



# SCHOLARS INSTITUTE OF TECHNOLOGY & MANAGEMENT (SITM)

Ref. no. ....

AO/Academics /April-July/01

Date .....

Date: 19-04-2021

## Standard Operating Procedure (SOP)

(In view of the recent COVID related situation in the State of Assam and ongoing Examinations/Classes in the Campus)

In view of the recent COVID related situation in the State of Assam and ongoing Examinations/Classes in the Campus. The following SOP is issued for all concern. All are requested to follow the protocols as detailed below:

1. All are requested to make proper use of face masks while attending offices/departments/classes etc.
2. All are strongly advised not to assemble anywhere without specific purpose.
3. All are requested to use the hand wash facility installed in the departments/offices etc. If any one feels symptomatic development of Covid-19, he/she is requested to self isolate and report to the Officer/Warden, as applicable for necessary follow up action
4. All Heads of the Departments are requested to make sitting arrangements in halls maintaining proper social distancing.
5. Wardens are requested to be vigilant about their boarders in respective hostels and to report anything in this connection to the Office.
6. Wardens are requested to earmark one or two rooms in respective hostels for necessary isolation to be used as and when required.
7. All Wardens are asked to request the students of the respective hostels not to venture out of the Hostel if it is not essential.
8. Sanitizers will be supplied by the Office to the security to be used at the entry points.
9. The Estate Officer is requested to take up sanitization as and when necessary, particularly in the examination halls/Class rooms.

A.O/Academics

SITM

Copy To

1. The Director, for kind information.
2. The Principal, for kind information.
3. All Concerned, for necessary action.
4. Website and notice board.
5. Office File.



Campus: Garoghuli (Gog), Garchuk, Guwahati - 781 035, Assam ☎ 94015 30415

City Office 1: 2<sup>nd</sup> Floor, Mc. Donald Tower, G.S. Road, Bhangagarh, Guwahati - 781 005, Assam ☎ 0361 2460515

City Office 2: Behind Apex Bank, N.C. Bordoloi Road, Panbazar, Guwahati - 781 001, Assam ☎ 0361 2633375

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