

National Law University and Judicial Academy, Assam
Hajo Road, Amingaoan, Guwahati-781031

No. NLUJAA/RO/Reopening Hostel/2021/5872

Date: 13/02/2021

NOTIFICATION

This is for the information of those students* of B.A,LL.B (Hons.) Five Year Integrated Course, Vth Year, from whose parents/guardians **Undertaking** and duly endorsed document on **Assumption of the Risk and Waiver of Liability Relating to COVID-19 (documents signed and complete in all respect)** have been received that the University hereby announces the commencement of hostel residency and offline classes, for the said students, on earmarked dates, that is **March 2, 2021 & March 3, 2021**.

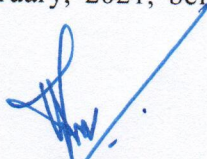
Online classes, as scheduled, will take place for the other students of the concerned batch.

Further that, students of B.A,LL.B (Hons.) Five Year Integrated Course, Vth Year, who have opted for on-campus residency and physical classes will have to attend physical classes and abide by the Standard Operating Procedure (SOP) developed by the University in this regard and appended herewith.

NOTE:

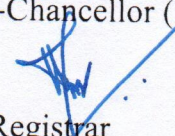
- * List of students will be uploaded in official website on 16.02.2021.
- * Students who have submitted incomplete documents are to resubmit requisite documents complete in all aspects on or before 15th February, 2021.
- * Students are to clear the 1st and 2nd instalment/dues by 28th February, 2021, before physically reporting on campus.

Memo No. NLUJAA/RO/Reopening Hostel/2021/5873


Registrar
NLUJA, Assam
Date: 13/02/2021

Copy to:

1. P. S to the Vice-Chancellor, for kind appraisal of Hon'ble Vice-Chancellor (I/C).


Registrar
NLUJA, Assam

NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM

STANDARD OPERATING PROCEDURE

FOR

**COMMENCEMENT OF ON-CAMPUS RESIDENCY AND
PHYSICAL CLASSES**

FEBRUARY 13, 2021

1. INTRODUCTION

National Law University and Judicial Academy (NLUJA), Assam is a residential University, which admits students from all over the country. Albeit a State University, it is unique in respect of its students, who are drawn from all over the country. The cataclysmic outbreak of Covid-19 across the globe, and the concomitant closure of Universities since March 15, 2020 has interposed some challenges to the smooth conduct of academic life. Notwithstanding the constraints spurted by the exigent circumstances, the University has persevered to stay the course.

Upon issuance of guidelines by UGC and the Govt. of Assam with, NLUJA, Assam is contemplating revival of on-campus activity. In view of the varied level of exposure to COVID 19 virus, that the students of the University are susceptible to, owing to their dispersion across the country, the University proposes to initiate on-campus residency and physical classes in a phased manner, with thrust on the outgoing UG and PG students.

Further, in spite of the best efforts of the University to maintain a well-sanitized and hygienic ambience on-campus, to prevent spread of COVID 19 Virus, the risk of virus proliferation would persist until comprehensive vaccination is achieved in the country. It therefore becomes imperative to have a standard procedure for conducting on-campus activities, in order that spread of virus is averted and health and well-being of students, faculty members and administrative staff members is ascertained.

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In view of the above, a SoP is hereby announced to regulate on-campus activities and the same is binding upon on all students who, of their volition, seek to avail hostel residency and physical classes.

2. RETURN TO CAMPUS

Only those Students of B.A, LL.B (Hons.) Five Year Integrated Course, Vth Year, whose parents/guardians, have formally consented to send their wards to the campus for hostel residency and physical classes by filling of the prescribed form and Assumption of Risk and Waiver of Liability Relating to COVID-19 by email to the Registrar, NLUJA, Assam:

- Are to return to campus on the two earmarked days that is **March 2, 2021** or **March 3, 2021**.
- Prior to undertaking journey to NLUJA, Assam campus, students are to undergo an RT-PCR Test and only upon receipt of negative test result, students ought to set out to return.
- Upon reaching Guwahati, via train or flight, students will undertake RT-PCR Test at the University designated Test-Centre (*to rule out possibilities of in-transit contagion*) and will undergo a 7-day period of mandatory quarantine in the allotted hostel room. During the said period, the student will remain confined to the room and shall venture out only to use the designated washroom/toilet and the mess during designated period. Even if the result of the RT-PCR Test is negative, 7-day quarantine period is mandatory.
- In the eventuality that a student tests positive, subsequent to the RT-PCR Test at Guwahati, the said student shall be transposed to a University designated Medical Centre; parents/guardians of the concerned student will take custody of the said student within 24 hours of the University's intimation on the same.
- Students will intimate the University of their Travel Schedules a week prior to their arrival.
- In transit, students are advised to exercise abundant caution and follow Covid-19 protocols, to avert being infected with COVID 19 Virus.



- As per guidelines issued by UGC and Govt. of Assam, not more than 50% of the student strength will be allowed for on-campus residency and University reserves the right to take necessary steps to maintain the feasible density on campus.
- Guardians/Parents/family members of students will not be permitted to enter hostel premise, except for taking custody of student, whenever need be.

3. ON CAMPUS CLASSES

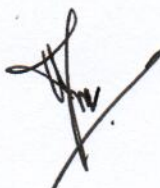
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- Shall attend online classes from hostel rooms during the period of 7-day period of mandatory quarantine. Thereafter, the same shall attend physical classes in the classroom. In this context, it is pertinent to mention that classrooms, designated by University for physical classes, shall be arranged as per prescribed protocols on social distancing etc.
- Shall report to University authorities if symptom of common flu presents itself in them or their classmates. No student will be exempted from physical attendance in class without prior intimation to and approval of competent authority.
- Shall abide by all norms of personal hygiene, sanitization and social distancing in the classroom.
- Shall abide by guidelines issued by University Library, with regard to borrowing of books and physically accessing facilities of the same.

4. ON CAMPUS MOVEMENT

Only those Students of B.A, LL.B (Hons.) Five Year Integrated Course, Vth Year, whose parents/guardians, have formally consented to send their wards to the campus for hostel residency and physical classes by filling of the prescribed form and Assumption of Risk and Waiver of Liability Relating to COVID-19 by email to the Registrar, NLUJA, Assam

- Shall not move around in large groups (more than 3 students) on-campus



- Shall not gather in congested spots within the campus
- Shall not purchase consumables from eateries located outside the campus
- Shall not venture out of the campus. Students who do not comply with the instruction, will have to undertake RT-PCR Test at the University designated Test-Centre and undergo mandatory quarantine at designated Centre. Under compelling circumstances, when a student needs to venture out of campus for essentials, University authority may be approached who would make necessary arrangements, if need be.
- Shall not assemble in the common rooms (read with point no. 5, herein below)

5. ON CAMPUS RESIDENCY

Only those Students of B.A, LL.B (Hons.) Five Year Integrated Course, Vth Year, whose parents/guardians, have formally consented to send their wards to the campus for hostel residency and physical classes by filling of the prescribed form and Assumption of Risk and Waiver of Liability Relating to COVID-19 by email to the Registrar, NLUJA, Assam:

- Shall remain in their rooms and avoid frequent visitations to rooms of other boarders
- Shall not gather in large numbers in a room. At a time, only 2 students will be permitted in a single room.
- Shall not indulge in late night engagements
- Shall not litter rooms
- Shall to the extent possible, clean their own rooms and wash their own clothes. House-keeping staff will only clean the common areas in order to minimize physical contact with boarders.
- Shall be responsible for the sweeping and mopping implements provided to the same for upkeep of personal rooms.
- Shall not use the hostel gymnasium, until the University authorities permits usage of the same
- Shall comply with the instructions issued by hostel wardens, from time to time

Note: Possession of and indulgence in alcohol, narcotic drugs, Psychotropic and other substance abuse substances banned by law and having penal consequences is strictly prohibited. Any student found violating the prohibitory norm would be expelled from hostel.

6. MESS SERVICE

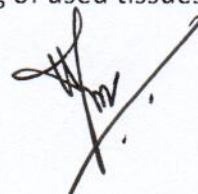
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- Shall not gather in the Dining Area of the Hostel.
- Shall be present in the Dining Area of the Hostel for consuming breakfast/lunch/dinner as per roster schedule announced by the University.
- Shall not que-up for Buffet Service; rather shall wait for food to be served on table by serving staff.
- Shall not hang-out in the Dining Area of the Hostel and shall vacate the premise forthwith, upon completion of breakfast/lunch/dinner.
- Shall not venture into the kitchen space.
- Shall not touch any cooked item laid for service, with hands.

7. GENERAL PREVENTIVE PROTOCOL

Only those Students of B.A, LL.B (Hons.) Five Year Integrated Course, Vth Year, whose parents/guardians, have formally consented to send their wards to the campus for hostel residency and physical classes by filling of the prescribed form and Assumption of Risk and Waiver of Liability Relating to COVID-19 by email to the Registrar, NLUJA, Assam:

- Shall maintain physical distancing of at least 6 feet
- Shall mandatorily use face covers/masks.
- Shall frequently wash hands with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) shall be done wherever feasible.
- Shall strictly comply with Respiratory etiquettes. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.



- Shall self-monitor one's health and report any illness, at the earliest.
- Shall not Spit on campus
- Preferably Install & use Aarogya Setu App.

8. MODALITIES FOR ON CAMPUS ACTIVITIES

- NLUJA, Assam shall be opened in a graded manner after due consultation with all concerned including Government authorities and subject to adherence to the guidelines/SOP for safety and health protocol prepared by UGC, duly incorporating the view/comments of the Ministry of Health & Family Welfare, etc.
- The Vice-Chancellor of the NLUJA, Assam shall satisfy herself/himself regarding the feasibility of the opening of physical classes and decide accordingly.
- NLUJA, Assam shall open the campus in phases, with such activities where they can easily adhere to social distancing, use of face masks and other protective measures. This may include administrative offices, Moot Court Room and libraries etc.
- For the students, other than those of B.A, LL.B (Hons.) Five Year Integrated Course, Vth Year, whose parents/guardians, have formally consented to send their wards to the campus for hostel residency and physical classes, online learning shall continue to be the mode of teaching, for the time being and shall be encouraged.
- University is providing online study material and access to e-resources to such students for teaching-learning.
- Physical presence of outside experts on campus, study tours, field works etc., will be suspended until deemed fit, keeping in mind the COVID- 19 situation.
- All such programmes and extracurricular activities of an academic and non-academic nature will be avoided where physical distancing is not possible.
- Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, shall be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.
- Proper signage, symbols, posters etc. shall be placed and prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing. The details of COVID-19 Cell will be established by the University. Details containing emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the University will be prominently displayed in the campus.
- The students, faculty and non-teaching staff shall follow the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Canteen, Parking Area etc.

9. SAFETY MEASURES

Safety measures at the University campus shall be as follows:

9.1 Safety Measures at Entry/ Exit Point(s)

- i. Adequate arrangements of thermal scanners, sanitizers, and face masks will be made available at all entry and exit points, including the reception area.
- ii. Crowding shall be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength, for different programmes shall be followed.
- iii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet shall be made if required and be adhered to.
- iv. Monitoring of entry and exit of the students will be done.
- v. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. will be ensured at all entry points.
- vi. Those having symptoms of fever, cough or difficulty in breathing shall not be allowed to enter.

9.2.1 Safety Measures in Classrooms and other Learning Sites

- i. Proper sanitization at all learning sites shall be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) shall be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- ii. Sitting places in class rooms and libraries etc. shall be clearly marked, keeping in view the norms of physical distancing. At least one seat must be left vacant between two seats.
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.
- iv. Academic scheduling shall have intermix of regular classroom teaching and online teaching/ assessments.
- v. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities.
- vi. Sharing of items like laptops, notebook, stationary etc. amongst students shall not be allowed.

9.2.2 Safety Measures inside the Campus

- Cultural activities, meeting etc. shall be avoided. However, such extracurricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005, from time to time.
- Adequate arrangements for safe drinking water are made on the campus.



- Hand washing stations with facilities of liquid soap shall be created so that every student can wash her/ his hands frequently.
- Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers shall be ensured.
- Wearing of face cover/ mask by all students and staff shall be ensured.
- Proper cleanliness will be maintained inside the entire campus.
- Adequate arrangements shall be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.
- Physical distancing shall be maintained at all places and crowding will not be allowed at any place under any circumstances.
- An adequate supply of water in toilets and for hand-washing shall be ensured.
- Proper sanitization of buses, other transport and official vehicles of the University shall be done.
- Spitting in the campus is prohibited.
- Dustbins will be cleaned and covered properly.
- Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms.
- Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines
- For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30 C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.
- Campus Gymnasiums, as and when operational shall follow MoHFW guidelines

9.2.3 REGULAR MONITORING OF HEALTH

- The University shall regularly monitor the health of its students, faculty, and staff.
- Faculty, staff and students will be sensitized on self-monitoring of their health.
- Faculty, staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

9.2.4 Counselling & Guidance for Mental Health

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation vis-a-vis their studies, health and related issues, the University shall take the following measures for the mental health, psychological aspects and well-being of the students:

- All the faculty members, students and staff are advised to visit the web page named "Manodarpan" — created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID — 19 outbreak

and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele-counselling to address their mental health and psychosocial issues. Students are encouraged to avail these services as and when required.

- The University shall set up helplines for mental health, psychological concerns and well-being of students in its campus which shall be regularly monitored by counsellors and other identified faculty.
- The University will conduct a regular mentoring of students through interactions, and appeals/letters by the University to remain calm and stress-free. This shall be achieved through telephones, e-mails, digital and social media platforms.
- COVID-19 help group, comprising of students headed by hostel wardens /senior faculty who can identify friends/ classmates in need of help, shall be formed. COVID-19 help group shall aim to provide the immediate necessary help.

Contd.....

- Students, faculty and staff are requested to visit below mentioned web links.

No	Particulars	Web link
a)	Video links of Ministry of Health & Family Welfare	https://www.mohfw.gov.in/
b)	Practical tips to take care of your Mental Health during the Stay	https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be
c)	Various Health Experts on how to manage Mental health & Well Being during COVID-19 outbreak	https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronae-datedat.pdf

- Students, faculty and staff may also avail the services on Behavioural Health by visiting Psycho-Social toll free helpline — 0804611007.
- **NOTE: UNIVERSITY COUNSELLOR WILL BE AVAILABLE THRICE A WEEK FOR PERSONAL CONSULTATIONS.**

