



**Viswajyothi College of Engineering and Technology,
Vazhakkulam**

Ref: VJCET/PL2020/10

Date: 28.12.2020

2. Standard Operating Procedures (SOPs)

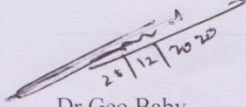
(To be followed by Students, Staff Members in VJCET Campus to Prevent the Spread of COVID-19.)

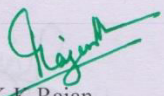
2.1 Introduction

Contact classes for B tech S7 students will be commencing on 04.01.2021 and MBA T5 from 11th January 2021. Class timings will be from 8.50am to 4.15 pm. Boys hostel and ladies hostel will be opened and functioning. Students and faculty members are requested to strictly follow all precautions, protocols directions, instructions, guidelines and orders issued by the Central and State Government concerned and KTU regarding safety and health in view of COVID-19. Students and staff members of VJCET are requested to abide by the following Standard Operating Procedures (SOPs).

2.2 General Guidelines

- 2.2.1 It is mandatory for Students and staff members to wear mask and the ID cards.
- 2.2.2 The Physical distancing of at least 6 feet to be followed as far as feasible in the Campus.
- 2.2.3 Uses of face covers/masks are mandatory.
- 2.2.4 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 20seconds) may be done wherever feasible.
- 2.2.5 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.
- 2.2.6 Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
- 2.2.7 Try to avoid use of common computing facilities and telephone as much as possible or in unavoidable situations use hand sanitizer before and after using it.
- 2.2.8 Avoid sharing food items, water bottle and stationary items among students and staff.


28/12/2020
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Covid Cell Member


Dr K-K Rajan
Principal



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- 2.2.9 Spitting in open areas is strictly prohibited.
- 2.2.10 Students and staff members should follow social distancing outside the campus too.
- 2.2.11 Each students/staff should undergo temperature check by security before entering the Campus.
- 2.2.12 Adequate quantity of liquid soap and hand sanitizers are placed in each department. Make sure these dispensers are regularly refilled. Staff should wash or sanitise their hands regularly.
- 2.2.13 Non-resident students and staff members should be allowed in campus only after thermal scanning, sanitization of their hands, wearing of face masks and gloves.
- 2.2.14 In the class at least one seat should be left vacant between two seats
- 2.2.15 Adequate arrangements for safe drinking water will be made in the campus.
- 2.2.16 Proper cleanliness should be maintained inside the entire campus
- 2.2.17 An adequate supply of water in toilets and for hand- washing will be ensured.
- 2.2.18 For air-conditioning/ventilation, that the temperature setting of all air conditioning devices should be in the range of 24-30oC, relative humidity should be in the range of 40-70%.

2.3 Academic Premises

- 2.3.1 College timings shall be from 8.50 AM to 4.15 PM. VJCET will be functioning in single shift. The focus of the classes shall be laboratory sessions and other critical areas that cannot be covered byonline sessions.
- 2.3.2 Saturdays except second Saturday shall be working days
- 2.3.3 Seating arrangement shall be made keeping in view the requirements of physical distancing.
- 2.3.4 Proper sanitization at all learning sites has to be ensured.
- 2.3.5 Attendance for classes shall not be compulsory for the time being
- 2.3.6 Departments may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes
- 2.3.7 Windows and doors of class room and staff room are kept open wherever possible to make sure the rooms/halls are well ventilated.

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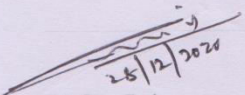
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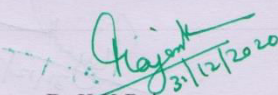
Vazhakkulam

- 2.3.8 Avoid gathering of students/staff members inside the campus. As much as possible students should remain in the class room itself.
- 2.3.9 All kinds of Study tour/ Industrial visits, field works etc are stopped keeping in mind the COVID-19 situation.
- 2.3.10 All kinds of extracurricular activities shall be avoided where physical distancing is not possible.

2.4 Health & Safety

- 2.4.1 Those having symptoms of fever, cough or difficulty in breathing are not be allowed to enter campus
- 2.4.2 Self-monitoring of health by all and reporting any illness at the earliest is encouraged.
- 2.4.3 Installation & use of AarogyaSetu App shall be advised wherever feasible Each staff member should make sure their table, chair and surroundings are clean and hygienic.
- 2.4.4 The students and staff living in containment zones will not be allowed to attend the college. Students and staff members shall also be advised not to visit areas falling within containment zones.
- 2.4.5 If any staff member/student develops even a mild cough or low level fever they should stay at home and self-isolate.
- 2.4.6 Symptomatic persons should not be permitted to enter the campus and is advised to contact the nearest hospital for clinical assessment.
- 2.4.7 A regular visit of a counselor is arranged so that students can talk with the counselor about their anxiety, stress or fear.
- 2.4.8 In order to provide isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons a tie-up is made with Government hospital Muvattupuzha and regional health authorities.
- 2.4.9 For those who have tested positive, isolation facilities will be arranged in tie up with Government hospital Muvattupuzha and regional health authorities.


25/12/2020
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2.4.10 All employees who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions are advised to take extra precautions.

2.5 Food areas

2.5.1 During lunch time students should not sit together

2.5.2 Queue with adequate physical distance shall be followed near canteen and cafeteria.

2.6 Visitors

2.6.1 Visitors are restricted to the campus. Entry of any visitors to the campus shall be with the permission of head of the institution. Complete contact details of the visitors along with the names of persons whom he/she meets shall be maintained. Visitors should undergo all precautionary measures and thermal scanning.

2.7 Covid Cell and Help Group

2.7.1 The details of COVID-19 cell of the institution are displayed in main notice boards. This display contains the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.

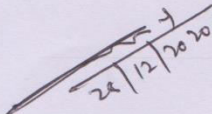
2.7.2 Each department should form a **Covid Help Group** and share the details to the members of the department. They will be responsible for the Covid protocol Implementation and Covid support in respective departments

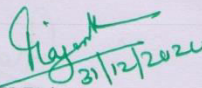
2.8 Transportation and Movements

2.8.1 College bus will be entering and leaving the campus through eastern side gates.

All other transports and pedestrians should enter the campus through main gate.

2.8.2 Proper sanitization of buses, other transport and official vehicles of the institution are done


22/12/2020
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21/12/2020
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