



ST. JOSEPH'S COLLEGE OF COMMERCE (Autonomous)

Affiliated to Bengaluru Central University

Re-accredited with 'A' Grade by NAAC | College with Potential for Excellence (CPE)

Ranked 72nd in NIRF 2020 by MHRD

163, Brigade Road, Bengaluru- 560 025. Karnataka, India.

GUIDELINES AND THE ROADMAP FOR COMMENCEMENT OF BLENDED MODE OF CLASSES

Introduction:

St. Joseph's College of Commerce (Autonomous), Bengaluru is preparing for the commencement of Blended Mode of classes (offline / Online). The College is adopting a set of Standard Operating Procedures (SOPs) with a comprehensive set of measures to prevent and deal with the COVID-19 pandemic by setting up policy and procedural guidelines to be compulsorily followed by the students, staff members and visitors.

Purpose:

The college aims at resuming normal work as per the guidelines provided by the Central Government and the State Government as well as the UGC by adopting the SOPs. The SOPs will be in effect from 13th September 2021 onwards.

Objective:

To ensure health & safety of the students and the staff members of the college.

Scope and Coverage:

The SOP is applicable to the entire college and is mandatory for students, staff members and visitors of the college.

General Guidelines

1. All students and staff members shall mandatorily produce a COVID-19 test report, which is done within 72 hours before the day of joining.
2. Wearing a mask is mandatory for all students and staff members in the campus.
3. All students and staff members would need to carry their own food and drinking water.

4. Cultural activities, meetings, extra-curricular and sports activities may be allowed where physical distancing is maintained.
5. Seating arrangements for students will be re-organised to ensure a minimum of six-feet distance between each other.
6. Those students who are opting to attend college on campus need to get a signed consent letter from their parents or guardians and submit the same with the mandatory COVID test negative report.
7. In case a student or a staff member in campus is tested positive for COVID-19, the college will ask the concerned person to remain quarantined.
8. Students will have an option to choose attending classes in offline as well as online mode.
9. Logging in to online classes is mandatory for all the students while attending classes either in online mode.
10. Students are expected to exit the campus within 10 minutes after the class.
12. Visitors are not encouraged to come to the campus.

Standard Operating Procedure at SJCC

	Description	Action / Responsibility
1	SOP followed for entry into the campus and inside the campus	
	At the entrance of SJCC – <ul style="list-style-type: none"> In order to avoid crowding at the entrance, students are advised to report to the college campus 20 minutes before the scheduled time for thermal screening Thermal screening is mandatory for everyone entering the campus 	Security / Admin Staff (Batch-wise)
	All individuals entering the college premises will be subject to health monitoring	All Individuals
	Display board regarding the procedure of disinfection shall be displayed at the entrance and other prominent places.	IT Team
	Wearing of face mask is mandatory	All Individuals
	Hand sanitizers will be provided at the main gate and entrance point of all the departments and other common areas in the campus	Admin Staff In charge - Housekeeping
	Deep cleaning, sanitization and disinfection of entire premises will be carried out periodically	Housekeeping
2.	SOP for Teaching Activities	
	Students should follow social distancing norms while entering/leaving the Classroom/Lab/Library	Concerned Departments
	Faculty members should avoid any group activities for students	Concerned Teachers
	Staff and students should sanitize their hands and their belongings (eg: Phone, Books, Calculator, Pen etc.,) carried on a regular basis	Individuals
	Collection of hard copies of the subject assignments should be avoided	Concerned Teachers
3.	SOP for Examination Department	
	There must be sufficient time gap between examinations	COE
	Concerned class invigilators are responsible to maintain social distance in the examination hall	Invigilator
	Students are permitted to enter /exit the Exam hall one by one in a queue ensuring social distancing norms	Individual Student
	The Viva-voce by the external examiner should be conducted online, wherever possible	HOD

4.	SOP for Office, Faculty Room & Administrative Activities	
	Social distancing should be followed during working hours	All Staff
	The staff members are encouraged to communicate through e-mail	All Staff
	Preferred mode of communication is through online mode	All Staff
	Cleaning and sanitization of washroom will be on a regular basis	Housekeeping
5.	SOP for Common areas in campus	
	Proper hygiene and social distancing should be maintained	All Individuals
	The campus should be kept clean and tidy	All Individuals
	Anyone with any symptoms like cough, fever or breathing difficulty shall immediately seek medical assistance	All Individuals
	It is mandatory to use face mask for all persons in the campus (Staff/Students/Visitor/Contractor) during college hours	All Individuals
	Spitting and chewing gums are strictly prohibited	All Individuals

Recommended practices to protect yourself and others:

- Exposure to sunlight and fresh air
- Drink adequate water and eat healthy food
- Everyone must carry their own food and drinking water
- Students must carry hand sanitizers
- Use the face mask as per the norms
- Practice hand hygiene and social distancing
- Avoid contacting sick people and use of elevators
- Gathering in groups is not encouraged
- Social distancing while commuting must be maintained
- Outstation travel must be avoided

***In case of any medical emergency or any need, you may contact the following for help:**

Medical Emergency /psychological Support/ Hospital related queries	RSVP (Response Line) <ul style="list-style-type: none">• College Office: 080-25360644 / 646 (9AM – 5PM)• Counselling Department• https://covid19.karnataka.gov.in/page/Helpline/en• covidcare@sjcc.edu.in
Security related queries	<ul style="list-style-type: none">• College Office: 080-25360644 / 646 (9AM – 5PM)• covidcare@sjcc.edu.in
Maintenance / Housekeeping related queries	<ul style="list-style-type: none">• College Office: 080-25360644 / 646 (9AM – 5PM)• covidcare@sjcc.edu.in