

# **Vimala College (Autonomous)**

## **Thrissur**



## **SOP COVID 19**



**VIMALA COLLEGE (AUTONOMOUS), THRISUR**  
**KERALA 680009**

<b>Policy No.</b>	VC/Policy/ 25				
<b>Policy Name:</b>	STANDARD OPERATING PROCEDURE- COVID 19				
<b>Drafted by</b>	Internal Quality Assurance Cell (IQAC) in consultation with respective Working Committee	<b>Adopted:</b>	2020-21	<b>Revised:</b>	
<b>Approved by</b>	Governing Council	<b>Date:</b>	08 April 2021		
<b>Next Revision</b>			2022-23		

PRINCIPAL IN-CHARGE,  
VIMALA COLLEGE  
(AUTONOMOUS)  
THRISUR - 680 009



**Scope:** This SOP defines procedures to be followed by various internal and external stakeholders of Vimala College when operating in teaching and administrative areas in the context of COVID 19 Pandemic.

The College formulated protocol and guidelines to be followed by visitors, faculty, students, administrative staff and workers.

The guidelines covered teaching, learning, evaluation, health and safety and use of facilities such as Aquatic Complex.

COVID Protocol and guidelines have been issued based on the instructions and guidelines of University Grants Commission, Higher Education Department, and State Government.

The Following circulars, policies and Procedures formulated by the Internal Quality Assurance cell of the College have been in place with the approval of the Principal and thereafter College Council.

### **Purpose**

This document is a compilation of the documents prepared by the College to help stakeholders carry out routine operations. This document aims to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with institution's regulations



### Documents

Sl No	Document	Date of implementation
1	Circular: Alternative arrangements for Project, Viva, Internships in the context of COVID 19	20 March 2020
2	Circular: Online Mode of Education in the context of COVID 19	02 April 2020
3	Guidelines for conducting Viva Voce Examination and Online Project Report submission during the COVID 19 Outbreak	24 May 2020
4	Safety Protocol and Guidelines on Examinations in View of COVID-19 Pandemic	02 June 2020
5	Safety Protocol and Guidelines on Examinations in View of COVID-19 Pandemic (Updated 22/11/2020)	22 November 2020
6	COVID Protocol for visitors	15 October 2020
7	International Aquatic Complex-COVID Safety Guidelines and Poster	10 January 2021

### I. COVID Protocol for Visitors, Staff and Workers

Vimala College has developed a COVID -19 Safety protocol for visitors and staff

### Goals:



- Provide health and safety standards of behaviour for visitors, employees to minimise the transmission of COVID 19.
- Provide educational information and supplies to help visitors, employees and workers to stay healthy and safe.

**Visitors:**

- The College permits essential visits only and by appointment only.
- Visitors are required to comply with all safety protocols, including hand hygiene, masking, and social distancing.
- No visitors from containment area, Red zones, or from a household with any member tested positive or persons have recent visits to another State or Country are allowed to enter the campus
- When entering the college campus, at the college gate, the visitors undergo a health screening with government recommended health screening questions, temperature checking.
- Visitors who do not pass the screening process will not be permitted entry.
- A hand washing station is arranged at the gate.
- Sanitiser dispensers are arranged at the gate, at the reception and at the visitors sitting area.
- Arrangements are made to keep 6 feet social distancing while on campus.

**For Employees**

- Temperature checking at the gate.
- Sanitisers are available in the college office and departments.



- Hand washing facilities are arranged in the workplaces.
- Cleaning all the College office space and workstations with disinfectants every day morning prior to the commencement of the office work.
- All computer stations and desk areas are cleaned and sanitized by staff.
- College follows social distancing guidelines, utilize virtual meeting and communication tools where possible, and limit the number of people on campus at a time.
- Furniture and seating are arranged to encourage social distancing.
- In addition to the facility of hand sanitiser dispensers arranged in the campus, the employees are welcome to bring hand sanitizer to campus.
- Hand sanitisers made by the Department of Chemistry is also made available.

#### **For Workers**

- Checking temperature and registration at the entrance.
- Hand sanitisers and face masks are made available to the workers in the campus. Strict adherence to social distancing is maintained.
- Hand washing facilities are arranged.

## **II. Teaching and Learning: Alternative arrangements for Project, Viva, Internships in the context of COVID 19**

In the wake of precautions to be taken to avoid the spread of the COVID 19 virus, social distancing is to be encouraged and face to face interaction and group sessions with students are to be restricted as much as possible.



Alternative arrangements are:

1. Online correction of project/ dissertation, final submission and valuation.
2. Courses that require a Viva component can be conducted online. The 'Zoom Meetings' application available online may be utilized for the conduct of such viva. It can be easily installed, and students can join through audio, video, or both, using just a link. This can work for individual or multiple student meetings. Whatsapp may also be used as an alternative option.
3. Internships: Internships that involve community exposure may be difficult at this point of time. This means it is important to provide students with alternative learning resources so that they can continue being productive at home and consequently fulfill the course outcomes.

Given below are a few options that may be considered:

1. National Mission on Education through Information and Communication Technology (NMEICT).  
(You can access SWAYAM, SWAYAM PRABHA, E-Pathshala etc.) Details are attached.
2. Free Online courses on Edx, Coursera, future learn etc.

Considering the course outcomes and outcomes of the internship, the faculty members can support students to select appropriate modules relating to their subjects.

Along with this, tests or assignments relating to the material covered in the modules can be provided to further their understanding of the topic.





### III. Assessment and Evaluation: Guidelines for conducting Viva Voce Examination

Considering the prevailing situation of COVID 19 Pandemic, the meeting of the College Council held on 23 May 2020 resolved to consider online viva voce examinations for the final year UG and PG students.

This circular explains the protocol of the online viva voce examinations and the arrangements to be made by the departments.

#### Examiners

Faulty members from nearby colleges shall be invited as external examiners. The internal and external examiners can be present preferably at the same location (Vimala College), however, considering the difficulties of the external examiners to commute to the College, they can be in different places.

All participants (candidate, external examiner, internal examiner) must confirm that they agree to the viva/oral examination being conducted remotely using video/online methods and that those who are to participate in this manner have suitable equipment (with both audio and video) and a private location available, which can be free of distractions

#### Arrangements to be done

1. The candidate must be aware that the viva voce will be conducted video/online mode. Tutors/ HoDs should inform the students in advance. The duration of the viva also to be determined and informed.
2. It is recommended that the viva be conducted using any video conferencing





platforms like Skype, Google Meet, WebEx, Zoom, etc. however consideration can be given to other applications such as whatsapp especially if the students are more familiar with these.

3. For a viva entirely online, an online meeting will be created for the date/time agreed and information about joining the online meeting sent to all students as part of the confirmation
4. Confirm that all students are comfortable with the arrangements and that the candidates and the examiners can see and hear each other clearly and free of distractions.
5. If there is any presentation that the candidate is expected to make as part of the viva must be sent in advance to the Internal Examiner who is responsible for sharing it with the External examiners. The purpose of this is to facilitate all students having the presentation ready to view during the viva, rather than to assess it in advance.
6. During the viva
  - a. If there is a failure in the connection/technology attempts should be made to re-connect. In the event of a serious or protracted breakdown in the connection, the viva should be postponed, and the students should be given further chances

#### IV. Online Project Report/Dissertation Submission

This facility should be extended to the students of final year UG and PG students in the ongoing Covid19 Pandemic. This is to ensure fair and efficient submission and evaluation.

1. The supervising teacher should inform the students in advance about this facility of online submission.
2. Departments should set a date for the submission in consultation with the



Examinations Office. Please consider the difficulties related to internet connectivity of students.

3. The report to be submitted in PDF Format.
4. The respective supervising teachers to send acceptance e mail to the students.

The supervising teachers should forward the reports to the HOD/department email and should be kept in a folder for further evaluation.

For online courses, the evidence of attendance could be the certificate or screen shots of the modules with their name on the top.

#### **V. Assessment and Evaluation: Written Examination - Safety Protocol and Guidelines on Examinations in View of COVID-19 Pandemic**

Considering the safety of students, staff and the community, the College has prepared a micro plan regarding examinations to be conducted, the number of students appearing for examinations, various centres of examination, the facilities provided, precautions taken and guidelines to be followed for conducting examination in the context of the COVID 19 Pandemic. Instructions for students, invigilators and parents or guardians have also been formulated.

In order to reduce the potential risk of transmission of COVID-19 within the examination centre, the students who have tested positive for COVID 19 at present must stay at home. The students who are experiencing symptoms consistent with COVID 19 and who are currently in quarantine after having direct contact with person who is recently tested positive are also requested to stay at home. A special (Regular) examination will be conducted later for such students. They should



produce a certificate from the competent authority (District Medical officer, Medical officer of Primary health Centre / Sub Centre or the President of Local Self-Governing Institutions such as Panchayaths / Municipalities / Corporation) to prove their inability to appear for the examination. They should also inform their respective Heads of before the commencement of examinations.

#### Instructions for students

1. All the students appearing for the examination should strictly follow the COVID protocol stipulated by the College.
2. Since special facilities are to be arranged for students coming from containment zone / hotspots and who are in quarantine, they should inform the Head of the department / Chief Superintendent of Examinations on the previous day of the examination.
3. Students who are assigned centres other than Vimala College are not allowed to change their centres now.
4. The College has taken all measures to keep the campus safe and disinfected for maximum protection.
5. Students must take all necessary precautions and must practice strict physical distancing and wear a triple layer cloth/N95 mask. No student will be allowed entry into the College premises without the prescribed mask.
6. Thermal screening of all students will be performed at the entrance of the College as per existing Health Department guidelines and no symptomatic student will be allowed to write the day's exam.
7. Students showing any symptoms while writing the exams will be referred for medical examination.



8. While hand sanitizer and hand washing facilities will be arranged, it is advised that students bring their own hand sanitizer as well, to protect themselves while travelling.
9. No parent/accompanying student/ guardian will be allowed inside the College premises.
10. Strict social distancing must be observed on campus and students are expected not to gather on the campus or on their way to the campus.
11. Students will not be permitted to crowd around outside the exam classroom and the College premises.
12. All students must carry their hall ticket, identity card, and water bottle, and stationery as necessary and no student is permitted to exchange stationery or water bottle amongst themselves.
13. Seating arrangements in the exam hall will be done as per the Health Department guidelines.
14. While in the exam hall, the regular exam instructions of Vimala College will be followed with certain modifications to control infections.
15. Once the time allotted for the exam is over, all students must strictly adhere to the instructions of the invigilator regarding the submission of answer sheets and students must leave the campus soon after the examination.
16. Strict social distancing is to be maintained while exiting the College premises
17. Students are strictly advised to maintain hand and face hygiene.
18. On returning home from examination, students are to take a shower before interacting with other family members.



**Instructions for invigilators**

1. Separate and detailed guidelines will be issued after adequate orientation and training.
2. All Invigilators must ensure strict social distancing and must wear the prescribed gloves and mask.
3. All invigilators in coordination with the Chief Superintendent will ensure that the classroom arrangements are as per the Health Department guidelines.
4. Invigilators need not countersign on the Hall Ticket.
5. Plastic bags will be provided for the submission of answer sheets.
6. Strict social distancing to be maintained in all interactions with the students.
7. Invigilators should mark the attendance in the sheet provided and students need not sign in the attendance sheet.
8. The students themselves can mark 'cancelled' on the space or on the pages that are not used.

**VI. Use of Facilities: International Aquatic Complex- COVID Safety Guidelines**

The pool is opened as per Health and Family Welfare Department, Govt of Kerala, N0-1/31/F2/H & amp; FWD- 4 January 2021.

1. Everyone must wear masks as they arrive at the pool, prepare on the deck, and until they get in the water.



2. All visitors must maintain physical distancing (at least 1.5m apart) while on deck and in the water.
3. Group gatherings on the deck and in the premises are not allowed.
4. Besides the supplies in the facility, all visitors must bring their own soap, towels and sanitiser. Visitors are not allowed to share objects such as soap, towels, equipment etc. with others.
5. Wash hands often with soap or use hand sanitizer.
6. The visitors are not allowed to eat or share food in the facility.
7. This facility is frequently cleaned and disinfected by staff.



  
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