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STANDARD OPEARTING PROCEDURES (SOP) – FOR REOPENING OF CLASSES FROM 17TH NOV 2020

Date: 10/11/2020

The SOP for starting offline classes at the Polytechnic level for Final Year Diploma students and doubt clarification classes for second and first years from 17th November 2020 includes the following –

The SOP has been designed and drafted considering the guidelines of UGC and State Government to ensure the containment of spread of COVID-19 Pandemic and to ensure safe teaching and learning process at the institution.

Generic Preventive Measures/COVID-19 Appropriate Behaviour

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in these places always:

- Physical distancing of at least 6 feet need to be followed as far as feasible.
- Use of face covers/masks is mandatory for both staff and students.
- Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- 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 of used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest.
- Spitting shall be strictly prohibited.
- Installation & use of Aarogya Setu App shall be advised wherever feasible

Modalities

- Final year students may also be allowed to join for academic and placement purposes, as per the decision of the head of the institution.
- Online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged.
- However, if required, students may visit their respective departments in a small number for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols

- Some students may opt not to attend classes and prefer to study online while staying at home. Institutions may provide online study material and access to e-resources to such students for teaching-learning.

Safety concerns

- To avoid the risk of transmission, the students, faculty and staff should be screened, and symptomatic ones be advised to get clinically assessed before allowing them to enter the campus.
- A policy is framed for restricting the outsiders/visitors to the campus, study tours, field works etc., keeping in mind the COVID-19 situation.
- All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
- Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are to be maintained at all places.
- The details of COVID-19 cell established by the institution be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.

Institutional Planning

- It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- Teaching hours in a day may be extended, as per requirements of the institution.
- Six-day schedule may be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- Depending on the availability of space in classrooms or learning sites, up to 50% students may be allowed on a rotation basis to attend the classes.
- Faculty should be trained for online teaching-learning practices
- The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.

Safety Measures at Entry and Exit Points

- Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.
- Monitoring of the entry and exit of the students should be done
- Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

Safety Measures during working hours

- Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- Wearing face cover/ mask is always a must and at all places inside the campus.

Safety measures inside campus

- Cultural activities, meeting etc. may be avoided. However, such extracurricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time
- Adequate arrangements for safe drinking water should be made on the campus.
- Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently
- Spitting in the campus must be made a punishable offence.
- Dustbins must be cleaned and covered properly

Institutional SOP

- Timings and Room allotment for different years is as under

Year	Days in a week	Timings	Room No
V sem – all courses	**Monday to Friday**	**10.00 am to 01.00 pm**	
CE			16
CP			234
CS			215
EC			216
AD&FT			218
ME			212

Year	Days in a week	Timings	Room No
III sem–all courses	**Monday & Wednesday**	**01.30 pm to 4.30 pm**	
CE			15
CP			213
CS			232
EC			204
AD&FT			219
ME			233

Year	Days in a week	Timings	Room No
I sem – all courses	**Tuesday & Thursday**	**01.30 pm to 4.30 pm**	
CE			14
CP			214
CS			203
EC			206
AD&FT			217
ME			231

- For Final year students off line/online classes and in the morning session only (temporary) and for second and first years students online classes only.
- Class timing 10 am to 1 pm
- Students are given grace of only 5 minutes for first hour only.
- Students are not allowed after 10.05 am onwards due to COVID-19 Pandemic and SOP for the morning session.
- Saturday online classes will be conducted for all the classes.
- Borrowing/ returning books from/to the library only with permission.
- No lunch/ Breakfast breaks are allowed during college working hours to the students as classes are conducted shift basis.
- Students must have lunch/breakfast at home before attending classes, in view of existing pandemic.
- Eatables are not allowed to campus in view of health and hygiene of students
- Do not share water or stationery with friends or classmates
- In case of any necessity or emergency may contact college Principal, Vice Principal, HODs, Coordinators or class teachers
- In case, a student wants to use the restrooms, allowed only with the permission of teacher maintaining the norms of COVID-19 pandemic.
- Proper care must be taken by the students personally while using restroom.
- Students should bring their own water bottles, preferably hot water and masks and sanitizers.
- Students should wear masks, maintain social distancing norms, head gear and sanitize themselves
- Students are required to produce parent consent form with signature of parent and student and COVID-19 negative report to enter the campus.
- Students are prohibited to sit or stand in groups in the classrooms, corridor, office, near canteen, parking lots, playground and other common facilities.
- Students must leave the campus immediately after the classes.
- Exit of the students would be class by class maintaining social distancing norms.
- Students are directed to bring fee receipt paid or admission order for the verification of your admission for the academic year
- Those who are opting for online classes, e-content will be shared in the website. Students can approach college for doubt clarification 2 days in a week with the prior permission of the Principal. Power point presentations and notes will be shared in the Microsoft teams.

- Students representatives as a class leader for monitoring the health issues in the class will be announced in the class

Students are directed to follow the decorum of the institution and all the guidelines mentioned in the SOP, else it will be treated as a criminal offense. Students will be held responsible for any negligence or irresponsibility.

Source: 1. UGC Guidelines for Re-Opening the Universities and Colleges, NOV 2020

2. State Government guidelines published in Newspaper

3. Institutional Guidelines

Principal
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