



गुरु घासीदास विश्वविद्यालय  
GURU GHASIDAS VISHWAVIDYALAYA

(A Central University established by the Central Universities Act, 2009, No.25 of 2009)

KONI, BILASPUR-495 009 (C.G.) INDIA, कोनी बिलासपुर 495 009 (छठगढ) भारत

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Ref. No. 658 /Academic/2021

Bilaspur, Date- 02 MAR 2021

**Office Memorandum**

The Guidelines issued by the University Grants Commission (UGC) on re-opening of Universities was placed before the Standing Committee of the Academic Council in its meeting held on 26.02.2021. Considering the prevailing situation and in view of the UGC guidelines it was resolved by the committee that the University will be open for Ph. D. Students / Research Scholars in first phase from 08.03.2021.

Standard Operating Procedure (SOP) for phase-wise opening of the University was also finalized by the Committee. SOP as approved by the Standing Committee of Academic Council is attached herewith for information to all and for further necessary action by the concerned section/office please.

Encls:- As mentioned above.

By Order

Registrar (Acting)

Bilaspur Date:- .....2021

Endt. No. 699 /Academic/2021

Copy to –

02 MAR 2021


1. PS/PA to VC for information and record please.
2. All Deans of Schools/Heads of Departments, Guru Ghasidas Vishwavidyalaya for information please.
3. DSW, Guru Ghasidas Vishwavidyalaya for information please.
4. All Officers/SO of the Sections/Cells, Guru Ghasidas Vishwavidyalaya for information please.
5. The Controller of Examinations/AR (Conf.), Guru Ghasidas Vishwavidyalaya for information please.
6. The Assistant Registrar, Store Section, Guru Ghasidas Vishwavidyalaya for information and for further necessary action please.
7. The University Engineering, Guru Ghasidas Vishwavidyalaya for information and for further necessary action please.
8. Coordination, IT Cell for information and to upload the OM on website please.
9. Office File.

Assistant Registrar (Academic)

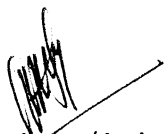
# Guru Ghasidas Vishwavidyalaya, Bilaspur

## Standard Operating Procedure (SOP) for phase-wise opening of the University for students

1. The University will open the entry of the Ph. D. students/research scholars in first phase. Entry of UG and PG students will be permitted later on.
2. In the first phase, all Ph. D. students are permitted to join the University on their own will with effect from 8<sup>th</sup> March 2021.
3. Ph. D. students who are willing to come to the University shall be required to submit an undertaking **with latest PCR Test report** after signature from their Parents/Spouse and the Supervisor. The Undertaking shall be submitted to the concerned Head of Department in hard copy.
4. The University will not provide any hostel accommodation presently to Ph. D. Students willing to come to the campus.
5. While coming to the University the students must undergo thermal scanning and sanitize his/her hands and handbag at the entry point of the Department.
6. The students are advised not to carry large bags and unwanted items with them.
7. The students are further advised to keep their own pocket sanitizer and liquid hand wash in their research/sitting place.
8. Student must wash their hands up to elbow with soap for 20 seconds while entering the Laboratory or meeting HoD/ Faculty/Supervisor/Staff.
9. Wearing mask while in the campus is compulsory at all times.
10. Posters and signs have been displayed at various places in the campus and its premises (Laboratories/Corridor/washrooms) promoting good hand and respiratory hygiene practices and social distancing to remind students of COVID-19 vulnerabilities. Students should follow these.
11. A committee must be constituted by the Head of Departments for monitoring social distancing in their departmental Laboratories and Seminar Rooms. All faculty members can be included in the committee. All faculty members monitor social distancing among students and to advise them to follow the same in case any student is not following the guidelines of social distancing.
12. Outside Food or items other than essential should not be brought to the laboratory (packed/processed food items like chips, biscuits may be used only after proper sanitization).
13. Students should avoid bringing online-ordered food into the Laboratories.
14. It is also recommended that cleaning of Washrooms and Laboratory should be done daily and students should ensure that his/her sitting place is cleaned daily.
15. Students are also advised to clean/sanitize regularly used surfaces and objects in their Laboratories like table surface, Laptop, switches, keys, door-handles, etc.
16. Movement of students should be limited to their basic requirement to pursue research work/ study and grouping at any kind should be avoided.

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17. Students should compulsorily wash their hands before and after taking meals.
18. If any student faces any primary health issue they should immediately report to University Health Centre and his/her Supervisor/HoD concerned or to any nearest hospital in the city for treatment.
19. The students are also advised to carry their University Identity Card while coming to the campus.
20. Students must follow the norms and guidelines issued by Government of India and Guru Ghasidas Vishwavidyalaya from time to time for increasing their immunity and safety.
21. University Engineering Section will arrange to display posters and sign boards at the identified places as identified by the University Administration. Engineering Section will also arrange special dust bins for collection of used Masks, gloves etc.
22. The sanitization, cleaning etc of the campus and laboratories, buildings etc. will be done by the House Keeping Agency and or any of the staff of the concerned department under the direction of concerned Incharge/HoD of the building.
23. Deans will arrange meetings with the Head of Departments of their School and will guide them for strictly compliance of the SOP and other guidelines issued by the University from time to time.

  
Registrar (Acting)

# Guru Ghasidas Vishwavidyalaya, Bilaspur (CG)

## Undertaking for return to campus during COVID-19 crisis post lockdown

I.....(name) a PhD student/Research Scholar at Guru Ghasidas Vishwavidyalaya do hereby undertake that

1. I am returning to the campus on my own will and I understand the COVID-19 related risks of returning to the campus.
2. My research work is suffering as I am not able to conduct experiment and/or computational work related to my research work.
3. I have taken the permission from my Parents/Guardian/Spouse about my decision to return to campus and they agree with my decision.
4. I will abide by the instructions regarding wearing masks, social distancing, etc, issued by the University from time to time.
5. I understand that failure to comply with the SOP issued by the University is a violation of the Code of Conduct and may result in either heavy penalty or I may be asked to leave the campus.
6. I understand that the University is taking numerous precautions to ensure safety of the campus residents. However, it is my responsibility to ensure that I take adequate safety precautions for my own safety.

Date:-...../...../.....

Place:-.....

(Signature of the Student)

Name :- .....

Registration number: .....

Mobile No: .....

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Name and signature of the Parents/Spouse:

(to be contacted in case of emergency)

Relationship with the student:

Phone number/Mobile number of the Parents/Guardian:

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I agree that the student is required to come in the campus to complete his or her experimental and/or computational work of research.

Date:- ...../...../.....

(Signature of the Supervisor)

Name:

Designation:

Department:

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