

CIRCULAR**COVID Protocols / Instructions to be followed in the Campus**

In view of the Covid new variant Omicron, as suggested by the resident doctor, it has been decided to observe the following Covid protocols with immediate effect at the Institute's campus.

- (1) It is mandatory to wear the mask, maintain social distancing and sanitize hands frequently.
- (2) Regular day outs and outings have been restricted. However, in case of urgent requirement, students are allowed to leave the campus in the timings given below with prior intimation to the Hostel In charge:

Days**Timings**

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|------------------------|--------------------|
| (i) Monday to Friday | 5.00 pm to 6.00 pm |
| (ii) Saturday & Sunday | 4.00 pm to 6.00 pm |

- (3) No student is allowed to leave the campus beyond the timings mentioned above.
- (4) In case student is leaving the campus i.e., away from the hostels for one or two days, he / she is required to return with a Covid Certificate and follow Covid Protocol which may include to stay in quarantine for a minimum period of seven days.



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- (5) Until further orders visit of the parents, guardians, friends to meet the hostellers is not allowed.
- (6) It is advised that Students should avoid eating food outside the Campus and ordering food from outside in their own interest. In case of any emergency, online order / delivery of food by vendors are allowed up to 8.00 pm only. The food delivery covers will be sanitized by the security and then given.
- (7) Celebrations of festivals, birthdays, etc., are not allowed in the Campus for some time.
- (8) Maintain hygiene and cleanliness in the Hostel rooms and open areas of the campus.
- (9) Students should bring to the notice of the Hostel In-charges if they are sick or feeling unwell.
- (10) Students going out for medical reasons are required to get authorization from the Doctor present in Campus.
- (11) The Hostel entry doors are closed at 10.00 PM. Both entry and exit after this time is recorded. Students should get back to their rooms by 10.00 PM. Internal gates between Academic & Residential area will be closed by 8.00 PM.
- (12) Entry to the residential area including Canteen is not allowed for the outside people i.e., parents, visitors, etc., without any prior permission.



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- (13) Consumption of Drugs, alcohol and smoking is strictly prohibited in the entire campus.
- (14) Day Scholars are not allowed to enter into the residential area (Hostels & Canteen). The food arrangement for them is made at the day scholars shed. They are not permitted to be in the Campus - academic area beyond 5.30 PM.

The Instructions given above are to be followed without any deviation for smooth functioning of the Institute, failing which action will be taken against such erring individual/s.

For any queries in the subject matters the following officials may be contacted :

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| 1. Canteen | : N. Sai Prasad | - 7337446078 |
| 2. Boys Hostel | : B.V.R. Sastry | - 8121010941 |
| 3. Girls Hostel | : K. Sunitha | - 7331188876 |
| 4. Maintenance | : D. Naga Raju | - 8121010942 |
| 5. Security | : Mohd. Mahmood | - 8121010943 |
| 6. Sports &
Medical services | : A. Suresh Kumar | - 9573406066 |
| 7. Doctor | : Dr. G. Pradeep Kumar | - 9000988848 |


SURESH MATHUR
Managing Director

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