



DME_Dir_2021_359

9 December 2021

SOPs FOR HANDLING COVID

1. Mask & College Id card mandatory for entering the college campus.
2. Thermal scanning will be carried out for everyone before checking-in & checking-out from the campus. Hand sanitizer available at Gate no. 1.
3. No outsider permitted inside the college premises (without prior permission of the competent authority).
4. House-keeping staff, electrician, office boys, etc. will report in uniform.
5. Attendance: Check-in & check-out time recorded through the RFId Card only.
6. Once checked-in, no staff will leave the campus during duty hours (except exigencies & with the written permission of the undersigned).
7. Social distancing norms: To be adhered to in the college premises. Markings have been done for the same.
8. Meetings: Heads & Deans are requested to hold meetings in online mode only.
9. Every member of the organization is advised to avoid physical personal meetings.
10. Communication: Permitted through digital modes only.
11. Daily sanitization of entire workplace, common facilities and all points, which come in human contact eg. door handles, etc. shall be carried out.
12. आरोग्य सेतु app is advisable for all staff members.
13. Food/water/Tea: With a view to minimizing contagion, it is advised that staffers carry their own food / drinking water / tea, etc. to the college. Pantry is closed. Tea/Coffee vending machine is available.

In case of any issue, the Administrative officer Mr. CM Anand should be informed at 9717891112 / adminme@dme.ac.in

Ravi Kant Swami

[Director]