



A.E. KALSEKAR DEGREE COLLEGE

SOP For Pandemic

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1. **Purpose:** (a) To ensure implementation of precautionary measures for pandemic situation.
(b) To create Standard working protocol during pandemic.
(c) To provide necessary facilities to the staff for teaching-learning and overall administrative process.
2. **Scope:** Applicable to all Departments and processes in the institution during pandemic.
3. **Responsibility:** Coordinator and all staff members
4. **Process :**
 - Adhere to virtual platform for teaching learning process.
 - Provides timely guidelines to all departments regarding pandemic situation as per government and university instruction for the educational institutions.
 - Awareness programmes to be conducted through virtual platforms.
 - Reduce use of hard copy files/ papers to the extent possible.
 - During physical interaction, adhere to social distancing.
 - Try to avoid guest.
 - Use of face mask or follow other safety measures as specified by authorized state health guidelines.
 - Communication of information through E-Mails, phone calls, and social media platforms like WhatsApp, etc.
 - To conduct various online workshops and webinars for staff and students.
5. **Records :**
 - PPT
 - Notices
 - Emails
 - Links for Online Platform



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