

# **NORTH EAST CHRISTIAN UNIVERSITY**

*Dimapur: Nagaland*

## **COVID-19 SOP Guidelines 2021**

The NECU COVID-19 Cell with an objective for effective implementation of the SOPs issued by the Government of Nagaland (GoN) and UGC for Universities and Colleges, hereby brings forward this Guideline to contain/prevent the spread of COVID-19 in the functioning of NECU's academic and administrative activities.

While all the COVID-19 SOP Guidelines issued by UGC and GoN would remain the top/standard guidelines, the NECU COVID-19 Cell has incorporated additional mandatory compliances tailored according to the University which are to be adhered at all times for the wellbeing of NECU Community.

Notwithstanding the NECU COVID-19 SOP Guideline, the NECU in principle shall follow necessary advisories/guidelines/directives issued by the Central/State Government, Ministry of Education (MOE) or UGC from time to time to prevent the spread of COVID-19.

In affirmation of having considered and reviewed all the required SOP guidelines in place, this SOP Guideline shall become operational with immediate effect.

The COVID-19 Cell further appeals to each and every member of NECU Community for kind compliance, cooperation and self-discipline for practical application of the SOPs.

**23th February 2021**

**Dimapur, Nagaland**

Sl.No	Guidelines	References
1	<b>MEASURES for Opening and Post Opening</b>	
1.1	NECU shall open its Campus in phases for the students from March 2021 onwards. <i>The NECU Academic Committee shall decide the date(s) with the approval from the Vice Chancellor</i>	GoN-4(i) UGC-3.3(i)
1.2	Every individual (Faculty, Officers, Staff and Students) shall produce <b>'Self Declaration Form'</b> post opening of the Campus. <i>This shall be made mandatory for every person. Form in Annexure-A</i>	NECU
1.3	NECU shall allow all the students (100%) of each class to come for the physical/offline classes as and when the campus is open. <i>This is feasible as the number of students per class is less than 50% against its class capacity</i>	GoN.4(iii) UGC-3.3(iii)
1.4	Online/Distance learning shall be made feasible for those students who cannot come to the campus provided with a genuine/technical reason duly consented by their parents/guardian. <i>The period for such consideration for online classes for students shall be decided by the Academic Committee in consultation with the COVID-19. and with the final approval of the Vice Chancellor.</i>	GoN-4(iv & vi) UGC-3.3(iv & vi)
1.5	It shall be Mandatory for Faculty, Officers, Staff and Students to wear ID cards. <i>The Office should provide necessary requirements to all concerned.</i>	GoN-5(iv) UGC-4(iii)
1.6	Thermal screening of all faculty, students, staff and visitors will be done daily at the entrance of the building. <i>All concerned should volunteer for the screening by the assigned staff.</i>	GoN-5(v) UGC-4(iv)
1.7	Anyone having symptoms of fever, cough or difficulty in breathing shall not be allowed to enter the premises. <i>The security personnel shall quickly report of such person(s) to the COVID-19 Task Force* for further action.</i>	GoN-5.1(vii) UGC-4.1(vii)
1.8	Unless official and very essential, all concerned (faculty, officers, staff and students) should refrain from entertaining/inviting visitors. In case of any visitor being allowed, all details of the visitor(s) shall be recorded.	GoN-5(xii) UGC-4(xi)
1.9	There will be isolation arrangements kept ready for symptomatic person(s). Any individual(s) who has clear symptoms of Covid-19/tests positive for COVID-19 shall be immediately moved to the nearest Covid-19 Hospital. <i>The isolation room shall be managed and looked after by the COVID-19 task force.</i>	GoN-5(xiii) UGC-4(xii)

2	<b>SAFETY MEASURES During Working Hours</b>		
2.1	Classrooms and Offices shall be regularly sanitized. Frequently touched surfaces (door knobs, handrails, chairs, benches, washroom fixtures, etc) shall be regularly cleaned with disinfectants before the beginning of classes and at the end of the day. <i>This shall be done by an assigned employee on regular basis.</i>	GoN-6.1(i) UGC-4.2.1(i)	
2.2	Physical distancing norms shall be strictly followed in the classrooms, offices and work places. Crowding shall not be allowed at any place under any circumstances. <i>A minimum of 6 ft distance should be maintained by all concerned</i>	GoN-6.1(ii) GoN-6.2(viii) UGC-4.2.1(ii) UGC-4.2.2(viii)	
2.3	Wearing face cover/masks shall be a must at all times and in the work place and classrooms. <i>This shall be mandatory. Frequent violation shall amount to attract action as per legal provisions.</i>	GoN-6.1(iii) UGC-4.2.1(iii)	
2.4	All concerned should wash hands/use hand sanitizer on frequent intervals. <i>Hand wash stations/points and sanitizing points shall be installed for regular use.</i>	GoN-6.2(ii) UGC-4.2.2(iii)	
2.5	Spitting in the campus shall be considered as an offence. <i>Frequent violation shall amount to attract action as per legal provisions.</i>	GoN-6.2(xi) UGC-4.2.2(xi)	
2.6	For using air-conditioning (AC) the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%. Intake of fresh air should be as much as possible and cross ventilation should be there. <i>All concerned should ensure the above room temperature. Doors and windows should be kept open for fresh air flow when AC is not in use.</i>	GoN-6.2(xiv) UGC-4.2.2(xiv)	
3	<b>HOSTELS</b> <i>Warden/Hostel Management Committee should ensure and implement the following:</i>		GoN-6.3 UGC-4.2.3
3.1	Hostel shall be open only for 50% of its capacity until further review. Only 3 students shall be permitted in each room.		
3.2	Hostellers coming from outside Nagaland shall be required to produce COVID-19 test report before joining the hostel.		
3.3	Upon arriving in the hostel, the students shall self-quarantine for 14 days and attend online classes. They will also report to the Warden/Hostel Management Committee (HMC) of any likely symptoms during the quarantine phase.		
3.4	In order to avoid overcrowding, separate time slots for meals should be made for the boys and girls.		

	3.5	The warden/HMC should ensure that hygiene conditions are regularly monitored in kitchens, dining halls, bathrooms and toilets etc. It must be ensured that the meals are freshly cooked.	
	3.6	Resident students and staff shall avoid or limit visiting the markets.	
	3.7	Incase of any visitors (parents/ guardians), all have to comply with the safety measures as per directives 1.6 and 1.8.	
<b>4</b>	<b>TEACHERS</b> <i>Teachers shall ensure the following:</i>		GoN-6.7 UGC-5.3
	4.1	Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.	
	4.2	Every teacher should prepare a detailed teaching plan for the subjects taught by him/her. Modes of delivery of Online, Offline classes and assignments should be well managed.	
	4.3	Teachers shall make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.	
	4.4	Teachers shall monitor and keep track of the physical and mental health of their students.	
<b>5</b>	<b>PARENTS</b> <i>Parents should ensure the following:</i>		GoN-6.8 UGC-5.4
	5.1	Parents should ensure that their children observe safety norms at home and whenever they go out.	
	5.2	Parents should not allow their children to go out, if they are not feeling well.	
	5.3	Parents should sensitize them of healthy food habits and measures to increase immunity.	
	5.4	Parents should encourage their children to do exercise and meditation to keep them mentally and physically fit.	
	5.5	Parents shall be required to give consent letter for allowing their children to attend contact/offline classes as an when the University reopens. <i>Consent Letter Form- Annexure-B</i>	
<b>6</b>	<b>STUDENTS</b> <i>Students should comply with the following:</i>		GoN-6.9 UGC-5.5
	6.1	Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic conditions.	
	6.2	All students should wear face covers/ masks and take all preventive measures.	

	6.3	Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family should be avoided.	
	6.4	Every Student shall comply with the guidelines, advisories and instructions issued by the Government authorities as well as by the University regarding health and safety measures in view of COVID-19 pandemic.	
	6.5	All students should support fellow students who are under stress due to Covid-19 pandemic.	
<b>7</b>	<b>CAFETERIA/CANTEEN</b> <i>For strict compliance by the Cafeteria/Canteen management</i>		NECU
	7.1	The Canteen workers/employees shall follow all SOPs/guidelines of Covid-19 at all time.	
	7.2	The canteen should not allow crowding at any point of time under any circumstances. In order to avoid crowding only 50% of the seats should be placed in the eating/dining area.	
	7.3	The canteen workers shall wear mask at all time while preparation of food and serving.	
	7.4	Proper Hygiene should be maintained at all time in all its activities (cleaning of dining place, utensils, preparation of food, and serving)	
	7.5	Canteen should install hand sanitizing/hand wash point and make sure that all customers sanitize/wash their hands before entering inside.	
	7.6	The canteen should put up poster display 'NO MASK NO ENTRY' in a visible point.	
<b>8</b>	<b>CONSTRUCTION WORKERS AND LABOURERS</b>		NECU
	8.1	All construction workers shall be sensitized of the COVID-19 precautionary measures and SOPs	
	8.2	Hand sanitisation and hand wash points shall be installed at the work site.	
	8.3	Labourers/Workers coming to the campus for construction work must sanitize their hand/wash their hands and wear masks at all times.	
	8.4	Labourers/Workers entering the campus shall be restricted from going out to the market/shops outside the campus unless essential.	
	8.5	Chewing of tobacco and spitting in the campus shall be strictly prohibited.	
	8.6	Frequent defaulters of SOPs shall be banned from coming to work.	

9	<b>GENERAL SENSITIZATION</b>		GoN-6.5 UGC-4.2.7
9.1	Everyone shall maintain good hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose. <i>Should refer to the posters put up within the campus for proper instructions and safety measures</i>		
9.2	The necessity of physical distancing, wearing face covers/ masks, hygiene etc. should be brought home to all.		
9.3	Activities to stay fit, physically and mentally, should be encouraged like doing exercises etc.		
9.4	Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. is being encouraged.		
9.5	One should regularly sanitize his/her laptops, books, audio, video and other media accessories.		
9.6	Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.		
9.7	Posters and stickers have been displayed at appropriate places in the campus to create awareness about the risk of infection from Corona virus.		
9.8	Sharing of books, other learning materials and eatables are being discouraged.		
9.9	Any individual facing Covid-19 related anxiety and/or mental stress is encouraged to seek assistance from the Psychology faculty to maintain positive mental health.		
10	<b>COVID-19 TASK FORCE</b> The NECU Covid-19 Task Force (NC19TF) shall consist of the following i) COVID-19 Cell members appointed by the Vice Chancellor ii) One Student Representative from each class		
11	<b>EMERGENCY CONTACT DETAILS</b>		
	i) NECU Covid-19 Cell	093665 63533 (convenor)	
	ii) NECU Office	Land Line - 03862-295300 Mobile - 087320 04090	
	iii) COVID-19 State Help line Number	18003450019	

**NORTH EAST CHRISTIAN UNIVERSITY**  
**COVID-19 Self-Declaration Form**

**(Tick (√) on the relevant box wherever relevant)**

Student  Faculty  Staff

<b>1. Name in Full</b> (Block Letters)	
<b>2. Contact number(s)</b>	
<b>3. Age</b>	
<b>4. Address</b>	<b>a) Colony:</b>
	<b>b) District:</b>
	<b>c) State:</b>

**5. Whether the above address/ area has been under containment zone**  
Yes  No   
If yes, when (dd/mm/yyyy): \_\_\_\_\_

**6. Whether any of the family members / self has been infected with COVID-19/ availed treatment**  
Yes  No   
a) If yes, when (dd/mm/yyyy) : \_\_\_\_\_  
b) Place/Hospital name : \_\_\_\_\_  
(Please attach Medical Certificate)

<b>7. Current health status</b>	<b>a) Asymptomatic:</b> <input type="checkbox"/>
	<b>b) Symptomatic:</b> <input type="checkbox"/>
	<b>c) None:</b> <input type="checkbox"/>

**Undertaking / Declaration:**

I declare that the above statements given by me is true to the best of my knowledge.

**Name of the Declarant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Endorsed by: Parent/ Guardian/Spouse**

**Signature:** \_\_\_\_\_

**Contact No.** \_\_\_\_\_

**Annexure-B**

**NORTH EAST CHRISTIAN UNIVERSITY**

**CONSENT LETTER FROM PARENTS FOR STUDENTS ATTENDING OFFLINE CLASS/  
CONTACT CLASS**

I Sri/Smt. \_\_\_\_\_ would like to inform that my son/daughter Mr./Ms. \_\_\_\_\_ bearing Registration No. \_\_\_\_\_ is studying in Class \_\_\_\_\_, semester \_\_\_\_\_ in the academic year 2020-21 in North East Christian University, Dimapur, Nagaland. My son/ daughter will attend the offline classes/ contact classes which will begin from 8th of March, 2021 by abiding to all the guidelines/ SOPs as specified by the Covid-19 Cell of the University.

I will ensure that my child follows all hygiene norms and health related guidelines of the University at all times. I understand and acknowledge that given the unknown nature of COVID-19, it is not possible to fully list each and every individual risk of contacting COVID-19. Hence, I shall not hold the University responsible in case my child gets infected by it in future.

Signature of Student

Signature of parent/ guardian

Mobile no:

Mobile no:

Email:

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_