



## RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

### Dr. Vijayakrishna Rapaka

B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (Ocean Engineering, IIT Madras),  
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.I.S.E.S., M.A.S.E.E.

**PRINCIPAL**

RG CET/CIR/2020-21/104

31.08.2021

## CIRCULAR

**Ref.No.: 375/DHTE/Tech/T2/2021-22 Dt.28.08.2021**

With reference to the circular cited vide Ref.1, the regular classes for B.Tech. (II, III & IV) year students in offline mode for the academic year 2021-22 (ODD Semester) will reopen on **16<sup>th</sup> September 2021**. All staff and students are instructed to follow the Generic Preventive Measures/COVID-19 Appropriate Behaviour adhere to the Standard Operating Procedure (SOP) issued as per reference mentioned above.

**PRINCIPAL**

**Dr. E.VIJAYAKRISHNA RAPA KA**

B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (IIT Madras),  
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**PRINCIPAL**

**Rajiv Gandhi College of Engineering & Technology**  
Pondy - Cuddalore Main Road,  
Kirumampakkam, Puducherry - 607 402.

### **Copy to:**

1. All concerned
2. Digital Copy to the Website incharge to host in college website
3. The File.

**No. 375/DHTE/Tech/T2/2021-22**  
**GOVERNMENT OF PUDUCHERRY**  
**DIRECTORATE OF HIGHER & TECHNICAL EDUCATION**

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**Puducherry, the 28-08-2021**

**CIRCULAR**

Sub: DHTE- Reopening of Higher Education Institutions in the UT of Puducherry for the academic year 2021-22 – spade work to be done and SOP to be followed – issued.

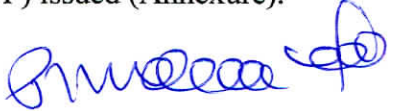
Ref: I.D.Note No. 520/DHFWS/2021, dt.01-07-2021 of Director, DHFWS, Puducherry

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With reference to the subject mentioned above, it has been decided to reopen the colleges from 01-09-2021 for the academic year 2021-22 in Pondicherry, Karaikal and Yanam regions.

In this regard, the Head of the Institutions are instructed to carry out the preparatory works before 1<sup>st</sup> September 2021.

The Head of the Higher Education Institutions in Pondicherry, Karaikal and Yanam regions are instructed to adhere to the Standard Operating Procedure (SOP) issued (Annexure).

  
**(P.T.RUDRA GOUD)**  
**DIRECTOR (H&TE)**

**To**  
**All the Heads of the Higher Education Institutions**  
**in Pondicherry, Karaikal and Yanam regions.**

Copy to:-

1. The Regional Administrator, Yanam.
2. The Regional Administrator, Mahe.

Copy submitted to:-

1. The Secretary to Govt. (Education) Chief Secretariat, Puducherry.
2. The District Collector, Karaikal.
3. OSD to Hon'ble Minister for Education, Puducherry.

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF HIGHER & TECHNICAL EDUCATION**

**ANNEXURE**

**Standard Operating Procedure (SOP) with regard to COVID -19 for  
permitting students in Government /Government aided / Private Colleges to come  
to the Institutions / Colleges on a voluntary basis for attending the practical sessions  
/ classes and taking guidance from the faculty.**

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**Introduction**

The Government of Puducherry has decided to re-open all the Government and Private Colleges in Puducherry, Karaikal and Yanam Regions and permit the students to come to the Colleges on voluntary basis for attending the classes/ practical sessions / taking guidance from the teachers and other related works in areas outside the containment Zone only with effect from 01-09-2021.

**Preparatory phase:**

The 30<sup>th</sup> - 31<sup>st</sup> August 2021 will be utilised for the preparatory works to be done to ensure the safety and security of the students, teachers and other staff of the Colleges wherein the cleanliness of the College campus should be ensured by the Heads of Institutions. A meeting of the College Council should be convened to brief about the College re-opening and the safety norms to be followed.

The Head of Institutions should strictly follow the following:

- Social distancing must be ensured in class rooms. The instructions contained in the SOP must be followed strictly.
- Faculty members and students shall only be allowed to enter the premises with mask after testing the temperature and washing their hands with soap / sanitizer.
- The SOP issued by the Government during the last year Covid-19 pandemic period should be strictly followed.
- The Heads of Institutions should ensure that the staff members are vaccinated. Only vaccinated staff members should be allowed to attend the college.
- Institutions should prepare phased re-opening and complete rosters for all Departments and batches of students accordingly.
- Not more than 50% of the total students can be present on campus at any given point of time.

- Students can be allowed to visit their respective Departments in small numbers to meet and discuss with faculty members.
- Institutions will have to make provisions for students opting to study online, if students opt not to attend classes and prefer to study on-line while staying at home. Attendance should not be enforced compulsorily.
- Institutions are to provide on-line study materials and access to e-resources to such students for teaching - learning.
- Students should compulsorily wear face masks at all time, screening at entry and exit points, regular sanitization and follow other points in the SOP.
- Parents shall be requested not to send their son/daughter to College if either son/daughter or any of the family members has tested positive for Corona virus or is having symptoms like fever, cough and breathlessness.
- The Heads of Institutions shall create awareness regarding this in the College Council meeting as well.
- In case any-one is having symptoms, they may be advised to go to the nearest PHC and such student shall not be allowed to attend the College.
- Any one of the teaching staff / non-teaching staff having symptoms should not attend College and should proceed on leave and get medical advice.
- The Heads of Institutions in consultation with the College Council can decide on conducting the classes in shift system / alternate days and the number of days for each programme.
- Students who are vaccinated alone must be allowed to attend the classes and enter the campus. The HoD and Faculty members must influence the students for vaccination. Students who are not vaccinated shall be encouraged to get vaccinated.
- The HOD / Faculty members must ensure that the students are vaccinated.
- HoIs can organise Vaccination Camp for students in consultation with the Health Department.
- Teaching hours in a day must be decided by the HoIs as per the requirement.
- 6-day schedule to be followed so that classes can be conducted in phase and the seating arrangements to be made keeping in view the requirements of social distance.
- Preference must be given for the conduct of practical sessions and classes for important portions in the syllabus.
- No bus facility for students studying from faraway places will be operated now and it may be considered at a later date.
- The Private Colleges can run the buses with 50% seating only.
- The Hostels should not be re-opened without prior approval.

- The Institution may set up help-line for Health Psychological Consensus and well-being of the students who have regularly monitored by the Faculty members / HoDs.
- The faculty members may utilise the opportunities to carry out the research activities and preparation of learning materials etc.

The HoIs may carry out the following:

- The assessment of the impact of lock-down due to Covid 19.
- The assessment of device availability for students.
- Impact of on-line classes on as health and psychological aspects and study of remedial measures for the above.
- To collect the data of students who lost their parents / guardians due to Covid 19.

The Higher Education Institutions in Mahe Region may decide the date of re-opening in consultation with the Regional Administrator.

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