

**P.B. SIDDHARTHA COLLEGE OF ARTS AND SCIENCE,
VIJAYAWADA**

Academic Calendar for A.Y 2020 - 21

The Government of Andhra Pradesh has decided to open all higher education institutions in AP state on 2nd November 2020 for the academic year 2020-21. P.B Siddhartha college of Arts and Science is taking all necessary measures to start the academic activity accordingly and formulated common academic calendar and guidelines to be followed based on the Guidelines of APSCH, University Grants Commission issued in Sept 2020 and the revised Standard Operating Procedures of the Government of India Ministry of Health & Family Welfare, Directorate General of Health Services in October, 2020.

Academic Calendar for the academic year 2020 –21 (For UG & PG)

Academic Schedule for 2020-21 for Odd Semesters I, III and V			
1	Reopening of College		02.11.2020
2	Commencement of Classes for III, V Semesters		02.11.2020
3	Commencement of Classes for I Semester		02.12.2020
4	Internal Examinations	For III & V Semesters	After the completion of 70% Syllabus
		For I Semester	
5	Last date of instruction	For III & V Semesters	6 th March, 2021
		For I semester	6 th April, 2021
6	Commencement Semester End Examinations	For III & V Semesters	08.03.2021
		For I semester	08.04.2021

Academic Schedule for 2020-21 for Even Semesters II, IV and VI			
1	Commencement of Classes for IV and VI Semesters		25 th March, 2021
	Commencement of Classes for II Semester		26 th April, 2021
2	Internal Examinations	For IV and VI Semesters	After the completion of 70% Syllabus
		For II Semester	
3	Last instructional day	For IV and VI Semesters	Aug 7 th , 2021
		For II Semester	Sep 7 th , 2021
4	Commencement of Semester End Examinations	For IV and VI Semesters	Aug, 9 th 2021
		For II Semester	Sep, 9 th 2021

Note:

1. 6-day week shall be followed.
2. For slippage of working days due to any unavoidable reasons, compensation can be made by conducting class work on Second Saturdays, Sundays and other holidays, except on National Holidays and important festivals.

Guidelines and SOP for the Commencement of Academic Year 2020 - 21

The college is implementing blended learning (hybrid) system integrating conventional and online teaching and learning as well as online and offline methods of the evaluation without compromising the quality of academic standards. Following are the SoPs and guidelines for making all the required facilities and services available for the effective functioning.

The **Standard Operating Procedure** includes generic precautionary measures to prevent spread of COVID-19, when students are permitted on the campus for the academic year 2020 – 21. All COVID-19 guidelines issued by the Ministry of Home Affairs and Ministry of Health & Family Welfare, Government of India and also the guidelines issued by the University Grants Commission regarding the modes of teaching, conduct of examinations, importance of physical & social distancing etc. are complied. The college is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, MHRD or UGC from time to time to prevent the spread of COVID-19.

1. Generic Preventive Measures

The generic preventive measures include basic public health measures to reduce the risk of COVID-19. These measures need to be observed by faculty, employees and students in their places of work and study at all times. These include:

- i. Physical distancing of 6 feet between persons.
- ii. Mandatory use of face covers/masks.
- iii. Frequent hand washing with soap for at least 40-60 seconds or use of alcohol-based hand sanitizers for at least 20 seconds.
- 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 off 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.

2. Preparatory work for opening up of the Institutions

a) Planning:

- i. All work areas intended for teaching/demonstrations etc., including laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with special attention to frequently touched surfaces.

- ii. Wherever skill based/laboratory training on equipment is to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilizing any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iii. At all times, the faculty and students shall maintain a physical distancing of 6 feet apart. Scheduling of activities and seating plan is made accordingly.
- iv. Ensuring hand washing facilities along with provision of soap.
- v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet are made. Similarly, physical distancing is maintained in staff rooms, office areas (including reception area), and other places (mess, libraries, canteens, etc.)
- vi. Weather permitting, outdoor spaces are utilized for conducting faculty student interactions, keeping in view the safety and security of students and physical distancing protocols.

b) Scheduling of activities:

All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions are taken extra precautions by not exposing to any front-line work requiring direct contact with the students. iGOT online modules training course on ‘basic awareness on COVID’ (https://diksha.gov.in/igot/explore-course/course/do_313010389971255296164) is undertaken by all employees and students during online interactions or guidance sessions on the first day.

c) Availability and management of supplies:

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. are made available by management to the faculty and employees.
- ii. Adequate thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensuring availability of sufficient covered dustbins and trash cans
- v. Ensuring proper disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMWGUIDELINES-COVID_1.pdf)
- vi. Housekeeping employees to be informed & trained about norms for waste management & disposal.

3. After opening of the College

a) At the entry point:

- i. Mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions at entrance.
- ii. Only asymptomatic persons (faculty, employees and students) are allowed in the premises. If a faculty/employee/student is found to be symptomatic, he/she should be referred to urban health center of the Academy.
- iii. Posters/standees on preventive measures about COVID-19 are displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms are organized.
- v. Visitors' entry strictly regulated/restricted.

b) Conduct of guidance activities/Classroom in the rooms or open spaces within the campus:

- i. Ensuring a distance of 6 feet between chairs and desks.
- ii. 60% of syllabus is covered in online mode and 40% of the syllabus is covered in offline mode.
- iii. Staggering of guiding activities with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
- iv. Conduct of Offline classes with separate time slots, to allow for adequate physical distancing and disinfection of classroom premises.
B.Com (General, (H) TPP, (H) A&F, CA, BPM), BCA, B.Sc (MSDS, (H) CS), BBA, BBA BA in the morning shift (8:00a.m. to 1:15p.m.)
BA EMS, B.Sc (MPC, BZC, MPCS, MECS, CAME, CAMS, MSCS, CSCS) in the evening shift (12:25p.m. to 5:40p.m.)
Timings for all PG Programmes will be decided in due course
- v. Teaching faculty members ensure that they themselves and their students wear masks throughout the conduct of the teaching/guidance activities.
- vi. Sharing of items like notebook, pens/pencil, eraser, water bottle etc. amongst students not allowed.

c) Conduct of skill based training in workshops/laboratories:

- i. For practical activities in laboratories potential capacity per session based on redesigned spaces, is planned and scheduled accordingly.
- ii. Ensuring that the equipment has been disinfected, particularly the frequently touched surfaces before and after each use.
- iii. Ensuring a floor area of 4 sq.m per person is available for working on equipment/work station.
- iv. Ensuring that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer are provided at laboratories/workstations/simulation labs etc.

d) Activities in common areas – library, mess/canteen, common rooms, gymnasium etc.

- i. Maintaining of physical distancing of 6 feet.
- ii. While using the common areas ensuring the use mask/face cover all the time.
- iii. Cafeteria facility, within the premises, shall be available following all the COVID safety measures.

e) Transportation to and from the institution:

Students need to be encouraged to use bicycles or to come on foot to the college. Staggered timings of commutation are practiced. The classes start at 08:00 a.m. and 12:25 p.m. to avoid overcrowding during commutation.

4. Teaching Learning Activities after reopening

Instruction Methodology:

College is following blended learning system. The combination of conventional classroom teaching and online teaching shall be implemented.

- At any given point of time, there shall be only ≤ 30 students of one class and ≤ 750 students on the campus. The students who are not permitted to the campus for conventional classroom teaching shall be engaged through online teaching and learning methods until they get their turn to the college campus.
- Flipped mode of learning need to be practiced, a combination of both in person classroom teaching and learning at home.
- If the class strength is 30 classes will be conducted batch wise with respect to PG stream. Physical classes for other sections whose strength is < 30 will be conducted as usual.
- Half of the sections in UG stream attend to the classes between 8.30 am and 1.30 pm. The other sections attend between 12.30 pm and 5.30 pm. More over only 50% of the student strength in each session attend to the offline classes in any fortnight of a month. Finally 25% of the UG strength attend to the physical classes at any given point of time.

*The instruction shall be for a period of 15 days for one batch of students, for 1st or 2nd or 3rd year of study as the case may be. Thus, the college has to run classes on the campus for 1/2 of the programs and 1/2 of the each class at a given point of time and the class work shall be planned in such a way that COVID guidelines are followed with our any compromise. For example: Let us consider **B.Sc. BZC**. For the first 15 days of a month, the first 1/2 of the 1st, 2nd, 3rd year students attend the classroom instruction. The second 1/2 of the same classes are engaged online. For the next 15 days of that month, second 1/2 of 1st, 2nd, 3rd year students attend the classroom instruction, whereas first 1/2 of 1st, 2nd, and 3rd year students are engaged online. Any batch of students is engaged 45 days online and another 45 days offline. Even for practical classes the same is followed. Timetable are drafted following the staggered times.*

- After the end of the 15 days of instruction on campus, the students are given the learning content as lecture notes.
- Schedules are drafted following micro-planning hour wise.
- Students are made to actively engage with the teaching-learning process even when they are at home, till they come for the next round of classes.
- The e-content of the subject is shared in WhatsApp groups or through asynchronous learning using google classroom on google meet platform.
- Assignments/Quizzes, etc, are organized through email for the students for the next 15 days and assessed properly. Assessment records are maintained.
- The detailed video / audio lectures are uploaded on the college website to facilitate learning while at home.
- Student attendance is recorded and monitored to meet 90 working days regimen.
- The same cycle shall be continued till the end of the semester.

5. Utilization of common areas:

- **Usage of Common Areas:** Common areas such as washrooms are sanitized following guidelines stated above. Other common areas within the college for communal gathering are suspended, and or used on a need-only basis.
- **Emergency Protocol**
An emergency protocol will have to be defined in case a student is found symptomatic or has tested positive for COVID-19, to ensure calm is maintained and necessary actions are taken to quarantine and test peers living in the same accommodation.

6. Hygiene and Sanitation:

- i. Daily cleaning of the floors is to be taken up.
- ii. Ensuring the provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, hand rails, chairs, benches, washroom fixtures, etc.) is to be made mandatory in all classrooms, laboratories and other common areas.
- iv. Teaching materials, computers, laptops, printers, is to be disinfected with 70% alcohol wipes.
- v. Ensuring the deep cleaning of all drinking and hand washing stations, washrooms and lavatories.
- vi. Advising students and employee to dispose of used face covers / masks in separate covered bins placed in classrooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste by cutting/shredding.

7. Risk Communication

- i. Creating awareness to students not to gather in group while leaving the college and in their free time.
- ii. Sensitizing students, parents, faculty and employees to create awareness on COVID protocols, as detailed under generic measures above.
- iii. If a student, faculty or employee is sick, he/she is not allowed to come to the college and advised to follow necessary protocols in this regard.

8. Psycho-social wellbeing

- i. Ensuring regular counseling to students and faculty regarding mental health issues such as anxiety and depression.
- ii. Mentor-mentee discussions are recorded into an action plan and shared with the mentee. Mentors are advised to work in unison to ensure emotional safety of the students.

9. SOP to be followed in case a student/faculty/employee develops COVID symptoms (fever, cough, difficulty in breathing)

- i. Isolating the affected person in a room or area.
- ii. Informing parents/guardians as the case may be.
- iii. Patient will remain isolated wearing a mask/face cover till such time he/she is examined by a doctor.
- iv. Informing the nearest medical facility (hospital/clinic) or making a call to the state or district helpline.
- v. A risk assessment is to be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action can be initiated regarding management of case.
- vi. Disinfection of the premises is to be taken up if the person is found positive.

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