

This is hereby notified to all concerned that as per **Memo No. 1058-Edn (CS)/10M-32/2021 dated 28.10.21** of the **Principal Secretary** , Department of Higher Education, Govt. of West Bengal the offline classes at UG/PG level in our Institution will commence on and from **16.11.2021**. All concerned are hereby requested to come to the College premises by strictly maintaining the COVID norms and safety. All concerned are also requested to enter the College premises after thermal scanner testing at the main gate of our College. No one will be allowed in the College premises without wearing mask. An advisory for maintaining COVID norms is enclosed herewith. For any assistance one may contact Health Department District COVID Helpline Phone No. which is 03221-258258 . All kinds of cooperation will be highly solicited.



Principal

Jhargram Raj College

Copy to:

1. Secretary, Teachers' Council
2. Coordinator, IQAC
3. All HODs
4. Guard File
5. Convener, Website Sub Committee

### **13.2ROLE OF TEACHERS**

- In all the above guidelines the teachers shall play a pivotal role. Their presence shall be required everywhere for guidance and supervision.
- Individual roles shall be specified by the Head of the Institution among the teachers. Every teacher is expected to be a role model to their students in maintaining the protocol.
- Teachers shall follow the Head of the Institutions direction in letter and spirit.
- Any sickness in any student on being noticed shall forthwith be informed to the Head of the Institution.
- In academic matters the academic guideline shall be followed by all teachers.
- Teacher in the classroom shall keep watch on whether any student not wearing the mask properly. In such an event (s) he shall instantly advise the student to wear the mask properly and stop mishandling it. Teaches should strictly maintain NO MASK NO CLASS policy.

### **13.3 ROLE OF STUDENTS**

- Wear mask. Use of gloves and cap is optional.
- Avoid wearing metal accessories like rings, chains, bangles and amulets.
- To wash your hand frequently with soap and water, or may use sanitizer, if available.
- Maintain social distance everywhere.
- Do not come to institution if you are having fever, cold or any other ailment.
- Do not touch your face with hand anytime unless it is washed clean.
- Do not form close clusters with friends.
- Do not share exercise books, copies, bags, or any other belonging of your friend.
- Do not share food or drinking water with your friend or anyone.
- Do sit at your assigned place.

- Learn about COVID protocol attentively and follow the same in day to day life.
- Do not panic.
- Spread awareness amongst your relatives at home.
- Play innovative games maintaining Social distance.
- Learn how to fold arm over your mouth and nose before sneezing and coughing.
- Do not spit here and there.
- Flush the toilets adequately and wash your hand with soap once done.
- Maintain social distance in class room, laboratory, library, corridors and everywhere you go.
- Paint innovative posters; write poems, essays, slogans on awareness against COVID.
- After reaching home wash uniform with detergent if you have another set. If that is not possible keep the uniform isolated for twelve hours and put it under direct sunlight next day.
- Wash your mask, gloves and cap in hot water and surely with soap and detergent.
- Verbal assistance or gesture to peers who are not able to maintain social distancing and mask
- Avoid junk food and eating out. Eat healthy food prepared at home. Drink hot water/milk/soup at home.
- ***Last but not the least; remember you are the true fighter against this formidable threat called COVID 19. We must win the battle by all will power and continuous perseverance. We must not allow COVID 19 to compromise our daily academic progress and achieving excellence.***