



## NOTICE

Sr.No/Principal/128 of 2021

21st October 2021

**To: All SE Students and All Teaching and Non-Teaching employees**

**Sub: Institute will reopen Offline from 25<sup>th</sup> Oct 2021.**

**Ref: University Circular No. AFF/ICC/2021-22/440 dated 16<sup>th</sup> Oct 2021**

**Director of Technical Education, Government of Maharashtra NO. Sankeern 2021/No.6/ Vishi  
- 3 dated 13<sup>th</sup> Oct 2021.**

With reference to the above subject matter and Order from University of Mumbai and DTE, we are pleased to announce that the Institute will reopen from Monday, the 25<sup>th</sup> Oct 2021 under prescribed guidelines from the University of Mumbai. Standard Operating Procedure for COVID appropriate behaviour in Colleges Affiliated to the University of Mumbai is attached for the everyone's reference including students and employees.

Kindly note the following:

- 1) Only those Students will be allowed entry into the campus who can produce Universal Pass issued by Government of Maharashtra or Covid Second Dose Vaccination Certificate.
- 2) It will be a 4-hour visit to Institute two days a week (time table will be shared by respective departments). No students will be allowed to linger around in the campus once the practical are over.
- 3) Any Student while on the Campus is unwell must report immediately to the Institute's authorities.
- 4) Face Masks. Covers is mandatory for all students and employees.
- 5) Spitting in strictly prohibited.
- 6) Social Distancing must be strictly followed while in the campus.
- 7) Under No Circumstance Canteen will be used by students. Students are required to carry their own light refreshments and water bottle with them.

Only Key points are mentioned above and hence students and employees are required to go understand the SOP thoroughly so that they do not breach any COVID Appropriate Behaviour while in the Institute Campus.

Further necessary instructions will be given to students by respective departments.

  
(Dr. B.K. Mishra)  
Principal

**Copy to:**

Vice Principal

Dean - R&D

Dean - SSW

All HODs

Controller of Examination

TPO

HOC

Librarian

Office Superintendent

Office Executive/Accountant/ERP/Server Room

**Standard Operating  
Procedure  
for COVID appropriate  
behavior  
in Colleges  
Affiliated to the  
University of Mumbai**

## **SOP for Main Entrances:**

1. Only those colleges/campuses/educational institutions are allowed to be opened, where the concerned local authorities have not imposed any containment restrictions.
2. Crowding should be avoided at entry/ exit points.
3. Staggered timings for entry and exit for different programs to be followed.
4. Students/staff residing in containment zones, should not be allowed to attend the colleges.
5. Main entrances to campus buildings to have mandatory hand hygiene (sanitizer dispenser, Elbow or foot operated) and thermal screening provisions.
6. Face masks/covers to be made mandatory for all the personnel, including students and staff at all times while on the campus.
7. Visitors with proper permission of the officer who they want to meet, should be allowed after proper temperature screening.
8. Only asymptomatic staff/students/visitors shall be allowed entry.
9. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the public.
10. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
11. 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.
12. Avoid touching any surfaces unnecessarily.
13. Spitting is strictly prohibited and will be accounted as an offence.

## SOPs at Work Place

1. All officers and staff / visitors /students to be allowed entry only with face cover/masks. The face cover/mask has to be worn at all times inside the office premises.
2. All officers and staff / visitors /students should be encouraged to install Arogya Setu App on their mobile phones.
3. Vaccination certificates of all the staff, faculty, students, and other associated personnel should be submitted to the Principal's office for record keeping.
4. Any non-vaccinated personnel should be strongly encouraged to get vaccinated (with both the doses). If needed, leave (half-day etc.) may be provided to staff members to undertake vaccination at the nearest vaccination centre.
5. Spitting to be strictly prohibited.
6. Specific markings may be made with sufficient distance to manage the queues where needed.
7. Meetings, as far as possible, should be done through video conferencing. Large physical gatherings continue to remain prohibited.
8. In a meeting, if conducted physically, seating in social distancing format, wearing masks should be adhered and appropriate hand sanitizing should be made available.
9. Proper disposal of face covers / masks / gloves left over by visitors and/or employees, students etc. in covered bins, shall be ensured.
10. Drivers of visitors using chauffeur driven vehicles would be required to seat in the vehicle at all times on the campus and should not be allowed to step out without valid reasons.
11. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which mentions that the temperature setting of all air conditioning devices should be in the range of 24-30<sup>0</sup> C, relative humidity should be in the range of 40- 70%, intake of fresh air should be as much as possible and cross ventilation should be adequate. This condition can change in the event a specific laboratory, room etc. is required to have specific environmental controls for the equipment, machines kept within.
12. Proper cleaning and frequent sanitization (at-least twice a day) of the workplace, particularly of the frequently touched surfaces and rooms (e.g., Conference/meeting rooms, library etc.) must be ensured.
13. Frequently touched surfaces such as doorknobs, computer keyboards, computer mouse, etc. should be frequently wiped with sanitizing mops.
14. Specific markings may be made with sufficient distances to ensure physical distancing in the premises which are frequently used by students for different purposes such as exam related issues, form submissions etc.
- 15. Any shops, stalls, cafeteria/canteen etc., outside and within the campus premises shall remain closed.**
16. Social distancing to be maintained in common places as well as classrooms. Students to be seated, while leaving alternate benches vacant. If needed, batches for imparting lectures/instructions may be created (without increasing the number of divisions)
17. It is advised that the first bench in the classrooms is moved back to ensure at least 6 – 8 feet gap between the lecturer and the students seated in front.
18. All research and post-graduate students in science and technology programs may be allowed to join as they are usually lesser in numbers.
19. A combined instructional module of both physical and online teaching should be followed for students attending classes physically as well as for students attending classes in an online mode.

20. Online study material along with access to e-resources should be provided to students who may wish to opt for online study.
21. Official activities such as filling of admission forms, examination forms, fees payment, scholarships disbursal etc. must be enabled in an online format by the college administration.
22. Extra-curricular activities such as sports may be allowed where physical distancing is feasible. Contact sports should be avoided. Swimming pool, wherever applicable shall remain closed.
23. Cultural activities should be avoided.
24. Buses, or institution vehicles should be properly sanitized before and after every trip.

#### **SOP on noticing covid symptoms/positive cases**

1. It is strongly recommended that the college management ensures availability of a medical practitioner on campus during the work hours. Minimally, access to a medical practitioner should be enabled by the college authorities.
2. In case of noticing a symptomatic individual. place the un-well person in a room or area (pre-identified) where he/she is isolated from others at the workplace. Provide a mask/face cover and arrange for an examination by a doctor.
3. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline to arrange for sample collection for testing for covid-19.
4. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
5. The management of cases and contacts will be done as per the existing protocol prescribed by NCDC  
(<https://www.mohfw.gov.in/pdf/FinalGuidanceonMangaementofCovidcasesversion2.pdf> and <https://ncdc.gov.in/showfile.php?lid=570>)
6. If there are one or two cases reported, the disinfection procedure will be limited to places/areas occupied and visited by the patient in past 48 hours and work can be resumed after disinfection as per laid down protocol
7. In case of larger number of cases are being reported at the workplace, the whole block or building, as the case may be, should be disinfected and till such time that the disinfection is completed, should be temporarily closed for working.