

Established under the Act No. XXXII (2018) Govt. of Maharashtra and section 2(f) of UGC Act 1956

#### OFFICE OF THE REGISTRAR

Ref. No. CSMU/REG/2021/10/012

Date: 21/10/2021

#### NOTICE

#### **Sub: Commencement of Offline Classes**

This is to inform all students of the University that pursuant to the guidelines of the Directorate of Higher and Technical Education, Government, of Maharashtra notification (संकीर्ण २०२१ प्र. क्र. ६ विशि-३, दिनांक १३ ऑक्टोबर २०२१) offline classes will commence while strictly following a Standard Operating Procedure (SOP) to prevent spread of COVID-19 infection.

Classes in offline mode shall commence w.e.f. 27th Oct 2021 for existing students and w.e.f. 9th Nov 2021 for newly admitted students respectively.

Students who are fully vaccinated will be allowed to attend offline classes. Those who are not fully vaccinated are encouraged to get vaccination done as early as possible. The University shall support the students in getting their vaccination completed. Until such time, the students with incomplete vaccination can attend class in online mode.

Students will be required to submit an undertaking (attached herewith) filled and signed by themselves and their parents declaring that their consent to attend offline classes under the prescribed SOP. SOP will be circulated before the start of offline classes.

This notice has approval of competent authority

Registrar

Copy to:

1. Secretary to the Hon'ble President (For his kind information)

2. Secretary to the Hon'ble Vice-Chancellor (For his kind inform

3. All Deans, HODs and officers(for necessary preparation)

4. All Faculty and Staff Members

5. All Students of the University

Notice Board, University Website and ERP

Registrar
nation)
Chhatrapati Shivaji Maharaj University
Panyel, Navi Mumbal



# ChhatrapatiShivajiMaharaj University

## Panvel, Navi Mumbai

Near Shedung Toll Plaza, Old Mumbai Pune Highway, Panvel, Maharashtra-410206

Date:
To, The Registrar ChhatrapatiShivajiMaharaj University,Panvel, Navi Mumbai.
Respected Sir,
Sub: Willingness (Consent) to attend classes and examinations in offline mode
I am willing to send my son/daughter
Studyingin (Programme Name), (Semester)to attend classes in regular ( <b>OFFLINE</b> )mode. I confirm that my ward has been fully vaccinated/less than 18 years old. I assure you that my son/daughter follows Standard Operating Procedures pertaining to COVID-19 as per the guidelines of the University and Concerned StatutoryBodies.
I certify that my ward is not having symptoms of COVID-19 in last 14 days and not been in close contact with a confirmed case of the COVID-19.
I am also aware that in case of my ward / son getting any symptom of COVID-19 of becomes COVID-19 positive during the days of attending classes, the University will not be held responsible for it.
Signature of the parent:
Name of the Parent:
Phone number:
Signature of the student:
Phone number:
Date:

**Note:**Please attach vaccination certificate with this undertaking. Studentswill be not allowed if they are not fully vaccinated.

## STANDARD OPERATING PROCEDURE (SOP) FOR COVID-19 APPROPRIATE BEHAVIOR

To control the COVID 19 Pandemic and to take the preventive measures, the Standard Operating Procedure (SOP) prepared for Chhatrapati Shivaji Maharaj University, Panvel, Navi Mumbai.

### The SOPs prepared based on three basic precautionary principles:

- 1. Hygiene
- 2. Social distancing
- 3. Promoting efficient online work culture

#### **SOP for Main Entrances:**

- 1. Following temperature screening, only asymptomatic staff/students/visitors shall be allowed entry.
- 2. 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.
- 3. Students/staff residing in containment zones, should not be allowed to attend the colleges.
- 4. Crowding is strictly prohibited at entry/ exit points, the places like, library, porch, open place in the university premises.
- 5. Visitors with gate pass/ proper permission of the officer who they want to meet, should be allowed after proper temperature screening.
- 6. Staggered timings for entry and exit for different programs to be followed as per the scheduled below

Faculty/ Programme	Entry time	Exit time
Faculty of Law	7.00 am to 7.30 am	12:30pm
Faculty of Eng.& Tech.	8.45 am to 9.30 am	4:30pm
Faculty of Science	9.00 am to 9.30 am	4:00pm
Faculty of Pharmacy	11.00 am to 11.30 am	3:30pm
Faculty of Arts, Humanities and Communication	9.30 am to 10:00am	4:00pm
Faculty of Commerce, Management and Hospitality	8.45 am to 9.15 am	4:30pm

- 7. Main entrances to campus buildings will have mandatory hand hygiene (sanitizer dispenser, Elbow or foot operated) and thermal screening provisions.
- 8. Face masks/covers to be made mandatory for all the personnel, including students and staff at all times while on the campus.
- 9. Vulnerable employees as well as students who are at higher risk i.e.,aged, pregnant women and others who have underlying medical treatment, to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the others.
- 10. Spitting in any public area of the University is strictly prohibited and will attract a spot fine of Rs. 500 if violated. Repeat offenders will be barred from the campus.

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- 11. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
- 12. 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.
- 13. Avoid touching any surfaces unnecessarily.
- 14. Avoid touching mouth, nose without washing hands with soap

#### **SOPs at Work Place**

- 1. All officers and staff / visitors /students are encouraged to install Arogya Setu App on their mobile phones, especially those who are working at the front lines.
- 2. Vaccination certificates of all the staff, faculty, students, and other associated personnel will be kept in appropriate files in the office of the Registrar.
- 3. 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.
- 4. Specific markings may be made with sufficient distance to manage the queues where needed.
- 5. Meetings, as far as possible, should be done through video conferencing. Large physical gatherings continue to remain prohibited.
- 6. In a meeting, if conducted physically, seating in social distancing format, wearing masks should be adhered and appropriate hand sanitizing should be made available.
- 7. Proper disposal of face covers / masks / gloves left over by visitors and/or employees, students etc. in covered bins, shall be ensured.
- 8. 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.
- 9. 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° 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.
- 10. 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.
- 11. Frequently touched surfaces such as doorknobs, computer keyboards, computer mouse, etc. should be frequently wiped with sanitizing mops.
- 12. 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.

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- 13. Any shops, stalls, cafeteria/canteen etc., outside and within the campus premises shall remain closed.
- 14. Social distancing to be maintained in common places

### **Class Room SOPs**

- 1. Number of students should be restricted with 50 percent of the enrollment.
- 2. 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.
- 3. The 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)
- 4. 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.
- 5. All research and post-graduate students in science and technology programs may be allowed to join as they are usually lesser in numbers.
- 6. Online study material along with access to e-resources should be provided to students who may wish to opt for online study.
- 7. The students those who are willing to attend the classes with undertaking of the parents, they may be allowed with following restrictions of 50 percent quota.

#### **Office SOPs**

- 1. Official activities such as filling of admission forms, examination forms, fees payment, scholarships disbursal etc. are enabled in an online format and all are advised to use online facilities only.
- 2. Minimize paper circulation work and promote online circulation of instructions, notices etc.

### **Library SOPs**

- 1. 50 percent of the seating capacity of the study hall of the library at a time is allowed
- 2. Book circulation should be restricted as far as possible.

### **Gathering events SOPs**

- 1. Extra-curricular activities such as sports may be allowed where physical distancing is feasible. Contact sports should be avoided. Swimming pool shall remain closed.
- 2. Cultural activities should be minimized at this time.
- 3. Buses, or institution vehicles should be properly sanitized before and after every trip.

### SOP on noticing COVID-19 symptoms/positive cases

- 1. The University will ensure availability of a medical practitioner on campus during the work hours.
- 2. The University has designated Room No. 014 in Rajgad Block, CSMU as a **observation room.** In case of noticing a symptomatic individual. The unwell person shall be placed in the observation room. where he/she is isolated from others at the workplace. Provide a mask/face cover and arrange for an examination by the medical practitioner.
- 3. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district

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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 (<a href="https://www.mohfw.gov.in/pdf/FinalGuidanceonMangaementofCovidcasesversion2.pdf">https://www.mohfw.gov.in/pdf/FinalGuidanceonMangaementofCovidcasesversion2.pdf</a> and <a href="https://ncdc.gov.in/showfile.php?lid=570">https://ncdc.gov.in/showfile.php?lid=570</a>)
- 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.