Ref.no. NIDMP/1-90/2021/06   **Dated: 27 July 2021**

Standard Operating Procedure (SOP) for a Student/Visitor while visiting the NID MP campus.

1. Student/Visitor must inform on the official e-mail id/ telephone call and seek suitable date/time prior to visit of the campus.

2. Academic office will process the matter and confirm date/time to student/visitor.

3. Permission of the competent authority will be sought to allow the student/visitor to visit the campus.

4. Student/Visitor shall not be having high temperature and flu like symptoms.

5. A token will be issued to the student/visitor at the main gate, and he/she will be permitted to visit designated areas.

6. Campus visit areas will be specified and certain areas would be prohibited.

7. Student/Visitor shall be allowed to enter only after showing soft/hard copy of the approval at the main gate.

8. Student/Visitor shall be guided to the destination by security staff on main gate with intimation to the host.

9. Security staff on duty in campus shall ensure that the visitor does not roam around in areas other than authorized.

10. The Student/Visitor shall observe the following COVID 19 related precautions while visiting the campus:

    a. Student/Visitor are required to follow the rules, regulations and guidelines of NID MP; Local Authorities, State Government and Government of India especially related to COVID-19 as issued from time to time.

    b. Student/Visitor should mandatorily submit self-declaration about COVID negative status of self and family at the gate, failing which he/ she will not be permitted to enter the NID MP campus.

    c. Student/Visitor should maintain social distancing while commuting to and from

the NID MP campus and from the time of entry till the exit from the campus.

d. Student/Visitor are required to remain in the area earmarked for them. They are not allowed to move around anywhere else in the campus.

e. Student/Visitor should carry a hand-sanitizer of up to 50 ml in a transparent bottle, face mask, gloves, and water in a transparent bottle for personal use.

f. Student/Visitor should not share personal items like masks, gloves, water bottles etc.

g. It is mandatory to always wear a face mask properly all the time, while on campus.

h. Spitting in the open is strictly prohibited.

i. It is mandatory to undergo thermal scanning before entering NID MP campus.

j. Student/Visitor with high temperature or other symptoms of COVID-19 will not be permitted to enter the NID MP campus.

k. Student/Visitor should wash hands/ use hand sanitizer before entering the campus.

l. Student/Visitor should follow social distancing norms at all times in the campus.

m. Student/Visitor under the following category will not be permitted to enter the NID MP campus:

    i. diagnosed with and/or undergoing treatment for COVID-19.

    ii. have been in close proximity and/or personal contact with someone with a confirmed diagnosis of COVID-19

    iii. Aarogya Setu App status other than Low Risk/ Safe.

    iv. having flu-like symptoms in the last fourteen days, including fever, chills, cough, sore throat, shortness of breath, loss of smell/taste or any other symptom related to COVID-19.

    v. have not been under fourteen day's home/ institutional quarantine or centralized observations demanded by government and healthcare authorities on the day of visit.

    vi. staying in the containment zone.

n. Student/Visitor should avoid speaking face to face as far as possible if any one does so, it will be at his/her own risk.

o. Student/Visitor should avoid using lifts and avoid touching or leaning to handrails, walls etc.

p. Installation & use of Aarogya Setu App is mandatory.

Registrar
NID MP