



Dnyan Ganga Education Trust's, College of Education (B.Ed.)

Behind Hypercity Mall, Kasarvadavli, Ghodbunder Road, Thane, Maharashtra, 400615

Standard Operating Procedure (SOP) for students

- **Note: The concerned local authorities have not imposed any containment restrictions for our educational institution.**
 - **As per the guidelines given by University of Mumbai dated 13th October, 2021 circular reference number संकीणव 2021/प्र.क्र.6/वर्ष-3, Colleges / Institutions are allowed to conduct sessions in offline mode adhering to the following points.**
1. Crowding should be strictly avoided in the corridors and entry / exit points of the College / Institution.
 2. Staggered timings for entry and exit to be followed.
 3. Students residing in containment zones, are not allowed to attend offline session in the College / Institution.
 4. Only asymptomatic students will be allowed entry.
 5. Students should strictly follow the entry sanitation protocol set-up by the College / Institution.
 6. All students belonging to vulnerable group (i.e., pregnant and students who have underlying medical conditions) should attend online lectures only.
 7. All the students are requested to install Arogya Setu App on their mobile phones.
 8. Vaccination certificates (hardcopy) of all the students should be submitted to the principal's office for record keeping.
 9. Non-vaccinated students are requested to get vaccinated (with both the doses).
 10. Face masks/covers are mandatory for all, in the campus. The face cover/mask has to be worn at all times in the premises.
 11. Students must carry their own sanitizers and extra face masks all the time and follow personal hygiene.

12. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
13. 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.
14. Avoid touching any surfaces unnecessarily.
15. Spitting is strictly prohibited and will be accounted as an offence.
16. During classroom offline sessions, COVID protocols such as seating in social distancing format, wearing masks, appropriate hand sanitizing etc. should be strictly followed.
17. Face covers / masks / gloves to be disposed properly.
18. Cafeteria/canteen will remain closed so students will have to carry their own tiffin and water bottles.
19. Social distancing to be maintained in common places as well as classrooms.
20. A combined instructional module of both physical and online teaching will be followed for students attending classes physically as well as for students attending classes in an online mode.
21. Online study material will be provided to students who may wish to opt for online study.
22. Official activities such as filling of admission forms, examination forms, fees payment, scholarships disbursal etc. will be enabled in an online format by the college administration.
23. Extra-curricular activities such as sports may be allowed where physical distancing is feasible.
24. Cultural activities (offline) if necessary, will be observed with minimum number of students following the complete above-mentioned protocol.
