



डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)  
DOCTOR HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)  
(केन्द्रीय विश्वविद्यालय / A Central University)

No./DoAA/2022/ 37

16 February, 2022

**NOTIFICATION**

In continuation of Notification No./DoAA/2022/29 dated 03 Feb. 2022, it is notified that the Standard Operating Procedure (SoP) has been revised again.

2. All concerned are requested to strictly adhere to the Revised SOP (copy enclosed).

Encl : As above.

By order,

*Satish Kumar*  
Deputy Registrar (Academics)

**Copy forwarded for information and necessary action to:-**

1. All the Deans of the Schools and Administrative Directors.
2. All the Heads of the Departments.
3. Prof. I/c Library, I/c Controller of Examinations and I/c Finance Officer.
4. Chairman, Council of Wardens/ Chief Warden (Boys' & Girls').
5. I/c Medical Officer.
6. Proctor & Chief Security Officer.
7. All Officers.
8. Prof. I/c Website Cell – with a request to upload it on the University Website.
9. I/c Media Officer for wider publicity.
10. Secretary to VC - for information of Hon'ble VC please.
11. PA to Registrar.
12. Guard File.

*Satish Kumar*  
Deputy Registrar (Academics)

**Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)**  
(A Central University)

**Revised Standard Operating Procedure (SOP) dated 16-02-2022**

1. The students who are willing to come to the University shall produce the following before the hostel warden (if admitted to the hostel) or to the respective Head of the Department (in case of Day scholar) :
  - (i) Vaccination for COVID-19 for all students is mandatory.
  - (ii) RT-PCR / RAT may be done only for those who are symptomatic.
  - (iii) The Undertaking from the parents/guardians permitting their ward. **(copy enclosed)**
2. The University shall provide hostel accommodation to Students based on the seats available in the hostels.
3. Thermal screening and sanitization facility shall be available at the entry point in the department and hostel. 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/hostels. For making necessary arrangement to ensure COVID-19 protocol, COVID-19 taskforce constituted at university level will do the needful.
4. The students are advised not to carry large bags and unwanted items with them.
5. The students are further advised to keep their own pocket sanitizer, liquid hand wash and water bottle in their classroom/ sitting place/labs/Cafeteria.
6. Student must wash their hands up to elbow with soap for 20 seconds while entering the Laboratory or meeting HoD/ Faculty/Supervisor/Staff.
7. Wearing mask while in the campus is compulsory at all times.
8. Posters and signs have been displayed at various places in the campus and its premises (Laboratories/Corridor/washrooms) promoting good and respiratory hygiene practices and social distancing to remind students of COVID-19 vulnerabilities. Students should follow these.
9. A committee may be constituted by the Head of Departments for monitoring social distancing in their departmental Classrooms/Laboratories and Seminar Rooms. All faculty members can be included in the committee. All faculty members should monitor social distancing among students and advise them to follow the same in case any student is not following the guidelines of social distancing. Where required, students may be called on alternate days initially so that social distancing is followed strictly.
10. University Cafeteria (Indian Coffee House) should strictly follow the hygiene and social distancing as per the COVID-19 protocol.
11. Outside Food or items other than essential should not be brought to the classroom/laboratory and may also be avoided in the hostels. (Packed/processed food items like chips, biscuits may be used only after proper sanitization).
12. Students should avoid bringing online-ordered food into the class/Laboratories.

13. It is also recommended that cleaning of Washrooms and Laboratory should be done daily and students should also cooperate in keeping their classroom/place of sitting clean.
14. Movement of students should be limited to their basic requirement to pursue research work/study and gathering of any kind should be avoided. Social distancing as per COVID-19 Protocol be maintained in all essential activities.
15. Students should compulsorily wash their hands before and after taking meals.
16. 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.
17. The students are also advised to carry their university Identity Card while coming to the campus. However, newly admitted students will be excluded till their identity cards are issued.
18. Students must follow the norms and guidelines issued by Government of India and Dr. Harisingh Gour Vishwavidyalaya, Sagar, M.P. from time to time for increasing their immunity and safety.
19. 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.
20. The sanitization, cleaning and regular maintenance etc. of the campus including hostels, departmental laboratories, buildings, playground, cafeteria etc. will be done by the House Keeping Agency under the direction /supervision of university engineering section/ store or University administration.
21. Deans of Schools may arrange meetings with the Head of Departments of their School and guide them for strict compliance of the SOP and other guidelines issued by the University from time to time.

**Enclosure as above.**

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**Dr. Harisingh Gour Vishwavidyalaya, Sagar – 470003, MP  
(A Central University)**

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

I ..... (name) a UG/PG/Ph.D. student of Dr. Harisingh Gour Vishwavidyalaya (A Central University), Sagar – 470003, MP, 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 studies are suffering as I am not able to conduct experiment and/or computational work related to my Class.
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:...../...../.....

(Signature of the Student)

Place: .....

Name:

Registration no:

Mobile no:

\_\_\_\_\_  
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: