



Internal Quality Assurance Cell

COVID-19 STATUS REPORT

Goswami Ganesh Dutta Sanatan Dharma College, Chandigarh



GOSWAMI GANESH DUTTA
SANATAN DHARMA COLLEGE

SECTOR 32-C, CHANDIGARH -160 030

PRINCIPAL'S MESSAGE



The world has seen paradigm shifts in the society by unprecedented Covid-19. Without a vaccine for Covid-19, this seems to have become the 'New Normal' for us. Higher education has been impacted in a big way and 'Technology Landscape' has emerged. The biggest and most sudden transition the pandemic has forced is the switch to online education. Education 4.0 is the future of higher education. Goswami Ganesh Dutta Sanatan Dharma College, Chandigarh is innovating its way through Covid-19 and is future ready in various ways. For the young students of emerging India, our institution is a unique place to carve their

own path of success. It provides the students space to grow and opportunity to excel by instilling competencies and inculcating values that give them a head start in life.

This is a consolidated report of COVID-19 Preparedness & Measures taken at Goswami Ganesh Dutta Sanatan Dharma College, Chandigarh. It is noteworthy that the college adopted all the quality measures and practices mentioned here in view of COVID-19 pandemic (medical emergency situation).

Quality initiatives and measures taken by the college to meet the challenges during COVID pandemic period

First hand preventive measures taken towards COVID-19 preparedness

All the circulars/guidelines issued by DHE (Chandigarh), Panjab University, UGC/MHRD/AYUSH from time to time, were followed.

Manual attendance replaced BAS system

Following the Chandigarh Administration's Home Department order vide E-file No. 27971-HIII(3)-2020, dt. 6th March, 2020 all the employees were exempted from marking BAS System till further orders.

Emergency meeting of IQAC regarding COVID preparedness

Emergency meeting of IQAC was held on 7th March, 2020 wherein COVID-19 advisory committee was constituted on the spot to take immediate measures. The COVID-19 medical emergency preparedness was reviewed by Dr. Balraj Thapar (Principal, In-charge) and steps taken included:

- Ms. Geetika (Incharge, medical room) was asked to look after the procurements of masks and sanitizers.
- Wardens of Girls' and Boys' hostels were asked to gear up the sanitation measures being taken in their respective hostels.
- The students were advised to be in touch with the concerned department heads/faculty members for teaching-learning purposes in this period, through ICT.

- All the students were advised to vacate the hostels and go back to their respective hometowns to stay safe as per the directives issued by Panjab University notification No. 224/R/PA dt. 14th March and 19th March respectively; as per the directives regarding closure of educational institutions as a preventive measure.
- 25 foreign students however stayed back as international flights were suspended. These students were provided safe stay facilities in boys' hostel after following COVID-19 guidelines.
- All the academic, co-curricular and extra-curricular activities in the college that involved physical contact or mass gatherings were suspended till further orders.
 - Postponement of Annual Prize distribution function; Convocation and college Cultural Fests - Biorhythm, Phoenix, Panache, Vivacity, Virasat, etc.
 - Suspension of all the classes for students as per the Panjab University notification till 31st March, 2020.
- All the faculty/staff and students were instructed to follow the advisory issued from time to time by the Govt. of India, DHE. and Panjab University.

Social distancing

- Social distancing was followed as per Panjab University Chandigarh's Office Order No. 224/R/PA dt. 19.03.2020 which stated that the faculty is required to keep in touch with the students through telephone/online/social media and not to attend the College/Department physically, except in case of emergency.
- In view of the later notification issued by DHE (Chandigarh Administration), the college prepared a roster for teaching and non-teaching staff to perform their duties on alternate days on rotational basis.

Following the Prime Minister Narendra Modi's address held at 8.00 p.m. on 19th March, 2020 in letter and spirit, the staff and students were advised to follow social distancing.

Creation of COVID-19 Counseling Cell

Under the leadership and guidance of the Principal (In-charge), a special cell was constituted for the purpose of providing counseling to students. Members of the College Counseling Cell guided the students during the COVID-19 pandemic period through their helpline numbers and E-mail IDs created for this very purpose. About 50 students were counseled in their time of need and their problems were solved through proper advice.

Counselling by MANASUDAY Cell

Manasuday cell of Department of Psychology engaged in counseling of the students during the lockdown period cater to their psychological problems and stress.

Special Code of Conduct followed on the campus during COVID period (Added as Annexure)

The college drafted a special Code of Conduct for the faculty/staff and visitors. The code of conduct included the precautions to be taken while using library, laboratories and classrooms,

in order to ensure safety of all, as per the guidelines and advisories issued by UGC, MHRD and DHE (Chandigarh).

Maintenance of hygiene practices in the campus

- Hand sanitizers have been placed at various spots for the convenience of staff members.
- All the staff members of the college were advised to avoid handshakes and were requested to frequently use sanitizers, or soaps to clean their hands.
- Mandatory thermal scanning of the staff and visitors at gate
- Compulsory noting of entry of visitors at the gate
- Fumigation and sanitization of hostels, administrative offices, automation cell, laboratories, classrooms, etc.

Special duties performed by faculty/staff during COVID –pandemic

Dr. Tarundeep Kaur of Department of Psychology was a member of team constituted by Indian Academy of Health Psychology (IAHP) for combating the psychological problems arising due to the pandemic. She performed the duty of Psychology Consultant and helped remove doubts and fear of general public and motivated them to take precautions and ask for necessary assistance (if needed) with an optimistic attitude to fight COVID-19. A total of 291 experienced/trained psychologists from 25 states of India were selected to become the part of IAHP Task Force, to provide free psychological aid and counseling to the public with regard to COVID-19. Dr. Tarundeep helped in counseling people by removing their doubts or fears.

Training of faculty on COVID safety guidelines

Dr. Mehak Sharma and Dr. Mani Parti attended training on COVID-19 safety measures and guidelines on 25th April, 2020.

Staff members on COVID-19 duty

10 staff members of the college performed special duty in containment zones during the COVID-19 period. They reported for their duties to Sub-divisional magistrate, Sector -42, Chandigarh. Their names are as follows:

Surinder Kumar

Jai Narain

Puran Lal

Robin Roy

Raj Kumar

Sipahi Lal

Krishan Chander

Kansha Singh

Shamim Ahmed Khan

Sumant Dutta

Safety measures being followed on college campus– (in visuals):



Sanitation practices followed in all the departments, staff room, hostels and canteen









Promoting online teaching

As per the directive received from CDC, Panjab University, Chandigarh, vide letter No. 552/DCDC dt. 25.03.2020, the Institution switched to On-line mode of teaching. The teachers were motivated to take all necessary measures to communicate with their students. To establish firm communication, the teachers used the facility of Online Teaching through LX module of TCS for the dissemination of e-content/course material of the pending syllabus. The platform was quite effective in aiding the teaching-learning process. The faculty was advised to keep in touch with the students through telephones, online tools and social media as well.



Adopting ICT initiatives of Teaching and learning

Circular of Ministry of Information & Broadcasting (GOI) -letter No. j-11013/5/2020-MUC.I dt. 6th April, 2020 was disseminated to all the faculty members and students.

The said circular motivated both the teachers and the students to use e-learning resources such as SWAYAM, e-PG Pathshala, etc. Here are the details of the same:

Registered users on various platforms include:

SWAYAM:	Teachers – 43	Students – 378
SWAYAM Prabha:	Teachers – 31	Students - 1016
e-PGPathshala:	Teachers – 34	Students – 567
NDL:	Teachers – 60	Students - 1016
VIDWAN:	Teachers – 13	

Online Teacher's Training

Online Teacher's Training on Google Classroom and Google Meet was conducted for the faculty members from 20 - 23 July, 2020 to gear them up for online teaching. 95 teachers attended the training and were trained by 13 trainers from the PG department of Information Technology.

Training Program for online admissions

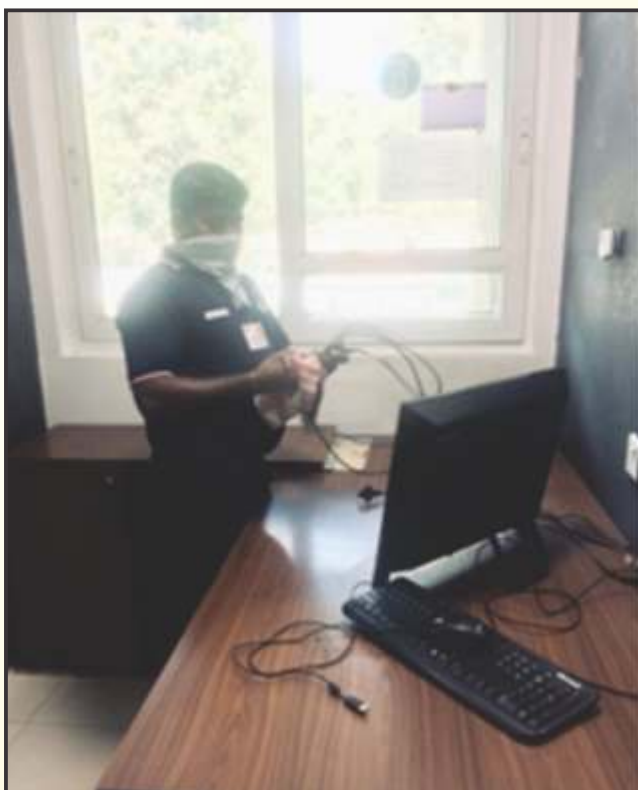
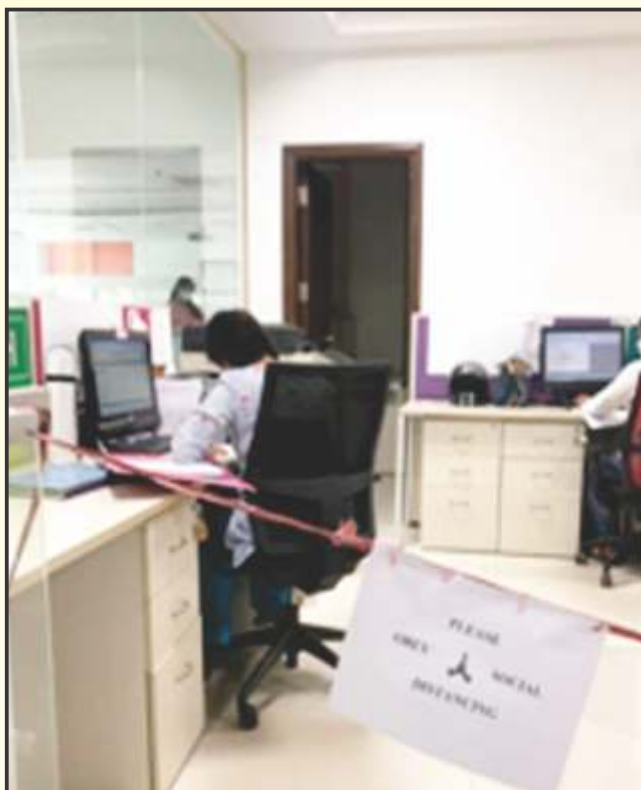
The Automation Cell of the college conducted an online training program for the faculty on 16th August 2020 in order to apprise them of the steps to be taken for online centralized and non-centralized admissions for the academic session 2020-2021.

Work culture SOPs on college campus during COVID period

College has taken adequate measures and adopted Standard Operating Procedures laid down by Ministry of Health and Family Welfare, GOI. These include:

- Thermal scanning at entry point
- Specific markings with a gap of 6 feet at gate for entry of staff/students
- Physical distancing
- Wearing of face masks is mandatory for staff
- Installation of foot pedaled sanitizers at important locations





Billboards & Banners

Billboards and banners were displayed at entry gate and frequently visited places on the campus. The display boards conveyed a clear message regarding proper wearing of masks and maintenance of hand hygiene and social distancing rules as per the instructions issued by the Government of India.



Contribution to PM CARES FUND by Staff

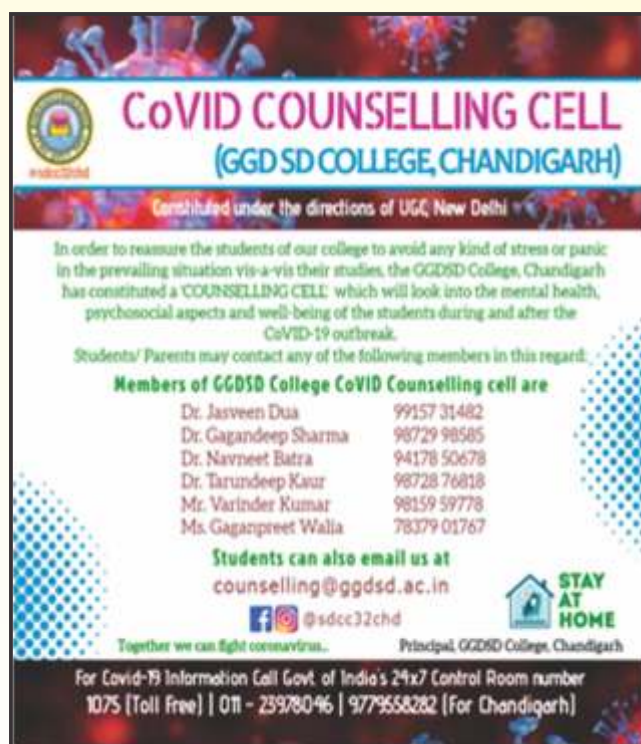
To strengthen the efforts of Government to combat the COVID -19 pandemic in the time of national distress, the teaching and non-teaching staff of the institution contributed Rs. 10 lakhs to the PM Cares fund.



Use of Social Media and Website

To tackle the Mental Health & Well-Being of Students and faculty/staff during the COVID - 19 period, encouraging messages were duly displayed and circulated on social media and on college website. To ensure that any kind of medical emergency is tackle safely, a general advisory was issued to all staff members and students of the Goswami Ganesh Dutta Sanatan Dharma College, Chandigarh. The message sent to all included:

- COVID -19 related address by Principal (In-charge) to all students via E-mail & social media
- Counseling address by Dr. Tarundeep, Assistant Professor in Psychology sent to all the students through e-mail.



- Dissemination of information regarding downloading of Arogya Setu App to all the staff members (Teaching and Non-Teaching) and students.
 - No. of students using the app – 2192
 - No. of Faculty members/Staff using the app – 193
- In order to facilitate students during the lockdown and providing them information regarding Examination and Admission, a helpline number was circulated amongst the staff & students.
- A provision of taking advance claim under Para 68L(3) of the EPF Scheme, 1952 for relief in COVID-19 lockdown was circulated amongst the staff.
- During the 2nd Lockdown period, a recommended advisory for COVID-19 was issued to the staff and students. This included sharing of a video on the use of reusable face cover and sharing of a document, released by Ayush, on measures to boost immunity.
- Office orders received from Registrar, Panjab University, Chandigarh, vide letter No. 248/R/PA dated 14 April, 2020 regarding the extension of closure till May 03, 2020 was followed in totality. The same was also circulated amongst staff & students.

COVID-19 awareness initiatives by various Departments, Clubs and Societies

COVID-19 awareness campaign by NSS club on 13th March 2020

NSS Volunteers endeavored to spread awareness regarding the outbreak of Coronavirus, its mode of transmission and preventive measures that can be taken to limit its spread. Exposure to sun and wearing clean clothes were suggested. A door-to-door awareness campaign was launched in the neighboring areas of the college.



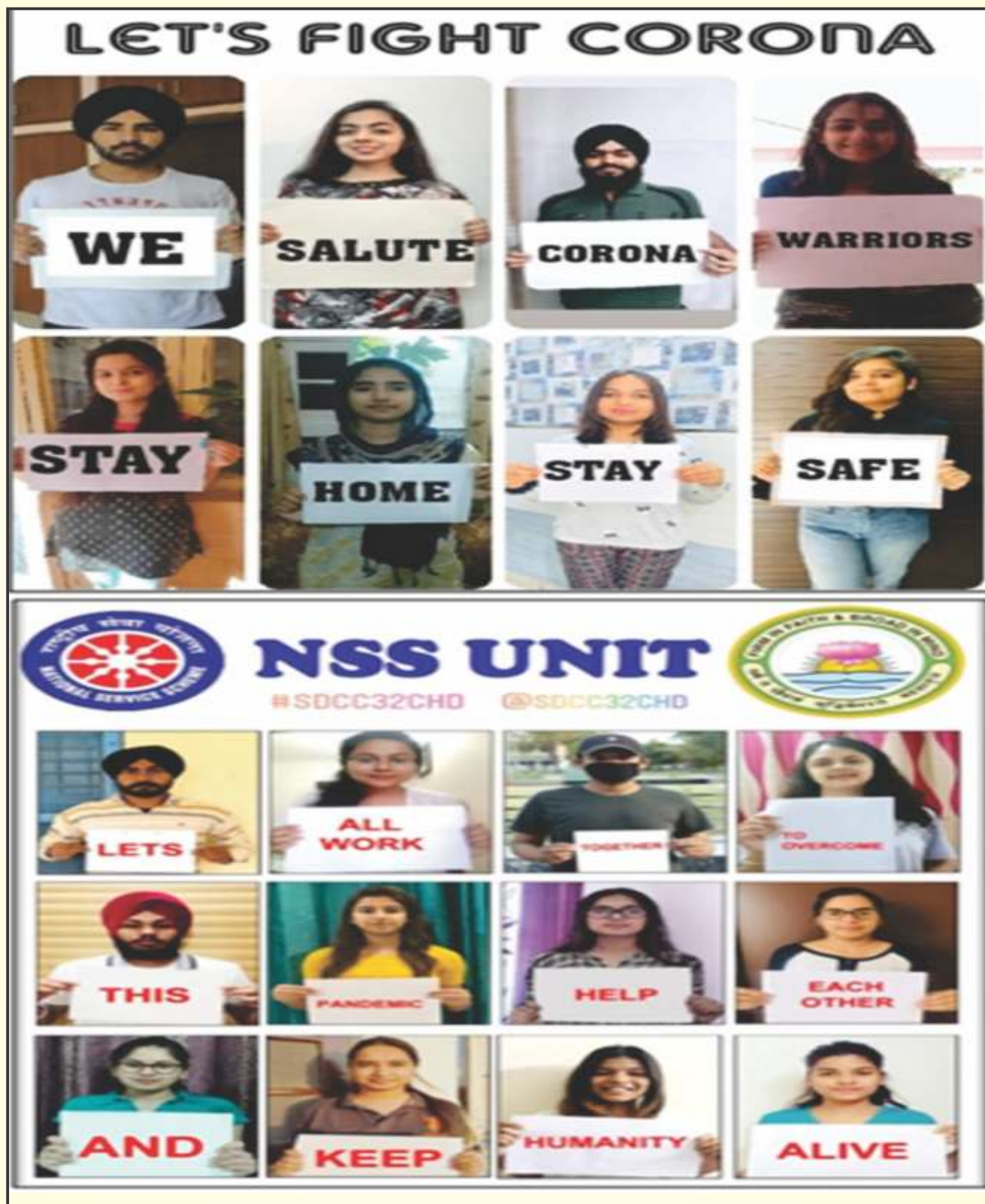


NSS Volunteers of Goswami Ganesh Dutta Sanatan Dharma College, Sector 32 C Chandigarh donated more than 400 face masks

Dr. Balraj Thapar, Principal and members of NSS unit of the College handed over the face masks to Sh. Bikram Singh Rana, S.N.O., State NSS Cell Chandigarh for further distribution of the same to the needy ones.



Salute by Students of the College to the Corona warriors



Celebration of Independence Day on 15th August while following the social distancing norms



Online Prarthana Sabha was held on 30th August, 2020

To pay homage to revered Late (Dr.) Pandit Mohan Lal Ji, Ex-Home, Finance and Education Minister of Punjab and Founder President of GGDSD College Society, Chandigarh, an online Prarthana Sabha was held on 30th August, 2020. A memorial lecture on the topic 'Leadership in the New World' by Dr. Ashwani Kumar, Former Minister for Law & Justice, Govt. of India, Ex Member of Rajya Sabha and former Solicitor General of India was organized.

Blood donation camp with all safety measures and norms was organized in memory of Dr. Late Pt. Mohan Lal Ji, Founder President, GGDSD College Society, Chandigarh on the eve of Prarthana Sabha held on his 21st Death Anniversary on 31st August, 2020.



Engaging Students & Faculty during lockdown period

It was important to engage the students in some productive activities for their well being during the lockdown times. Using digital interface to break the isolation barriers & facilitate an environment of interaction, collaboration & communication to sharpen the skills of young learners, several activities and programs were conducted through online mode. These were aimed at integrating domain specific knowledge with life skills to enhance critical thinking, problem solving, creativity and innovation, decision taking and participative learning amongst the learners. Each department tried its best to help students cope up with the adverse conditions.

Initiatives taken by the Institution

- Motivating students to join one week Online Training Workshop on Personality Development by Panjab University, Chandigarh from 16th April, 2020
- Student Satisfaction Survey on COVID-19 carried out to review the efforts being done by the Institution
- Video of Advisory Message from Principal of the Institution in Lockdown period shared through our YouTube channel
- Interaction and virtual feedback from International students who were stuck at their own respective places during lockdown
- Faculty was motivated to attend webinars organized by NAAC (Bangalore)
- Faculty was motivated to attend FDPs/lectures organized by ICT Academy
- Students motivated for ICT webinars on employability skills (7th and 8th May, 2020)
- Online meeting of faculty was held on 14th May, 2020, wherein the President Sh. Upkar Krishan Sharma, GGSDS College Society, addressed the listeners. The address was followed by Principal's (In-charge) address on safety guidelines issued by the government.
- Online meeting of Heads of Departments was conducted by Principal (In-charge) on 21st July, 2020 through Google meet.

Webinars/Lectures organized online

- On-Line Workshop on '**Research Ethics and Quarantine Techniques for Research & Publications**' was organized by the Librarian Mr. Gurpreet Singh from 25th to 30th April, 2020.
- Two-day Online National Lecture series on '**Gamification, Machine Learning, IoT & Security**' was organized by PG Dept. of Information Technology from 25th to 26th May, 2020.
- Webinar on '**How to read Scientific literature**' and **Introduction to MANAV** - The Human Atlas Initiative, was organized by Dept. of Bioinformatics in association with MANAV, IISER, Pune on 22nd May, 2020.

- Webinar and Business discussion on the topic '**Academia as catalysts to foster enterprise and innovation**' was organized by Department of Commerce & Management on 3rd June, 2020.
- Webinar on '**Creative and Intellectual Property: Creating a seamless linkage**' was organized by Institution Innovation Council and Department of Biotechnology on 4th June, 2020.
- Webinar on '**Plastics: Invest or Divest? A Socio-Techno-Commercial Dilemma**' was organized by Department of Commerce & Management on 7th June, 2020.
- Online workshop on '**Financial services**' was organized by PG Department of Economics and Entrepreneurship on 13th June, 2020. Approximately 315 students from 70 different institutions participated in the workshop.
- Webinar on '**Laboratory safety measures and SOPs during COVID 19**' was organized by Department of Zoology on 20th June, 2020.
- Biochemistry Department organized an International webinar on the topic '**SARS CoV2: Origin, pathogenesis and management strategies**' on 21st June, 2020.
- Department of Biotechnology organized a webinar on '**Combating COVID -19 using Nanoscience and Nanotechnology**' on 25th June, 2020.
- Webinar on '**Managing stress and self care during COVID-19**' was organized by Department of Psychology on 29th June, 2020.
- Department of Fashion Designing conducted a **Three-days Fevicryl workshop** from 13th July to 15th July 2020.
- Webinar on '**Impact of New Education Policy on Undergraduate/Postgraduate Colleges**' was jointly organized by Goswami Ganesh Dutta Sanatan Dharma College, Chandigarh in collaboration with PML SD Business School, Chandigarh on 8th August, 2020.
- Webinar on '**Life, Ideology and Philosophy of Sri Guru Teg Bahadurji**' was organized by Department of Punjabi on 20th August, 2020.

Activities by various clubs and departments organized during COVID-19 lockdown period

- Department of Zoology organized an online inter-college quiz on the pandemic "COVID-19" on 27th April, 2020. 160 students participated in the quiz with great enthusiasm. E-Certificates were given to all the participants through e-mail.
- Online 'Click & Caption contest' was organized by Department of Botany to celebrate 'International Day of Biodiversity' on 22nd May, 2020.
- Department of Zoology organized an Online Slogan Writing Competition and Quiz Competition to mark 'World Biodiversity Day' on 22nd May, 2020. 318 students from different colleges participated in this event. E-certificates were given to all participants.

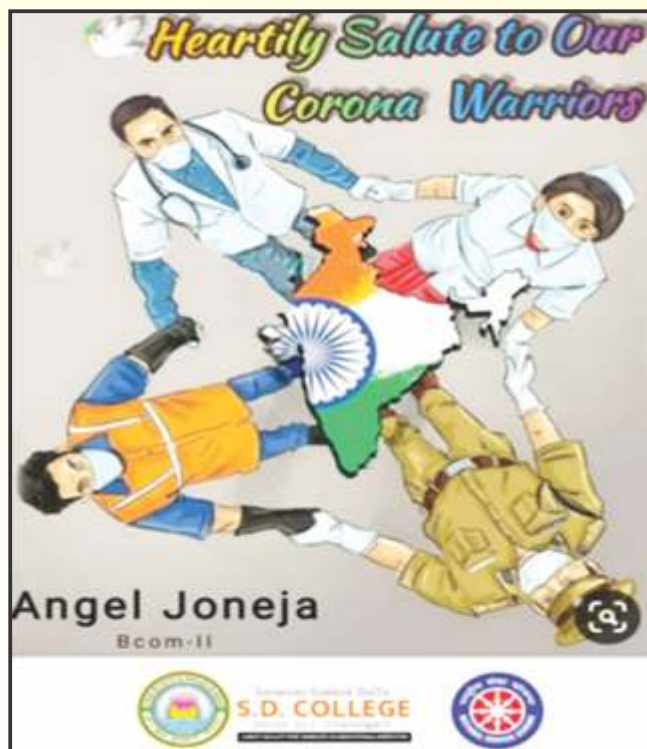
- Department of Botany, in collaboration with College Environment Society 'HARITIMA', organized a 3-week Activity-based learning program on **Biodiversity & Environment** during the lockdown period. 150 participants successfully completed the program in three batches, which started on 22nd May, 2020.
- Article writing, Poster making and Power point competitions were organized online on the theme 'COVID -19: An opportunity to learn' by Resonance Club, Department of Chemistry on 20th June, 2020.
- An online Parliamentary debate was organized by Rotaract Club of SD college on 5th & 6th June, 2020.
- Poster making competition on the theme 'Life during COVID: perspective of students' was organized by Bosons Club of Department of Physics, to celebrate the birth centenary of the father of Indian Space Research, Vikram Sarabhai on 5th June, 2020.
- Biorhythm e-20 (science fest) was conducted online.
- Commerce & Management Fest -PANACHE -2020 was organized online.
- PHOENIX -2020 (Fest by IT Dept.) was conducted online.
- VIVACITY -2020 (Fest by Arts and Humanities) was conducted online.
- An online magazine containing articles by faculty members and students titled - 'The Lockdown Times' was released on 12th June, 2020.
- 6th edition of TEDX was held on 25th September, 2020 on the theme 'Constructive Chaos'.
- A webinar was organized by Rotaract Club on 'Autism and related issues' in collaboration with SOREM School and Bhawan Vidyalaya, Chandigarh on 27th September, 2020.

NSS Club volunteers participating in a cleanliness drive



International Yoga Day celebrations

Inter-college Poster making competition was organized by NSS unit on 21st June 2020 to celebrate International Yoga Day.

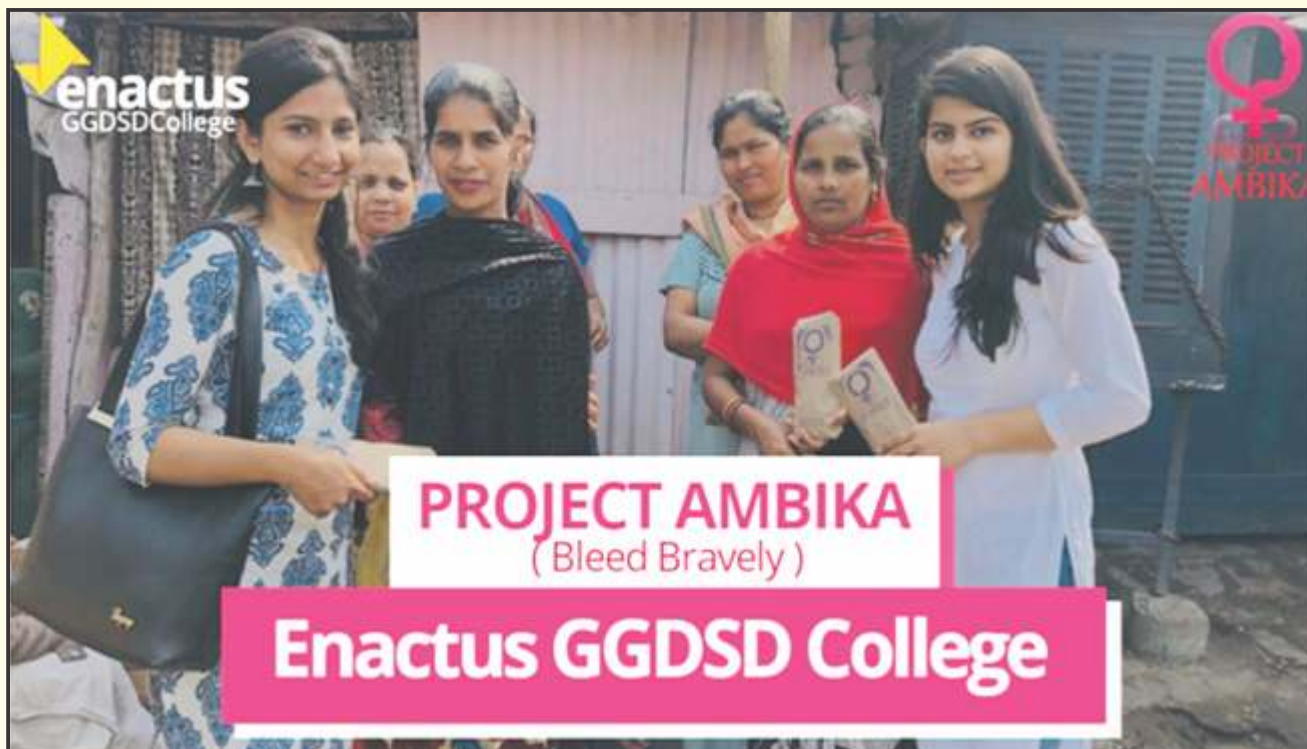


International Yoga day was celebrated (from home) by students on 21st June, 2020



Project 'AMBIKA' by Enactus Club

The students under the mentorship of Enactus Club co-ordinator represented project 'Ambika' at National competition held online and received appreciation by Enactus India on their instagram too. Several other activities like Women diaries; an online chain of 6 episodes, related to various issues related to menstrual hygiene, workplace harassment, domestic violence, etc. were a part of the project 'Ambika'



Students were encouraged to participate in various inter-college online activities being organized by other institutions. The details are as follows:

- 19 Students of B.Sc. II of our college participated in “E-Quiz” organized by DAV College, Sector 10, Chandigarh on 22th April, 2020 on 'Earth Day'.
- 20 students of B.Sc. II participated in E-quiz organized by DAV College on 25th April, 2020 to mark the 'World Malaria Day'.
- 101 students of B.Sc. participated in E-Quiz conducted by Rajarshee Shahu Science College, Chandur on 15th May, 2020.
- 8 students participated in Webinar on 'Opportunity for Biologist in Current Scenario' organized by School of Biological Science, Maulana Abdul Kalam Azad University of Technology, West Bengal on 28th May, 2020
- 6 students of B.Sc. participated in International E-Quiz on Environment conducted online by RKSD (PG) College Kaithal, Haryana from 1st June to 15th June, 2020.

- 111 students from different colleges participated in the Online Competition on 'Concept submission on Locust Attack in India' organized by Department of Zoology on 6th June, 2020.
- Surbhi Sharma bagged 1st position in Inter-college Essay writing competition organized by Dev Samaj college for Women, Chandigarh.
- Isha Gupta of B.Com -I; Ayush Juneja of B.Com III and Diksha Jain of B.Com I bagged 1st, 2nd and 3rd positions respectively in Inter-college article competition on the theme 'Impact of lockdown on business environment' organized by Guru Gobind Singh College for Women, Chandigarh.
- Jassmn Brar of B.Sc. I bagged 1st position in Inter-college Poster making competition on Dadra and Nagar Haveli (EBSB) organized by NSS unit of GGSCW, Sector 26, Chandigarh.
- Tanveen Chawla bagged 2nd position in Inter-college online movie review competition organized by SGGGS college, Chandigarh.
- Megha Aneja of B.A I bagged 2nd prize in Inter-college JAM competition on the theme 'Online shopping as an alternate medium during lockdown' organized by Guru Gobind Singh College for Women, Chandigarh.
- Jassmn Brar of B.Sc. I bagged 2nd position in Inter-college Debate competition organized by PGGCG -II, Chandigarh on 5th June, 2020..

Student News

Our Alumnus Boxer Manish Kaushik received Arjuna award from President of India on National Sports Day





Two IMA passouts make their parents, city proud

DHEERANKAR SHARMA
CHANDIGARH, 2019-20

CHANDIGARH, 2019-20

Two city-based youths — Animesh Agnihotri and Shivam Sharma — passed out as cadets from the Spring Term 2020 Indian Military Academy (IMA), Dehradun, on Saturday.

The two cadets will join on the ranks of lieutenant in the Indian Army. Belonging to a humble background, both cadets will proceed directly to join at their respective place of first posting in the Army. Due to the Covid-19 pandemic, the leave period, two to three weeks generally, was called off.

Animesh Agnihotri (21) did his schooling from Chandigarh and graduation from Mumbai before clearing the Combined Defence Services (CDS) exam and Services Selection Board (SSB) in the first attempt. "He is a brilliant student. He scored 10 CGPA in Class X from Manav Mangal Smart School, Mohali and 88 per cent in Class XII (GMS-16). We are happy and wish he could visit us. We missed going to the pass-out parade. Nevertheless, he made us all proud," said Maj ML Sharma (retd), his father.



Parents of Animesh Agnihotri (left) and (right) parents of Shivam Sharma (right) at their house in Chandigarh on Sunday
PHOTO: PRADEEP SHARMA



Shivam Sharma (21) also cleared the CDS-SSB exam in the first attempt. His father Santosh Kumar Sharma, who runs a cycle store, said he is happy to see Shivam Sharma, a graduate of GGDSD College, Sector 32, had an aim to become an Army officer.

"After his graduation, I gave him an option to look after our business. But he refused. Instead, he remained at home for an entire year. He studied and cleared the exam in his first attempt. He fulfilled his grandfather's last wish. As a parent, there's nothing more we could want. I am just waiting for him to come home and see his smiling face," said Santosh.



Muskan Jindal of B. Com. bagged 87th rank in Civil Services Exam.



Goswami Ganesh Dutta
S.D. COLLEGE

A MULTI FACULTY POST GRADUATE CO-EDUCATIONAL INSTITUTION

A College with Potential for Excellence - U.G.C.
Awarded "A⁺" Grade - NAAC, Bengaluru

Selected under 'Star College Scheme' - D.B.T.
Selected under 'FIST Programme' - D.S.T.

Deen Dayal Upadhyay KAUSHAL Kendra Status-U.G.C.

SECTOR 32-C, CHANDIGARH -160 030
PH.:0172-4912400, 2662816, FAX :0172-2661077,
E-mail : info@ggdsd.ac.in , Visit us at : www.ggdsd.ac.in

18-03-2020

NOTICE

It is notified for the information of all concerned that Goswami Ganesh Dutta Sanatan Dharma, Sector 32-C, Chandigarh will be following the COVID-19 Specific Code of Conduct w.e.f. 18th March, 2020 as per the guidelines of G.O.I. For more information, please refer to the documents attached herewith.


Principal

Copy of the above is forwarded to the following for strict compliance:-

- 1) IQAC
- 2) All the staff members (both teaching and non-teaching)

COVID-19 SPECIFIC CODE OF CONDUCT

Code of Conduct w.e.f 18th March, 2020

18th March 2020

As per the notifications issued by Govt. of Punjab, Haryana and U.T Administration, Panjab University and DHE (Chandigarh), staff is required to follow the following code till further orders:

- ❖ Teaching in the college remains suspended till 31st march, 2020
- ❖ Students are advised to vacate the hostels and remain stationed in their respective hometowns
- ❖ The ongoing mid-semester examinations stand postponed
- ❖ All functions, seminars, workshops stand postponed
- ❖ No large gatherings allowed in the college premises
- ❖ BAS (Biometric Attendance System) remains discontinued till normalcy is attained

The general advisory to be followed includes:

- ❖ Avoid person-to-person contact
- ❖ Avoid contact with contaminated surfaces
- ❖ Cover your face while sneezing
- ❖ No spitting allowed
- ❖ Maintain general hygiene and sanitation practices

Stay home stay safe!

CODE OF CONDUCT(COVID specific)

The college is now in a transition mode, from remote online learning to a blended concept of off-line cum online teaching, for the session 2020-21. We feel it is pertinent to inform all of you that your behavior, on and off campus, will essentially affect the health and safety of those around you. In this regard, kindly ensure that the following points are adhered to when on campus, in order to limit the spread of the disease

Safety of all is of paramount importance in the institution. The following SOPs will be followed for safety, health and well-being of all the stakeholders.

SOPs FOR TEACHING

1. Follow safety SOPs issued by GOI & teaching SOPs issued by UGC
2. Online teaching mode to be followed
3. Teaching through Google meet and Google classrooms
4. All concerned to have online training on teaching through online mode
5. 1-2 computer in each classroom/seminar hall
6. One teacher per computer for teaching purposes
7. Sanitize your hands before and after using computer
8. Physical distancing to be followed in classroom/laboratories
9. Wear a proper fitting face mask
10. Spitting is prohibited

SOPs FOR LABORATORIES

1. Online teaching mode to be followed
2. Teaching through Google meet and Google classrooms
3. Use of foot pedaled sanitization holders
4. Use of foot pedaled dustbins in laboratories
5. Repeated cleaning and sanitizing of commonly shared equipments and areas
6. Washing hands frequently with soap
7. Frequent sanitization of laboratories
8. Physical distancing to be followed in laboratories
9. Wear a proper fitting face mask
10. Ensure proper safety handling while sanitization against fire hazards

SOPs FOR VISITORS

1. No entry without valid reason.
2. Ensure thermal screening before entering the campus.
3. Make your valid entry at the gate in the visitor's register.
4. Wearing of masks is compulsory on the campus.
5. Spitting is prohibited on campus.

CODE OF CONDUCT FOR STAFF

The previous Code of Conduct issued in March, 2020 to be continued with advisories and additional guidelines issued by UGC and Ministry of health & family Welfare, GOI

- Physical teaching in the college remains suspended till further notification
- Teachers to use digital learning methods and reach students through online/social media
- Online teaching to be followed
- Hostels to remain vacated
- No social gatherings allowed
- Social distancing to be followed on campus
- Any student/staff with travel history to any COVID-19 affected country/state is required to inform the college authorities immediately
- Staff/students are advised to avoid any kind of travel
- Any student/staff coming in contact with Corona virus infected persons is required to be home quarantined for 14 days
- Anybody with signs and symptoms (cough, fever or breathing difficulties) should call State/UT helpline numbers
- Wearing of masks is compulsory on the campus
- College has set up a COVID Counselling cell for mental health and well-being of students/staff
- Staff to be called to campus on rotational basis
- Remaining staff to work from home
- Presently no public dealing to be allowed on the campus
- No visitors allowed on campus

Standard Operational Guidelines to be followed

All the staff reporting on duty is required to strictly follow COVID-19 protocol issued by Ministry of health & family Welfare, GOI. Kindly ensure that the following points are adhered to when on campus, in order to limit the spread of the disease:

- ❖ Ensure thermal screening before entering the campus
- ❖ Wear a proper fitting face mask, that covers both the nose and mouth.
- ❖ Maintain physical distancing preferably up to 6 feet.
- ❖ Wash hands frequently with soap & if that is not possible then use a sanitizer.
- ❖ Download the Aarogya Setu App on your mobile phones, to appraise you about the 'hot-spots' around you.
- ❖ Do not attend college if you have any flu-like symptoms and take medical advice.
- ❖ Cough or sneeze into a tissue (to be discarded immediately) or elbow and avoid touching your face, eyes, mouth or nose.
- ❖ Mark your daily manual attendance in the attendance register.
- ❖ Use foot pedalled sanitization holders

SOPs FOR LIBRARY USE

1. Follow SOPs issued by GOI.
2. No book shall be issued from library till further orders.
3. Only consultation will be allowed.
4. You are allowed to take photographs/screen shots from books for the time being.
5. No photocopy facility available in the library during this period.
6. Wearing of masks is compulsory while sitting in library.
7. Regularly wash/sanitize your hands.
8. Maintain social distancing while sitting in library (leave a chair vacant between two students).
9. Bring your water bottle from home.
10. Leave the books at the table after consultation.
11. If you want that your books should not be removed from the table, leave a slip indicating your name, roll no. and date.

SOPs FOR STUDENTS/RESEARCH SCHOLARS ON CAMPUS

1. Wear a proper fitting face mask, that covers both the nose and mouth.
2. Maintain physical distancing preferably upto 6 feet.
3. While seating in the library or laboratory ensure one seat separation between yourself and the person next to you.
4. Wash hands frequently with soap & if that is not possible then use a sanitizer.
5. Download the Aarogya Setu App on your mobile phones, to appraise you about the 'hot-spots' around you.
6. Avoid attending college if you have any flu-like symptoms and take medical advice.
7. Cough or sneeze into a tissue (to be discarded immediately) or elbow and avoid touching your face, eyes, mouth or nose.
8. Bring and eat home cooked, nutritious food and avoid sharing food and utensils with others.
9. Do not spit in open
10. Carry a water bottle with yourself at all times.
11. Do not share pens, pencils or other items that can be contaminated easily.



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PH.: 0172-4912400, 2662816, FAX : 0172-2661077,

E-mail : info@ggdsd.ac.in , Visit us at : www.ggdsd.ac.in

Compiled by :

Dr. Jasveen Dua

Dr. PoorvaTriKha

Ms. Gaganpreet Walia