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Date : 27-11-2020

CIRCULAR

COMMENCEMENT OF CLASSWORK FOR III YEAR B.TECH STUDENTS

All 3rd Year B. Tech students are hereby informed that class work would commence from **30th Nov 2020** with the following procedure until further orders. Only 50% of the students will be allowed to attend the college for duration of 15 days (2 weeks) as per the schedule enclosed. Remaining 50% of the students and those who do not attend the college should be present in the online classes that are held simultaneously. Students should follow the timetables displayed by the departments and the standard operating procedures enclosed below meticulously. All the students residing in hostels should attend the classes in offline mode only.


(Dr. Y Mallikarjuna Reddy)
Principal
Vasireddy Venkatadri Institute of Technology
NAMBUR (V), Pedakakani (M) - 522 508
Principal

Copy to: Copy to Chairman's Desk
Copy to Secretary's Desk
Copy to Dean of Studies
Copy to Dean of Academics
All HODs - For circulation to Staff Members

Admin Office-- Library-- Placement-- Exam cell--
Physical Director-- Web Master-- Mess In charge-- Transport
Incharge—

Allotment of students for III B.Tech I Sem Offline classes

S.No.	Branch	Sec	Slot-1		Total	Slot-2		Total	
			(30-11-20 To 12-12-2020)			(14-12-2020 To 26-12-2020)			
			Roll Numbers			Roll Numbers			
			From	To		From	To		
1	CE	A	18BQ1A0102	18BQ1A0131	27	18BQ1A0128	18BQ1A0153	28	
2			19BQ5A0101	19BQ5A0107					
3		B	18BQ1A0154	18BQ1A0183	27	18BQ1A0184	18BQ1A01A4	27	
4			19BQ5A0110	19BQ5A0118					
5	EEE	A	18BQ1A0201	18BQ1A0232	32	18BQ1A0233	18BQ1A0254	32	
6			19BQ5A0201	19BQ5A0211					
7		B	18BQ1A0255	18BQ1A0286	32	18BQ1A0287	18BQ1A02A8	32	
8			19BQ5A0212	19BQ5A0222					
9		C	18BQ1A02A9	18BQ1A02E3	32	18BQ1A02E4	18BQ1A02G4	33	
10			19BQ5A0223	19BQ5A0234					
11		ME	A	18BQ1A0301	18BQ1A0329	29	18BQ1A0330	18BQ1A0345	29
12				19BQ5A0301	19BQ5A0313				
13	B		18BQ1A0346	18BQ1A0374	28	18BQ1A0375	18BQ1A0390	29	
14			19BQ5A0314	19BQ5A0326					
15	C		18BQ1A0391	18BQ1A03C0	29	18BQ1A03C1	18BQ1A03D3	29	
16			19BQ5A0327	19BQ5A0343					
17	ECE	A	17BQ1A0478		33	18BQ1A0435	18BQ1A0460	34	
18			18BQ1A0402	18BQ1A0434		19BQ5A0401	19BQ5A0408		
19		B	18BQ1A0461	18BQ1A0492	31	18BQ1A0494	18BQ1A04C0	32	
20			19BQ5A0409	19BQ5A0414					
21		C	18BQ1A04C1	18BQ1A04F1	31	18BQ1A04F2	18BQ1A04H6	32	
22			19BQ5A0415	19BQ5A0422					
23	CSE	A	18BQ1A0501	18BQ1A0533	33	18BQ1A0534	18BQ1A0560	33	
24			19BQ5A0501	19BQ5A0506					
25		B	18BQ1A0561	18BQ1A0593	33	18BQ1A0594	18BQ1A05C0	33	
26			19BQ5A0507	19BQ5A0512					
27		C	18BQ1A05C1	18BQ1A05F3	33	18BQ1A05F4	18BQ1A0510	32	
28			19BQ5A0513	19BQ5A0518					
29		D	18BQ1A05I1	18BQ1A05L3	33	18BQ1A05L4	18BQ1A05M8	33	
30			19BQ5A0519	19BQ5A0536					
31	IT	A	17BQ1A1222,17BQ1A1232, 17BQ1A1271		31	18BQ1A1230	18BQ1A1260	31	
32			18BQ1A1201	18BQ1A1229					
33		B	18BQ1A1261	18BQ1A1290	30	18BQ1A1291	18BQ1A12C0	30	
34		C	18BQ1A12C1	18BQ1A12E8	27	18BQ1A12E9	18BQ1A12H5	27	

Guidelines and Standard Operating Procedures for the Commencement of Academic Year 2020 – 21

VVIT complies with the COVID-19 related guidelines issued by the Ministry of Home Affairs and Ministry of Health & Family Welfare, Government of India and the guidelines issued by the University Grants Commission on 29.04.2020 and 06.07.2020.

1. Generic Preventive Measures

- i. Physical distancing of at least 6 feet between persons and following proper queue system wherever necessary
- ii. Mandatory use of face covers/masks.
- iii. Frequent hand washing with soap (for at least 20 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. Used personal protective items, masks and general waste should be disposed in accordance with COVID-19 guidelines.
- viii. Students are encouraged to use transportation facility provided by the institution.
- ix. Installation & use of Aarogya Setu App.

2. Hygiene and Sanitation

- i. All work areas intended for teaching/demonstrations etc., laboratories, other common utility areas, and hostels shall be sanitized with 1% sodium hypochlorite solution, with special attention to frequently touched surfaces.
- ii. The equipments used in labs and the frequently touched objects and surfaces should be sanitized before and after each use.
- iii. Sanitization of buses/other transport vehicles regularly before and after each use.
- iv. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.

3. Entry into campus

- i. Only asymptomatic persons (faculty, employees and students) shall be allowed in the premises after mandatory hand hygiene (sanitizer dispenser) and thermal screening. If a faculty/employee/student is found to be symptomatic, he/she should be referred to nearest health center.
- ii. Entry of visitors shall be strictly regulated/restricted.

4. Campus Etiquette

- i. Sharing of items like notebook, pens/pencil, eraser, water bottle, food items, etc. amongst students should not be allowed.
- ii. Proper crowd management in the parking lots, bus bays, corridors, elevators, water holes – duly following physical distancing norms shall be organized.
- iii. Students of one class shall not mingle with students of another class.
- iv. While attending college, a congregation of more than 3 people outside the classroom shall not be allowed.
- v. Ensure awareness among the students not to gather when leaving the college and in their free time.
- vi. Ensure regular counseling is done for students and faculty reporting mental health issues such as anxiety and depression.

5. Teaching Learning Activities

- Blended learning system and Flipped mode of learning shall be practiced - a combination of both in person classroom teaching and learning at home through Whatsapp groups or video conferences using free software like Zoom, MS Teams or GoTo Meeting etc.
- Student attendance shall be recorded and monitored to satisfy 90 working days.
- The instruction shall be for a period of 15 days (Two weeks) for 50% of students online and the other 50% students offline for 1st/2nd /3rd or 4th year of study as the case may be. The cycle shall be repeated after completing the instruction for every 15-days (Two weeks).
- However, it is not mandatory that the students should attend the College. A student has to be present either in offline or online class to be awarded attendance to a particular course.
- The laboratory work also shall be completed simultaneously, giving due weightage.
- The duration of each class shall be 60 minutes which includes a break of 10 minutes between the classes.
- The detailed video / audio lectures shall be uploaded on the college website to facilitate learning while at home.

6. Hostel Accommodation

- Hostel accommodation shall be provided to the students wherever possible following COVID protocols. .
- Hostel accommodation shall not be given for any inmate on a continual basis for the entire academic year. Inmates need to stay in hostels only when the instructional classes are conducted physically.

7. Emergency Protocol

- An emergency protocol will be followed 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.
- If a student, faculty or employee is sick, they should not come to the college and follow necessary protocols in this regard.

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

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. Disinfection of the premises to be taken up if the person is found positive.



(Dr. Y Mallikarjuna Reddy)
Principal