



Standard Operating Procedure (SOP) for the Students for smooth functioning of Isolation facility @ IIT Jodhpur:

1. The students will submit a Google form prepared by the Office of Students for indicating their date of arrival and have to sign an undertaking (in the Google form) to follow the guidelines provided by the Office of Students, strictly.
2. **The students must upload recommendation of the Supervisor forwarded by HOD for due consideration and the priority will be given to Ph. D and Post-graduate students (As per Guidelines of Unlock 5.0 issued by the Ministry of Home Affairs).**
3. Office of Students staff will communicate with FIC, Isolation Facility to shortlist the applications and prepare a list of students coming back to Campus.
4. The Office of Students will also give a range of dates (**three consecutive dates / One Slot**) as per the attached **Annexure-A**, during which students are allowed to return. Competent authority will approve the return of the student after reviewing the Google form. After getting approval to travel back to campus, the student must provide prior information about his/her confirmed travel plan to the Office of Students.
5. FIC, Isolation Facility will finalize the list of students arriving on a particular range of dates and will instruct the Office of Students Staff to communicate the same with the Dining facility provider, Office of Logistics and Medical Services Committee.
6. The Office of Students Staff will also communicate the list of students to the Medical Officer.
7. The Office of Students must communicate to all the relevant Offices, and Chairman, about the list of students returning to campus at least two days prior to their arrival.
8. Each student after their arrival will go through **thermal screening and bag sanitization** at the entrance of IITJ. The screen shot of the Arogya Setu App page showing status of the student needs to be shown at the main gate.
9. The security personnel will arrange an ambulance to send the student from the entrance of IITJ main gate to PHC for **health check-up**.
10. The student will be isolated for **10 days** in the IIT Jodhpur isolation hostel facility after the clearance of primary health check-up arranged by PHC.
11. The Office of Students Staff will receive the student at the entrance of the Isolation facility and will check for completion of all the processes. In case anything is missing in terms of thermal scanning, sanitization or health checkup, the student will be send for completion of the same.

12. Centralized AC shall not be operational in isolation facility.
13. A student in the isolation hostel will remain inside the room and will not be allowed to come out of the hostel before completion of the isolation period except in emergency cases but only after taking the permission of the Competent Authority.
14. Students will be provided:
 - Welcome kit: one reusable mask, one bottle of sanitizer, Student details form, a pen, glue stick/cello tape, contact details of PHC and Counsellor;
 - Basic furniture and Mattress
 - Thermometer may be taken, on payment basis, from the Office of Students
15. Three packed meals per day (breakfast, lunch and dinner) will be provided in disposable utensils at the doorstep of each room. And if you are not interested in having them then inform the person in-charge beforehand. Water filters should be accessed to fill your 5 lt water bottle, only during the assigned time for the isolation room.
16. The students are advised to bring the following essentials for smooth stay of **10 days**:
 - Multiple Bedsheets
 - Pillow
 - A 5-liter water bottle
 - Electric kettle (If required)
 - Packed dry food (snacks, biscuits etc.) as per their requirement (for the isolation period). After 10 days of isolation, they can always get the packed food from the stores in IIT.
17. The Office of Students will share a Google Doc. with the isolated students for [daily update of the health status](#) and the same will be shared with the Medical Officer.
18. COVID-19 test for the isolated students will be conducted by AIIMS with the permission of the Competent Authority.
19. [After completion of the 10th day](#) each student staying in the isolation facility will visit [PHC for health checkup](#) and will then be allowed to enter their respective hostels with the continuing use of masks, hand sanitizer and maintaining social distancing while accessing common areas.
20. Office of Students will coordinate the process of students leaving from isolation facility to main hostels in association with PHC.
21. In case of non-compliance of any of the above mentioned guidelines by any student, the same will be informed to the competent authority, and monetary penalty / disciplinary action may be initiated.

Staff members involved from Office of Students:

Mr. Chandan Singh : 8386878171
Mrs. Apeksha Mathur : 9079908637
Mr. Ganesh Kumawat : 8696306080

Medical Officer:

Dr. Ronika Yadav : 9662084455/0291-2801190

Relevant email IDs:

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Slot 1	Slot 2	Slot 3	Slot 4
02-04 Nov. 2020	17-19 Nov. 2020	02-04 Dec. 2020	17-19 Dec. 2020

Note: Date of arrival at the Institute for Isolation of 10 days' subject to further extendable as per health parameters.

Link for Application for Return to the IIT Jodhpur Campus:

[Google-form-option-to-return-to-campus](#)