



NOTICE

Subject: Standard Operational Procedure (SOP) for entry of visitors in the University premises. -reg

1. Visitor means employees / retired employees / family members of employees / guests of the employees / outsourcing staff / Shopkeepers / vendors / contractors etc.
2. Wearing of face mask is mandatory for all Visitors.
3. All visitors will download the Aarogsetu app. in their mobile
4. All visitors should maintain social distancing at least 1 (one) metre at the entrance of the gate.
5. All Visitors will fill the "Self Declaration Form" at entry gate of the University. The self-declaration form may also be downloaded from the University website.
6. Only asymptomatic visitors will be allowed inside the University premises.
7. Visitors are allowed in the campus with the prior permission only.
8. Employees of the University who are residing outside the campus will fill the self-declaration form once and in case of change in any of its parameters they will inform to the Security/Administration. All other visitors will fill the self-declaration form on daily basis.
9. In case any visitor status found as "Yes" in the "Self Declaration Form" at serial no. 7 to 11, the security personnel may contact the Administration for further directions.
10. Security Department will give the running serial number to each Self Declaration Form".
11. The Security department will share the visitor (s) information to the respective Department/Section/School/Centre head on day-to-day basis and will maintain the record and retain the same confidentially.

Dr. Pramod Kumar
(Registrar)

Copt to:

1. Chief Security Officer
2. All Concern
3. Director, CIS with the request to upload the Notice on JNU website / e-office.



Form No:

SELF DECLARATION FORM

Date:

1.	Name of the Visitor		Gender/Age	
2.	Present Residential address & Mobile number		Does your residential area come under containment zone (Yes / No)*	
3.	If employee of JNU, Mention Designation & Emp. Id:		Place of Work	
4.	Purpose of the Visit & whom to meet with address and contact number?			
5.	Have you downloaded Aarogya Setu App? (Yes/No)		In case "No", please mention reasons	
6.	Status of the Aarogya Setu App (mention safe /un safe)		In case Unsafe*, please mention details	
7.	Have you visited outside Delhi in last 14 days? (Yes/No)		In case "Yes", please mention details	
8.	Has any of your family members been affected with Covid-19? (Yes/No)		In case "Yes", please mention details	
9.	Have you been in close contact with suspected/ Covid-19 positive patient (s)? (Yes/No)		If "Yes" please, mention details	
10.	Have you been quarantined by authorities in the recent past? (Yes/No)		In case "Yes", please mention details	
11.	Are you having symptoms like Fever/ Cough/ Shortness of Breath/ Runny Nose/ Headache/ Sore Throat. (Yes/No)		In case "Yes," please mention details	

*If the visitor is a resident of the Containment Zone / unsafe status of Aarogya Setu App, he/she will not be allowed to enter the University campus.

Note: Accompanying person (s) with the visitor is/are required to submit separate declaration form.

Visitor's Body Temperature: _____
(as recorded by the Security staff)

(Signature of the Visitor)

(Signature of the Security Personnel)

Name: