



STANDARD OPERATING PROCEDURE AND SAFETY GUIDELINES **(following COVID – 19 protocol)**

01. Only asymptomatic persons (Faculty, Employee and Students) to be allow in the campus.
02. Temperature check at entry gate.
03. Sanitize the hands before entering the campus. Everyone should bring their own sanitizer and utilise as and when required as per the Covid-19 rules.
04. Maintain physical distance of 2 meters (6 Feet) between persons anywhere in the campus including class room, laboratory, Corridors, Hostel and canteen etc.,
05. Wearing a mask is compulsory in bus, canteen, class room, hostel, waiting room examination hall/room, during teaching/guidance etc., throughout the day.
06. Entry of visitors should be strictly restricted / regulated.
07. Do's and Don'ts are displayed at all places.
08. Use only covered dust bins for medical and other waste in the campus.
09. Sanitize / wash hands frequently.
10. Encourage your friends to follow the safety Guidelines.
11. Sit in the bus as per seating plan given by Transport in-charge.
12. Cleanliness and hygienic conditions as per safety and health advisories of the concerned departments are to be maintained at all places.
13. Proper signage, symbols, posters etc., should be displayed at appropriate place to maintain social distancing.
14. Downloading of '**ArogyaSetu**' App may be advised for every staff and student of the college.
15. Opening all the gates of entry and exit and Avoid crowding at entry and exit points.
16. Senior staff should monitor the entry and exit. There should be proper marking with at least 2 meter distance where students stand while waiting for opening of the college gate. Exit of students and staff should permitted one by one only.
17. Students and staff having symptoms of fever, cough and cold should be either made to sit in a separate room.





18. Hand washing stations with facilities of liquid soap should be made available so that every student and staff can wash her/ his hand frequently.
19. Toilets shall be cleaned / disinfected after each use.
20. Proper sanitization of buses, other transport vehicles of the institution.
21. Sharing of items like note books, pen/pencil, eraser, water bottle, calculator etc., amongst students will not be allowed.
22. Ensure that the machinery / Equipments / work station in the laboratory have been disinfected, particularly touched surfaces before and after each use.
23. At any given point of time, there shall be 1/3 of the strength on the college campus and in hostels.
24. Hostel accommodation (Single room) shall be provided to the students who come from more than 100 KMs distance.
25. Hostel accommodation shall be provided only when the instructional class are conducted physically.
26. Pulse oximeter shall be provided to check oxygen saturation levels of any person.
27. If any faculty/employee/student is found to be symptomatic, he/she should be referred to nearest health centre immediately.
28. Disinfection of the premises to be taken up if any person is found positive.
29. A Taskforce has been constituted to monitor the situation for the students and staff on regular basis in the campus. Each HOD shall be responsible for his/her Block.
30. If any deviations from the above rules, a fine of Rs. 100/- per day will be imposed and viewed seriously.

Follow the Rules
Stay Safe and Stay Healthy

