



# Don Bosco Institute of Technology

## [ ENGINEERING COLLEGE ]

(Approved by AICTE & Affiliated to University of Mumbai)

### Standard operating procedure (SOP) for students when visiting the college premises

#### Before visiting the college premises:

1. Students visiting the college premises should submit a letter of consent signed by the parent/guardian to the class teacher well in advance. They are advised to visit college website frequently for any updates/information about resumption of college functioning.
2. Students coming for mini/final year project work need to take permission from their guides and give the details of their visit by filling the Google form shared by the class teachers at least one day in advance.
3. Students coming for practical sessions should plan to come in their practical slots and avoid coming early or going late. They should carry a pocket hand sanitizer and drinking water bottle.
4. Installation of Aarogya setu app on mobile phone is highly recommended.

#### At the entrance:

1. Every student should have the college identity card and face mask when visiting the college, these will be checked at the entrance by the security staff.
2. Health monitoring of the individuals entering the college premises by using infra-red thermal temperature indicator and hand sanitization will be carried out by the security staff. Body temperature found not within the prescribed range will result in denial of the entry to the premises.
3. Vehicular/visitors' entry into the college premises will be restricted.

#### Inside the college premises:

1. Students visiting the college for the practical sessions should report to the respective laboratories on time and sign the attendance register.
2. Students should sanitize their hands before and after handling computers/laboratory equipments/library resources.
3. Students should follow social distancing and refrain from gathering, sitting together in groups while in the college premises.
4. Exchange of each other's phones, belongings, sharing of common stationary or other work equipment should be avoided. Good respiratory hygiene such as covering of mouth and nose when coughing or sneezing should be followed.
5. Use of elevator is not allowed except in case of emergency situations.
6. In case anybody develops flu-like symptoms, he/she should get isolated (to the extent possible) from others and the concerned instructor/teacher should be informed about it immediately.
7. After the duration of practical/project work time, students should start back to their home immediately.

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