



Corporate Office : ALLEN Career Institute, "SANKALP", CP-6, Indra Vihar, Kota (Rajasthan) - 324005
Ph. : +91-744-2757575
website : www.allen.ac.in e-mail : info@allen.ac.in

COVID-19 Standard Operating Procedure (SOP)

1. Physical distancing is to be maintained as per the institute's guidelines.
2. Crowding inside the campus, shaking hands, maintaining close contact with your friends will not be permitted at any Point.
3. Use of face covers/masks is mandatory at all times at institute premises and even while coming to institute by any mode of transportations.
4. Please dispose off your used mask/face cover, tissue papers properly.
5. Wash your hand frequently even when hands are not visibly dirty.
6. Use of alcohol-based hand sanitizers can be done wherever feasible.
7. Students should bring their own sanitizer, towel, water bottle and food items from home.
8. Avoid exchange of drinking water bottles, textbooks, stationary items and food items
9. Spitting is strictly prohibited anywhere inside the institute premises.
10. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
11. Self-monitoring of health by all and reporting any illness at the earliest. Avoid attending institute's classes if having symptoms like fever, headache, cough and cold.
12. Students with any symptoms of COVID-19 (sneezing, coughing, running nose, fever) will not be allowed to attend class and that the institute holds no responsibility in this regard.
13. In case of medical emergency related to COVID-19 primary medication will be provided by us with the help of administration and cooperation from hostel or PG owner till the arrival of parents or guardian which is expected at the earliest.

Very Important : Negative report of RT-PCR for COVID-19 is mandatory before entering into campus for Classroom Courses.(For those who are unable to get it done at home town, arrangements are made for them at Government Hospital /Dispensaries at Kota, but student should remain quarantined till report received at ALLEN)





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Consent Letter

(To attend offline coaching classes)

To,
The Director,
ALLEN Career Institute, Kota

Respected Sir,

I Father/Mother/Guardian
of my son/daughter, whose
ALLEN Form No. is

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 provide my consent, keeping in mind
the current COVID-19 situation, for sending my ward to study and seek
guidance/counselling at the coaching institute from date

Date:

Place:

Signature
(Father / Mother / Guardian)



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सहमति पत्र (कोचिंग में पढ़ने भेजने हेतु)

श्रीमान् निदेशक महोदय,
एलन कैरियर इंस्टीट्यूट, कोटा

महोदय,

मैं पिता/माता/अभिभावक मेरे/मेरी

पुत्र/पुत्री

जिसका एलन फॉर्म नं.

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 है, को दिनांक

से कोचिंग संस्थान में अध्ययन करने एवं मार्गदर्शन/परामर्श लेने हेतु कोविड-19 को ध्यान रखते हुए कोचिंग में पढ़ने हेतु भेजने की सहमति प्रदान करता/करती हूँ।

दिनांक :

स्थान :

हस्ताक्षर
(माता/पिता/अभिभावक)