



NAAC 'A'

**COLLEGE OF ENGINEERING & TECHNOLOGY**  
(An Autonomous & Constituent College of Biju Patnaik University of Technology, Odisha)  
Techno Campus, P.O.- Mahalaxmi Vihar  
BHUBANESWAR-751029 ODISHA, INDIA

Prof. P. K. Patra  
PRINCIPAL

No. 1827/CET; Date:31/08/2021

**OFFICE ORDER**

It is hereby informed to all UG,PG & Ph.D. students that as per Govt. Order, all regulars classes (Theory/Laboratory/Project/Seminar/ etc) will be conducted in physical mode at College from 06.09.2021 (Monday) onwards following the SOP of COVID-19 as attached. Hostels will also be functioning along with mess from 05.09.2021 onwards. In this respect a google link is provided to furnish the certain information with respect to vaccination, testing and consent from parents to send their ward to college for physical classes. Boarders are also advised to deposit the hostel admission fees of Rs. 5330/- through online mode before reporting in the hostel.

All students are advised to fill up the information and upload the document as required in the link before reporting at the College and Hostel.

*Prof. P. K. Patra*  
31/08/2021

PRINCIPAL

Memo No. 1828/ Dated:- 31.08.2021

Copy to all HODs/PICs/Wardens/Superintendents for information and necessary action. They are requested to circulate the same among the students of their Department. PIC Cleaning & Moping will look after the allotment of sweepers for smooth management of cleaning work of CET premises. PIC, Security Guard will make necessary arrangement for allotment of security guards in the hostels and college premises. PIC, transport will look after the conveyance of students by deploying OSRTC buses.

*Prof. P. K. Patra*  
31/08/2021

PRINCIPAL

**Standard Operating Procedure (SOP) for Conduct of Physical Classroom**

**Teaching**

1. Physical classes shall be held in regular manner to cover all chapters of the syllabus irrespective of coverage of some chapters by on-line mode.
2. Whenever possible, the physical classroom teaching shall be recorded and shared with absentee students.
3. Following Covid-19 Prevention Protocols shall be followed.
  - a. Teachers/Staff/Students residing in active containment zone shall not come to Universities/Colleges.
  - b. Face Mask/ Face Cover shall be mandatory.
  - c. Frequent Hand Wash/ Hand sanitization shall be ensured.
  - d. Social Distancing (6 ft. distance) shall be adopted in classrooms, libraries, laboratories, etc. If needed, crowded classes can be divided into batches and teaching hours in a day can be extended.
  - e. Spitting shall be strictly prohibited.
  - f. Respiratory etiquettes shall be strictly followed. (i.e. Covering one's mouth and nose by handkerchief while coughing/sneezing)
  - g. Self-monitoring of health and reporting of illness should be encouraged.
4. Hostels shall be opened from 05.09.2021. All possible Covid-19 prevention protocols shall be followed in hostels.
5. In addition to commencement of physical classroom teaching for all UG/PG courses, teaching and research activities shall also commence in physical mode w.e.f 06.09.2021

## FORMAT OF CONSENT FORM OF PARENTS

I do hereby give my consent to send my ward to attend the physical classes and also stay in Hostel (for Boarders) under the present situation of COVID-19.

Signature of the Student with date

Branch:

Registration No.

Phone No.

Email ID:

Signature of the Parents with date

Phone No.