



Indian Institute of Information Technology, Una [HP]

An Institute of National Importance under MHRD
NIT Campus, Hamirpur [HP]-177005

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IIITU/Individual SOP/2020

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Individual Standard Operating Procedure

A. General Guidelines Applicable Throughout the Campus

Every Individual Associated with the Institute Should:

- Wear a clean mask throughout the day.
- Install the Aarogya Setu app developed by the Govt. of India and ensure that the GPS and Bluetooth is ON all the time as required by the app.
- Maintain always the social distance wherever feasible.
- Develop the habit of maintaining personal hygiene, e.g., daily bath, regular cleaning of clothes, and frequent sanitization of items such as mobile, laptop, etc.
- Seek the medical assistance immediately when any of the COVID-19 symptoms are noticed
- Avoid public gathering.
- Avoid visits to public places until and unless most urgent.

B. Hostel

i. A student should:

- Check regularly the Institute email to get an update on Institute orders/notices and should ensure the compliance.
- Maintain sufficient stock of personal hygiene items such as soap and hand sanitizer.
- Avoid the sharing of items such as phones, laptops, clothes, etc.
- Maintain a queue to access any common service/area following the social distance norms
- Check the temperature on entry/exit of hostel using the devices installed in the hostel
- Wash hands on the entry and exit of hostel and mess.
- Occupy only the marked seat.
- Avoid group activities such as playing games, group discussions, etc.
- Not spit in open areas.
- Not go outside the campus until and unless it is most urgent.
- Not eat outside.
- Not order online

ii. A Mess Staff should:

- Clean the utensils properly.
- Sanitize the cooking area every day in morning, evening, and night.
- Sanitize the mess hall before and after every dining session.
- Cook the healthy meal while following the hygienic cooking practices such as proper washing of vegetables with baking soda, etc.
- Ensure the strict compliance of the social distancing norms and batch-wise arrangement made for the students.

iii. Hostel Warden should:

- Visit the hostel at least once a day to check the proper compliance of the hostel related guidelines.
- Sign the hostel attendance register (student/staff) daily.
- Get the inventory status of sanitization items and ensure sufficient stock to avoid the student's complaints of unavailability of such items.

C. Faculty Room

Faculty member should:

- Sanitize their workspace every day.
- Arrange to own the regular use items such as duster, stapler, presentation pointers, chalk box, pen, etc.
- Prepare the assignment/teaching material which can be evaluated/presented online, if possible.
- Arrive in the lecture hall/lab 10 minutes in advance of the class timings and should ensure the compliance of SOPs applicable in lect. hall/ lab.
- Motivate regularly the student to follow the SOPs.
- Attend only one student at a time in the faculty room.

D. Administrative Block

i. Each Staff member should:

- Sanitize their workspace every day.
- Avoid unnecessary visits to other offices.
- Prepare the official files in the soft formats and process them online, wherever possible.
- Opt for the online invitation of quotations/tenders for any purchase.
- Keep the office door and windows open, whenever feasible.
- Discourage the outside visitors to the extent possible.

ii. Sanitization In-charge should:

- Prepare the daily cleaning schedule and inspection formats for various sites.
- Display the schedule and inspection formats at the appropriate places such as classrooms, faculty room, central block, etc.
- Ensure the compliance of daily cleaning schedule.
- Sign the inspection formats daily.
- Maintain a dedicated stock register for sanitization related items

- Check the stock of sanitization items daily and ensure the availability of sufficient stock with the appropriate permission from the competent authority.
- Train the sanitization staff and ensure their proper safety by providing required PPE kits, etc.
- No compromise should be in the safety of sanitization staff.

iii. Sanitization Staff Should:

- Wear the Mask, Gloves, and other self-protection equipments made available by the Institute.
- Sanitize the equipments/tools used in the cleaning/sanitization before and after the use.
- Keep the reusable self-protection items with proper care and dispose the single-time use items as per the instruction/training given by Sanitization In-charge.
- Sanitize themselves before and after starting work in a different part of the premises (e.g. One should wash the hands if moving from academic building to faculty room, etc.)
- Inform the Sanitization In-charge for any problems such as non-availability of equipments/ sanitization material.
- Perform the duty assigned honestly as assigned by Sanitization In-Charge. Any complaints will be taken up seriously.

iv. Security Staff Should

- Wear the Mask, Gloves, and other self-protection equipments made available by the Institute.
- Not allow any person in the Institute premises without face mask and Aarogya Setu app.
- Not allow the group formation in the Institute premises.
- Check the ID-card of a visitor on the entry and maintain the travel history (Source – Destination- Route followed) and contact number in the Visitor Register.
- Do a random check for the availability of Aarogya Setu app in the mobile phone.

These SOPs will be displayed in the appropriate places.

ASSOCIATE DEAN (ACADEMICS)