



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर  
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

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अधिष्ठाता (छात्र कल्याण) का कार्यालय

Office of the Dean (Students Welfare)

O.O.N. NITJSR/Dean (SW)/SOP/2020-21/07

Dated: 03-03-2021

**NOTICE**

With the approval of the competent authority, all PG (M.Tech, MCA, M.Sc) final year students who are willing to join the Institute to expedite their Project/Research work are permitted to join the Institute with immediate effect.

The Institute will not provide Hostel accommodation presently to them. Students are required to fill up and submit an undertaking after signature from their Parents/Guardian and the Supervisor. The undertaking shall be submitted in hard copy to the concern Head of Department at the time of arrival in the Institute. Students visiting the Institute's Campus should strictly follow the guidelines mentioned in the SOP.

Encl: (i) SOP,  
(ii) Undertaking for P.G. Students

Dean (SW)  
NIT Jamshedpur

Copy to:

1. Director, NIT Jamshedpur
2. Registrar, NIT Jamshedpur
3. All Deans/HODs/HOSs/HOCs, NIT Jamshedpur
4. Chief Warden, NIT Jamshedpur
5. P/I Webmaster, NIT Jamshedpur



**Standard operating procedure (SOP) for phase-wise opening of the Institute for students**

1. In the second phase, all P.G. (M.Tech, MCA, M.Sc) final year students are permitted to join the Institute with immediate effect.
2. M.Tech / MCA / M.Sc final year students who are willing to come to the Institute shall be required to submit an undertaking after signature from their Parents/Guardian and the Supervisor. The undertaking shall be submitted to the concern Head of Department in hard copy.
3. The Institute will not provide any hostel accommodation presently to M.Tech/MCA/M.Sc final year students willing to come to the Campus.
4. While coming to the institute the student must undergo thermal scanning and sanitize his/her hands and handbag at the entry point (Main Gate). (Foot operated sanitizer has been placed at the main gate and entry of all the buildings)
5. The students are advised not to carry large bags and unwanted items with them.
6. The students are further advised to keep their own pocket sanitizer and liquid hand wash in their reach/sitting place.
7. Students must wash their hands up to elbow with soap for 20 seconds while entering the Laboratory or meeting HoD /Faculty/Supervisor/Staff.
8. Wearing mask while in the Campus is compulsory at all times.
9. Posters and Signs have been displayed at various places in the campus and its premises (Laboratories/corridors/washrooms) promoting good hand and respiratory hygiene practices and social distancing to remind students of COVID-19 vulnerabilities. Students should follow these.
10. A committee should be constituted by the Head of Departments for monitoring social distancing in their departmental Laboratories and Seminar Rooms. All faculty members are requested to 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
11. 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)
12. Students should avoid bringing online-ordered food into the Laboratories.
13. 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.
14. Students are also advised to clean/sanitize regularly used surfaces and objects in their Laboratories like table surface, laptop, switches, keys, door-handles, etc.
15. Movement of students should be limited to their basic requirement to pursue research work/study and grouping of any kind should be avoided
16. Students should use the Institute Canteen instead of going to local food shops outside the Campus.
17. Social distancing should be followed by students and Canteen Staff (Institute Canteen should be monitored by a committee especially designated to observe sanitization and hygiene of food and items in the canteen)
18. Students should compulsorily wash their hands before and after taking meals in the canteen.
19. Sitting arrangement in the Canteen should be such that 6 feet distance norm of social distancing is followed.
20. If any student faces any primary health issue they should immediately report to Institute Health Centre or any of the empanelled hospital in the city for treatment.
21. The students are also advised to carry their Institute Identity Card and Medical Insurance Card at all time.
22. Students must follow the norms and guidelines of Govt. of India for increasing their immunity.

Dean(SW)



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

I,....., a final year student of M.Tech/MCA /M.Sc. NIT Jamshedpur do hereby undertake that

- I am returning to the campus on my own will and understand the COVID-19 related risks of returning to the campus.
- My project/research work is suffering as I am not able to conduct experiment and/or computational work related to my project/research work.
- I have taken permission from my Parents/Guardian/Spouse about my decision to return to campus and they agree with my decision.
- I will abide by the instructions regarding wearing masks, social distancing, etc, issued by the Institute from time to time.
- I understand that failure to comply with the SOP issued by the Institute is a violation of the honor code and may result in either heavy penalty or I may be asked to leave the campus.
- I understand that the Institute 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.

(Signature of the Student)

Date:

Name:

Place:

Registration number:

Mobile No:

Name and signature of the Parents/Guardian:  
(to be contacted in case of emergency)

Relationship with the student:

Phone number/Mobile number of the Parents/Guardian:

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

Date:

(Signature of the Supervisor)

Name:

Designation:

Department: