

## COMPREHENSIVE SOP DURING COVID-19 PANDEMIC PERIOD

### SBMS COLLEGE, SUALKUCHI



#### **Introduction:**

The Institutional lockdown in Assam has been first declared for a week w.e.f. 24/3/2020, which has been extended up to 3/5/2020 without any break. The COVID-19 Pandemic has influenced our lives the way we work and interact. Hence offline teaching for the students since March, 2020 was totally impossible. Considering this situation, SBMS College amidst the COVID-19 pandemic transit to online classes and has established certain guidelines and rules for conducting online classes. In order to ensure safety and reduce the risk of virus transmission, every faculty member is encouraged to strive for excellence, benefitting both our students and the institution as a whole.

#### **Scope:**

The SOP outlines precautionary measures to be adopted while reopening the college to prevent the spread of COVID-19. The institute has also decided to strictly comply with the COVID-19 related guidelines issued by the Govt. or any other competent authority.

#### **Guideline for Online Classes:**

1. It's essential for faculty members to adhere to class schedules in online courses.
2. HODs are requested to prepare a special routine for Hons/Major subjects.
3. As part of our official stance, the college will be using Google Classroom as the primary platform for online classes.
4. Teachers should get registered with Google Classroom link.
5. Faculty members are instructed to upload course details, share videos and other learning resources in the classroom.
6. Alongside Google Classroom, the college has officially embraced Google Meet as the second primary platform for Honours/ Major subjects.
7. Teachers are allowed to use alternate means of delivery of course contents like What's App, zoom, g-suite education, etc for the convenience of network issue.
8. The faculty members must maintain the attendance of students.

9. The H.O. Ds are tasked with overseeing online class delivery, maintain comprehensive departmental records and providing necessary updates to the academic committee through the coordinator as required.

The college has reopened on 2<sup>nd</sup> November, 2020 after the Govt of Assam issued the guidelines for re-opening of Higher Educational institutes. Accordingly, the institute is going to resume its academic activities in offline mode from November. This SOP aims to enable safe resumption of teaching-learning practices in the Institute.

### **Measures Required Before Re-opening of Campus:**

- **Prerequisites:**

1. The college has to make adequate arrangement to ensure safety and reduce the risk of virus contamination.
2. The authority has to take utmost care in sanitizing each and every corner of the institute.
3. All the faculty and staff of the college should be fully vaccinated. The principal should ensure the vaccination of each employee after the submission of vaccination report by the employees to the principal.

- **Safety measures:**

1. All students should carry their institute Id card and face mask before entering the campus and within college campus including classrooms.
2. All students/staff are required to maintain a physical distancing of six feet.
3. More than two students are not allowed to sit in per set of desk-bench while attending classes.
4. Students are advised not to come with their parents/guardians/family members, who are at higher risk of COVID 19.
5. In case any student/staff is having fever or any flu-like symptoms (like fever, sore throat, body ache and headache) he/she is supposed to report immediately to the local PHC.
6. Spitting in the campus is a punishable offence.





7. It is mandatory for all the students/staff to follow the general guidelines as stated by Ministry of Health & Family Welfare for prevention of spread of COVID-19 such as, their cleanliness, use of face mask, frequent washing of their hands for 20-30 seconds with nearby available hand washing facilities of liquid soap, sanitization of hands and maintaining a physical distancing of six feet.
8. Students/Staff are requested to avoid handshake and frisking with others.
9. Necessary measures for hand washing should be arranged and ensured.
10. Students/staff should use Hand washing stations with facilities of liquid soap frequently provided in common areas like Teachers' Common Room, Boys' Common Room, Girls' Common Room, Canteen, in front of Administrative Block etc.
11. The institute should be sanitized at regular interval of time alongside the campus cleaning activities by NCC cadets and NSS volunteers.

### **Summary:**

This SOP is prepared as a preventive measure for the safety of students and staffs of SBMS College in the pandemic situation of COVID-19. It is the responsibility for every one of us to take all precautionary measures not only for our safety but also to display care and concern for others who are concerned with us towards our fight together against the COVID-19 Pandemic.

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