

## **Guidelines for allowing visitors/vendors/technicians etc. for short duration to the campus**

The government authorities have now relaxed many conditions as the nation has moved out from lock down 4.0 into unlock 1.0. People can now operate businesses and government offices are now allowed to work with full capacity. IIT Mandi has also now allowed all its employees to return to work. It is now imperative that we may have to allow professionals who may want to provide technical support for the maintenance of equipment, service providers and other short-term visitors. We may also have to allow candidates for attending interviews and experts for conducting interviews. This document provides the basic guidelines on handling short visitors to the campus as per the decision of Dean's committee dt. 17.06.2020. Nevertheless, due caution should be maintained.

1. Any visit to the campus should be with prior approval only.
2. Permission should be granted to visitors only for essential purposes such as repair of equipment, water purifiers, etc.
3. Concerned section heads such as wardens, chairs of schools, coordinators of centres can give the permission, for those who are coming from within the Mandi district.
4. Any visitor from outside the Mandi district should apply to the [tfccovid19@iitmandi.ac.in](mailto:tfccovid19@iitmandi.ac.in) using the form available in [intranet](#). The person inviting can share the application form with the prospective visitor and recommend the visit. Purpose of the visit should be justified by the person inviting. Dean (students) will approve the visit of short visits of students while Registrar will decide on others.
5. The visitor may be allowed to enter the campus by showing the hard/soft copy of the approval.
6. The visitors should report to the security post at the entrance of North / South campus only and go nowhere else in the campus. The visitor will be guided to the destination by the security guard with intimation to the host. The host will arrange and depute an escort for the entire duration to accompany the visitor from the Main entrance security post. On completion of work, an escort will again accompany the visitor to the security post.
7. The visitor should have Arogya setu app installed on the phone and should have the status to move and should show the same to the security.
8. The visitor should not have any flu like symptoms, while visiting the campus.
9. Security staff at the entrance of the campus will maintain a register with the details of the visitor and record their body temperature. If any visitor is having temperature over prescribed limit/fever, he will not be allowed to enter and the host will be intimated by security staff. .
10. Typical duration of the visitor should be as short as possible, maximum few hours.
11. The visitor should wear face mask & gloves and follow all the guidelines to prevent the spread of Covid-19.
12. The visitor should visit only the section concerned and should not roam around within the Institute, especially common areas such as mess and canteen. The host should ensure the same.
13. The visitor should report to the security post on exiting the campus.