



Parvatibai Chowgule College Of Arts And Science (Autonomous)

NOTICE TO STUDENTS

Third Year Practicals, PG Theory and Practicals will be conducted on Campus from 20th September, 2021. You are requested to submit a copy of Covid Vaccination Certificate to the Head of the Department.

SOP's attached are to be strictly followed.

16th September, 2021

Dr. Shaila R. Ghanti
Offg. Principal



Parvatibai Chowgule College of Arts and Science

STANDARD OPERATING PROCEDURE ON PREVENTIVE MEASURES TO CONTAIN SPREAD OF COVID-19

In accordance with the decision taken by Parvatibai Chowgule College of Arts and Science (Autonomous) it is hereby informed to all concerned that Standard Operating Procedures (SOPs) for resumption of functioning of College after COVID-19 Lock down have been promulgated as mentioned below. These SOPs describe model conduct within College premises, guidelines on personal hygiene and precautionary measures to be undertaken to prevent spread. Separate SOPs for students, faculty and staff, Security & Housekeeping staff, Vendors, Parents and Visitors have been prepared. Objective of these SOPs is to prevent spread of COVID-19 & safeguard all stakeholders from any kind of health hazard. Therefore, strict compliance of the same shall be observed. This notification comes into effect from the date of its issue.

These guidelines have been formulated in accordance to the guidelines as issued by National and State authorities such as MHA, Goa University and Directorate of Higher Education, Govt. Of Goa.

These SOPs are divided into two parts, **General Guidelines as applicable at the parking lots, College main entrance area and entire campus** and **Guidelines for various facilities within the college premises such as Administrative and Account offices, Examination cell, Library, Teaching Faculty Staff Rooms, Laboratories, Wash rooms, Canteen, Studio, OIT and Student Supports Service / Writing Centre.**

I. GENERAL GUIDELINES

(Applicable at parking lots, entrance gate and entire college campus)

Parking lot usage for two/four wheelers

- i. No unwanted gatherings of student groups, staff or public are permitted in both the parking spaces.
- ii. Everyone is expected to park their vehicle and clear off the parking space.

A. Entry in college premises

- i. Only staff of college/ sports centre and employees of housekeeping agency are permitted to enter the college until notice for relaxation is passed.
- ii. On government directives, bonafide students of the college with identity card will be permitted to enter the college premises.
- iii. Government employee / Contractor / Supervisor / Worker engaged within college premises and other visitors/students may be permitted on authorisation from college administrative office.
- iv. Postman/courier person/Newspaper vendor should be stopped at the gate. All mails/parcels/newspapers should be collected at the gate by the security personnel. Security personnel must inform the college administrative office about the same.

B. Mask and Gloves

It is mandatory for all to wear mask on campus at all times except when drinking or eating sometimes which needs to be done by maintaining a 6 feet distance. It is important to exercise due self-discretion to ensure safe distance.

- i. The mask should not be torn or have holes.
- ii. The top edge of the mask should be placed on the bridge of nose while the bottom edge of the mask should be below the chin.
- iii. Disposable masks and gloves, paper/cloth napkins or any other article of personal use should be disposed in designated trash bins.

C. Thermal Screening

- i. It is mandatory for everyone entering the college to be screened for body temperature through infrared body temperature measuring device (Thermometer Gun).
- ii. Ensure availability of key supplies like thermometers, disinfectants, soaps, etc., and arrange for availability of these essentials.
- iii. Those individuals with body temperature 37.5°C or 99°F or above and/or having flu like symptoms shall not be permitted to enter the college premises.
- iv. The security personal at the entrance shall advise them to visit the nearest covid testing centre.
- v. A record of all personnel denied entry due to temperature/COVID symptoms are to be maintained at the gate on a separate register.

D. Hand Sanitizer / Hand wash

- i. It's mandatory to sanitize your hands at the time of entering the college premises.
- ii. It is also advisable to sanitize/wash hands at regular intervals as and when necessary.
- iii. Hand sanitizers and hand washing facilities will be available at various places in college.

E. Social Distancing

- i. A minimum distance of 6 ft (Approximately 2 Meters) has to be maintained by everyone at the entrance gate, parking lot, corridors and within entire campus.
- ii. Teachers may intervene if students are seen in close groups in and around the campus or in the parking area.
- iii. NSS/NCC student volunteers may assist in ensuring social distance between students on campus and in the parking area may be followed.
- iv. Staggering the timing of entry and exit for students of different classes. Timetabling may be done accordingly.

F. Individual with travel history

This may change from time to time as per extant Government rules.

G. Spitting and other respiratory etiquettes (coughing and sneezing)

- i. Spitting is strictly prohibited in open spaces.
- ii. One shall cover their mouth and nose with paper/cloth napkin while coughing or sneezing.

H. Air Conditioning, ventilation and infrastructure sanitisation

- i. Use of air conditioning unit should be avoided. If at all necessary then devices should be set in the range of 24-30 degrees Celsius, relative humidity should be in the range of 40-70 per cent.
- ii. For the intake of fresh air, cross ventilation should be adequate.

- iii. All users in general and housekeeping staff in particular must ensure that the all windows and ventilators of a room are open.
- iv. Rooms without windows should be avoided or the entrance door to be left open for circulation of air.
- v. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces like doorknobs and latches etc., inside and outside the classrooms must be ensured.

I. Staggering timetables

- i. One way of ensuring physical/social distancing is to have flexible, staggered and reduced timings planned for different classes in such a way that physical /social distancing is maintained along with other guidelines.
- ii. Asking only a certain percentage of the students to attend the school depending on the enrolment, rotationally on alternate days, or every two days in a week and combining with home assignments could be another mechanism. In case size of classroom is small, classes may be held in rooms having larger area

J. Reporting of suspected covid case, Isolation centre and further procedures

- i. If any individual has been identified with travel history within 14 days or with suspected covid symptoms, the same shall be reported to Vice Principals Shri HSS Nadkarni (0832-2722016) / Dr Shaila Ghanti (0832-2722018) or Estate Officer Mr Sanjaya Swain (9373139610) or to Office Superintendent Mrs Greta Almeida (0832-2722023) or at reception desk to Mr Narayan Naik (0832-2722222).
- ii. If a student/staff falls ill or develops covid symptoms on campus he or she will be quarantined for time being in a designated isolation area in the G Block, and will be requested to take an absence of a day for recovery and observation. Parents/Next to kin may be informed.
- iii. Students/staff will be encouraged to stay at home in the event that he or she has been suspected of being ill or showing signs of Covid-19, in the event that a student/staff is absent from campus for 3 or more days he or she will be required to get a doctor's certificate stating that he or she is fit to attend classes/work.

K. Warning signboard and other COVID – 19 Precautions

Appropriate warning and information signboards to be placed at strategic places. This includes but not limited to: -

- i. The requirement for health screening.
- ii. Entry point recording with timings.
- iii. General information about COVID -19 to be uploaded on college website, notice boards and social media
- iv. Reporting requirement health declaration, feeling unwell, a reason to believe that you have contracted COVID – 19, have symptoms and etc.
- v. Maintenance of Checklist for adhering to the set procedures and safe college environment

L. ENSURING EMOTIONAL WELLBEING OF STUDENTS AND TEACHERS

- i. It is advisable that the faculty and counsellors should work in unison to ensure emotional safety and wellbeing of their students
- ii. Similarly, concise module on counselling can be developed to ensure emotional stability, removal of anxiety and building up self-confidence of students.

- iii. Promotion through podcast, videos for encouraging mental wellbeing of students and promotion of vaccination
- iv. Ensure mental wellbeing through interactive sessions, videos and activities for students.

II. SOP's FOR VARIOUS FACILITIES WITHIN THE COLLEGE PREMISES

(Applicable to administrative and account office, examination cell, library, teaching faculty staff rooms, laboratories, wash rooms, canteen, studio and student supports services)

A. Administrative and Accounts Sections

Administrative Section

- i. Parents / Guardians visiting the college must adhere to all protocols laid down in the SOP.
- ii. Only those students/visitors who have sought prior appointment will be allowed to meet the Principal / Vice Principals / Office Superintendent.
- iii. For Booking of an appointment with Principal / Vice Principal, contact **Ms. Kalpana Borkar**, through email: **kdb003@chowgules.ac.in** or call **0832-2722222**.
- iv. All letters and applications addressed to the Principal should compulsorily mention the contact number /email address and roll no. (In case of students). All such correspondence should be placed in the box provided at the reception. Action taken on such correspondence will be intimated either by phone or email.
- v. Students/visitors having any work or queries related to administrative section should address the same through email at the following address:
Ms. Greta Almeida, through email: **gta0001@chowgules.ac.in** or intercom **2023** or call **0832-2722023**
- vi. Entry of students in the office without prior appointment is prohibited.
- vii. At a time only one student /visitor will be permitted to enter the office of Principal / Vice Principals / Administrative section.
- viii. Gathering of more than 5 (five) persons outside the administrative office will not be permitted.
- ix. Visiting hours for students/visitors: 10.00 a.m. to 12.00 p.m. (on all working days).
- x. Postman/courier person should be stopped at the gate. All mails/parcels should be collected at the gate by the security personnel.

Accounts Section

- i. Parents / Guardians are encouraged to make telephonic queries.
- ii. Payments of any fees (Except Admission fees) and collection of receipts by students from 10:00 AM to 12:00 Noon all working days.
- iii. Admission Fees will be collected on all working days. Online payments are preferred.
- iv. Submission of remuneration claims through online if any teaching staff are taking online lectures and who are unable to visit college, claims should be approved by HOD and Principal.
- v. For any queries related to Accounts section, the same should be addressed through email to the following address:**Mr. Mahadev Sawant: mss006@chowgules.ac.in** or intercom **2203** or call **0832 2722203**.

Examination Cell and College Examinations

- i. No staff / student will be allowed to enter the Examination cell without prior permission.
- ii. Only 3-5 staff members will be allowed in the cell for any examination related work.
- iii. All equipment in the examination cell will be sanitised regularly.
- iv. Use of gloves for photocopying machine.

- v. For any queries/appointments related to Examination Cell, the same should be addressed through email to the following address: **Mr. D. Prabakaran: vdp001@chowgules.ac.in** or intercom **2047** or call **0832 2722047**.

B. Laboratories

- i. Avoid sharing of microscopes, dissection kits, glassware etc., where unavoidable should be sanitized regularly.
- ii. Use of gloves is preferable. Clean lab coats to be worn always.
- iii. Keep sanitizers away from flame. Keep freshly sanitized hands away from flame.
- iv. Eatables and eating not allowed in the laboratory.
- v. Bags to be kept outside preferably keeping distance.
- vi. The windows of all laboratories have to be opened by lab attendants in the morning to ensure proper ventilation. Intake of fresh air should be as much as possible and cross ventilation should be adequate.
- vii. Wastes should be disposed off on regular basis. Sanitization/ decontamination of labs to be done post lab usage.
- viii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, tables, glassware, microscopes, benches, stools, other fixtures, etc.) should be done. Be careful not to use the solution on degradable material and electronic items.
- ix. Handling and cleaning of the glassware should be taken care of by the lab attendants under the guidance of lab assistants.

L. Tiger Studio

- i. Maximum 20 students at a time will be allowed to visit the Studio.
- ii. Avoid crowding and maintain distance.
- iii. All studio equipment will be monitored by a staff member while being used by students. Students will be requested to carry a set of disposable gloves with them as equipment is switched from different hands during practical sessions, once equipment has been used, they are to be handed over to a technical staff on duty, who shall examine the equipment thoroughly and sanitize the same before being stored.
- iv. Any client (with prior appointment) can visit the studios. A register will be maintained to record such visits along with a scanned copy of personal identification. A client will have to mandatorily fill a disclosure form which will be emailed in advance before their visit, once the details received are satisfactory and approved by management only then will a client be granted permission to enter the campus.

M. Teaching Faculty Staff Rooms

- i. Seating arrangement to be made in such a way that adequate social distancing is maintained;
- ii. Only one person shall occupy a cubicle at a time
- iii. Adequate social distancing measures are to be adopted. Self discretion is to be exercised.

N. Canteen

- i. To be sanitized on regular basis.
- ii. Adequate distance to be maintained while dining.

O. Common Washrooms (Near Canteen)

- i. Common washrooms are not permitted to be occupied in groups.
- ii. Only four individuals are permitted at one time.
- iii. One housekeeping staff will be deployed to regulate the entry at the gates.
- iv. Hygienic standard to be maintained periodically at both the washrooms.

P. Student Support Services and Writing Centre

- i. Only five students will be allowed at any given with prior appointment.
- ii. No staff to allow student in his/her respective cubicle. Sitting arrangement for student to be made in an area with proper ventilation.
- iii. As far as possible, all communication/correspondence with other staff/faculty and higher authorities on campus to be done on telephone or through email.
- iv. As far as possible, students' queries in terms of counseling, overseeing projects/assignments, academic or non-academic related issues should be done over telephone/email /text message.
- vi. On priority basis, students may visit the center after seeking prior permission through: intercom **2221** or phone **0832 2722221**.
- v. The Center's washroom facility will be restricted only for the use of staff.

Q. Library

- i. The main doors of the library will be kept open for ventilation and proper air circulation.
- ii. Students/faculty members are requested to use online booking facility to reserve the required book/s.
- iii. One faculty member at time to visit stack room/reference section.
- iv. No group discussion/classes should be conducted at reference section/Hindi research centre.
- v. For any assistance kindly contact through intercom **2052/53** or phone **0832 2722051/53**.
