

**Institute Advisory for Employees, Students & Visitors w.r.t. Reopening of Institutes
amid Covid-19 (*Corona Virus*) Pandemic Situation**

As per state govt. orders, The Institute will resume the academic activities in physical mode from September 01, 2021 onwards considering the condition of maximum permissible student strength of 50 %. The academic schedule and plan for framing time-tables is already been shared with all concerned. Seeing the upcoming academics and on going admissions related activities and prevailing Covid-19 situation *each one of us is advised to take a serious note of the Institute advisory as stated below.* In addition to this all Institute employees (also the visitors and students as applicable) are advised to strictly follow the Covid-19 guidelines issued by central and (or) state Govt/AICTE/UGC/RTU from time-to-time.

- Wearing of mask is essential. No individual will be allowed to enter the institute premises without mask.
- Every individual will maintain at least 6 feet distance from the other person.
- It is mandatory that each member will undergo thermal scanning at main gate while entering into the institute premises. Security I/c will allow a person to enter in campus only after confirming that the body temperature not higher than 100.4⁰ F.
- The existing mechanism of employee attendance will continue till further orders.
- Students and their parents who are visiting the Institute for seeking admissions will follow Covid-19 safety guidelines. The Admission & Counselling cell members should incorporate proper practices to ensure the same for the visitors.
- Departments must ensure positioning of plaques at suitable locations indicating the Code of Conduct w.r.t. prevailing Covid-19 situation.
- Faculty/staff will move to their respective seating/working location and carry out the duties as assigned by HOD by strictly following safety guidelines (wearing mask and maintaining a minimum physical distance of six feet from other staff members).
- Although sanitization facilities are available at suitable locations in the Institute, but it's essential for every individual (Employee/ Student) to bring your own mask, sanitizer, (preferably a small pocket size bottle) and same should not be shared with others.

**Swami Keshvanand Institute of Technology, Management & Gramothan,
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- Avoid forming groups and manage activities by keeping a minimum physical distancing of six feet.
- HODs are advised to consider physical distancing while conducting meetings. Meeting mode may be decided on basis of number of participant's.
- In case of any emergency, the faculty/staff/students should immediately report the situation as well as ask for assistance at Institute extensions 217/306/200/302. The same may be conveyed to Shri Jagdeeshji- 9413418863, Shri Sunil Sharma-96940 97621 Shri Pradeep Sihag-9928350928 and Shri B. S. Sharma.
- Vehicle's owner will follow the govt. guidelines for passenger's capacity for two wheeler/four wheeler vehicle as applied. In case you are sharing the conveyance with someone then keep track of any health related issues of the other counterpart.
- Avoid sharing of smart phones, pen, pencil and other stationery items.
- Avoid touching any common surfaces like railings, door handles and chairs hand rest, tables used for common purposes, lift buttons etc. Regularly sanitize your hands if you are exposed to any kind of shared items or spaces during your workings. Also take proper care to sanitize work space.
- Faculty/staff members availing the bus facility of the Institute, should contact Mr. Sunil Sharma, Bus I/c. (Mob: 96940 97621) for getting information of pickup and drop points. Such members shall follow the Covid-19 safety guidelines during their travel.
- Transport Incharge must ensure proper and regular sanitization of buses on each go before new batch of faculty/student is to be transported.
- If anyone is under self-quarantine period, inform Institute & stay at home till further orders.
- Canteen/mess services will remain closed therefore it is advised to have own arrangements for tea/coffee/drinking water/meals and avoid sharing of meals/eatables with others.
- Those faculty and staff members whose residence is located in Red zone and/or Containment zone (if any, as prescribed by Govt. agencies) must stay at their residence and information of the same along with documentary evidences must be conveyed to institute. They do not need to attend their duties till the residential area is declared as free zone by appropriate authority.
- Anybody with sign and symptoms similar to COVID-19 (cough, fever or difficulty in breathing etc.) should remain in home isolation and must report the same to Institute.

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- Faculty members are advised to not leave headquarters. In case of emergency inform HOD and also take prior permission of the same (as notified earlier). Any negligence on this part may lead to serious problems for others and therefore will attract strict disciplinary action.
- With respect to state Govt. guidelines, students have to submit the consent letter of parents in desired format for attending classes in physical mode.
- Avoid visiting friends/relatives and also request them to avoid the same. Each of us has to understand that in present Covid-19 situation a safe and healthy work space greatly depends on how we are dealing in the Institute and equally, also depends on our exposure while we are outside (in city or at our residences).
- If anyone has visited (or planning to visit) hospital he/she should inform/share the same with departments/colleagues/peers.
- Faculty/ students/hostellers who had been outstation or planning a travel especially, involving interstate commute must inform respective HOD/ batch counsellor/hostel wardens.

Please note that it is the responsibility of every individual to follow these safety guidelines.



Dr. Ramesh Kumar Pachar

Principal

Copy To:

Director, Director Academics, Registrar
All (HODs, Faculty, TAs, Offices, Cells), ERP, Jagdeeshji, Sunilji, ERP (All students, Employees)
All (Security staff, Maintenance Staff, Cleaning Staff, Mess Staff, Labours)
All concerned residing in the Institute