

Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya



ESTD - 2005

(Affiliated to West Bengal State University, Barasat as a Degree College)

P.O- HELENCHA COLONY • P.S. – BAGDAH • DIST- 24 PGS (N) • PIN- 743270

Ref. No. 1145/21

Date: 08.11.2021

Guidelines for offline classes during Covid Pandemic:

1. Classes will be held in phased manner and some classes shall be held in blended mode to maintain physical distancing.
2. Days allotted for each semester for offline classes:
 - a. 5th Semester(Pass course students)-Wednesday & Saturday (Other day classes will be held via Online Mode as per the Master Routine)
 - b. 5th Semester (Hons students)- Monday to Friday (Timing-12.30PM -3.30 PM)
 - c. 3rd Semester(Pass Course Students) – Monday & Thursday (Other day classes will be held via Online Mode as per the Master Routine)
 - d. 3rd Semester (Hons students)- Monday, Wednesday & Thursday
 - e. 1st Semester(Both Pass & Hons)-Tuesday & Friday (Other day classes will be held via Online Mode as per the Master Routine)
 - f. 1st Semester LCC-1(English) and ENVS classes shall be held both offline and online mode to maintain physical distancing.
3. College timing is 10.30 AM-4.30PM.
4. Steering Team to look after campus activities during offline classes. Steering Team Members are :
 - a. Smt. Roorpleena Banerjee, Vice Principal
 - b. Dr. Ata Mallick, IQAC Coordinator
 - c. Shri Koushik Shaw, Convenor, Covid Cell
 - d. Smt. Srijani Ray, TC Secretary
 - e. Shri Rabidas Biswas, Head Clerk(Officiating).
5. ECAC will ensure the cleanliness of the campus.
6. Wearing of Mask/Face Cover is mandatory in campus. **No mask no class.**
7. Enter in to the college building through **Disinfectant Tunnel** to get disinfected.
8. Maintain physical distancing in classroom and sit accordingly.
9. Avoid wearing metal accessories like rings, chains, bangles and amulets.
10. Wash your hands properly available at the entrance of the college positively.
11. Sanitize your hands at regular intervals.
12. Disinfect your belongings at the disinfectant tunnel.
13. Do not come to Institution if you are having fever, cold, cough or any other ailments.
14. Do not form close clusters with friends in college premises.
15. Do not spit here and there.
16. Follow Covid advisories issued by Covid cell of the college.
17. Contact with Covid Cell if feel so. The details available in college website. (https://drbrasmahavidyalayahelencha.ac.in/index.php?option=com_content&view=article&id=121&Itemid=0)
18. Do not share any of your belongings with your friends/classmates.

19. Any sickness must be reported to Covid Cell or Steering Team.
20. Do not touch your face or nose if hands are not properly washed/cleaned/sanitized.
21. Restricted entry in to common rooms, college library, play ground, college canteen and other common places to avoid gatherings.
22. Outsiders are strictly prohibited in to the college campus.
23. Covid cell in association with the members of Steering Team shall pay surprise visits during classes to ensure the covid protocols/guidelines are not violated and duly adhered to. They will have all covid equipments with them to ensure covid safety.
24. Mentors are directed to remain alert and pro-active throughout.
25. College building shall be sanitized at regular intervals.
26. Covid Cell is fully empowered to ensure the Covid related guidelines are followed in letter and spirit by each and every stake-holder of the college. It must aware/alert all the stake holders to follow covid appropriate behavior both in and out of the college premises.
27. Avoid junk food. Eat healthy, stay healthy and be safe.
28. NSS volunteers along with Covid warriors will be put in to action for spreading awareness and positivity among the students.
29. Counseling Cell of the college must come forward to counsel the students regarding their mental well-being during Covid pandemic.
30. Students must leave the campus immediately after the classes are over.
31. Save this number **(9013151515)** in your Whatsapp to download Covid Vaccination Certificate. Keep the softcopy of your vaccination certificate and produce if asked for. (Save this number → write **Certificate** in chat box → enter OTP sent to the registered mob number for vaccination in the chat box → select the person for whom you want certificate if more than one person is registered through that mob number → now find your certificate in chat box.)

NB- a. Any negligence or violation of covid protocol shall be dealt with strictly.

b. There will be Covid-19 Special Routine to be followed for each semester in the days allotted to them for Offline classes in college campus and Online classes will be held as per the College Master Routine available in College Website.



08.11.2021

Dr Chittaranjan Das
Principal

Principal
DR. CHITTARANJAN DAS
Dr. B.R.A.S. Mahavidyalaya
Helencha, North 24 Parganas.

Copy to: College Website, AIMS Portal, TC Group, SBF Group and Telegram Group