



**MAHATMA GANDHI UNIVERSITY, KERALA**

No. 17152/ADA1 SO/2020/AD A1

Dated: 08.01.2021

**CIRCULAR**

Sub:- Sub: University Administration- COVID -19 - University Schools/ Departments/ Hostels -  
Functioning of - Guidelines -Reg.

Ref :- 1. GO (RT) No. 1609/2020/H.Edn., dated 23.12.2020  
2. Note No. 001/01/03/2021, dated 04.01.2021

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The State Government have issued guidelines vide reference cited 1 related to the functioning of the University Departments and Schools. Accordingly, the University teaching Departments and Schools will resume functioning w.e.f. 11.01.2021 in a phased manner.

On the basis of the above, the University Health Centre has laid down certain guidelines regarding, 'General Campus Protocol, Hostel Protocol and Mess Protocol' for the student community. All the students of the University teaching departments are therefore directed to adhere to the following guidelines strictly to control and contain the widespread of 'Covid 19' Corona Virus, in the campus.

**GENERAL CAMPUS PROTOCOL**

1. Wearing mask is mandatory for all students in the campus, Every student shall wear face mask that covers the nose and mouth, properly
2. The security personnel will record body temperature on a daily basis at the entry point using thermal scanners. ID cards are mandatory for students and they are bound to produce the same, if asked for, by the security personnel. Students with abnormal body temperature will not be permitted to enter the campus.
3. Students shall maintain 'six feet' physical distance at all places on the campus.
4. Students are required to sanitize their hands periodically by washing with soap and water or using alcohol-based sanitizers. They shall avoid touching eyes, nose and mouth frequently, especially with dirty / unwashed hands. It is also a good practice to keep sanitizers handy, to use it whenever required.
5. The practice of maintaining good personal hygiene and the civic practice of avoiding spitting in public places and littering, especially of the used face masks or tissues are essential. Cover the mouth with tissue paper or towel while coughing/ sneezing.
6. Loitering and crowding in corridors/ cafeteria are prohibited. A safe social distance must be maintained at all times. Meetings as far as possible are to be conducted online.

7. Security personnel on the campus will insist the students to follow the Covid protocol. They are duty bound to report violations noticed, if any, to the authorities concerned. Students are also requested to refrain from arguing with the security personnel as they are performing their duty in order to overcome the present crisis caused by 'Covid-19'
8. Recommendation for placement in quarantine / observation does not mean that the person is positive to COVID-19. Be compassionate and helpful to your friends in quarantine but following Covid protocol. Rumors and social stigma around COVID-19 shall be avoided
9. Students having symptoms like fever, headache, cough, sore throat, loss of smell, taste or any other discomforts can contact and consult with the doctors in the University Health Centre, where 'COVID CARE ASSISTANCE' is provided.

### **HOSTEL GUIDELINES**

1. Due to the continued emergency situation, it is forbidden to receive guests in students' hostels.
2. Students should stay inside safely, avoiding contacts with other people .
3. Keep hostel doors, windows and other ventilations open to increase the airflow.
4. Students should ensure cleaning and disinfection of room utilities and other personal belongings.
5. Wearing the face mask is compulsory for students going out of the hostel rooms. Wear masks in classrooms, and in other open spaces on the campus. Violations, if any will be viewed seriously.
6. Students are required to ensure the use of designated and closed dustbins for hygienically disposing of face masks and hand gloves. Students should show responsibility in washing their face masks, if intend to re-use it.
7. Students shall sanitize their hands every time when they enter the hostel premises from outside, using the sanitizers made available at all the important points.
8. Students should maintain a 6 feet physical distance while inside the hostel premises, in mess etc also. The student community should avoid sharing items such as food, clothes, books, pens, study materials, laptops and other electronic devices.
9. Group gatherings are strictly prohibited inside the hostel premises and on the campus.
10. All Students are advised to take care of their own health and if any symptoms such as fever, cough, sore throat, body pain, headache, loss of taste or smell etc, pop up, inform the authorities immediately for further guidance and medical assistance.

### **MESS GUIDELINES**

1. Sitting arrangement in the mess shall be re-designed to incorporate the social distancing norms.
2. Students must maintain 6 feet distance at all times and do not hurry up for taking food.
3. Students must wash their hands properly before and after taking food.
4. Face masks are to be removed only for having the food.

5. Hostel warden should ensure that all the students are following the guidelines of social distancing inside the mess also.
6. The mess facility must be offered to the students following appropriate hygiene and safety precautions.
7. It is to be ensured that all non-disposable food service items are handled with gloves and washed them with soap and water. Utmost importance to be given for maintaining hygiene in the mess by the staff
8. Remember! 'Sharing is NOT Caring' during COVID-19 pandemic.

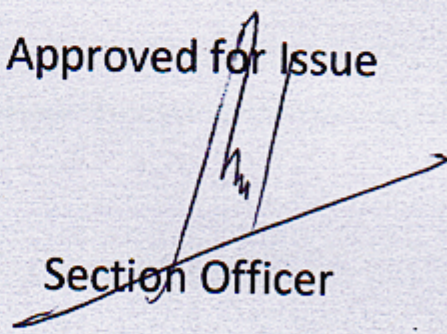
These guidelines are subject to changes in accordance with the new directives issued by the state government from time to time.

Sd/-  
**Dr.Prakash Kumar B.**  
Registrar

To

1. All Sections/Departments
2. P.S.to Vice Chancellor /Pro-Vice Chancellor
3. P.A to Registrar/Finance Officer/Controller of Examinations
4. HODs / A.O.s (for necessary arrangements)
5. Hostel Warden / Mess Secretary (for necessary arrangements)
6. The Secretary, DSU (for information)
7. P.R.O/Security Officer/Estate Officer (for necessary arrangements)
8. S.F/D.F/F.C

Approved for Issue

  
Section Officer