



Chandigarh College of Engineering & Technology

Sector-26, Chandigarh – 160 019 (U.T.), INDIA

APPROVED BY AICTE, NEW DELHI AND AFFILIATED WITH PANJAB UNIVERSITY, CHANDIGARH
(GOVERNMENT INSTITUTE UNDER CHANDIGARH ADMINISTRATION)



To

All HODs(Mech/CSE/Civil/ECE/Applied Sc.)
Chandigarh College of Engg. & Tech.
(Degree Wing), Sector-26, Chandigarh

Memo. No. CCET/DG/E-II/RF-01/2021 2667


Dated, Chandigarh, the 22/09/21

Subject: Standard Operating Procedure for Covid-19 to be followed in CCET (Degree Wing), Chandigarh.

Please refer on the subject cited above.

In continuation to this office order issued under Endst. No. CCET/DG/E-II/2505-14 dated 09.09.2021 and CCET/DG/E-II/2394-2403 dated 19.09.2021, please find enclosed herewith the copy of Standard Operating Procedure (SOP), duly approved by Competent Authority, for strict compliance by all the stakeholders in toto alongwith consent/undertaking form to be filled by student as well as guardian well before attending offline classes/lectures, for taking necessary action in this regard.

DA/As above


Head of Office
For Principal
Chd. College of Engg. & Tech.
(Degree Wing), Chandigarh

Endst. No. CCET/DG/E-II/RF-01/2021 2668-75

Dated: 22/09/21

A copy is forwarded to the following for information and necessary action please:-

1. All Class Incharges (1st Year/2nd Year/3rd Year/4th Year) -CCET (Degree Wing), Chandigarh with the request to collect Parents Consent Form and Student's Undertaking from concerned branch.
2. Professor Incharge Academics-CCET (Degree Wing), Chandigarh.
3. Professor Incharge Examinations -CCET (Degree Wing), Chandigarh.
4. AC (F&A)-CCET (Degree Wing), Chandigarh.
5. Incharge Website - CCET (Degree Wing), Chandigarh. He is requested to upload the SOP alongwith declaration/undertaking forms on website of the college.
6. Incharge Public Health -CCET (Degree Wing), Chandigarh.
7. Incharge Estate -CCET (Degree Wing), Chandigarh. *Plc Security*
8. Notice Board (Block A & B), CCET (Degree Wing), Chandigarh


Head of Office
For Principal
Chd. College of Engg. & Tech.
(Degree Wing), Chandigarh



STANDARD OPERATING PROCEDURE

This SOP describes the procedures to be followed by all the members (student/faculty/ staff) of the Institute resuming work post lockdown period. The SOP is applicable in the entire premises of the Institute and is binding on each and every individual member/visitor/contractor of the Institute. The SOP will be operational till the Institute releases an order to relax the same.

A. General Guidelines

- i. It is mandatory to wear reusable face cover mask by all the Institute Members (Staff/ Students/Visitor/Contractor) at all times in public places.
- ii. While passing through corridors or doorways; avoid touching the wall, door or other surfaces. If required, use elbows to push doors to open. Those taking support of railings on the staircase should wash their hands/use hand sanitizer after touching common surfaces.
- iii. As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.
- iv. Instead of elevators, use of staircases is encouraged
- v. Anybody with symptoms of COVID-19 like cough, fever or breathing difficulty shall immediately seek medical assistance.
- vi. Everyone should volunteer to bring to the notice of the authority if they come across anyone with the symptoms of COVID-19.
- vii. Everyone should carry a personal hand sanitizer. Automatic/ foot dispensers should be provided liberally at all the common places of the institute.
- viii. It is recommended to download and use Aarogya Setu app of GOI to stay updated on COVID 19 scenario.
- ix. Vehicles should be cleaned and disinfected every day before and after each trip using standard cleaning and disinfecting agents.
- x. SOP copies should be displayed at all the major locations of the campus including website.
- xi. Students should follow social distancing norms while entering/leaving the Classroom/Lab/Library. The same is applicable while appearing for the Examination. Form Queues before entering/leaving the lab/classroom/ examination halls.
- xii. The faculty should avoid group formation while attending to the student's doubts/ queries in the class/ office.

- xiii. All faculty members/ staff students should sanitize their hands and personal items (eg. phones, books, stationery etc.) on regular basis.
- xiv. Institute should ensure the complete sanitation of the classrooms/labs/ examination halls every day. A detailed cleaning schedule should be made available to cleaning manpower of the Institute and same should be displayed outside the classroom/lab/ examination halls. Students should sanitize their seats in the classroom/lab/examination halls before occupying.
- xv. Office doors should be kept open to avoid unnecessary contact.
- xvi. Washroom, Toilet, Sink, water points, taps and fittings, all such other surfaces should be cleaned on regular basis. Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber), sink and commode. They should always wear disposable protective gloves while cleaning a toilet. Cleansing and disinfecting agents are soap powder/ detergent and 1% sodium hypochlorite. Metal surfaces where bleach is not suitable, alcohol-based products can be used.

B. SOP for Practical's and Examination Related Activities:

- i. The staffers on examination duty have to download the **Arogya Setu App** to check their COVID 19 status. **Wearing of masks** is mandatory for faculty, staff and students.
- ii. The face-cover/masks have to be worn at all times inside the examination centers by all.
- iii. Examination halls will be sanitized before and after each examination and thermal screening of every entrant in the hall will be conducted.
- iv. Separate sitting arrangement will be made for students having COVID like symptoms.
- v. The sitting arrangement should follow the social distancing norms.
- vi. The students should submit their answer sheets in person and leave the examination hall premises immediately. The faculty members should ensure appropriate gap among students while leaving the hall.
- vii. Students should enter/exit the Examination hall one by one in a queue ensuring the social distancing norms.
- viii. Answer sheet packets should be bundled a day before by the examination team. It should be properly labelled, so that the individual assigned the duty can pick it without anyone's assistance after making the required entry in the register. Similar process should be followed on the completion of the exam to avoid necessary contacts.
- ix. The students should carry their own stationery items while coming to the labs/ examination halls. Similarly, the faculty members should also carry their own items. Sharing of such items is strongly discouraged.

C. Personal Care Guidelines

- i. Get lots of fresh air and sunlight.
- ii. Drink adequate water and eat healthy food. Avoid Junk food.
- iii. Wear clean and washed clothes only and change them daily.
- iv. Practice hand hygiene and social distancing at all places and at all times.
- v. Use the face mask as per the advisory issued. Wear it while you start from home. Don't touch your face, eyes or the face mask.
- vi. It is advised to bring minimal things from home for work. May carry a zip-lock cover with a spare face mask/ cotton handkerchief (may come handy if required and may also be used to keep the used face cover if it gets wet/ visibly dirty).
- vii. Once you reach home, it is advised to keep the used things in a separate place and have a shower with soap and water (preferably warm water). The used clothes should be washed with soap detergent and water daily.

D. Additional Guidelines

- i. Students should strictly adhere to the Department Time Table issued by respective HOD's of the Department.
- ii. Students should cooperate with the college staff for thermal scanning at the entrance of the Department Block.
- iii. Only asymptomatic students will be allowed to enter the college premises.
- iv. Students should follow the social distancing norms and SOP's.
- v. All students should wear masks and carry bottle of sanitizer.
- vi. They should also carry the extra mask to the college.
- vii. Students should refrain from holding hands/shaking hands/chat in groups while in college premises.
- viii. Students will not be allowed to share their stationery and food items with their friends.
- ix. Students should strictly adhere to the classrooms social distancing norms during physical lectures/lab/tutorial and while accessing the corridors.

Parent's Consent Form

To

The Principal,
Chd. College of Engg. & Tech.,
(Degree Wing), Sector-26, Chandigarh.

I, _____, Father/Mother/Guardian of
_____ studying in year _____ Branch _____
residing at _____ hereby declare to send my ward to college
to attend physical classes from 23-09-2021. I also declare that my ward shall abide
by all guidelines formulated by the college in the form of SOP. I will not hold the
college authorities responsible for my ward developing any symptoms similar to
COVID-19.

Thanking you.

Yours Sincerely,

Name: _____

Address: _____

Mobile No.: _____

Student's Undertaking

To

The Principal,
Chd. College of Engg. & Tech.,
Degree Wing, Sector-26, Chandigarh.

I, _____ Student in Class _____
Branch _____ residing at _____ hereby declare that
I will abide by all guidelines formulated by the college in the form of SOP. I will not
hold the college authorities responsible developing any symptoms similar to COVID-
19.

Thanking you.

Yours Sincerely,

Name: _____

Address: _____

Mobile No.: _____