

# Surajmal Memorial Education Society

## Raja Mahendra Pratap Hostel

C-4 Janak Puri, New Delhi 110058

Date: 16-09-2021

### Important Notice for Students

Students of Maharaja Surajmal Institute (MSI) and Maharaja Surajmal Institute of Technology (MSIT) are hereby informed that those who are interested to avail the hostel facility for academic session 2021- 2022 are required to fill-up the Hostel-Registration-Form, which is available at Photo Copy Shop/ website, and submit the filled registration form in **Hostel Office**.

Students must ensure that they should fill all the fields mentioned in the registration-form. **Incomplete registration forms will not be accepted.**

Students, who have submitted the hostel fee during last academic year (20 – 21) and not avail hostel facility, are already registered, and admission of such students is confirmed in the current academic year (21- 22). Such students can avail the hostel facility as their hostel fee is adjusted,

Due to covid – 19 pandemic and in view of extended lockdown and non favorable health conditions, **the admission policy shall be one time measure for admission in SMES hostel.**

  
**Prof. (Dr.) Rachita Rana**  
Director, MSI

Note: Registration form can be downloaded from [www.msijanakpuri.com](http://www.msijanakpuri.com)

**RAJA MAHENDRA PRATAP HOSTEL**

C-4, JANAKPURI, NEW DELHI-110058

**REGISTRATION FORM FOR HOSTEL ADMISSION (2021 – 2022)**1. Applicant's Name & Mob.No.....  
(IN BLOCK LETTERS)2. Enrollment No./ CET Roll No.(1<sup>st</sup> Year).....3. CET Rank (1<sup>st</sup> Year)\* ..... 4. Category of Admission\* ..... 5. Gender(M/F) .....

5. Programme /Course/Shift/Year.....

6. Father's/Mother's Name & Mob No. ....  
(IN BLOCK LETTERS)7. Correspondence Address with Tel. No. & e-mail .....  
(IN BLOCK LETTERS)

State.....Country.....Pin.....

8. Earlier stay in this Hostel (Yes / No)....., If Yes, then duration From .....To..... &amp; Room No.....

9. Marks Obtained (%)\*

S.No.	Exam Passed/ Program	1 <sup>st</sup> Sem.	2 <sup>nd</sup> Sem.	3 <sup>rd</sup> Sem.	4 <sup>th</sup> Sem.	5 <sup>th</sup> Sem.	6 <sup>th</sup> Sem.	7 <sup>th</sup> Sem.	Total
1.	12 <sup>th</sup>								
2.	B.Tech/BCA/ BBA/B.Ed								
3.	Any Other								

10. Attendance (%) in previous Sem. / Year (old residents): (a). (I/ III/V / VII sem.)..... (b). (II/IV / VI/VIII sem.).....

11. No. of repeat / back in previous Sem/Year (if any) .....

Date :

Place :

.....  
(Signature of Applicant)**Verification by the HOD:-** (Please verify the marks obtained, Attendance and number of repeat in the previous sem. / year of above student)

Remarks.....

.....  
(Signature of HOD)

\*Attach proof

For Office use

# **The SOPs for the Students and Staff members.**

(Subject to change based on an updation on the guidelines issued by Government and relevant agencies)

**\*\*Student planning to join the Hostel will be required to submit the consent form to the hostel office.**

## **Basic Guidelines**

1. Monitoring body temperature
2. Mandatory to wear mask.
3. Frequent washing of hands with soaps & sanitizers
4. Always maintain physical distancing-6ft minimum
5. Seeking medical help as deemed fit.

## **Pre-requisite**

- All staff of the hostel must receive both the doses of Covid – 19 vaccine(s) at earliest.
- Both doses of COVID – 19 vaccines are essential for students entering in the hostel, but ensure that student have at least one dose of vaccine.
- Students and staff living in containment zones shall not be allowed to join the hostel.
- Students and staff are advised not to visit areas falling within containment zones.
- The staff and students are encouraged to download the 'AarogyaSetu App'. Compliance with social distancing norms is the most effective preventive measure. Hence, every individual within the premises is expected to observe social distancing by maintaining interactive distance with other individuals between 1-2 meters.

## **Hygiene practices**

- Students and staff must understand the importance of wearing a mask.
- They should ensure that there are no gaps on either side of the mask; adjust to fit.
- They should cover their mouth and nose with their upper sleeve or a disposable tissue when they sneeze or cough
- They must dispose the used masks and tissues properly in the designated closed bins only.
- While in use, they must avoid touching the mask & not let the mask hang from the neck.
- Face shield can be used as an additional protection along with a regular mask.
- Face shield covers the forehead, extends below the chin, and wraps around the side of the face.
- The face shield must be positioned over the face and secured on the brow with the head band and must be adjusted to fit comfortably.
- Students are advised to avoid moving around in the campus unnecessarily.
- They must sanitize their hands using liquid soap or sanitizers.
- They should carry good quality personal hand sanitizer and sanitize their hands once in every hour.
- Students may prefer to wear the recommended hand gloves.

## **Social distancing**

- All those who enter the campus shall maintain physical distancing strictly.
- In open areas, maintain physical distance by using marked areas throughout the campus as a guide.
- Maintain physical distancing in meetings by marking the positions for attendees.
- All students and staff must sanitize their hands and maintain 2-3 feet physical distance while entering the elevator and while using it.
- It is recommended to use the staircase with appropriate physical distancing, whenever possible.
- 3 feet physical distance should be maintained by the students in the campus during the utilization of library services / canteen services.
- Students, faculty and staff should maintain physical distance while waiting in the queue in canteen and bank.
- Maintain minimum 10 to 12 feet distance between the teacher and the first-row students to avoid respiratory droplets while teaching.
- It is advised to schedule campus visit only for 50% of the total class strength to maintain the physical distance as per the Government guidelines.
- Do not shake hands or exchange physical greetings.
- Limit the number of interactions physically wherever possible.
- Limit the visits to crowded areas.
- Gatherings or meetings are to be discouraged.
- Stay virtually connected to students through virtual meeting tools, whenever possible and not to move or gather in a room.

## **Corridor**

- All staff, students and visitors must wear masks at all times when they are on the campus.
- All students and staff must download the AarogyaSetu app and must self-assess themselves every day.
- Students and staff must maintain a physical distancing of a minimum of 2m while moving in corridors and staircases.
- All staff, students and visitors are suggested not to touch any railings wherever possible and have to carry their own sanitizers for use when needed.
- In case any staff or student tests positive, he/she must be kept in isolation as per the government norms. He/she shall not be allowed to work until certified negative. People in contact with the infected person need to be in self quarantine for 14 days.
- All staff, students and visitors must go through thermal screening before entering the hostel.
- All staff, students and visitors must sanitize their hands before using the facilities.
- Students and visitors should follow the Elevator etiquette while using it.
- All users should sanitize their hands before & after using the washrooms, and leave the washrooms clean
- Users should follow the queue during the lunch break maintaining a physical distance of 2 m distance to each other.
- Students should avoid crowding & chatting with friends

### Canteen/ Mess

- As far as possible avoid eating outside food. In case of necessity, follow protocols.
- Maintain social distance, stand in a queue
- As far as possible, make use of electronic payment methods.
- Stand in a designated place, earmarked with distances.
- Use sanitizer that you carry.
- Never remove your mask.
- Avoid crowding around shops.
- Avoid eating in a crowded place, carry eatables to your rooms if you are a hostel student.
- All regular users should follow the staggering time while using the canteen.

### Playground

- Mask is mandatory for all the people working in the playground and open areas.
- People working in the open areas should ensure to maintain physical distancing as per norms.
- Sporting activities in the playgrounds will be resumed in a phased manner with an initial phase of small groups consisting of 5-10 persons and those performing activities in a non contact manner shall maintain the physical distance.
- Every person entering the playground / open areas shall be screened before being allowed access to the common field - of - play / training facilities.
- Hand-Hygiene facilities shall be made available adjacent to the field for use as and when necessary.
- Personal training equipment carried by a player shall be disinfected before putting into use.
- Large meetings /gatherings in the open areas are prohibited.
- The people playing in the ground should boost their immunity by following healthy food, habits. They should exercise regularly to maintain fitness and to develop resistance against the virus.
- Sharing of accessories between the players should not be allowed.
- If any player is unwell during the playtime he or she should be taken to the isolation centre and necessary treatment should be provided by the health centre.
- **Indoor sports/games are fully restricted and hence residents will not be allowed.**
- In the case of sports like badminton users must bring their own racquets, corks, etc to avoid transmission of the virus.

**Our aim is creating ways and measures that would ensure that the work environment is safe & free from COVID 19.**

**Thanks and Regards**

  
**Prof(Dr.) Rachita Rana**

**Director, MSI**