



Goswami Ganesh Dutta  
**S.D. COLLEGE**

A MULTI FACULTY POST GRADUATE CO-EDUCATIONAL INSTITUTION

A College with Potential for Excellence - U.G.C.  
Awarded "A+" Grade - NAAC, Bengaluru

Selected under 'Star College Scheme' - D.B.T.  
Selected under 'FIST Programme' - D.S.T.

Deen Dayal Upadhyay KAUSHAL Kendra Status-U.G.C.

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18-03-2020

**NOTICE**

It is notified for the information of all concerned that Goswami Ganesh Dutta Sanatan Dharma, Sector 32-C, Chandigarh will be following the COVID-19 Specific Code of Conduct w.e.f. 18<sup>th</sup> March, 2020 as per the guidelines of G.O.I. For more information, please refer to the documents attached herewith.

  
Principal

Copy of the above is forwarded to the following for strict compliance:-

- 1) IQAC
- 2) All the staff members (both teaching and non-teaching)

## COVID-19 SPECIFIC CODE OF CONDUCT

Code of Conduct w.e.f 18<sup>th</sup> March, 2020

18<sup>th</sup> March 2020

As per the notifications issued by Govt. of Punjab, Haryana and U.T Administration, Panjab University and DHE (Chandigarh), staff is required to follow the following code till further orders:

- ❖ Teaching in the college remains suspended till 31<sup>st</sup> march, 2020
- ❖ Students are advised to vacate the hostels and remain stationed in their respective hometowns
- ❖ The ongoing mid-semester examinations stand postponed
- ❖ All functions, seminars, workshops stand postponed
- ❖ No large gatherings allowed in the college premises
- ❖ BAS (Biometric Attendance System) remains discontinued till normalcy is attained

The general advisory to be followed includes:

- ❖ Avoid person-to-person contact
- ❖ Avoid contact with contaminated surfaces
- ❖ Cover your face while sneezing
- ❖ No spitting allowed
- ❖ Maintain general hygiene and sanitation practices

**Stay home stay safe!**

**CODE OF CONDUCT FOR STAFF**

**The previous Code of Conduct issued in March, 2020 to be continued with advisories and additional guidelines issued by UGC and Ministry of health & family Welfare, GOI**

- Physical teaching in the college remains suspended till further notification
- Teachers to use digital learning methods and reach students through online/social media
- Online teaching to be followed
- Hostels to remain vacated
- No social gatherings allowed
- Social distancing to be followed on campus
- Any student/staff with travel history to any COVID-19 affected country/state is required to inform the college authorities immediately
- Staff/students are advised to avoid any kind of travel
- Any student/staff coming in contact with Corona virus infected persons is required to be home quarantined for 14 days
- Anybody with signs and symptoms (cough, fever or breathing difficulties) should call State/UT helpline numbers
- Wearing of masks is compulsory on the campus
- College has set up a COVID Counselling cell for mental health and well-being of students/staff
- Staff to be called to campus on rotational basis
- Remaining staff to work from home
- Presently no public dealing to be allowed on the campus
- No visitors allowed on campus

**Standard Operational Guidelines to be followed**

All the staff reporting on duty is required to strictly follow COVID-19 protocol issued by Ministry of health & family Welfare, GOI. Kindly ensure that the following points are adhered to when on campus, in order to limit the spread of the disease:

- ❖ Ensure thermal screening before entering the campus
- ❖ Wear a proper fitting face mask, that covers both the nose and mouth.
- ❖ Maintain physical distancing preferably up to 6 feet.
- ❖ Wash hands frequently with soap & if that is not possible then use a sanitizer.
- ❖ Download the Aarogya Setu App on your mobile phones, to appraise you about the 'hot-spots' around you.
- ❖ Do not attend college if you have any flu-like symptoms and take medical advice.
- ❖ Cough or sneeze into a tissue (to be discarded immediately) or elbow and avoid touching your face, eyes, mouth or nose.
- ❖ Mark your daily manual attendance in the attendance register.
- ❖ Use foot pedalled sanitization holders

## **CODE OF CONDUCT(COVID specific)**

The college is now in a transition mode, from remote online learning to a blended concept of off-line cum online teaching, for the session 2020-21. We feel it is pertinent to inform all of you that your behavior, on and off campus, will essentially affect the health and safety of those around you. In this regard, kindly ensure that the following points are adhered to when on campus, in order to limit the spread of the disease

**Safety of all is of paramount importance in the institution. The following SOPs will be followed for safety, health and well-being of all the stakeholders.**

### **SOPs FOR TEACHING**

1. Follow safety SOPs issued by GOI & teaching SOPs issued by UGC
2. Online teaching mode to be followed
3. Teaching through Google meet and Google classrooms
4. All concerned to have online training on teaching through online mode
5. 1-2 computer in each classroom/seminar hall
6. One teacher per computer for teaching purposes
7. Sanitize your hands before and after using computer
8. Physical distancing to be followed in classroom/laboratories
9. Wear a proper fitting face mask
10. Spitting is prohibited

### **SOPs FOR LABORATORIES**

1. Online teaching mode to be followed
2. Teaching through Google meet and Google classrooms
3. Use of foot pedaled sanitization holders
4. Use of foot pedaled dustbins in laboratories
5. Repeated cleaning and sanitizing of commonly shared equipments and areas
6. Washing hands frequently with soap
7. Frequent sanitization of laboratories
8. Physical distancing to be followed in laboratories
9. Wear a proper fitting face mask
10. Ensure proper safety handling while sanitization against fire hazards

### **SOPs FOR VISITORS**

1. No entry without valid reason.
2. Ensure thermal screening before entering the campus.
3. Make your valid entry at the gate in the visitor's register.
4. Wearing of masks is compulsory on the campus.
5. Spitting is prohibited on campus.

### **SOPs FOR LIBRARY USE**

1. Follow SOPs issued by GOI.
2. No book shall be issued from library till further orders.
3. Only consultation will be allowed.
4. You are allowed to take photographs/screen shots from books for the time being.
5. No photocopy facility available in the library during this period.
6. Wearing of masks is compulsory while sitting in library.
7. Regularly wash/sanitize your hands.
8. Maintain social distancing while sitting in library (leave a chair vacant between two students).
9. Bring your water bottle from home.
10. Leave the books at the table after consultation.
11. If you want that your books should not be removed from the table, leave a slip indicating your name, roll no. and date.

### **SOPs FOR STUDENTS/RESEARCH SCHOLARS ON CAMPUS**

1. Wear a proper fitting face mask, that covers both the nose and mouth.
2. Maintain physical distancing preferably upto 6 feet.
3. While seating in the library or laboratory ensure one seat separation between yourself and the person next to you.
4. Wash hands frequently with soap & if that is not possible then use a sanitizer.
5. Download the Aarogya Setu App on your mobile phones, to appraise you about the 'hot-spots' around you.
6. Avoid attending college if you have any flu-like symptoms and take medical advice.
7. Cough or sneeze into a tissue (to be discarded immediately) or elbow and avoid touching your face, eyes, mouth or nose.
8. Bring and eat home cooked, nutritious food and avoid sharing food and utensils with others.
9. Do not spit in open
10. Carry a water bottle with yourself at all times.
11. Do not share pens, pencils or other items that can be contaminated easily.