



**ASPEE SHAKILAM BIOTECHNOLOGY INSTITUTE**  
**NAVSARI AGRICULTURAL UNIVERSITY**  
**GHOD DOAD ROAD, ATHWA FARM,**  
**SURAT-395 007**



**Dr. R. M. Patel**  
**Principal and Dean**

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No.NAU/ASBI/UG-Reopen/169-70/2021

Date: 22/01/2021

Read:

1. Circular from GOG regarding opening of Higher Education Institutes after COVID-19 pandemic No. CORONA/102020/06052020/kh-1/Sachivalaya, Gandhinagar; Dt: 07/01/2021
2. Letter of the Registrar, NAU, Navsari No. NAU/REG/EXAM/T-5/225-243/2021; Dt: 08/01/2021
3. Letter of the DSW, NAU, Navsari No. NAU/DSW/T-1/85-89/2021; Dt: 11/01/2021
4. Circular from the ASBI, NAU, Surat NAU/ASBI/Academics/78/2021; Dt:11/01/2021

**Circular**

As per the directives received vide above refereed letters, the concern final year (8<sup>th</sup> Semester) B. Tech. Biotechnology students of ASPEE SHAKILAM Biotechnology Institute, NAU, Surat had already informed to submit their consent for offline education on and before 22.01.2021. The students can voluntary opt to join the institute but will have to submit a written attached consent duly signed by the respective student and his/her parents, in the prescribed proforma to the institute administration on and before 27.01.2021. At the time of joining the institute, students have to submit rapid COVID-19 test report atleast 72 hrs prior to joining the institute. Only COVID-19 test negative students will be allowed to join the offline mode of education. The students must have to follow the following instructions.

- The students must strictly follow Standard Operating procedure (SOP)/Guidelines pertaining the COVID-19 issued by the government from time to time.
- The students must adhere the new normals like wearing mask, maintaining social distance, maintain hand hygiene by washing and sanitizing the hand regularly. The students should bring all the stationary related to materials their own and sharing of material is strictly prohibited.
- In case of any unfavorable symptoms, the students must report to the rector/assistant rector/advisor/faculty or class representative to prevent any spread of disease. If any student test positive while staying in hostel or offline education, the close contact students should get self-quarantined and symptomatic ones to be tested immediately.
- The students may avail the facility of the hostels by providing undertaking (see the attached format) at the time of possession of hostel.

  
Principal and Dean

**CFWCs: For Information please through email:**

1. The Registrar, NAU, Navsari
2. Directorate of Student Welfare, NAU, Navsari

**Copy Forwarded for Information and Necessary action:**

1. The Rector and Assistant rectors of hostels (Boys and Girls)
2. All the faculties of ASBI NAU, Surat
3. All the students through email





### UNDERTAKING (With Hostel)

I undersigned, Mr./Miss./Mrs. ....  
Reg. No. ....pursuing B. Tech. (Biotechnology) degree in  
..... semester at the ASPEE SHAKILAM Biotechnology Institute, NAU, Surat. As a  
residential college, I have been allotted Room No. .... at Boys/ Girls Hostel of  
ASPEE SHAKILAM Biotechnology Institute, NAU, Surat-395007. I am aware that the COVID-  
19 is recognized as pandemic by WHO and thus, Central as well as State Government has  
declared the guidelines pertaining to precautions to be taken by all higher educational institutes  
to prevent the spread of Novel Coronavirus. I have also informed my parents/guardian about the  
seriousness of the virus and they too are well aware of it. However, as per the instructions of  
Government of Gujarat and Navsari Agricultural University, Navsari, I have decided to stay in  
the hostel to accomplish my academic work with the kind permission of my undersigned  
parent/guardian. Thus, I am requesting you to permit me to stay in hostel. I declare with my  
consciousness that I will follow and strictly adhere to all the precautionary measures and  
guidelines as declared by the Government and hostel authority from time to time. I must not  
leave the University campus unnecessarily to maintain the social isolation and also will not  
encourage other student(s)/person(s) to visit my room for gathering/interacting. Further, I take  
my sole responsibility for any harmful effect of the virus on my health and will inform to the  
Hostel Rector immediately, if any symptoms pertaining to the health will appears.

I understand that violation of these guidelines shall lead to disciplinary action against me.

**Place:**

**Date:**

Students Rapid COVID Test (Fresh)	:	Positive	/	Negative
Date: (attached report)				

Name of the student:		Name of the parents/guardian:	
Signature of the student:		Signature of the parents/guardian:	
Student's mobile No:		Parents/guardian mobile No.	
Student's WhatsApp No:		Parents/guardian WhatsApp No:	
E-Mail Address:		E-Mail Address:	
Residential address (full)			





### UNDERTAKING (Without Hostel)

I undersigned, Mr./Miss./Mrs. ....  
Reg. No. ....pursuing B. Tech. (Biotechnology) degree in  
..... semester at the ASPEE SHAKILAM Biotechnology Institute, NAU, Surat. I am  
aware that the COVID-19 is recognized as pandemic by WHO and thus, Central as well as State  
Government has declared the guidelines pertaining to precautions to be taken by all higher  
educational institutes to prevent the spread of Novel Coronavirus. I have also informed my  
parents/guardian about the seriousness of the virus and they too are well aware of it. I declare  
with my consciousness that I will follow and strictly adhere to all the precautionary measures  
and guidelines as declared by the Government and the University authority from time to time.  
Further, I take my sole responsibility for any harmful effect of the virus on my health and will  
inform to the institute authority immediately, if any symptoms pertaining to the health will  
appears.

I understand that violation of these guidelines shall lead to disciplinary action against me.

**Place:**

**Date:**

Students Rapid COVID Test (Fresh)	:	Positive	/	Negative
Date: (attached report)				

Name of the student:		Name of the parents/guardian:	
Signature of the student:		Signature of the parents/guardian:	
Student's mobile No:		Parents/guardian mobile No.	
Student's WhatsApp No:		Parents/guardian WhatsApp No:	
E-Mail Address:		E-Mail Address:	
Residential address (full)			





**Standard Operating Procedure (SOP)/ Guidelines to be followed by the students, permitted to stay in the Hostel**

All the UG students of ASPEE SHAKILAM Biotechnology Institute, NAU, Surat are informed that they have to strictly adhere the following instructions to prevent the spread of pandemic Novel Coronavirus (COVID-19).

1. It is compulsory to submit the duly signed (parent and student) prescribed undertaking from.
2. Permitted students must abide to follow the guidelines pertaining to precautions to be taken by individual(s) to prevent the spread of virus as declared by the Government and the University from time to time.
3. Students coming from COVID-19 containment zone will not be permitted in the hostel in any circumstances. Any deceptive/misleading information in this regard is a violation of Epidemic Diseases Act, 1897 (Any person disobeying any regulation or order made under this Act shall be deemed to have committed an offence punishable under section 188 of the Indian Penal Code (45 of 1860)).

**With reference to COVID-19, the guidelines issued by Government and University authorities are summarized below:**

1. It is compulsory to download "Arogya Setu" mobile application (NIC e-Gov Mobile Apps) in the mobile and should be updated at regular intervals.
2. It is mandatory to **use face mask and maintain social distance** at atleast 2.0 meter between the individuals, especially while working in classrooms and laboratory as well as in the hostel premises.
3. It is **compulsory to maintain hand hygiene** at regular intervals while working in classrooms and laboratory as well as in the hostel premises.
4. Each student **must have soap/sanitizer** in the hostel for maintaining hand hygiene at two-hour interval especially before breakfast, lunch and dinner.
5. Avoid unnecessary physical contact with metals like door/window handles, staircase, grills, water cooler, laboratory equipments, office furniture etc.
6. To check body temperature thermometers are made available with the hostel care taker, in case of symptoms of sickness, sneezing and fever one must inform care-taker/Hostel Rector immediately.
7. Every student **must keep/wear college "Identity Card"**.
8. A Spitting and throwing of waste in the Institute premise is a punishable offence.
9. Students must keep themselves updated with recent guidelines from the Government and University.



10. Student must **not leave the Institute campus unnecessarily**, without prior permission from the Hostel Management / Rector / Assistant Rector of the concerned hostel.
11. Students must **avoid gathering / interacting** in close groups in the hostel as well as the Institute premises.
12. Visitors from outside will not be permitted in student's Hostel Room.
13. Food Facility will be provided by the Hostel Management; however, students should have their own dish, glass, spoon etc.
14. During lunch/dinner time, students will have to collect the food from the mess counter by maintaining the social distance. Thereafter, students should eat their meal in their own rooms only. In any circumstances, lunch/dinner will not be allowed in the dining hall. All the students must maintain cleanliness after having lunch/dinner in the hostel premises.
15. It is our moral responsibility to cooperate in the **fight against COVID-19**, while protecting our life and doing our duties.

**Important:** If any student is found to violate the above mentioned guidelines, it will be considered as violation of Epidemic Diseases Act, 1897. In such condition, he/she will be expelled from the University or punished, as decided by the University authority.

Sd/-  
Hostel Management  
ASPEE SHAKILAM Biotechnology Institute  
Navsari Agricultural University  
Surat-395007

