



## STANDARD OPERATING PROCEDURE (SOP) ON RETURNING STUDENTS OF AIMST UNIVERSITY DURING POST MOVEMENT CONTROL ORDER

Updated: 01/01/2021

### Greetings & Welcome Back

Announcement to all returning students back to campus. Please be informed that AIMST COVID Task Force has decided on SOP to all involved students. As decided by the Senate, only selected batch of students can return to campus.

### Returning SOP

1. All selected batches are required to return to campus as per schedule given by the Faculty.
2. Security at the entrance will verify the student upon arrival and inform the counterpart at the cafeteria.
3. Parents to drop the student at the cafeteria lobby and the students will be directed to the designated screening location.
  - A) Green Zone – Orientation Hall
  - B) Yellow & Red Zones – AIMST Health Clinic

*(\*At this point parents/guardian are to remain in the car at the designated area.)*

4. AIMST Doctors will advise if the student's self-isolation during the screening.
5. Based on the doctor's recommendation the students will be placed either in their own rooms or in the isolation rooms.
6. The isolated students will be provided with three meals consisting of (Breakfast, Lunch and Dinner)
7. Students can come to campus any day/any time during (9AM - 12PM and 2PM to 5PM) including Saturday and Sunday. A student who arrives beyond these hours will be accommodated in the hostel isolation room regardless of the zones and will be screened on the following working time/day.
8. Student who requesting to return to campus apart from the selected batches are required to get approval from their respective Faculty Dean's.
9. All students are reminded to continue to adopt precautionary measures to protect themselves.

In this regard, it is compulsory for students use face mask and practice physical distancing. Students are also encouraged to practice the 3W concept of Wash, Wear and Warn and avoid the 3C concept of Crowd, Confine, and Close Chat to reduce the risk of COVID-19 outbreak

### **Support services**

Students requiring support services are advised to contact the following staff for assistance.

<b>NO.</b>	<b>Division /Department</b>	<b>Contact Person</b>	<b>Contact Number</b>
1	Finance Division	Ms. Punitha	011-70737015
2	Exam Division	Mr. Thirumalai	016 4833895
3	Admission Department	Ms. Vigneswari	012 5664138
4	Chief Warden for Female Hostellers	Ms. Lalitha	018 9564072
5	Chief Warden for Male Hostellers	Mr. Yusuf	012 7715435

Our team is committed and will continue working hard to protect the safety and wellbeing of our students as we navigate through this global health crisis together.

We would like to express our gratitude for your understanding, cooperation and support in aiding us to carry out the best measures possible to overcome this situation. We will keep you updated on any further developments pertaining to this disease. We will also review the precautionary measures from time to time.

Wishing you all a very Happy New Year 2021

Regards

AIMST COVID Task Force