



## STANDARD OPERATING PROCEDURES FOR MOVEMENT AND STAY OF HOSTLERS

**Approval of the Guidelines by Hon'ble Vice Chancellor on 06.08.2020**

### **Mandatory Guidelines for all the Hostlers**

Below are mandatory Protocols must be followed by all the residents back to hostel:

- Following are GOI guidelines, each resident who is coming back to hostel must install Arogya Setu mobile app on their Smartphone.
- Each Residents coming back to Hostels will come on their own risk.
- All the residents coming back to hostels will take the official permission from Local Administration. Residents coming to Hostels of Srinagar should take permission from Tehsildar Srinagar ( +91 7895389975) and Residents coming to hostels of Chauras should take permission from Tehsildar Kirtinagar (+91 8279820697). Residents coming to Hostels of Pauri and Tehri Campus should take permission from District administration.
- Hostel Identity Card must required at the entry gate of the hostels.
- All the residents coming back to hostels should provide a medical certificate, issued within 72 hrs stating that he/she is COVID19 negative before their schedule arrival to Srinagar, Chauras, Tehri and Pauri campus from ICMR authorized laboratory. Fitness certificate to be uploaded on UK Smart City Portal <http://smartcitydehradun.uk.gov.in/pravasi-registration> and also brought with his or her for presentation before the Hostel authorities.
- Prior information/travel progress to be intimated to Hostel Warden/Chief Hostel Warden and PRO at given mobile numbers.
- Residents are required to stay only in Hostels. Residents will not allow to move out in the markets & any other crowded places.

- Each resident must bring their own thermometer, face mask, sanitizers in sufficient numbers while they are resuming the hostels.
- Scanning of every resident will be done manually through thermal scanners at entry gate of the hostels.
- An appropriate sanitization procedure will be followed for each resident and luggage at the entry gate of the hostels.
- Display posters promoting hand washing and respiratory hygiene on front walls of the hostels and each floor of the hostels.
- Once You entered in the hostels, Permission to out from the Hostel will be given only for the exams.
- New seating and bedding matrix, staggered rooms, different mess and bathing rules, revamped hostels, could be part of students' socially distant lives in hostels when they return.
- Regular daily cleaning of the hostels, bathrooms, mess, and particularly on the surface that are normally touched by people will be done. Apart from this cleaning staff will ensure the trash is removed daily and disposed of safely.
- Each resident has to vacate the hostel just after two days of the examinations.

### **Guidelines for Residents**

- All the residents need to follow the recommended Social distancing norms in the hostel premises, mess, and open spaces which includes:
  - Maintain at least a 6 ft distance between yourself and others.
  - Do not gather in groups and are advised to not to invite anyone in their rooms.
  - Stay out of crowded places and avoid mass gathering.
- Every resident must wear a face mask outside their hostel room.
- Everyone is recommended to regularly and thoroughly clean their hands with alcohol-based sanitizers or wash them with soap and water before entering their hostels or room or any activity.
- Each resident should ensure cleaning and disinfection of room utilities (table, chair, door and so) regularly by properly cooperating with the cleaning staff.
- Every one follows good respiratory hygiene, covering their mouth and nose with a face mask.
- Each resident must avoid sharing items that are difficult to clean or disinfect.

- Residents are required to maintain proper ventilation in their rooms and hostel premises by opening windows and doors where ever and whenever possible.
- Residents are required to dispose off their used face masks, gloves, or any other used items in designated dustbins placed at the various corners of hostels.
- Residents are advised to avoid eating outside as it may affect their health.
- Residents are required to disinfect the items (necessary commodities) which they bring from outside hostel premises before entering the hostel.
- Residents are required to bring necessary items for their comfortable stay in the hostel from their hometowns to avoid unnecessary visits to the market.
- Each resident must focus on improving their immunity or boost it with regular exercise, practice yoga, meditation and so.
- Spitting anywhere is strictly prohibited in the hostel.
- No visitors of the residents are allowed during the active COVID19 phase.
- Each resident is advised to take care of their own health and if feeling mild symptoms like mild cough or low-grade fever, should inform the authorities for further guidance and need to avoid close contact with other residents.
- If any resident after detecting any symptoms kept in isolation and all close contact will be traced and monitored for 14 days. It can be done through a combination of visits by community volunteers, phone calls, or messages.
- Anyone found not following the above guidelines will be penalized by the competent authority and can be expelled from the Hostel.
- As each resident have to use shared toilets and shower areas in the usual way but with some awareness. Like residents are to leave only once they have finished using these areas, leave it clean for others to use.

#### **Mess**

- Mess facility should strictly follow appropriate hygiene and safety precautions like wearing gloves, washing hands with soap before cooking and serving and wearing mask all the time.
- Avoid touching any surfaces in the mess.
- Students must ensure their safety themselves and are required to follow the social distancing norms strictly in the mess.
- Mess in charge and their co-workers must ensure the fulfillment of all COVID 19 guidelines.

- Mess in charge is required to be present during breakfast, lunch, and dinner time to ensure proper safety and hygiene during the disbursement of food to the students.

**Mobile Number List of Chief Hostel Warden/Hostel Wardens/PRO, HNB Garhwal University (A Central University), Srinagar Garhwal Uttarakhand.**

प्रो० एम०एस०पंवार  
मुख्य छात्रावास अधीक्षक  
9412079068  
श्री आशुतोष बहुगुणा  
पी०आर०ओ०  
9412079898

क०सं०	छात्रावास अधीक्षकों के नाम	छात्रावास अधीक्षक	फोन०न०
1	प्रो० दीपक कुमार	चौखम्बा पुरुष छात्रावास	8650050639
2	डा० देवेन्द्र सिंह	त्रिशूल पुरुष छात्रावास	9410900677
3	डा० आलोक सागर गोतम	बी०जे०जे आर० पुरुष छात्रावास	9997138763
4	डा० बबिता पाटनी	अलकनन्दा महिला छात्रावास	7895630389
5	प्रो० विनीत धिल्डियाल	मन्दाकिनी महिला छात्रावास	9412079001
6	डा० जितेन्द्र कुमार	आर्यभट्ट पुरुष छात्रावास	8273306227
7	डा० सुरेन्द्र कुमार मीणा	श्री देव सुमन पुरुष छात्रावास	8057492810
8	डा० आशा	यमुना महिला छात्रावास	9839692455
9	डा० रचना जयसवाल	नन्दा देवी महिला छात्रावास	9690094184
10	डा० बृजेश गांगिल	स्वामी विवककानन्द पुरुष छात्रावास	9450082298
11	डा० सरला सकलानी	गंगा हॉयर स्टडीज महिला छात्रावास	9456155255
12	डा०विधु गुप्ता	सरस्वती महिला छात्रावास	9568513688
13	डा० मोनिका कश्यप	भागीरथी महिला छात्रावास	9557535129
14	डा० अनुजा रावत	यमुना महिला छात्रावास	8053347946
15	डा० स्वेता वर्मा	भागीरथी महिला छात्रावास	8802141850

## Permission Letter

**Disclaimer:** The Hostel authorities shall have no liability towards the hostel resident when he/she is on leave from the hostel or he/she is outside the hostel campus. They shall not be held responsible, if the resident leaves the hostel without prior permission or information or does not report for attendance at night in the hostel or when he/she leaves the hostel after taking leave permission.

**Imp Note#1:** Any subsequent changes should be notified to the hostel authorities immediately in 24-48 hours.

**Imp Note #2:** If the Parents/Guardians of the Hostel Resident don't respond to the call of the authorities in emergency situations, the entire responsibility would fall upon the Parents/Guardians.

*\*In absence of both the natural parents due to demise or otherwise, person under whose guardianship the applicant has lived, brought up and got education.*

- 1 Name of Student**
- 2 Mobile No. & Email Id of Student**
- 3 Father's Name & Mobile No.\***
- 4 Mother's Name & Mobile No.\***
- 5 Class/PG(Subject)/Research Student(Subject)**
- 6 Name of the Supervisor & Mobile No.**
- 7 Permanent Address of the Parents with Phone No**  
**Phone No./ Mobile No. & Email Id**
- 8 AADHAR Card No.**
- 9 Details of the Medical Problems , if any**
- 10 Name of the Hostel & Room No.**
- 11 Local Guardian Address**  
**Mobile No of Local Guardian**  
**Email Id of the Local Guardian**
- 12 State of Domicile**  
**Village**  
**Tehsil**  
**Police Station**

District  
Mobile Number  
Pin Code

13 Permission Letter of the Supervisor

14 Most Recent health status report

15 Permission from Local Administration

I ..... hereby declare that respective address and contact numbers given in form is true to the best of my knowledge and belief, and can be verified by hostel authorities.

*Signature of the Student*



Prof.M.S.Panwar  
Chief Hostel Warden  
Hemvati Nandan Bahuguna Garhwal University  
( A Central University)  
Srinagar Garhwal Uttarakhand

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