

ARULMIGU PALANIANDAVAR ARTS COLLEGE FOR WOMEN, PALANI
COVID – 19 / SOP & INSTITUTIONAL PLAN

We, the Principal, Faculty and the Students of our institution assure that the Standard Operating Procedures (SOP) are sincerely followed, obliging the guidelines given by the Government of Tamil Nadu. To prevent the spread of the contagious disease, the generic precautionary measures have been brought in adoption before inviting the students to the campus and during the presence of the students in the campus. As the prime activity a Cell and a Task Group have been created to activate and monitor the preventive measures in full swing in the campus.

COMPOSITION OF COVID – 19 CELL / APACW-NO-TO-COVID

President: Executive Officer

Chief Advisor: Deputy Commissioner

Counsellor: Principal

Emergency Number: 04545255128

Helpline Number: 04545255128

Doctors in Need: Dr. M. Mahendran

E-mail ID of Medical Advisories: varshapuvan@yahoo.com

COMPOSITION OF TASK GROUP / APACW-NO-TO-COVID

Committee members

Mrs. P. Uma Rani, Associate Professor and Head , Department of Physics

Dr. S. Muthulakshmi, Associate Professor and Head , Department of Zoology

Dr. P. Selvi, Associate Professor and Head , Department of English

Dr. C. Vasuki, Associate Professor and Head , Department of Tamil

Dr. R. Kalayarasi, Physical Director

Dr. R. Vasanthi, Assistant Professor and Head , Department of Mathematics

Dr. N. Sumithra Devi, Assistant Professor and Head , Department of Commerce

To list down the protocols observed by the Management and the SOPs ardently followed by the stakeholders –

- ✚ Inviting only the final year students of Under-graduate and Post-graduate Programmes to the campus.
- ✚ Permitting only 50% of the total strength of students to be present in routine.
- ✚ Avoiding front-line work to employees, who are in perennial medication, pregnancy and chronic diseases.
- ✚ Website display of Covid awareness.
- ✚ Keeping ourselves off from the containment zones.
- ✚ Having downloaded the Arogya Seth App.
- ✚ Having made arrangement for availability of safety food in the college canteen and distilled water for drinking purpose.
- ✚ Sending daily report to the concerned authorities, regarding the condition of the day.
- ✚ Continuing online teaching – learning process as done during the lock-down period.
- ✚ Having arranged isolation facilities for symptomatic persons of the college.
- ✚ Having created tie-up with the Government Hospital, Palani to gain medical assistance in case of identification of symptoms among the staff and the students.
- ✚ Having given instructions to the HODs not to arrange any meetings, inviting experts from other Universities nor Colleges.

Other than these major concerns, the college is adopting certain safety measures related to health issues to prevent the out-break of pandemic in the campus. They are –

- ✚ Having prepared a neat academic plan for the forth-coming days.
- ✚ Having created temporary isolation wards inside the college campus for symptomatic persons, until they are shifted to the Government Hospital, Palani.
- ✚ Maintaining the cleanliness in the classrooms, libraries, laboratories, hostels, washrooms etc.,
- ✚ Adhering to one-seat vacant policy.
- ✚ Regular disinfection of frequently touched places with 1% sodium hypochlorite.
- ✚ Alcohol swipe to computers, printers, teaching materials, door knobs etc.
- ✚ Having created hand washing stations with facilities of liquid soap.
- ✚ Maintaining proper sanitation of college buses.
- ✚ Monitoring the availability of only healthy and hygienic food items in the college canteen and the student hostel.

- ✚ Having displayed signages and posters to remind the students of the social distancing.
- ✚ Discipline in disposing used face masks and gloves to the dustbins.

The college is ethically bound in all aspects, and, in particular in plays a vital role in preventing the pandemic disease. Certain special measures are taken at the entry and exit points to keep up the health of not only the college community but also of the society around. The exclusive measures taken are –

- ✚ Ample availability of sanitizers
- ✚ Free supply of masks to avoid single mask usage for the whole day.
- ✚ Maintaining staggered timings for the entry and exit.
- ✚ Specific marking on the floor with 6 feet gap.
- ✚ Keeping all doors open to avoid crowding.
- ✚ Faculty and NCC volunteers to assure the health point of the entrants.
- ✚ Free supply of herbal drink to all at the entrance.
- ✚ Sensitizing the students of self-protective measures.
- ✚ Playing skits on method of hand-washing, social distancing etc.
- ✚ Interaction with students to keep them stress-free.

The college has instructed the faculty, staff and students to adhere to the strict practices, which are in adoption inside the campus.

- ✚ Permitting only faculty, staff and students, with ID cards.
- ✚ Thermal scanning to all the entrants inside the college campus for academic purposes.
- ✚ Sanitization of hands with the sanitizers provided by the college.
- ✚ Wearing face-masks and gloves, while being present in the campus.
- ✚ Practising Yoga to ensure healthy breathing.
- ✚ Keeping up physical distancing inside and outside the classrooms.
- ✚ Ensuring the norms of physical distancing in Auditorium, Conference Halls, Gymnasium, Parking Areas etc.

The hostels attached to the college and run by the Management are kept in rigorous monitoring and vigilance, as the residents are allowed to stay for academic needs and purposes. The strict measures taken by the Cell as far as the hostels are concerned are –

- ✚ Collecting Negative Test Report from the residents before entry.
- ✚ Rejecting residence to symptomatic residents.

- ✚ Admitting residents in phases.
- ✚ Supplying meals in small batches.
- ✚ Making take away facility available.
- ✚ Ensuring the supply of freshly prepared meals every time.

The Management, Principal, Faculty, Staff and Students assure that we realize the hazardous pandemic situation and we are sure to take part in the war against Covid – 19, win over the situation and restore health, hygiene and harmony.

REGULAR DISINFECTION OF FREQUENTLY TOUCHED PLACES WITH 1% SODIUM
HYPOCHLORITE



ALCOHOL SWIPE TO COMPUTERS, PRINTERS, TEACHING MATERIALS, DOOR
KNOBS



MAINTAINING PROPER SANITATION OF COLLEGE BUSES



AVAILABILITY OF ONLY HEALTHY AND HYGIENIC FOOD ITEMS IN THE COLLEGE CANTEEN



AMPLE AVAILABILITY OF SANITIZERS



HAVING DOWNLOADED THE AROGYA SETH APP

ANNEXURE - I

(UG III YEAR) ARTS AND SCIENCE STUDENTS ATTENDANCE DETAILS ON 09.12.2020

Sl.No	College Name	Course	Total No.of Admitted students	Students attended on	Attendance Percentage	Total no. of the Hostel students	Teaching Staff attended on	Attendance Percentage
1	ARULMIGU PALANIANDAVAR ARTS COLLEGE FOR WOMEN. PALANI	ARTS	412	213	52%	48	40	98%
2		SCIENCE	218	139	64%			

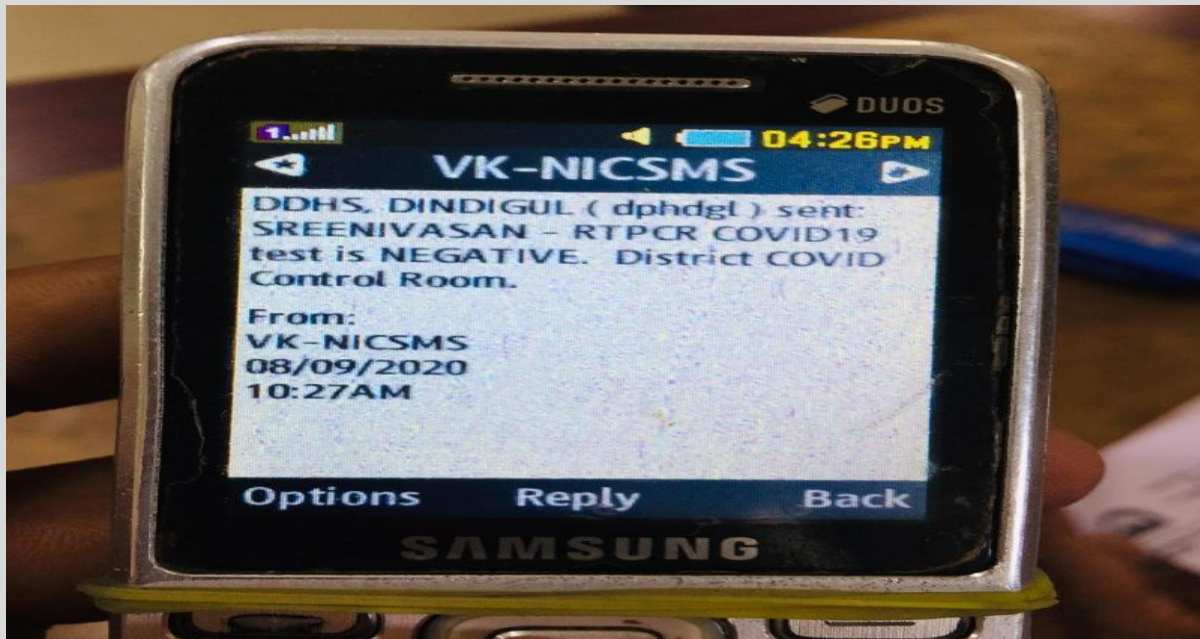
ANNEXURE - II

(PG II YEAR) ARTS AND SCIENCE STUDENTS ATTENDANCE DETAILS ON 09.12.2020

Sl.No	College Name	Course	Total No.of Admitted students	Students attended on	Attendance Percentage	Total no. of the Hostel students	Teaching Staff attended on	Attendance Percentage
1	PALANIANDAVAR ARTS COLLEGE FOR WOMEN. PALANI	ARTS	65	35	54%	7	40	98%
2		SCIENCE	26	25	96%			

[Signature]
09/12/20

COLLECTING NEGATIVE TEST REPORT FROM THE RESIDENTS BEFORE ENTRY.



SENSITIZING THE STUDENTS OF SELF-PROTECTIVE MEASURES



KEEPING ALL DOORS OPEN TO AVOID CROWDING



NATIONAL CADET CORPS ASSURING THE HEALTH POINT OF THE ENTRANTS





REE SUPPLY OF MASKS TO AVOID SINGLE MASK USAGE
FOR THE WHOLE DAY



CREATION OF HAND WASHING STATIONS WITH FACILITIES OF
LIQUID SOAP



LEARNING IS OUR ACTIVITY; STAYING SAFE IS OUR DUTY



SUPPLYING MEALS IN SMALL BATCHES IN HOSTEL



KEEPING ALL DOORS OPEN TO AVOID CROWDING



MAINTAINING STAGGERED TIMINGS FOR THE ENTRY AND EXIT





CREATION OF TEMPORARY ISOLATION WARDS



MAINTAINING THE CLEANLINESS IN THE CLASSROOMS, LIBRARIES,
LABORATORIES, HOSTELS, WASHROOMS ETC. AT REGULAR INTERVALS



DISPLAY OF AWARENESS NOTICE





ISSUE OF KABASURA KUDINEER TO STUDENTS

