- It is advised that everyone does their best to maintain a safe physical distance of 6 feet or more in all settings.
- Institute authorities should maintain physical distancing at all times by ensuring that students do not assemble or gather near entry/exit gates even during the breaks.

xi) Campus Guest Policy – Routine guest visits should be discouraged. However, during emergency, parent's visit with proper COVID Appropriate Behaviour protocol may be permitted.

xii) Congregating in common areas of institute campus must be prohibited.

xiii) Awareness Drive
- Posters/standees on preventive measures about COVID 19 should be displayed prominently.
- Displaying posters/messages should be done at all prominent places like class rooms, washrooms, parking, entry and exit etc. to ensure COVID APPROPRIATE BEHAVIOR like physical distancing and mask guidelines etc.

Orientation Programme

i) On campus orientation of students and teachers to be conducted to give emotional/trauma support for their readiness with new normal of stringent physical distancing, face mask guidelines and hygiene guidelines.

ii) Detailed guidelines regarding COVID Appropriate Behavior may be given as handouts students/parents

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HMR INSTITUTE OF TECHNOLOGY & MANAGEMENT
HAMIDPUR, DELHI-110036
CONSENT FORM FOR ATTENDING COLLEGE

A. Details of Student

Name of Student: ....

Enrollment No: ....

Branch / Batch: ....

Mobile Number: ....

Email ID: ....

Address: ....

B. Details of Parent / Guardian

Father's Name: Mobile No.   Email Id:

Mother's Name: Mobile No.   Email Id:

Guardian (if applicable)

Undertaking

I hereby give my consent for attending of college in offline mode by my son/daughter, while following requisite covid-19 safety precautions.

Signature of Father / Mother

Name: ....

Address: ....

Date: ....