



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

No. DU/RG/G.01.01/2020/4136

Date: 11.12.2020

**Standard Operating Procedure (SoP) for Commencement of
Offline Classes in the Teaching Departments, Centres for Studies and DUIET,
Dibrugarh University**

It is hereby informed for all concerned that the Offline Regular Classes of the 3rd and Higher Semesters of the Dibrugarh University Teaching Departments, Centres for Studies and DUIET will be commenced from 16.12.2020 as per the Notification vide Memo No. DU/RG/G.01.01/4127, dated 08.12.2020. In view of the above, following Standard Operating Procedure (SoP) is issued and should be strictly adhered to by all concerned. The same is prepared in compliance with the UGC Guidelines for Re-Opening the Universities and Colleges Post Lockdown due to COVID-19 Pandemic {issued vide No. D.O. 14-8/2020 (CPP-II) dated 05.11.2020}.

A. Generic Preventive Measures/COVID-19 Appropriate Behaviour:

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) at all times:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks is must and mandatory for all.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App is advised wherever feasible.

B. Safety Measures inside the Dibrugarh University Campus

1. The University shall ensure appropriate sanitization and disinfection process and procedures.
2. It is mandatory for the Teachers, Officers, Staff and Students to wear Face Masks.
3. The students shall submit a recent COVID-19 Testing Report at the concerned Teaching Department, Centre for Studies before entering to the premises.
4. The Head of the Department/ Chairperson of the Centre for Studies shall monitor all preventive measures, preparedness and necessary support system to deal with the COVID -19 on a day-to-day basis.
5. The Teaching Department/ Centre for Studies concerned shall plan the class routines in that way so that physical distancing of the students can be properly maintained as per the COVID-19 protocol. Teaching hours in a day may be extended, as per requirements of the Department/ Centre for Studies.
6. There will be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19. Those having symptoms of fever, cough or difficulty in breathing will not be allowed to enter to the University campus.
7. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
8. Proper sanitization at all learning sites will be ensured. Cleaning and regular disinfection of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) will be done in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, will be regularly disinfected.
9. Students are advised to sit in classes, laboratories, computer labs, libraries etc. keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
10. Cultural activities, Festivals, Extracurricular activities and all such programmes where physical distancing is not possible should be avoided.
11. Wearing face cover/ mask is a must at all times and at all places inside the campus.

Issued with due approval.


(Dr. H.C. Mahanta)
Registrar
Dibrugarh University

Copy to:

1. The Vice-Chancellor, Dibrugarh University, for favour of information.
2. The Deans, Dibrugarh University, for kind information.
3. The Heads of the Teaching Departments/Chairpersons of the Centres of Studies, Dibrugarh University, for kind information and necessary action.
4. The Director i/c, DUIET, D.U., for kind information and necessary action.
5. The Controller of Examinations, Dibrugarh University, for information.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Joint Registrar (Administration), Dibrugarh University, for information.
8. The Senior Medical Officer and In-Charge, Dibrugarh University Health Centre, for information and necessary action.
9. The Administrative Officer, Dibrugarh University, for information and necessary action.
10. The Estate Officer, Dibrugarh University, for information and necessary action.
11. The Programmer, Dibrugarh University, for uploading the notification in the D.U. website.
12. File.

H. C. Mahanta
11-12-2020
(Dr. H.C. Mahanta)
Registrar
Dibrugarh University