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College of Engineering

Guide lines to COVID 19 Response Team



Purpose of the Guidelines

We are much concerned about the health of our employees and during this COVID 19 outbreak we stretch our helping hands in providing the safety measures at the institute and create an emergency team which remains in contact with other staff members on regular basis to ensure the safety measure and health situation of every employee.

This guidelines is designed for the safety of our staff, resuming to work after the lockdown period due to COVID-19 outbreak.

This strategic preparedness and response plan provided in the guideline, outlines the safety measures adopted by the institute in ensuring the safety of the employees.

This guidelines also helps our staff in preparing themselves towards their personal safety.

By following these guidelines the chain of COVID 19 spread shall be eliminated and works can be resumed safely.



- Display of COVID-19, Do's and Don'ts, Helpline and Emergency Contact Numbers on all the Notice Boards, Security gates, parking areas and canteens.
- Ensure the cleaning and chlorination of all water tanks.
- Any disposed items must be burnt and should not be thrown to dustbin.
- Movement of physical documents like files and papers to be avoided within departments and instead e-approvals to be followed for next few months.
- Spitting anywhere inside the premise is completely prohibited.
- Avoid touching other vehicles surface/door while in parking area.
- Mask to be changed everyday,(Can be washed if the mask is washable).
- Immediately after reaching home, person should change clothes and wash it in hot water and Dettol and take a shower before mingling with other family members.



- Students will be allowed inside the college premises only if they are wearing mask (N-95 without valves compulsory)
- Students will allowed inside the premises in que system hence students are informed to be present at the college at least 10 min prior to their class timings.
- Students must be scanned for temperature and to be recorded at the entrance before entering and also while leaving the college.
- Considering the government order, college will not be providing public transportation facility, hence Students must make their own arrangement.
- Vehicles must be parked with a min 4 ft distancing and are informed to cooperate with security while they assist during vehicle parking.
- Students are informed to Maintain social distancing within the college premises and should completely avoid mass gathering.



- In order to maintain higher safety, Students have to carry drinking water from their house and are informed to avoid the use of RO water provided in college until it is necessary.
- Student must cooperate by staying in their allocated room without creating any movement in the premises until necessary.
- College cafeteria remains closed hence students have to bring their lunch from home. Students will not be allowed to move out of college under any circumstances.
- Students should not to gather for lunch or any other purpose and must avoid sharing their food with others.
- Students who want to meet their project guide or to meet any faculty has to obtain prior permission and should meet them in the given time.



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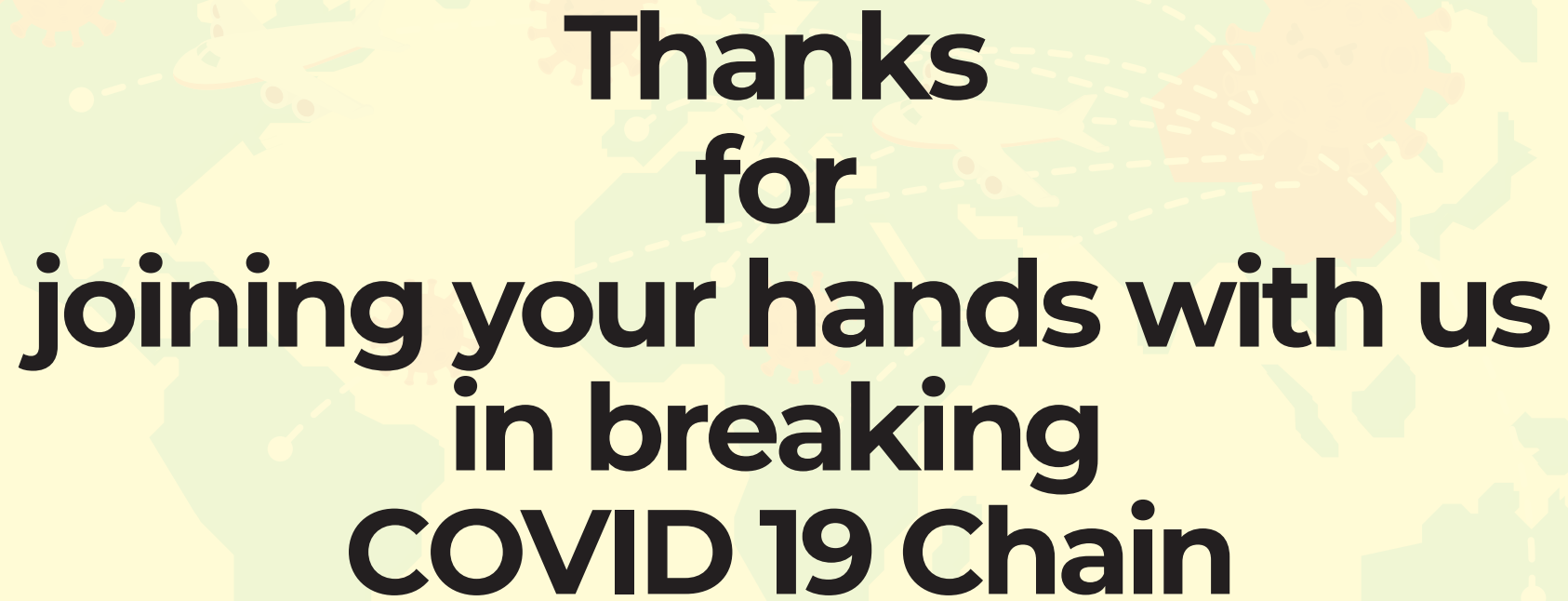
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Guidelines for Students

- Students will be allowed to library in batch system, only five in a batch will be allowed to enter the library.
- Students are informed to install Arogya setu app in their mobile and take the self assessment test before the college reopens, The image of Assessment taken should kept in your mobile for verification purpose..
- Students should provide their travel and medical issue via the google form link provided to you.



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**Thanks
for
joining your hands with us
in breaking
COVID 19 Chain**