



CHRIST COLLEGE (AUTONOMOUS)

Affiliated to University of Calicut and Accredited by NAAC 'A'

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Ref.No.151/Class reopening/PO/29/10/2021

Date: 29-10-2021

NOTICE

Government of Kerala has issued orders regarding commencing of offline classes from 25-10-2021. Following guidelines are issued regarding commencing of offline classes.

1. All teaching and non-teaching staff should be present in the campus. As per GO No 683/2021/DMD dt 13-10-2021, there is now no option for work from home.
2. Working hours of teachers will be from 9 AM to 4 PM.
3. Change of **Office Timing**: Break time of office is modified in the following manner:
 - i. Mon – Thursday (Lunch Break from 12.45 pm to 1.30 pm)
 - ii. Friday and Saturday (Lunch Break from 12.00 pm to 12.45 pm)
4. For **UG first year** students, offline classes will be arranged from 01-11-2021 onwards.
 - a. Many students of I UG students may not be vaccinated. So utmost care should be taken to maintain Covid-19 protocol.
 - b. If the number of student is more than 30, they may be asked to come to college in alternative days. Class teachers should inform the students well in advance the students who have to come on specific dates.
 - c. They may preferably have Core and Complimentary Classes for the first three periods. During afternoon session, they may be allotted practical classes or may be taken special classes for Core and Complimentary courses. They may be also asked to leave for home and attend the Common course classes in online mode. In such cases, the online classes in afternoon session may be taken from 2 PM to 4 PM (As per the convenience of the students, the class may be scheduled early or late).
 - d. Please remember that because of space constraints/Covid Protocol, common courses will be taken only in online mode these days.
 - e. It is the duty of HoD/Coordinator along with the class teacher to arrange classes for the UG first year students in an uninterrupted manner by coordinating the teachers of Core, Complimentary and Common Courses.

- f. Class teachers should collect the vaccination certificate in the digital mode and should upload the certificate in the prescribed drive.
5. For **UG third year** batch, as per GO No 1374/2021 dt 13-10-2021, offline classes may be arranged for entire students provided the class room space suits Covid protocol. Hence all students may be asked to attend the class if the strength is less than 40 or near to this number. If the number of students is high, then 50% students may come on alternative days. HoDs/ Coordinators may inform Principal about such cases when classes are arranged in 50% manner in batch wise rotation mode.
6. For **UG second year** students, following guidelines may be followed.
 - a. The direction given in instruction No. 5 regarding class room space and strength of students will be applicable here as well.
 - b. They may preferably have Core and Complimentary Classes for the first three periods. During afternoon session, they may be allotted practical classes or may be taken special classes for Core and Complimentary courses. They may be also asked to leave for home and attend the Common course classes in online mode. In such cases, the online classes in afternoon session may be taken from 2 PM to 4 PM (As per the convenience of the students, the class may be scheduled early or late).
 - c. Please remember that because of space constraints/Covid Protocol, common courses will be taken only in online mode these days.
 - d. It is the duty of HoD/Coordinator along with the class teacher to arrange classes for the UG second year students in an uninterrupted manner by coordinating the teachers of Core, Complimentary and Common Courses.
 - e. Class teachers should collect the vaccination certificate in the digital mode and should upload the certificate in the prescribed drive.
7. **Practical classes** may be arranged for science stream students (Aided and self financing).
8. I PG and II PG students may come on all days.
9. Instructions regarding producing Covid-certificate will be strictly complied. (G4/81/2021/DCE and GO No 1374/2021). Only following students who are in the above category will be given entry to College Campus/hostel as per the above GOs.
 - a. Those who have taken two dose of vaccination.
 - b. Those who have completed 14 days after first vaccination.
 - c. Those who are have not taken vaccinations due to medical reasons like allergy.
 - d. Those who are less than 18 years of age and thus not vaccinated, provided all the members in their family above age 18 are vaccinated.

In all the above cases, certificates have to be produced. These certificates will be checked in the College front gate/Class room.

10. The instructions given by Covid-19 cell should be fully complied. Entry to garden is prohibited these days. No student should stay back in the campus after the classes.
11. There should be no crowding in the canteen. Students may bring food from their home as far as possible.
12. Teachers have to guide and advise students if there is a crowding.
13. Teachers may also remind the students about the dress code the students are supposed to wear in the campus.
14. Identity card is compulsory and teachers should repeatedly remind students regarding the same.
15. Teachers should take attendance for offline classes since it has to be reported to DD office in regular basis.
16. Online report will be taken as usual in the present manner until online classes are suspended.
17. The allotment of classes is given along with this notice. Any change in the class room should be intimated to Fr Bursar. Please note that Department of Social Work will be conducting their classes in Snehabhavan Block and Department of English and History along with Department of Economics (Self) will be conducting their classes in Padmabhooshan Fr Gabriel Indoor Stadium Block.
18. UG second and third year students may be given sufficient orientation regarding the consequences and punishments of ragging by concerned HoD/Coordinator and Class teacher.
19. Class teachers are to inform the students regarding the above instructions and should make students comfortable. The natural delays which may happen due to the shortage of transportation should be approached in a humane manner. Teachers should speak about the importance of Covid protocol before commencing of every class. Periodical reminding as well as conscientization is an important factor to stop preventing the spread of disease.

Schedule of Periods

Days	I Period	2 Period	3 Period	4 Period	5 Period
Monday	9.05 am-10 am	10.05 am-11.00 am	11.10 am-12.05 pm	12.50 pm-1.45 pm	1.50 pm-2.45 pm
Tuesday	9.05 am-10 am	10.05 am-11.00 am	11.10 am-12.05 pm	12.50 pm-1.45 pm	1.50 pm-2.45 pm
Wednesday	9.05 am-10 am	10.05 am-11.00 am	11.10 am-12.05 pm	12.50 pm-1.45 pm	1.50 pm-2.45 pm
Thursday	9.05 am-10 am	10.05 am-11.00 am	11.10 am-12.05 pm	12.50 pm-1.45 pm	1.50 pm-2.45 pm
Friday	9.05 am-10 am	10.05 am-11.00 am	11.10 am-12.05 pm	12.10 pm-1.00 pm	2.0 m-2.55 pm

- 17 Please note that the above schedule will be same for the entire college, both for offline and for online classes from 18-10-2021, except when I and II UG students are asked to go home and attend online classes of common courses from 2 PM to 4 PM.

18 First bell will be at 9.00 am. Prayer at 9.05 am. Teachers and students have to be present at campus latest by 8.55 am.



Principal

Fr. Dr. Jolly Andrews
Assistant Professor-
In-charge of Principal
Christ College (Autonomous)
Irinjalakuda