



INDIAN MARITIME UNIVERSITY, KOLKATA CAMPUS

GOVT OF INDIA

P-19, TARATALA ROAD

KOLKATA – 700 088

IMU/KC/DIR/2020

10 Nov 2020

**INSTRUCTIONS FOR REJOINING THE CAMPUS
& CONDUCT OF PRACTICAL TRAINING
2020 PASSING OUT 4 YEAR B.TECH MARINE ENGG BATCH.**

1. The West Bengal Government had ordered closure of educational institutions mid Mar 2020 due to spread of COVID-19 infection which became a pandemic leading to prolonged closure of the educational institution. The Government has progressively allowed recommencement of various commercial activities and reopening of offices by issuing guidelines from time to time. DGS issued SOP for MTIs and has permitted recommencement of practical training by partial opening of pre & post sea training institutions subject to State/Local Authorities permitting opening of the Training Institutes.

2. Following the DGS guidelines campus has commenced conducting theory part of the practical online and the essential practical on simulators/workshop would be scheduled on completion of the online module. The Cadets would be called to campus in batches of about 50 cadets, thus there would be only one batch for B.Tech Marine Engineering for those who are still to be certified of course completion. During the stay of the cadet in the campus on completion of practical's, the university exam would be conducted by an external examiner. The SOP to be followed by all for this purpose is detailed in subsequent paragraphs. All the **cadets and campus personnel** are to abide by these instructions scrupulously. **Rejoining of the cadets is being planned with effect from 20 Nov 2020. After self-quarantine for few days, the training would commence from 25 Nov 2020.**

SOP for Cadets.

3. **Pre Arrival Requirements & Preparations.**

(a) All the Cadets will have to have COVID Kavach Insurance for a sum not less than 5 Lakhs.

(b) Undergo RT-PCR test **not more than 48 hours** before commencing the journey to reach the campus. The test should have been done by Government Certified labs/agency. The Test result is to be conveyed to designated warden by e-mail/WhatsApp and original certificate is to be presented at the gate prior to entry into the campus.

(c) All the cadets are to be in possession of at least three reusable masks and one reusable face shield. The Cadets must have 4-6 clean handkerchiefs.

(d) During the stay in Campus, no short leave would be permitted. Cadets must come prepared and bring all the necessary toiletries, shaving kit and personal use items to cater for the entire duration of stay. They must have adequate soap and detergent powder to be able to wash their clothes while in campus.



(e) All cadets must install Aarogya Setu App at least 15 days prior to coming to the campus. They must keep the Blue tooth on all the times to facilitate proper evaluation of the risk. This should be done earnestly for own and colleagues safety.

4. **Stay in the Campus.**

(a) Cadets would be accommodated on a single occupancy basis. A toilet and a bathroom would be year-marked for each cabin. Cadets have to use only designated toilet/bathroom.

(b) Cadets will have to be in Quarantine for few days prior to commencement of the practical classes. During Quarantine period the cadets would be confined to their cabins and not allowed to visit Academic or Scholastic Block.

(c) The Cadets would abide by all the COVID related precautions appended below: -

- (i) Maintain Physical distancing of at least 6 feet from any person while interacting.
- (ii) Use of Mask is compulsory all the time outside the room. Wearing of face shield is mandatory while in the class/common areas.
- (iii) Frequent handwashing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. They must wash hands with soap in the bathroom before leaving the hostel and **before returning to the room.**
- (iv) Alcohol-Based hand sanitizer dispensers are kept at the entrance of every building. Cadets are to use hand sanitizers while entering or leaving the building.
- (v) Touching sidewalls, railings or any other surface should be minimised as far as possible.
- (vi) Respiratory etiquettes are to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/ sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- (vii) Self-monitoring of health and reporting any illness at the earliest should be practiced without fail. Each one must remember by not reporting any sickness you may be putting your friends at risk.
- (viii) Spitting shall be strictly prohibited.

(d) **Messing.** Cadets are to maintain social distancing of 8 feet in the mess. They are to remove their mask only when they are seated after collecting the food from distribution counter. The chairs would be arranged to ensure safe distance is maintained in the dining hall, cadets are not to disturb this arrangement.

(e) Use of Gym is not permitted. The Cadets would be permitted to jog/walk in the playground maintaining social distancing.

(f) Cadets will assemble (keeping social distance) every day at 0700 hrs and at 1830 hours every day in the playground for attendance by the warden. Wardens are to maintain the record of attendance.

(g) The laundry service will not be activated to prevent risk of clothes getting contaminated at the mass laundry. Cadets have to wash their clothes. Iron Boxes on sharing basis would be provided to iron the clothes. Cadets are to be neatly dressed all the time. They are required to wear washed clothes daily. Wearing of clothes without washing is not permitted. For this purpose, they must carry adequate washing powder/cake.

(h) The Cadets would be required to undertake study assignments, Book review etc while in quarantine and revise their theory study material and prepare for exams.



(j) Cadets found not abiding by the laid down instructions or not heeding to instructions from the duty warden/any other authorised staff shall be evicted forthwith. He/She will be able to complete the practical training and the course only when campus reopens normally and university plans for exams.

(k) In order to minimise interaction with outsiders, the cadets shall undertake clean ship of their rooms and keep them tidy all the times.

SOP for Campus Staff

5. **Hostel Care.** The Duty Wardens would be in-charge of Cadet Discipline and exercise special precautions to ensure COVID protocol is not violated. Any defaulter is to be reported to the Officer in charge of the hostel, who will put up the case to me at the earliest opportunity. They are to ensure hostel hygiene is maintained as per the protocol. Following is to be ensured:-

(a) DR(Admin) to designate a team out of available housekeeping personnel to undertake regular disinfection and cleaning the hostel. All the bathrooms are to be cleaned and sprayed with 1% Sodium Hypo Chloride (HSC) water daily. The floors of the corridors are to be swept and wet mop using 1% HSC water. The corridor walls are to be sprayed with 1% HSC twice a week in normal conditions. In Case a COVID case develops the entire area is to be swept/ sprayed daily.

(b) All the door handles are to be wiped using 1% HSC twice a day.

(c) It is to be ensured that cadets abide by isolation norms during the quarantine period.

(d) Cadets are not to be Granted short leave under any pretext.

(e) In the event any Cadet feels unwell he is to be checked for temperature and oxygen levels. Medical Doctors' advice is to be sought for treatment without delay. In case the doctor advises, the cadet is to be sent to the Hospital.

(f) The Duty Warden is to ensure that mess hygiene is maintained. The floor of the mess is to be swept with 1% SHC water 1 hour before every meal. The tables and chairs are also to be swept before every meal. He is to ensure abidance to social distancing norms in the mess. The mess staff are to be with proper mask and should be using single-use plastic gloves while serving.

6. **Administrative Actions.** The Course Officer is to promulgate the list of cadets batch-wise and schedule for classes with the approval of HOD. The Batch is to be subdivided into groups to ensure proper social distancing in the labs/simulator rooms/workshops. Following actions are to be ensured:-

(a) DR(Admin) is to designate a team for ensuring maintenance of COVID Protocols promulgated DGS.

(b) He is to ensure all the materials such as Sanitizer, SHC, Liquid Soap, dispensers etc are available all the time and refilling of dispensers on need basis. 20 Sets of full-body reusable PPE are to be procured and kept with Sickbay/ Hostel Duty Warden.

(c) Staff from Admin/Academic support group is to be nominated to check and verify compliance to COVID norms in the classrooms, workshop, Simulator rooms. It is to be ensured that 1% SHC solution is not sprayed/used for cleaning equipment. Wet alcohol-based sanitizer wipes are to be used for cleaning keyboards, electronic control panels, etc.

(d) DR(Admin) is to take action to procure facemask and face shield for faculty, instructors, warden, and staff who will be dealing with the cadets.



(e) AR(I/C) & Mess President to ensure Mess is operationalised and proper meals as per menu are served for the cadets.

(f) The Cadets are to be provided with sweeping material to keep their rooms clean.

7. **Medical Protocol.**

(a) All the cadets are to be compulsorily checked for temperature and oxygen level using IR contactless thermometer and Oxy meter by the medical assistant/warden with the help of security staff in the morning and evening. A record of check is to be maintained.

(b) DR(Admin) in consultation with visiting doctor is to ensure all the necessary medicine for primary healthcare are available. On Doctors advice small quantities of medication for COVID may be kept in the campus to prevent delay in commencement of medication.

(c) In case resident doctor advises COVID test cadet is to be sent to Any state hospital / KMC ward office test centre.

(d) In case of need for admission the cadet is to be admitted in Hospital. The Cadets COVID Kavach Insurance is to be used in such cases.

(e) In case of any Cadet/person in campus becomes COVID +ve, the area is to be isolated and the entire building/locations visited by the person is to be disinfected. The affected person if not needing hospitalisation is to be kept in Isolation room in Gust House.

(f) The isolated person **isnot to be allowed to move out of his roomother than going to his earmark bathroom/toilet** and that person has to keep his room door closed. He is to take medication as advised by the doctor. Food is to be kept outside the room by a designated mess staff who is to be provided with necessary reusable PPE.

(g) The Reusable PPE is to be washed by soaking in soap water for 20 Minutes after every use.

(h) The Cases of COVID +ve are to be reported to Govt of West Bengal helpline no **1800313444222**.Emergency operation centre of **033-40902929**.

(i) The Vehicle if used for visit to the hospital is to be thoroughly disinfected post every trip.

8. The COVID risk is serious therefore all the members of the staff are to exercise utmost caution and take action to bring it to the notice of appropriate person for corrective action. It needs to be remembered that a single case would put everybody in the campus at risk. Therefore, voluntary compliance and care is to be exercised by all.

9. The schedule for practical classes along with any additional instructions if necessary would be promulgated shortly.


Director

Distribution

All

