



## 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/2020-21/33

05.01.2021

### CIRCULAR

**Ref.No.: 375/DHTE/Tech./T2/2020 Dt. 04.01.2021**

This to inform that the college will re-open for all **second, third & final year** students (UG & PG) in offline mode in 2 shifts with the student strength limited to 50% of the sanctioned strength per classroom with effect from **06.01.2021 (Wednesday)**. The list of the students with the shift time table will be provided to the students concerned by their respective department. All staff and students should follow the Generic Preventive Measures/COVID-19 Appropriate Behavior as per the UGC guidelines. Students opting for college bus services should pay the transport fee and obtain the bus pass on or before **13.01.2021**

**PRINCIPAL**

**Dr. E. VIJAYAKRISHNA RAPAKA**  
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**PRINCIPAL**  
Rajiv Gandhi College of Engineering & Technology  
Pondy - Cuddalore Main Road,  
Kirumampakkam, Puducherry - 607 402.

#### **Copy to:**

1. The Administrator
2. The Vice Principal
3. The PRO
4. The Accounts Manager
5. All the HODs
6. The Exam Wing
7. The Librarian
8. The DPE/Automobile Maintenance In charge- **to make appropriate bus arrangements for the bus pass students concerned.**
9. The Scholarship / Records Section
10. The Placement officer
11. The Hostel Warden- **to quarantine the students for a period of 14 days in arrival to Hostel.**
12. The NSS Programme Officer
13. The Website Incharge- **to upload in the College Website**
14. The Attendance In charge
15. The Supervisors- **to clear and sanitize the classrooms as per SOP issued by DHTE-Puducherry**
16. The Electrical Maintenance Incharge
17. The Receptionist
18. The Security Officer
19. The File

Directorate of Higher and Technical Education, Puducherry

STANDARD OPERATING PROCEDURE (SOP) for opening of all Higher and Technical Institutions from 06.01.2021

- The Heads of the Institutions are instructed to make their own arrangements for provision for sanitizers and temperature testing devices.
- The classes shall be conducted for 6 days in a week in two batches, if the number of students is more than 60.
- Institutions shall sanitize the entire premises at regular intervals as per the communications of GoI with regard to COVID-19.
- Colleges to ensure wearing of face mask by all the students in the college premises, temperature screening during entry.
- Teaching hours in a day to be extended, as per requirement of the Institution.
- Six-day schedule to be followed so that classes can be conducted in various phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- Universities and Colleges have to reduce the class size and break them in multiple sections to maintain physical distancing during the classes.
- Minimum distance between two students should be **one meter** and entry/exit of students shall be permitted one by one with physical distance.
- Residential students who are coming from different locations, shall remain in quarantine and self monitor their health for a period of 14 days before being allowed to attend classes (even if they bring a negative test report or the University/College plan to test them on arrival).

- Set-up helpline for health, psychological concerns and well-being of students in Universities/Colleges which need to be regularly monitored by Counsellors and other identified faculties.
- Form COVID-19 “Help Groups” of students headed by Hostel Wardens/Senior faculty who can identify friends/classmates in need to help and provide them immediate necessary help.
- The instructions, guidelines and orders issued by the Central and State Governments on safety and health of the students should be abided by the College/Universities without any deviations.
- The Institutions shall constitute a small Committee for foolproof implementation of the SOP chaired by the Principal concerned and submit a weekly report to the Directorate in this regard.

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