STANDARD OPERATING PROCEDURE (SOP) FOR OPENING OF ARMY INSTITUTE OF TECHNOLOGY, PUNE DURING COVID-19 PANDEMIC

References :-

1.   Govt of Maharashtra Notification dated 25 Jan 2022.

2.   Savitribai Phule Pune University, Pune Notification No 23/2022 dated 25 Jan 2022.

INTRODUCTION

1.   Several restrictions have been put on entry/ exit and activities to be carried out in AIT Campus to avoid any covid infection spread, while ensuring essential activities are not disrupted.   This SOP has been formulated based on similar guidelines of IITs/ AFMC, AIT experiences of opening in *Nov 2021 to Jan 2022* and guidelines from HQ Southern Comd.

AIM

2.   The aim of this SOP is to lay down procedure to be followed by Students, Staff and residents of AIT after opening of College to protect against spread of Covid-19 pandemic inside the campus.

PRECAUTIONARY MEASURES

3.   **Action to be Taken at Entrance Gate, AIT Pune**. Estate Supervisor and the Security personnel on duty at Main Gate will ensure the followings :-

   (a)   Wearing of mask.

   (b)   Maintenance of 6 feet distance between persons.

   (c)   Checking of body temperature of each person entering the campus.

   (d)   Sanitization of hands by all before entering the campus.

   (e)   Sanitization of luggage at the gate.

   (f)   Sanitization of individuals through Door Frame Sanitization Machine.

   (g)   Checking of Double Vaccination document of students and *RTPCR report within 72 hours*.

   (h)   Checking of individual status on Aarogya Setu App on mobile.

   (j)   One time entering of Students' particulars in AIT on arrival.

4.   On completion of above procedure all students will be allowed/ to enter their respective Hostels.

5. **Quarantine and RTPCR Test**. All students *without RTPCR report/ any symptom* will be quarantined in *Quarantine Centre* for minimum five days on arrival *or till the report of RTPCR negative report on payment. The cost of RTPCR to be borne by the student.* Any student developing symptoms *and stays inside hostel* will report the matter immediately to the Warden. The students will remain quarantined for 7 days/ negative RTPCR test report.

6. **Contact Tracing and Quarantine**. For any student whose RTPCR test is positive, his/her room-mates and close contacts if any will be immediately shifted in *Quarantine Center*. If any of them reports of any symptom, his RTPCR test will be carried out.

7. In case of any problem, please contact Estate Supervisor/ Joint Director, AIT Pune.

8. **Action to be Taken at Hostels, AIT Pune**. All Hostel Wardens and Supervisor/ Hostel Attendants on duty will ensure the followings :-

   (a) Room Sanitization (every 96 hours).

   (b) Wearing of mask.

   (c) Maintenance of 6 feet inter person distance.

   (d) Daily checking and maintenance of body temperature record before dinner.

   (e) Sanitization/ washing of hands before entering the Dining Hall.

   (f) Taking hot water bath once a day.

   (g) If any student found with any symptoms – action as at Para 6 will be taken.

   (h) Gathering/ crowding is not permitted in corridors/ near Toilets.

   (i) Recreation Room to be opened with limited attendance.

9. **Action to be Taken by Respective Departments, AIT Pune**. All HosD will ensure the followings :-

   (a) Sanitization of Class Rooms and Labs after use.

   (b) Wearing of mask every student and staff.

   (c) 50% occupancy in class-rooms for conduct of offline classes and balance 50% to be online. Odd/ Even Roll procedure of attendance of students to be followed.

   (d) Practical to be conducted as used in 3-4 batches of 15 students each.

   (e) Maintenance of 6 feet distance.

   (f) Sanitization of hands frequently.

   (g) All employees are fully vaccinated. It will be ensured that any employee developing symptoms will be immediately isolated and will report to medical authorities.

10. **Action to be Taken at Messes**. All Mess Contractors will ensure the followings in their respective messes :-

   (a) Proper sanitization of Cook Houses and Dining Halls, regularly.

(b)   Food to be served in batch wise to avoid crowd in catering area.

(c)   Wearing of mask and gloves by every mess staff and students coming for dining.

(d)   Maintenance of 6 feet distance.

(e)   Use of **Open Dining Halls** recently made keeping in view of Covid Pandemic in mind.

(f)   Use of Sanitizer in Cook House.

(g)   All employees are fully vaccinated. It will be ensured that any employee developing symptoms will be immediately isolated and will report to medical authorities.

11.   **Periodic Testing**. Periodic RAT/ RTPCR testing of students in Hostel will be carried out as per advice of medical authorities.

12.   **Sports & Game**. Limited outdoor sports activities will be permitted. Physical Director will ensure the followings :-

    (a)   Proper sanitization of indoor halls (Badminton, Squash, Gym etc).

    (b)   Limited sports activities by following all Covid protocols.

    (c)   Cycling, jogging, walking etc are permitted, but not in group.

    (d)   Gym(s) can be utilized with limited students under supervision.

Misc Points

13.   Students will not be allowed to go outside of AIT Campus. Only sick student is permitted to go MH Kirkee/ Comd Hosp, Southern Comd in Ambulance/ AIT vehicle.

14.   All shops in the shopping complex wiill be opened to provide essential items to students. Any emergent requirement of students can be conveyed to respective Warden for necessary procurement of the same.

15.   Director/ Jt Director can carry out random checks on all above aspects, besides regular checks by Wardens/ Supervisors.
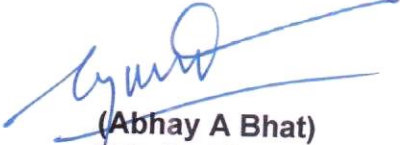
16.   **Precautions for Campus Residents**.

    (a)   No residents are permitted to go towards Hostel/ Adm Area without proper permission.

    (b)   Resident movements to market/ outside AIT is restricted.

    (c)   AIT campus will be treated as a Bio Bubble and strict precautions will be adhered to.
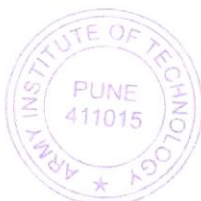
CONCLUSION

17.   The above procedure will be strictly adhered to stop the spread the covid virus and break the chain completely.

File No : AIT/0001/Gen Ruling/Adm
Army Institute of Technology
Alandi Road, Dighi Hills, Pune - 15

Date: 3| Jan 2022

(Abhay A Bhat)
Brig (Retd)
Director

Distribution

1.	Principal.	7.	Registrar.
2.	HOD E&TC.	8.	All Wardens.
3.	HOD Mech.	9.	All Messes
4.	HOD Comp.	10.	MI Room.
5.	HOD IT.	11.	Office Copy
6.	HOD ASGE.		