

St. Mira's College for Girls, Pune
6, Koregaon Road, Pune 411001

STUDENT UPDATE

Regarding Reopening of College during COVID19 situation w.e.f. Nov 23, 2020)

Dear Students,

Good Wishes & Warm Greetings from St. Mira's College for Girls, Pune.

We, wish to inform you that the civic authorities have deemed it fit to re-open Schools and Junior Colleges (Class IX-XII) w.e.f. Nov 23, 2020 during the COVID19 situation (as per the Government of Maharashtra State's Government Resolution [G.R. No 20/Praka 140/SD-6, Mumbai-32 dated 10th Nov, 2020.

We look forward to see you back in our midst as we are eager to see the College Campus abuzz with the sounds and activity surrounding you-young people. **HOWEVER, YOU ARE EXPECTED TO ADHERE TO CERTAIN NORMS AND CONDITIONS PRIOR TO REJOINING COLLEGE. IT IS MANDATORY THAT YOU AS A STUDENT COMPLY WITH THESE INSTRUCTIONS, SINCE THEY ARE MEANT TO ENSURE YOUR SAFETY AND GOOD HEALTH WHILE YOU ARE ON COLLEGE PREMISES.**

IMPORTANT INSTRUCTIONS TO STUDENTS

1. **Parent's Undertaking cum Consent Form:** On the date of rejoining College (i.e. Nov 23, 2020), you are requested to submit a Parent's Undertaking cum Consent Form regarding rejoining College, signed by your parent as well as yourself. You may download the Parents Undertaking cum Consent Form format available on the College Website. <http://www.stmiracollegepune.edu.in/> or visit college to collect the same from College Office.
2. **Compulsory wearing of Masks:** Entry to students and parents will be permitted to college premises ONLY IF they are wearing masks (covering the nose and mouth). Kindly note, sharing or exchange of masks is strictly forbidden.
3. **Thermal Screening:** At the entrance of the College premises, that is, at the College Gate, you will be subjected to DAILY thermal screening (temperature check). If it is detected that you have temperature, you will be sent back home.
4. **Entry and Exit Signages on display:** There will be marked signages on campus, displaying point /path of ENTRY and path of EXIT from College. ENTRY will be from Main Gate to steps near Cash Counter.
5. **Hand Sanitizer:** A hand sanitizer on a pedal stand will be available near ENTRY point (near the lift) for use by students and others. Students MUST also carry their own personal hand sanitizers for their own safety.

6. **Regular Hand Washing:** After eating your tiffin and using the wash rooms, you are strongly advised to wash your hands regularly with the soap provided or carry your personal hand wash with you (to minimize contact with others).
7. **Water Bottle:** Although the College provides drinking water facilities on campus, you are strongly advised to carry your personal water bottle at all time. You are advised not to share your water bottle with others in order to minimize any physical contact with others.
8. **Proper Use of Dust Bins:** In order to maintain good health and hygiene on campus for ALL, you are strongly advised to place all litter (paper cups, pencil shavings, food wrappers, etc.) in the dust bins available on campus.
9. **Carry Old Newspaper:** For safe and hygienic disposal of soiled sanitary pads, kindly wrap them in newspaper which you have brought for the purpose and place in the dustbins provided in the washrooms. It is strongly recommended that you put a RED DOT on the paper prior to use.
10. **Downloading of AROGYA SETU APP:** The Government Guidelines prescribe that you download the Arogya Setu App on your personal mobile phones so that you may receive COVID19 updates from the Government Health Department.
11. **Student Transport/Logistics:** Students are requested to MAKE THEIR OWN TRANSPORTATION ARRANGEMENTS for transportation but ensure that the vehicle is properly sanitized. Whether using your own means of transport/hired transport, it is strongly advised that there are no curtains on the windows of the vehicle. If travelling by non-AC, then preferably keep the windows open during travel. If air-conditioned, then it is strongly recommended that the temperature maintained inside the vehicle should be between 24-30 degrees Celsius only.
12. **Avoidance of Overcrowding and Vehicular Congestion near College Gate:** Students are requested to kindly avoid crowding near College Gate or cause vehicular congestion.
13. **Safety Measures:** Students should avoid touching light and fan switches with their bare hands. Either wear disposable gloves (purchased by you) OR switch on the fan-light switches with a ruler/pen/elbow to avoid surface contact in common area.
14. **No Spitting:** Everyone is strictly forbidden to spit anywhere around the campus, under any circumstances.
15. **Student Attendance in College by Rotation:** The Government Guidelines (mentioned above) permits only 50 % of the students to enter the College premises daily. This means that you will be attending offline classes in rotation on an alternate basis.
16. **Time Tables for conduct of Offline Classes (on College campus) & Online classes:** The said time tables **for conduct of offline and online classes** will be intimated to the students by the CLASS TEACHER via the respective class WhatsApp groups.
17. **Attendance Concession:** Keeping in mind the acute COVID 19 situation, attendance concession will be permitted for students. 100% attendance is not mandatory.
18. **Physical/Social Distancing:** During your ENTIRE time spent on College premises, you have to maintain physical/social distancing from others.

- (i) While in class, on every bench, only ONE student will be seated. No sharing of benches is permitted at any time.
 - (ii) If you are standing in line, such a possibility is remote, for enquiries /other matter (outside Sanctuary/ Foyer /Principal's /Vice-Principal's Office/ College-Office/ Cash-Counter/ Staff-Room/ Exam-Cell/Department-Cubicle/ Auditorium/ A.V. Room/Washroom/, a **PHYSICAL DISTANCE OF 6 FEET** has to be maintained between 2 individuals.
19. **Interval between Lectures:** There will be a **10-minute interval** before start and end of various subject lectures.
 20. **Maximum lecture hours per day:** Classes should be for a maximum of 3-4 hours per day with a specified lunch break.
 21. **Offline Classes for some subjects:** The Government authorities have prescribed that subjects like English, Mathematics, Science and Practical are to be taught offline i.e. on campus and other subjects to be taught online.
 22. **Continuance of Online Study Mode:** Students who prefer online studies will be provided with online homework facility.
 23. **Conduct of Practical Examinations:** The subjects with Practical, will be conducted on campus. The College authorities will ensure that the conduct of the same shall be done **IN VERY SMALL GROUPS ONLY**.
 24. **Restriction on exchange of stationery and other miscellaneous items:** Students **MUST NOT EXCHANGE** their text/other books, notebooks, pens, pencils, water bottles, tiffin boxes, etc. under any circumstances.
 25. **Limit/Ceiling on Groups/Congregations:** **NOT MORE THAN 4 STUDENTS** can congregate or form groups, keeping in mind strict adherence to social distancing norms.
 26. **No Social Gatherings:** There will be a **COMPLETE RESTRICTION** on all types of social gatherings and get-togethers.
 27. **Parents-Teachers Meetings:** As per Government of Maharashtra Guidelines, Parents-Teachers Meetings will strictly be in **ONLINE** mode only.
 28. **Illness:** In the event of the student falling sick or remaining unwell, the parents/guardians are strongly advised **NOT** to send their child/ward to college, as a precautionary measure. Further, if any family member or person in the student's neighborhood is sick, then the parents/guardians **SHOULD NOT** send their wards to College.
 29. **Persistence of Sickness/Ill-health of student:** If the student is sick for an extended period, then, with parent's/guardian's consent and approval, the student **CAN** be given permission to study from home. The parent/guardian should then inform the College authorities via email addressed to The Principal, St Mira's College for Girls, Pune at mira_college@yahoo.co.in **OR** in writing via post/hand delivery/in person, and furnish medical proof of the sickness. In such cases, the Educational Department and the College authorities shall decide the Progress Report of such students.
 30. **Fitness Certificate:** (i) If any student is tested **COVID19 POSITIVE**, then she has to submit a **FITNESS CERTIFICATE** from a registered medical practitioner(doctor), once she resumes

College studies on campus (Offline classes). (ii) If any student is tested COVID19 NEGATIVE, but later shows symptoms of COVID19 and then is declared positive, then too, the student needs to furnish a FITNESS CERTIFICATE from a registered medical practitioner (doctor), once she resumes offline classes on campus. The student can however, continue with online classes.

31. **Medical Leave:** In case the student is unwell in any way (including cough, cold, fever, other ailment), it is advised that the student stay away from College and not attend offline classes for the duration of the illness. However, the students should intimate the College authorities via email and furnish a Medical Certificate from a doctor stating reason for ill-health. The student can however continue with the scheduled online classes.
32. **Counseling Facilities:** Students suffering from stress, mental depression or anxiety can avail of counseling by expert counselors on campus. If any student, experiencing such mental distress, should contact their respective CLASS TEACHERS who shall communicate to the College authorities regarding the same.
33. **Students Discipline:** Students are expected to follow instructions prescribed (during COVID 19 situation). In case of any disobedience or unwillingness to follow instruction, on the part of the student, the institution's authorities should communicate with the concerned student's parents regarding the same.
34. **Dialogue between Students, Parents and Teaching Staff:** Students should maintain dialogue and **CONTACT WITH THE CLASS TEACHERS (VIA TELEPHONE/WHATSAPP)**, regarding any issue /problem they may be experiencing. The student in turn should keep the parent informed about the same.
35. **Cooperation of Students, Parents with College Authorities and Health Authorities:** Students and their Parents/Guardians are requested to cooperate with the College authorities and the Government Health authorities in regard to compliance with Safety/Cleanliness/Hygiene Protocols and Instructions. That is the only way we can co-exist and survive in this period which we can call –THE NEW NORMAL!
During this phased UNLOCK period under COVID19 times, initiated as per Government of Maharashtra Guidelines, kindly help us to help you –**STAY HEALTHY AND SAFE!**

THANK YOU

**Principal
St. Mira's College for Girls, Pune**