

D. K. GOVERNMENT COLLEGE FOR WOMEN(A), NELLORE

Internal Quality Assurance Cell & Academic Council

Commencement of Class work

Standard Operating Procedure for Students and Staff

As per the Guidelines of Government of India and Government of A.P the following Standard Operating Procedures are followed in the conduct of Class work for the students of Semesters III/ V/ I.

Semester	Commencement of Class work	Mode of teaching	No of teaching days	No of students per class	Class Room behavior	Covid guidelines for HEIs and the Compliance of the Institution
V	2-11-2020 to 05-12-2020	Offline	30	20-25	Mask, Sanitizer, Social distancing- one student per one bench	<p style="text-align: center;">TEACHING</p> <p>★ 30 teaching days per semester via offline mode will conform to the guidelines of the Government of A.P that 1/3rd of students shall attend classes for 10 days per month.</p> <p>★ As a semester contains 90 teaching days, 30 continuous days of face to face teaching will help the students who would like to stay in the hostel as it would avoid the inconvenience of travelling every month.</p> <p>★ The remaining 60 teaching days of the semester will take place through online mode following the blended learning guidelines of the Government of India and A.P.</p> <p>★ The students who desire to attend offline (face to face classes) and their parents will have to sign a willingness declaration form.</p>
III	2-11-2020 to 12-12-2020	Online	36	-	-	
III	14.12.2020 onwards	Offline	25	20-25	Mask, Sanitizer, Social distancing- one student per one bench	
V	07.12.2020 onwards	Online	67			
III	18.01.2021 onwards	Online	35			
I	07.12.2020	Offline	07		Mask, Sanitizer, Social	

					distancing- one student per one bench	<p style="text-align: center;">HOSTEL</p> <p>★ Hostel accommodation for the students, who require, will be provided following the guidelines of the State and Central Governments and the stay of the students in the hostel will strictly follow the Covid SOP.</p> <p>★ Hostel rooms and premises will be sanitized regularly. One or maximum two students will be accommodated in the rooms which usually accommodate 5 students.</p> <p>★ An isolation room will be allocated for inmates who show symptoms of sickness.</p> <p>★ Covid appropriate behavior monitoring team will be set up in Hostel too</p> <p>★ A Doctor/Paramedical will visit the hostel everyday</p> <p style="text-align: center;">ORIENTATION for I year students</p> <p>★ Students of Semester I who join the college for the first time need an Orientation to the ways and methods of the functioning of the college. Hence they will be given an orientation on those aspects for one week. Immediately after that they will be taught through online mode and they will be called for face to face teaching from the 3rd week of January.</p> <p style="text-align: center;">MONITORING</p> <p>★ A college level Covid appropriate behavior monitoring committee will supervise the compliance to Covid appropriate behavior and this committee will be supported by class level student</p>
I	14.12.2020 to 12-01-2021	Online	25			
I	18-01-2020 to 20-02-2021	Offline	62	20-25	Mask, Sanitizer, Social distancing- one student per one bench	
V & III	23-02-2021 to 28-02-2021	Offline Pre exam revision	06			
		Total no of teaching days online/offline	SEM-V= 103 SEM III= 102 SEM I= 94			

						<p>peer monitoring cells</p> <ul style="list-style-type: none">★ Thermal screening of every student who enters the campus will be done★ Mask is made mandatory for entry into the Campus★ Sanitizers are placed at vantage points and students are directed to carry personal sanitizers★ Posters on Covid appropriate behavior are displayed at vantage points
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