

**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
THIRUVANANTHAPURAM**

**CIRCULAR  
COVID PROTOCOL MEASURES**

Dated:19.02.2021

As directed by NCHMCT, Noida circular dated 28th December 2020 and State Government instructions, the Institute will commence practical classes for Third Year BSc students from 22nd February 2021.

1. It is mandatory for the students to install the Aarogya Setu App and to keep Bluetooth and Location app in the ON mode, at all times during their stay.
2. Students are required to follow the rules laid down by the Government of Kerala with regard to COVID PROTOCOL measures as regard to quarantine and tests.
3. Students are to submit
  - a. Letter of consent from Parent /Guardian
  - b. Self-declaration form (available at the Institute) on the first day of reporting to the Institute.
4. Self-monitoring of health must be done by all and any illness must be reported at the earliest to the class coordinators. **Asymptomatic students only** will be allowed inside the campus
5. Student vehicles are **NOT** allowed inside the campus.
6. Students are required to wear the Institute ID card at all times.  
(Those who do not have ID card may bring to passport size photographs and submit to office along with their request which may be dropped in the box provided at time office).
7. Thermal scanning will be done at the entry points.
8. Hands must be sanitized at the entry points and as required.
9. Cooperate with the security personnel to complete the necessary formalities with regard to thermal scanning, sanitization and security check.
10. Use of face covers/masks is mandatory.
11. Sneeze and cough etiquette must be followed.
12. Physical distancing of at least 6 feet is to be followed.
13. Students are to report directly to the respective departments as per time table **only at the scheduled time.**

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14. Students are not permitted to gather in common areas. Congregation of more than three persons are discouraged
15. Minimize movement in the campus and main building. Students will not be allowed to roam inside the campus (e.g. Academic area, Library, Computer Lab, etc.) without justified reasons.
16. No personal enquiry to be made at the Academic Office/Administrative office. Any enquiries may be done through email ([principal@ihmctkoyalam.org](mailto:principal@ihmctkoyalam.org)) which will be responded in 1 days' time (working day).
17. Day scholars are not allowed to stay in the campus after their class timings
18. Day scholars are prohibited from entering the hostel
19. Lunch will be provided to students (free of cost). Tea / Snacks will be provided on payment basis. Students are to avoid sharing of food and beverages with others
20. Students attending Food Production Practical are required to bring tiffin box to carry back the food prepared in the afternoon session.
21. All students are requested to bring their own water bottles which can be filled from the Institute.
22. It will be the responsibility of the student and parents to ensure compliance to all the rules/regulation related to COVID-19 protocol.
23. Violation of the COVID 19 protocol is punishable as per the Disaster Management Act. The Institute will not be responsible for the Consequences.
24. The Institute reserves the right to expel any student from the Hostel if the student does not follow the above rules and other restrictions/advisories issued by Government of India / Govt. of Kerala/ Institute.
25. Hostel facility is provided for both Boys & Girls if required. (Refer Hostel Special Rules)
26. Application form along with payments details of fees for hostel had to be sub mitted to the Institute office on or before 15<sup>th</sup> February, 2021 for 1<sup>st</sup> batch and 10.03.2021 for 2<sup>nd</sup> batch .

PRINCIPAL

**INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY  
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**SELF DECLARATION FORM  
COVID PROTOCOL MEASURES**

I, .....(name), roll number .....  
hereby declare that i have read and understood the covid protocol  
measures laid down by the Institute (dated:19.02.2021).

I have followed the Covid Protocol Measures laid down by the  
Government of Kerala.

I hereby undertake to follow the instructions laid down by the  
Institute.

Date:

Signature of student

Name of student :