



**NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR**  
**HAZRATBAL, SRINAGAR- 190006 (J&K)**  
**(Estates Officer, Planning & Development Wing)**

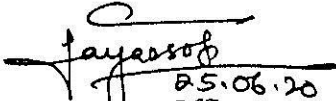
**NO: NIT/P&D(E)/COVID-19/2020/03**  
**Dated: 25-06-2020**

**Notice**

**Sub: Standard Operating Procedure (SOP) upon arrival to NIT Srinagar campus from outside UT of Jammu and Kashmir.**

This notice is issued for compliance of *Standard Operating Procedure (SOP)* by all faculty, nonteaching staff and other persons arriving to NIT Srinagar campus from outside Kashmir. The guidelines / instructions contained in this SOP are provided for preserving campus safety against COVID-19 and are annexed with this notice.

Strict compliance of SOP by all persons arriving from outside Kashmir is required as per directions from NIT Srinagar administration.

  
25.06.20  
Estates Officer  
P&D, NIT Srinagar

Copy of information to:

1. Dean (P&D).
2. Dean Student Welfare.
3. Registrar/ O/C Security.
- ✓ 4. Chairperson CSC, with a request for directing the concern to upload this notice along with annexure on institute website plz.
5. PA to Director for kind information of Director plz. Instructions given in the notice take reference to verbal directions on the subject from Hon'ble Director.
6. Assistant Security Officer, for facilitating temporary accommodation, distribution of instructions templates among arriving persons at NIT Srinagar at main gate and deputing security personnel for designated home quarantine blocks for compliance of SOPs and other facilitations required thereof for arriving incumbents.
7. Estates staff (JE/ Sr. TA) shall facilitate the providing of services with respect to Estates.
8. *M/S Gasha Canteen / Fida Hussain Provisional Store* are authorized to provide grocery, food/ meals within NIT Srinagar campus upon request by Whatapp or phone request from home quarantine faculty and nonteaching staff through home delivery and online payment mode.
9. Office record file.

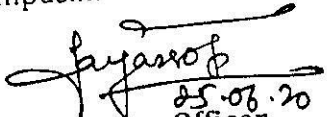
## Standard Operating Procedure (SOP) upon arrival to NIT Srinagar Campus

- All arrivals should be in accordance with the instructions / guidelines contained in the SOPs issued by *MHA Govt. of India* and *Govt. of UT of Jammu and Kashmir* which are readily available on internet and other information sources.
- This additional SOP is for the incoming faculty and non-teaching staff and all other persons arriving from outside Kashmir to NIT Srinagar, and includes precautions/ guidelines to be followed upon arrival at NIT Srinagar campus.
- Upon arrival at NIT Srinagar, deposit a copy of each of your travel documents related to COVID-19, such as a *medical test report, travel authorization certificate, any other travel document issued or required for traveling to UT of Jammu and Kashmir* from outside with main gate security. Register your name, names of family members accompanying, and all other details mentioned in **OUTSIDE KASHMIR ARRIVAL REGISTRY** upon your arrival with campus security personnel at main gate.
- Provide all details of your prior travel history for registry at main gate NIT Srinagar and install **Aarogya Setu** prior to arrival at NIT Srinagar. *Aarogya Setu* is a mobile application developed by the Government of India to connect essential health services with the people of India in our combined fight against COVID-19. The App is aimed at augmenting the initiatives of the Government of India, particularly the Department of Health, in proactively reaching out to and informing the users of the app regarding risks, best practices and relevant advisories pertaining to the containment of COVID-19.
- If you are directed for home quarantine by *District Administration of Srinagar*, you are required to isolate your-self with your accompanying family members within your **allotted quarter (only for those with accompanied family members)** or in the **C-Block of PG Hostel** for all others without accompanying family on campus.
- During *home quarantine period*, incumbents or any of their family members who arrived from outside Kashmir **are not allowed to visit** any of the NIT Srinagar offices or their duty places, hostels, resident areas, grocery shops etc. and are **not allowed to roam freely** within NIT Srinagar Campus. All restrictions as per SOPs issued by *Govt. of UT of*

**Jammu and Kashmir** are binding and are to be followed in letter and spirit for your safety and NIT Srinagar campus safety.

- For day to day grocery, food and other items, purchase orders can be placed through Whatsapp or by phone with **M/S Gasha Canteen (Ph. Numbers: 9419768666)** or **Fida Hussain Provisional Grocery Store (Ph. No. 9419481363)** and any other vendor desiring to provide this service through home delivery and online payment mode. Detailed information can be obtained from on duty security personnel nearest to your designated home quarantine Centre in the campus.
- In case of any emergency or COVID-19 symptoms such as High Fever, Headache, Cough, Runny Nose, Sore Throat, Dyspnoea, Fatigue, etc. immediately contact campus Medical Unit and inform any security personnel on duty near your designated home quarantine center.
- Wearing of medically approved face masks covering mouth and nose is mandatory within NIT Srinagar Campus.
- Become a COVID warrior by isolating yourself during your home quarantine period and stay safe and keep all other around you safe by following the simple safety measures given herein:
  - Wash your hands regularly for 20 seconds, with soap and water or alcohol-based hand rub.
  - Cover your nose and mouth with a disposable tissue or flexed elbow when you cough or sneeze.
  - Avoid close contact (1 meter or 3 feet) with people who are unwell.
  - Stay home and self-isolate from others in the household if you feel unwell.
  - Avoid touching your eyes, nose and mouth.
  - Clean and disinfect surfaces you often touch on a daily basis.

Wish you and your families a healthy and safe arrival at NIT Srinagar campus!!!!

  
25.06.20  
Estates Officer  
P&D, NIT Srinagar