



VET FIRST GRADE COLLEGE

Permanently Affiliated to Bangalore University, Recognised u/s 2(f) & 12 (B) of UGC Act)

#18, 14TH Main, J.P. Nagar II Phase, Bangalore – 560078

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

DATE: 10/11/2020

The SOP for reopening of classes from 17th November 2020 includes the following points. 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 in the institution.

Generic Preventive Measures/COVID-19 Appropriate Behaviour

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

- Physical distancing of at least 6 feet need to be maintained 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 are 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. Institution will provide access to e-resources to such students for teaching-learning.

Safety concerns

- To avoid the risk of transmission, the students, faculty and staff will be screened, and symptomatic ones be advised to get clinically assessed before allowing them entry into the campus.
- The college has prepared a policy for restricting the outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation.
- All such programmes and extracurricular activities has been avoided where physical distancing is not possible.
- Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are maintained at all places, including hostel kitchens, mess, washrooms, libraries, classrooms etc. whichever is applicable.
- The details of COVID-19 cell established by the institution is 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. The details are as under

| Sl.No. | Name | Designation | e-mail id |
|--------|----------------------|-----------------|--|
| 1 | Dr. R Parvathi | Principal | parvathi@vetfgc.edu.in |
| 2 | Mr. Narayanswamy S G | Vice Principal | narayana@vetfgc.edu.in |
| 3 | Mrs. Bharathi P S | HOD, B.Sc. FAD | bharathi@vetfgc.edu.in |
| 4 | Mrs. Prathima B J | HOD, Commerce | prathima@vetfgc.edu.in |
| 5 | Mrs. B Rammya | PG Coordinator | rammya@vetfgc.edu.in |
| 6 | Mr. Venkatesan R | BCA Coordinator | venkatesan@vetfgc.edu.in |
| 7 | Mrs. Lokeshwari D V | BBA Coordinator | lokeshwari@vetfgc.edu.in |

Institutional Planning

- It is 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 is followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- The colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.
- Depending on the availability of space in classrooms or learning sites, up to 50% students are allowed on a rotation basis to attend the classes.
- Faculty are trained for online teaching-learning practices
- The visitor's entry is 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.
- There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

Safety Measures at Entry and Exit Points

- Crowding is avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes is 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 is done.
- Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. is ensured at all entry points.
- Those having symptoms of fever, cough or difficulty in breathing are not allowed to enter.

Safety Measures during working hours

- Proper sanitization at all learning sites are ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) is 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. is clearly marked, keeping in view the norms of physical distancing. At least one seat is left vacant between two seats.
- Wearing face cover/ mask is a must at all times and at all places inside the campus.

Safety measures inside campus

- Cultural activities, meeting etc. are 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.
- Spitting in the campus is made a punishable offence.
- Dustbins are cleaned and covered properly

Institutional SOP

- Timings and Room allotment for different years is as under

| Year | Days in a week | Timings | Room No |
|---------------------------------|-------------------------|----------------------------|---------|
| Final year – all courses | Monday to Friday | 9:30 am to 12:30 pm | |
| V sem B. Com – A | | | 201 |
| V sem B. Com – B | | | 202 |
| V sem BCA | | | 206 |
| V sem B.Sc. FAD | | | 110 |
| V sem BBA | | | 104 |

| | | | |
|--------------|--|--|-----|
| III sem MCOM | | | 105 |
|--------------|--|--|-----|

| Year | Days in a week | Timings | Room No |
|------------------------------|-----------------------------|-------------------------|---------|
| II year – all courses | Monday and Wednesday | 1:00pm to 4:00pm | |
| III sem B. Com – A | | | 201 |
| III sem B. Com – B | | | 202 |
| III sem BCA | | | 206 |
| III sem B.Sc. FAD | | | 110 |
| III sem BBA | | | 104 |
| I sem MCOM | | | 105 |

| Year | Days in a week | Timings | Room No |
|-----------------------------|-----------------------------|-------------------------|---------|
| I year – all courses | Tuesday and Thursday | 1:00pm to 4:00pm | |
| I sem B. Com – A | | | 201 |
| I sem B. Com – B | | | 202 |
| I sem BCA | | | 206 |
| I sem B.Sc. FAD | | | 110 |
| I sem BBA | | | 104 |

- Class are conducted in batches. Final year student's in the morning session and second- and first-years students in the afternoon session.
- Morning session timings are from 9.30 to 12.30 PM and afternoon session timings are between 1.00 pm to 4.00 Pm.
- Students are given grace of only 5 minutes to first hour of class only. Students are not allowed after 9.35 am onwards due to COVID-19 Pandemic and SOP for the morning session. Students are not allowed after 1.05 am onwards due to COVID-19 Pandemic and SOP for the afternoon session.
- Online classes will be conducted for all the classes on Saturdays and Sundays.
- Borrowing/ returning books from/to the library is allowed only with permission.
- No Breakfast / lunch 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.
- Sharing of water or stationery with friends or classmates is strictly prohibited.
- In case of any necessity or emergency, students may contact college Principal, Vice Principal, HODs, Coordinators or class teachers.
- In case, a student wants to use the restrooms, he or she will be 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, head gear, maintain social distancing norms, 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 may seek counselling if necessary
Any students: Dr R Parvathi & Mr. Narayan Swamy S G
B. Com : Mrs. Prathima. B J
B.SC FAD: Mrs. Bharathi P S
BCA : Mr. Venkatesan. R
BBA : Mrs. Lokeshwari.D V
M.Com : Mrs. B. Rammya
- On campus on spot counselling is done session wise by the following team of faculty members
Morning – Mr. Rangaswamy. H T and Mrs. Mamatha S
Afternoon – Dr Sathyabhama B N and Mrs. Madhuri
- Students are directed to bring fee receipt paid or admission order for the verification of your admission for the academic year 2020-2021.
- Those who are opting for online classes, e-content will be shared on 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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