



Accredited by NAAC, Ministry of HRD, Govt. of India Grade 'B+'

Centre of Excellence

Government College Sanjauli, Shimla-6 (H.P.)

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MICROPLAN AS PER SOP GUIDELINES FOR HEALTH AND SAFETY PROTOCOLS

With reference to letter No EDN-H(8) A (1)Misc/2018 sent by Directorate of Higher Education on 15th October 2020 regarding the Standard Operating Procedure (SOP) for re-opening of Institution after COVID-19 and the preparation of institution based micro plans to be implemented in the particular institution, following micro plans have been formulated by COE, Govt. College Sanjauli.

The College will take the Following Preventive Measures to Ensure the Safety of Students:

1. No Objection Certificate (NOC) issued by the college will be mandatory to be filled by parents regarding allowing or not allowing their wards to attend college.
2. Following the instructions of social distancing guidelines 1/3rd of the total strength of students will be allowed in the college each day. 1100 students will be attending college daily.
3. Classrooms and college campus will be sanitized twice on daily basis.
4. Thermal scanning of student at the college entrance will be mandatory.
5. In order to follow social distancing, entry points to the college will be manned.
6. The canteen will be sanitized daily.
7. The library will be sanitized daily.
8. Girl's common room will be sanitized daily.
9. Sanitizer Dispensers will be provided outside every block including the library.
10. Creating different exit and entry points in the college
11. Speedy internet facility will be provided in each classroom so that online students can join classes with offline students present in the classroom at the same time.
12. Seating arrangement with social distancing in classroom will be done. Arrangement will be made in such a way that one seat may be kept vacant in a row.
13. The seating plan will be inspected by the head of the institution. However, a special committee may be constituted to look after the arrangement of COVID-19 precautions.
14. If symptoms of Corona are found in any member of teaching/Non teaching they may be advised to visit the nearest hospital or dispensary. They may be treated on special leave.
15. Collecting and displaying emergency contacts.
16. An isolation room will be created for ill staff/students.
17. College will have greater collaboration with parents and enhance communication to obtain their support.
18. Messages related to Covid-19 and social distancing will be displayed in college premises through electronic device/posters.
19. All SOP's issued by the Govt. of India/Govt. of H.P. from time to time and latest by 30.09.2020 and 05.10.2020 may be adhered in true letter.

Preventive Measures to be Followed by Students:

1. It will be mandatory for the students to submit the NOC signed by their parents.
2. All the students are directed to download “Aarogya Setu App”.
3. No entry to the college will be permitted without masks.
4. It will be mandatory to follow the rules of social distancing.
5. To stay at home if any student has any signs of illness or fever.

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Plan of Teaching to be Followed by the Departments:

B.Sc.:- 240 students of all B.Sc. streams (all 3 years) will attend college daily and they will be divided into groups of 40/50 students in each classroom. Students will be accommodated in 6 lecture theatres and 5 labs.

B.A.:-

1. Due to limited infrastructure and considerable strength of B.A., the B.A. students will be taught year wise. Students of each year will be taught 2 days in a week.

2. 650 students of B.A. will attend college daily and they will be divided into group of 50/55 students in each classroom. The number of students can vary depending upon the capacity of the classroom. Students will be accommodated 14 classrooms.

B.Com.:- 40 students of B.Com. will be attending classes each day and they will be accommodated in 2 rooms.

B.C.A.:- 60 students of B.C.A (all 3 years) with 20 students from each year will be attending classes daily. They will be accommodated in 3 rooms 1 lab.

B.Voc.:- 96 students of B.Voc. (all 3 years) with 32/33 students from each year will be attending classes daily. They will be accommodated in 1 room 2 labs.

B.B.A.:- 20 students of B.B.A. will be attending classes daily. They will be accommodated in 1 room.

DEPARTMENT WISE SEATING ARRANGEMENT OF THE STUDENTS

Department	No. of Students Attending Each Day	No. of Rooms Available	No of Students per Class
B.Sc.	240	6 lecture theatres, 5 labs	40/50
B.A.	650	14 rooms	50/55with variation according to size of rooms
B.Com.	40	2	40
B.B.A.	20	1	20
B.C.A.	60	3 rooms, 1 lab	20
B.VOC.	96	1 room, 2 labs	33 per day

Messages on Health Hygiene Practices to be displayed through electronic device:

- ❖ Stop hand shaking.
- ❖ Use other non contact methods of greeting.
- ❖ Wash hands at regular intervals.
- ❖ Use sanitizers at regular intervals.
- ❖ Cough and sneeze into a tissue/hanky or your elbow.
- ❖ Avoid touching your face.
- ❖ NO sharing cups, eating utensils, food or drinks with others (Canteen).
- ❖ Don't stigmatize your peers or tease anyone about being sick.

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