



Pondicherry University

Puducherry 605014

SOPs / Undertaking for Students Returning to the Hostels

Pre-requisites for Re-joining University Hostel

- Submission of an undertaking by the student to join the University Hostel, for adherence of all the laid down rules and regulations formulated by the GoI and COVID Management Committee/ Hostel Management Committee of the University.
- A self attested Vaccination certificate downloaded from the Cowin platform certifying the receipt of at least one dose of Covid 19 vaccination as approved for use in India.
- Those who have received the full vaccination dose schedule (2 doses) should produce the completed vaccination certificate downloaded from the CoWin platform.
- Students who have tested Covid-19 positive in the past should produce evidence of both positive test results and subsequently negative test result as well as RTPCR/RAT test negative report within the last 72 hours of the date of permitted entry.
- The duly signed undertaking should be sent to the respective HODs at least two days in advance before joining the University and the respective HODs shall forward the same with the following relevant details to the concerned Hostel Wardens and/or hostel office.
 - i. Name, Department, Registration number
 - ii. University Id Card
 - iii. Travel plan (From and To) with mode of Transport
 - iv. COVID-19 Vaccination Certificate
- Download and register themselves on Arogya Setu app in their respective mobiles.
- Anyone found violating these SOPs shall be expelled from Hostels.

General Protocols

- Personal Hygiene is very important and the same can be achieved only through self-discipline to contain the spread of the COVID-19. Maintaining physical distance of at least 2 meters, washing your hands frequently or sanitizing it with sanitizers and wearing of masks are a mandatory requirement to safeguard yourself as well as your fellow students.
- As per Govt. orders, wearing of Face Masks within the University Campus (i.e., any, and everywhere outside of your house/ hostel room) is compulsory. All students are requested



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to remind themselves and their fellow colleagues who 'forgot' to wear their Face Masks while stepping out of their hostels to go back and wear it before coming out. The Face Masks should also be worn while you are in the corridor or rooms with your fellow colleagues. It shall be properly placed to cover both your mouth as well as nostrils.

- Used masks should be discarded in the closed bins properly.
- Have your own masks, sanitizer for your personal use.
- Hand wash/Hand sanitizer will be available at the entrance gate, so that every person must sanitize their hands before entering the hostel.

On reaching PU campus, students shall report at the respective Hostel's Offices (C.V.Raman/ Madam Curie) and if required take the RAT Test immediately and submit the report to the HoD and Hostel Office.

- Students should be in possession of the valid University Identity cards and Hostel Identity Card (to be collected from respective Hostel Office) while entering the hostel. A Security guard or staff at the entrance gate will do a temperature check of all people entering the hostel. Students having any symptoms will not be allowed to enter the hostel. All hostellers entering the hostel should cooperate with this mandatory temperature screening.
- Gathering of four or more hostellers in hostels and public places are strictly prohibited. Hosteller will not be moving out of the Hostels, except for the Academic and emergency purposes.
- Usage of Common rooms/TV rooms/Gym etc. are strictly prohibited till further orders.
- No Hosteller shall be allowed outside the Hostel premise after 2100 Hrs and before 0600 Hrs, unless certified by their HODs and the Hostel Wardens.
- Visitors/ guests of the hosteller are prohibited till further orders.

Mess Hall

- Mess facilities will be provided in a staggered manner and has to be strictly followed.
- The staff on duty in the mess hall and the cook house will be screened for their health conditions/hygiene before starting their duty every day and will mandatorily wear face-



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mask, head cover, and hand gloves while on duty. The mess staff will also ensure physical distancing norms.

- Seating arrangement at the mess halls will be done as per the COVID norms.
- Where-ever queue has to be maintained, each student should follow the physical distancing norms.
- Students, if they wish can bring their own utensils (plates, tumbler, spoons, fork, etc). However, they have to take it back while leaving the mess hall.

In hostel rooms

- At any time, there should not be more than two students in a room in a double room. These two students should maintain physical distance.
- Crowding of students (more than two) in the hostel room is not permitted.
- Party/ celebration/ gathering are not allowed inside the Hostels.

Common spaces

- Corridors: Social Distancing should be maintained. No get together or gathering of any kind by student is permitted
- Washrooms as a matter of self-discipline for COVID responsible behavior, students are expected to observe social distancing norms while using the washrooms. While the number of washrooms remains same, it is advised that the students reduce the number of users at one point in time.
- **Water Dispensing Points** Water dispensing points would be susceptible to frequent and multiple touching to fetch the water. Students are encouraged to exercise due caution in sanitization of their hands before/after touching the water dispensers.
- Outside the hostel and between hostel lawns, students should avoid gathering or sitting in groups.
- In our effort to further reduce physical contact, housekeeping and cleaning will be done in common areas within the hostel premises from time to time. Students should maintain a safe distance during such time.



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Going Out

- The University does not recommend students visiting any place outside the campus, including eateries outside the campus.
- No student shall be allowed to leave the campus / Puducherry without written permission of the Warden/Hostel office through supervisor/HOD.

Quarantine Protocols

- In case, any of hostel residents shows symptoms of Corona virus, the resident shall inform over phone immediately to the Warden/Hostel office/ University Health Center through supervisor/HOD so that appropriate steps can be taken. They can report to the Health Care /Covid Care facilities in the campus and isolate themselves immediately
- **Students recommended for Quarantine/Isolation for Covid symptoms/treatment will be isolated at Covid Care Facility in the Campus or nearby PHC/Covid care medical facility. Hostel rooms/premises will not be used for the purpose.** Any students experiencing such symptoms. Covid Care Facility will take care of all requirements of the students including providing food to them.
- **No financial liability of the students will be borne by hostel administration towards medical expenses.**



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Name	
Regn No./ID No.	
Email id.	
Mobile No.	
Programme	
Semester	
School/Dept./ Centre	
Laboratory	
Research supervisor/PI	
Home Address	
Hostel Name and Room No	



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Undertaking

I, Mr/ Ms S/o/ D/o. aged about. years, bearing Registration Number. Pursuing PG (. year)/Ph.D in the Department of , do hereby state that I have exercised my right of option to attend the classes / carry research work in physical mode on my own decision, being fully aware of my responsibilities and risk (s) involved. I am fully aware of the protocols and guide lines to be followed mandatorily and assure that I will follow them meticulously with respect and do adhere to any such guidelines, instructions duly issued by the competent authorities from time to time.

***Hosteller failing to follow the protocol shall be expelled from the hostels immediately by the University.**

Name & Signature of the Student with date & place (Mobile Number)	
Name & Signature of the Parent/ Guardian (Mobile Number)	
Name & Signature of Supervisor with stamp	
Name & Signature of Dean/ Head with stamp	