



Saint Claret College, Ziro

Accredited with Grade 'A' by NAAC || Recognized by UGC under 2(f) & 12(B)
Affiliated to Rajiv Gandhi University
Post Box 22, Ziro - 791 120, Arunachal Pradesh, India
zirocollege@gmail.com * +91-7085320300 * www.sccz.edu.in

03.09.2021

Commencement of Offline Classes

As per the order from DHTE dated 3 September 2021, Offline classes will be resumed at SCCZ starting from 09.09.2021. The Following guidelines should be adhered to.

- Semester 1 B.A., B.Com & B.A. Mass Comm will have Offline Classes on Thursdays, Fridays and Saturdays, and online classes on Mondays and Tuesdays
- Semesters 3 & 5 B.A, B.Com & B.A. Mass Comm will have Offline classes on Mondays, Tuesdays and Wednesdays, and online classes on Thursdays and Fridays.
- **All students must submit to the College Office, the Consent Form signed by their parents/guardians. (format attached with this notification)**
- **Online classes will continue till the above-mentioned date and as per the notification after the online classes commence.**

Class Timing will be from 09:00 AM to 04:00 PM

Bus Timing:

- 1st Trip: 07:45 AM from Hapoli & 08:15 from Old Ziro
- 2nd Trip: 09:00 AM from Hapoli & 09:15 from Old Ziro

Note: This arrangement will continue till further notice.

Important

Students and Staff should follow the COVID-19 appropriate behaviour while on campus.

- Face Mask should be worn at all times.
- Use of Sanitizer and washing of hands is encouraged.
- Maintain social distancing
- Refrain from spitting.
- Anyone found violating these norms will be subjected to strict action which include monetary fines and other sanctions.

SCCZ Hostellers will be notified about the reopening of the College Hostel as and when the College is notified by the DHTE. Kindly wait for further instructions from the College.

The Order from DHTE is attached herewith for your perusal.

PRINCIPAL
Saint Claret College
Ziro - 791 120

Consent Form

As per the directives of APDMA order dated 01.09.2021, Saint Claret College, Ziro will re-open for students from 10.01.2021. Offline Classes will begin as per the guidelines issued by the authorities. Students are allowed to attend the Offline Classes from the mentioned date. This will be subject to written consent of their parents /guardians

(Entries to be made in CAPITAL LETTERS)

Student's Undertaking

I, _____ Roll. No. _____, son/ daughter of _____ undertake to attend the offline classes at Saint Claret College, Ziro voluntarily and promise to strictly abide by all the guidelines issued by the College.

Signature: _____

Date: _____

Consent by the Parent/ Guardian

I have read through the notification and guidelines issued by the competent authority and agree by everything stated therein. I promise to abide by the guidelines and sensitise my ward to do the same. I consent to my ward attending the Offline Classes as per the guidelines issued by the College and the Department of Education, GoAP.

Name of the Parent/ Guardian: _____

Signature: _____

Date: _____

GOVERNMENT OF ARUNACHAL PRADSH
DEPARTMENT OF EDUCATION
DIRECTORATE OF HIGHER & TECHNICAL EDUCATION
ITANAGAR

File No.: ED/ HE-06/2008

Dated Itanagar the th September, 2021

ORDER

Pursuant to the Arunachal Pradesh Disaster Management Authority Order vide No. SEOC/DRR&DM/01/2011-12 dated 1st September, 2021 and Guidelines issued by the UGC in the month of July, 2021 and in supersession of all earlier SOPs and Orders related to COVID 19, the Directorate of Higher & Technical, Govt. of Arunachal Pradesh is pleased to notify the Standard Operating Procedure for re-opening of all HEIs (all type of Universities/Colleges/Polytechnics) in the State of Arunachal Pradesh to maintain all the protocols and Safety guidelines under COVID-19 pandemic. The Standard Operating Procedure will come into effect from 6th September, 2021 with the re-opening of the institutions.

The detailed SOP is as follows:

1. SOPs for Colleges and Polytechnics (Govt. and Private):

- a) Time table will be prepared by the college authority keeping in view the requirements of social distancing as per COVID 19 protocol.
- b) Respective HEIs will follow the Academic Calendar issued by the affiliating University or APSCTE (for Polytechnics) issued from time to time.
- c) Student studying in year Two / Three will have offline classes on Monday, Tuesday, Wednesday and ONLINE classes on Thursday and Friday.
- d) Student studying in year One will have offline classes on Thursday, Friday and Saturday and ONLINE classes on Monday Tuesday.
- e) The college shall arrange for the classes in such a way so as to avoid too much crowding of the college campus.
- f) Students who are unable to attend classes in their respective colleges because of some extreme circumstances may opt to attend classes in a college of their locality with prior permission from the concerned authorities of both the colleges. However, this should be taken as a temporary measure.
- g) Colleges having PG courses will manage staggered time table as per the convenience of the institutions.

2. SOP for all types of universities (for Govt./Private/Autonomous)

The University functioning within the State of Arunachal Pradesh will prepare their individual SOPs for attending classes by the students within the University Campus strictly following the protocols of Covid-19 and the guidelines issued by Ministry of Home Affairs, Gol vide order No.40-3/2020-DM-1(A), Dtd. 30/9/2020, University Grant Commission from time to time and State Disaster



Management Authority or State Health Department from time to time .

The Universities Authorities has to work in tandem with the concerned District Administration and District / Local Health services authorities.

3. The health, hygiene and safety protocols of COVID-19 as issued by the Health & Family Welfare Department/NHM, Arunachal Pradesh has to be followed in coordination with the District Administration.
4. Every University/College/Polytechnic authority should coordinate with the nearest Health Centre/ District Health Service authority, in case of emergency and related health checkup.
5. Students commuting in University/College/Polytechnic transport should feel safe and all safety protocols are to be followed.
6. Use of face cover/masks by students, teachers, staff and all stakeholders is mandatory and there should be thorough sanitization and cleaning of all areas inside the College premises prior to re-opening. Working hand washing facilities should be available in the HEIs.
7. Use of face cover/masks by students, teachers, staff and all stakeholders is mandatory and there should be thorough sanitization and cleaning of all areas inside the Institution's premises prior to re-opening.
8. There should be arrangement for thorough and regular cleaning and disinfecting of all areas, furniture equipment, stationary, storage space, water tanks, kitchen, canteen, washroom, laboratories, libraries, etc., in the Institution campus.
9. Working hand washing facilities in the institutions should be arranged.
10. There should be availability of key supplies like thermometers, disinfectants, soaps, etc. The thermometer to be used should be a calibrated, contactless, infrared digital thermometer.
11. Ban on public space spitting shall be strictly enforced.
12. All garbage should be disposed in dustbins and must not be allowed to be piled up anywhere in the institution's premises.
13. Frequent cleaning and disinfecting of washrooms during the working hours should be ensured.
14. Mandatory hand washing for all students and staff at regular intervals must be ensured as per the COVID19 protocol.
15. Availability of safe and clean drinking water for students must be ensured. Students should be encouraged to bring own drinking water.
16. **Seating plan.**
 - Physical distancing of atleast 6 feet has to be strictly followed.
 - Physical and social distancing shall be maintained in the staff rooms, office area and other places of public interaction.
 - Seats maybe designated with adequate distance for teachers in the staff room and other available rooms/halls.
 - The number of seats in the reception area maybe limited with atleast 6 feet distance between them.
17. **Physical/social distancing in the entry and exit points of the Institutions.**

- Earmarking different lanes for entry and exit of students/teachers/non-teaching staff. Visit of outsiders should be strictly prohibited.
- Overcrowding at the time of entry and exit should be avoided.
- Displaying posters/signage/stickers at appropriate places reminding students about maintaining physical/social distancing must be ensured.
- Display communication materials (info-graphics) etc. on COVID-19 prevention in different areas within the College premises and the community.
- No outside vendors should be allowed to sell any eatables inside the premises or at the entry/exit gate points.
- Ensure Soap (Liquid) is available at each hand washing station, near every door of toilets, in the Institution's Canteen entrance points.

18. Parent's/Guardian's consent

- Students will come to the Institution provided their parents have no objection and as such written undertaking/confirmation from the parents should be produced before the authority.
- Parents should ensure that their ward goes to Institutions wearing a mask and sensitize them not to exchange mask with others.
- Parents may take care not to send their ward to College/Institutions if the child is not feeling well.

19. HEI events, meetings, etc.

- HEIs should not undertake events where physical and social distancing is not possible.
- Functions and celebration of festivals should be avoided in HEIs.

20. Formation of different Task teams.

The Colleges/HEIs will ensure formation of different Task teams such as Emergency care support/Response team/General support team for all stakeholders, hygiene inspection team, etc. The members of such teams may be identified from amongst the Professors, Associate Professors, Assistant Professor, students and other stakeholders who will work collaboratively to take strategic and immediate action.

21. COVID-19 Vaccination

All teaching , non-teaching staff and students should preferably vaccinated. The respective HEIs may constitute Task Force to monitor the vaccination status. The Task force may direct to liaise with the Health Department for non-vaccinated person(s) to get vaccinated on priority basis.

22. Health checkup

Regular health checkup of students and teachers maybe organized with help of District Administration / Health Authority.

23. Safe commuting of students who avail college/HEI transport.

- Sanitization of Institution's transport should be done on regular basis atleast twice a day- once before students board the transport and once after.
- Driver and conductor should ensure physical distance at all times alongwith students.
- All commuters are to wear face cover/masks. College/HEIs transport authority should not permit students without masks and as far as possible provide them with masks.

24. Safety norms in classrooms

- Teacher must ensure that students sit at allocated seats maintaining physical distancing and wearing face covers / masks. Teachers too wear face masks.
- In case of practical works, it should be done in small groups maintaining physical distance.
- Students should not share any material (books, notebooks, pen, pencil, eraser, tiffin box, water bottle, etc.) with each other:
- All the necessary learning material may be kept in the classroom.
- No sharing of food among students should be allowed.
- Overcrowding in washrooms should be discouraged.
- For air conditioning within the Institutions, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30 degree Celsius, relative humidity in the range of 40-70% and provision for intake of fresh air and cross ventilation.

25. Protocol to be followed in case of detection of suspected case of COVID-19

- The sick student or the sick staff should be placed in a separate room or area which should be away from others.
- The nearest medical centre should be contacted.
- A risk assessment will be undertaken by the treating physician.
- Disinfection of the premises to be taken up if the person is found positive.
- The authorities of HEIs should coordinate with the nearest health centre / District Health Services authorities, in case of emergency.
- All protocols as advised by Health and Family Welfare Department/ NHM should be followed.

26. Re-opening of Hostels

Decisions regarding re-opening of hostels will be intimated by the Govt. in due course. The College authority will sensitize the parents, staff, students and other stakeholders about personal hygiene, personal health and cleanliness. Parents must not send their wards to colleges if the child or any other family member living in the same household shows any symptoms of Covid-19.

27. Saturday as working days for Govt. HEIs

Due to Pandemic of COVID-19, HEIs are facing acute shortage of physical teaching learning days to complete the syllabus, therefore the State has decided to declare Saturday as working day until the normal situation prevails. It shall be revoked by the Department on return of normal situations.

All HEIs in the State are to follow COVID-19 pandemic SOPs issued by MHA/UGC/Govt. of Arunachal Pradesh from time to time.

This issues with the approval of competent authority vide **U.O. No.582 dated 03/09/2021**.

Sd/-

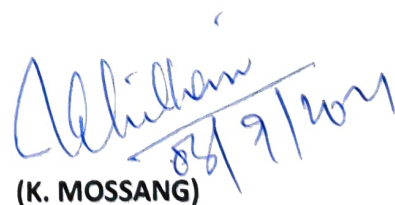
(Ms. Niharika Rai, IAS)
Commissioner(Education)
Govt. of A.P., Itanagar

Memo No. ED/ HE-06/2008 /1362 - 147)

Dated Itanagar the th September, 2021

Copy to- All concerned for information:

1. The Commissioner to the Hon'ble Governor, Arunachal Pradesh, RajBhawan, Itanagar.
2. PPS to Hon'ble Chief Minister, Arunachal Pradesh, Itanagar
3. PS to the Hon'ble Minister Education, Arunachal Pradesh, Itanagar
4. The Under Secretary to the Chief Secretary, Govt. of A. P., Itanagar
5. The Vice Chancellor, Rajiv Gandhi University, Rono Hills, Doimukh.
6. Director, National Institute of Technology, Yupia.
7. Director, NERIST, Nirjuli.
8. PS to Commissioner/Secretary (Health), GoAP for information.
9. PS to Secretary (Edn.), Govt. of A. P., Itanagar
10. PA to Addl. Secretary (Edn.), Govt. of A. P., Itanagar
11. Director, Health Services, GoAP, Naharlagun for information.
12. All the Deputy Commissioners of District for necessary action.
13. All the District Medical Officers for necessary action.
14. All the Registrars of the Pvt. Universities of Arunachal Pradesh.
15. All the Principals of Govt. Colleges / Polytechnics of Arunachal Pradesh
16. All the Principals of Pvt. Colleges/ Polytechnic of Arunachal Pradesh.
17. The Director, Higher & Technical Education, Govt. of A. P., Itanagar.
18. The Under Secretary (Edn.), Govt. of A. P., Itanagar
19. Office Copy.


(K. MOSSANG)

Under Secretary (Education)
Govt. of A.P., Itanagar