



Standard Operating Procedure and Rules for Joining the Hostel Accommodation for Students of Himachal Pradesh National Law University, Shimla

Scope of the Procedures

This procedure is applicable to all the residents of Hostels provided by the Himachal Pradesh National Law University, Shimla. The procedures in this SOP are applicable in addition to the Himachal Pradesh National Law University Hostel and Discipline Regulations, 2019.

The procedures herein are mandatory and in furtherance to self-regulation and discipline to be maintained by the students in view of the ongoing COVID-19 pandemic.

Definitions

Hostel – refers to accommodation provided by the University for the purpose of lodging the residents of the University.

Hostel Staff – includes any member employed or contracted by the University for any work associated with the upkeep of the hostel accommodation.

COVID-19 Protocols – refer to the protocols issued by the Government of India, the Government of Himachal Pradesh, University Grants Commission, and the Bar Council of India from time to time with respect to the practice and conduct of students and staff in educational institutions.

Procedures Applicable in the Hostel Premises

1. All students will be provided one each of the following items from the University –
 - a. Bed
 - b. Study Table
 - c. Chair
 - d. Almirah
 - e. Curtains
2. All residents must bring/ purchase the following items –
 - a. Mattress
 - b. Bedsheet and Bed Covers
 - c. Blankets
 - d. Pillow
 - e. Bucket and Mug
 - f. Lock and multiple keys for Rooms
 - g. COVID-19 Protocol items – Masks, Sanitisers, and Thermometers
3. COVID-19 Protocols and Measures of Safety and Hygiene –



- a. All residents must submit a copy of the certificate of the vaccination to the office of Registrar/ DSW.
- b. All residents must follow the Governmental protocols with respect to social distancing.
- c. All residents must download the Arogya Setu App in their phones and check their status of immunity. The residents may be asked to submit their status to the University as the University may deem fit.
- d. All residents must comply with the COVID-19 Safety Protocols during entry and exit into and from the hostel respectively.
- e. All residents are expected and directed to maintain cordial and cooperative approach with the designated staff (Chowkidars, Caretakers, etc.) in maintaining the COVID-19 Protocols and during any procedural health related follow-up associated with COVID-19 Protocols.

Explanation – Procedural health related follow-up includes thermal scanning, checking whether the student is wearing mask or not, checking the status of rooms and cleanliness thereof, obtaining prior medical records, and any other necessary direction or guideline(s) issued by the international and national authorities in this regard.

- f. Student gathering in the rooms and corridors of the hostel accommodation, *en-masse*, is generally prohibited and students must show self-discipline in maintaining the COVID-19 Protocols for safety of themselves and others.
- g. All the equipment used for protection against the COVID-19 such as masks, or bottles of sanitisers must be disposed off properly into the dustbins.
- h. Students showing any symptoms of COVID-19 must report to the Wardens of the respective hostel immediately.
- i. Students showing symptoms shall be immediately shifted to the Isolation Room. The parents/ guardians shall be informed, and they will have to make arrangements for the travel of their wards to home or medical facilities, as deemed fit, within two days of providing the information by the concerned authorities.

Procedures Applicable in the Canteen and Dining Area

1. The residents are advised to take their meals at the designated times in the designated area.
2. The residents should not gather *en-masse* in the dining area.
3. The residents are advised to carry sanitiser bottles with themselves to the dining area.
4. The residents must wear a mask while entering the dining area and during their stay in the dining area. The masks can be removed while eating the meal.



Miscellaneous Procedures Applicable for the University Students and Interaction with Staff

1. The residents must comply with the COVID-19 Safety Protocols while interacting with any staff member of the University both in the University Campus and the Hostel Accommodations.
2. The students must maintain social distancing while interacting with any staff member of the University both in the University Campus and the Hostel Accommodations.
3. The students are advised to interact with any staff member of the University through telephonic medium and minimise physical interaction to the extent possible.
4. The students are advised to use sanitisers before and after interaction with any staff member of the University.

Dress Code for the Students – The dress code shall be mandatory for the students on Monday, Tuesday, and Thursday.

The uniform shall be as following: -

Sr. No.	Common uniform for Girls and Boys	Optional uniform for Girls only
1	Black Trouser	White Suit
2	White Shirt	Black Coat
3	Black Tie	Black Shoes
4	Black Coat	Black Socks
5	Black Shoes	Black Dupatta
6	Black Socks	Black Cravat

Timeline and Procedure of Entry into and Allocation of Rooms in the Hostels

1. The students may enter the Hostel Premises on and from the afternoon of 02.04.2022 (Saturday).
2. No request for early entry into the hostel premises will be entertained.
3. The students shall come to the University Campus before moving to the hostels. The students shall be allowed to enter the hostel premises only after completion of the procedure in para-4 below.
4. The students are required to fill a receipt (to be obtained from the Establishment Department) and get it verified from the Dean Academic Affairs, Accounts Department, and Dean Students' Welfare in the respective order.



5. The receipt shall be submitted to the respective warden of the Hostel and the student must retain their copy of the receipt.
6. The Undertaking along with the SOP here and the COVID-19 vaccine certificate shall also be submitted to the respective warden.
7. The residents are advised not to make immediate request for change in the rooms allocated and the requests will be taken up eventually by the respective warden, on needs basis.
8. For ease of reference, the Google Map location of the Dhama Retreat Boys' Halls of Residence and Agastya Boys' Halls of Residence is attached with this SOP. The students may move to the respective Halls of Residence after completion of procedure on part of the University Administration.



Undertaking by the Parents/ Guardians

On

Health Status of Resident

I _____ (Name of the Parent/ Guardian),
do hereby undertake that my ward _____
(Name of Hostel Resident) is medically fit. I have no objection with the stay of my ward in the
_____ (Name of the Hostel) and
do hereby further undertake that in case my ward is found symptomatic with the COVID-19
symptoms, the information shall be shared with the concerned authorities immediately.

Name of the Guardian : _____

Name of the Resident : _____

Date : _____

Place : _____

Signature of Resident : _____

Signature of Guardian : _____



Undertaking by the Parents/ Guardians

on

Fees and Financial Dues towards the Semester of Resident

I _____ (Name of the Parent/ Guardian),
do hereby undertake that against the candidature of my ward
_____ (Name of Student),
Enrolment No. _____, and Batch _____
no fees is due. In case any fee is due, my ward shall not be allocated the accommodation and
would not be permitted to attend the classes.

Name of the Guardian : _____
Name of the Resident : _____
Date : _____
Place : _____
Signature of Resident : _____
Signature of Guardian : _____



Google Map Route of the New Boys' Hostel

The following map represents the route to the Dhami Retreat Boys' Halls of Residence (Point 2) and Agastya Boys' Halls of Residence (Point 3). Point 1 represents the University Campus and the Point 2 & 3 represents the geographical location of the Halls of Residence respectively.

