



Bangalore Institute of Technology

K. R. Road, V. V. Pura, Bengaluru - 04

Action taken in BIT campus for COVID-19 prevention

1. Sanitizers containing Ethanol (>70 %) is used at all entrances and working places of BIT for hand sanitization. Peddle push stands are used for contactless dispensing of sanitizers.
2. Thermal scanning is compulsorily carried out for all entrants in to the institution. Thermal scanner is kept at each entrance of BIT.
3. Oximeters are kept at each entrance to monitor vital health parameters.
4. Wearing mask and maintaining social distancing is made compulsory at all times and places in the BIT campus.
5. Environmental cleaning and disinfection in the places of BIT are carried out as per the WHO guidelines.

Sodium hypochlorite solution of 0.1 % (1000 ppm) concentration is freshly prepared at Chemistry Lab in BIT and used for disinfection.

6. Surfaces are cleaned with soap and water or a detergent to remove organic matter/ dirt first and then followed by disinfection.
7. Environmental cleaning of high-touch surfaces and items, such as light switches, rails, door handles, counters, faucets, then sink bowls, tables, water/beverage pitchers, trays, lifts and sinks and then toilets and finally floor (in that order) are performed frequently.
8. All the surfaces are wiped thoroughly using cloth wetted with Sodium hypochlorite solution of 0.1 % (1000 ppm) concentration.
9. All the examination rooms are cleaned and sanitized before and after the examination following the above procedure.
10. Seating arrangements are done keeping 6 feet distance from student to student. Maximum number of students in each room is restricted to 20.
11. **“COVID-19 SOP Implementation Task Force”** has been formed for the effective implementation of SOP



BANGALORE INSTITUTE OF TECHNOLOGY

Standard Operating Procedure (SOP) Guidelines

Safety Instructions:

- Students must wear a fresh face mask and hand gloves at all times during their stay in the college campus.
- Compulsorily under go with thermal screening and sanitization of your hands at the time of entry.
- Avoid social gathering in the college campus.
- Do not share stationeries and water with other students.
- Bring your own water bottles.
- Do not touch railings, door handles and knobs.
- Use dust bins to throw used masks and tissue papers.
- Do not spit anywhere in the campus.
- Report to your HOD if you develop covid-19 symptoms.
- Always maintain social distance. Follow safety measures everywhere.

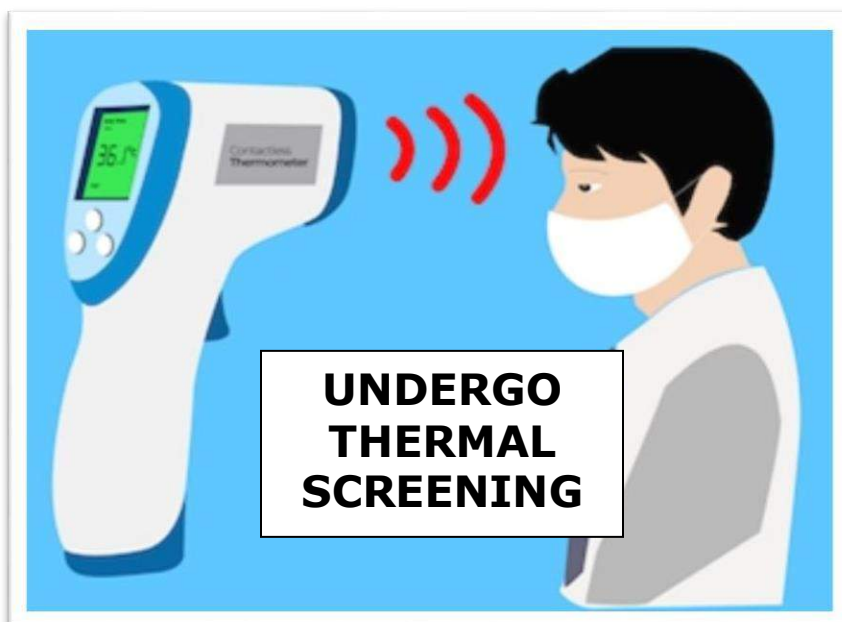
PRINCIPAL

BIT



BANGALORE INSTITUTE OF TECHNOLOGY
K R Road, V V Pura, Bangalore – 560004

Safety Measures To Follow





Bangalore Institute of Technology

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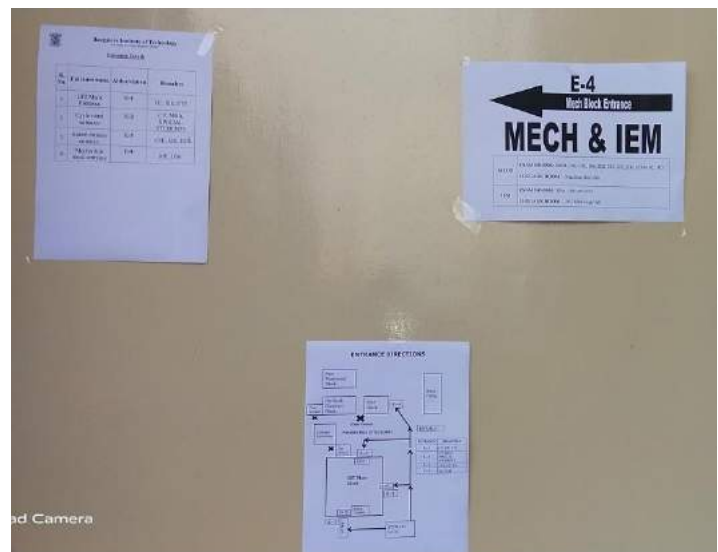
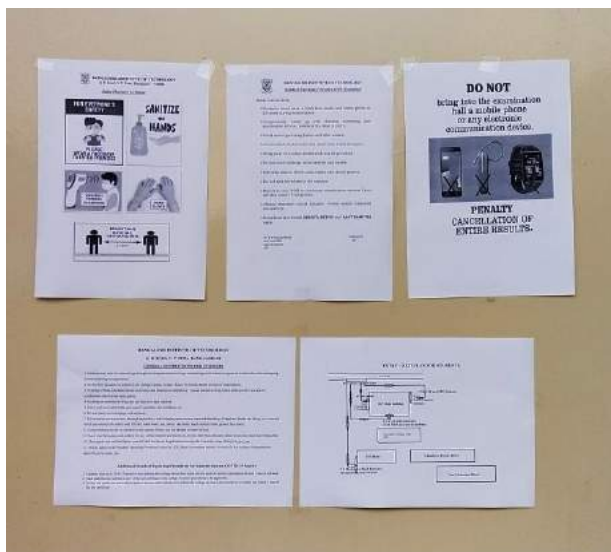
Images



Marking for social distancing



Hand sanitizer arrangements



Safety instructions displayed in the campus



BANGALORE INSTITUTE OF TECHNOLOGY
K R Road, V V Pura, Bengaluru-560004

10/01/2022

“COVID-19 SOP Implementation Task Force”

The following SIX committees are formed for the smooth conduction of SEE Jan-April2021 and to ensure the safety and health of all stakeholders. Their duties and responsibilities are mentioned. HODs are informed to bring the contents of this circular to all the concerned staff of their departments

- I. Committee for entry and exit monitoring**
- II. Committee for general cleaning monitoring**
- III. Committee for seating arrangement**
- IV. Committee for special students monitoring**

Besides these, committees formed at the department level headed by the respective HODs shall continue to act effectively as per SOP guidelines.

Dr.T V SriramReddy
Examination controller, BIT

Dr. Aswath M U
Principal, BIT

1. **Committee to monitor at entry and exit level: (Entry and exit level committee)**

Sl.No	Name	Department	Designation
1	Dr. Nagesh H B	EE	Associate professor
2	Dr.Aswatha	ME	Professor
3	Dr.Byrareddy	ECE	Professor
5	Dr. Dinesh AC	MATHS	Member

Duties and responsibilities:

- i. Put proper signages, symbols posters etc at appropriate places.(Ex: direction boards, toilets, dustbins, sanitizers, thermal screening, instructions to dispose face mask, gloves, face shields, etc, instruction to maintain social distance, different entrances mentioning branches,. The list is not limited). Use your creativity and prepare.
- ii.
- iii.
- iv.
- v. Thermal screening and hand sanitization of each student must be done at the entrance itself. It is compulsory for staff also.
- vi. Keep a register at each entrance and encourage students to enter his/her details such as name, age, phone number temperature recorded in thermal screening and place. They have to use their pen.
- vii. If body temperature of the student is found to be higher then they should be directed to separate room reserved for them to write exam
- viii. Take measures to maintain 2mt distance at this level. Draw circles 2mt apart
- ix. The identified faculty members from the departments (Branches) have to be present at the respective entrance and direct their students to allotted rooms. They must possess room allotment copy (Collect it from the exam section one day early). The room allotment copy is also displayed in different floors.
- x. Students are advised to wear mask compulsorily
- xi. Monitor the social distance at canteen, lobbies, corridors etc before and after the examination

2. **Committee to maintain and monitor toilets, cleaning and arranging drinking water: (General cleaning committee)**

Sl.No	Name	Department	Remarks
1	Dr. Hemanth Kumar	ECE	Chairman
2	Dr. Shankar Gowda	CSE	Member
3	Prof. Shivaprasad	CV	Member
4	Prof. Krishna Prasad	MBA	Member
5	Dr Aswathappa	EIE	Member
6	Dr.N J KrishnaPrasad	IEM	Member
7	Dr.G K Narasimha Murthy	PHY	Member
8	Foreman from all the departments		Members

Duties and responsibilities:

- i. Maintain cleanliness and hygiene as per standard guidelines. Team heads shall educate the committee members about this
- ii. Cleaning of trash bins/dustbins
- iii. Sanitize toilets after every session. Keep sufficient sanitizers in toilets
- iv. Clean the floor, stair case railings, door handles, wheel chair (if any) etc after every session of the exam
- v. Adequate arrangement of drinking water
- vi. Sanitize the exam halls after each session. Sanitize buses and other official vehicles
- vii. Disposed the used masks/gloves/face shields etc as per the standard guidelines

3. Committee for seating arrangement and sanitization of exam hall (Seating arrangement committee)

Sl.No	Name	Department	Remarks
1	Dr. H B Balakrishna	CV	HODs have to monitor and implement the following for their respective students
2	Dr. B N Ravikumar	ME	
3	Dr. K V V Prasad	ECE	
4	Dr. Asha T	CSE	
5	Dr. Pramila P	EE	
6	Dr. Meenavati	EIE	
7	Dr. Shanthala S	ETE	
8	Dr. Jagath M C	IEM	
9	Dr. Prakash J	ISE	
10	Dr. Mahesh	MBA	
11	Prof. Shivaram M	MCA	
12	All Basic Science HODS	(for 1 st year exams-2018 scheme starting in the month of April-2021)	

Duties and responsibilities:

- i. Seating arrangement as per VTU guidelines. Maximum of 20 students per room with min 2m distance between each students.(each department has to identify and provide the room numbers)
- ii. Only one student per desk
- iii. Take the support of committee-2 to clean the examination hall, to sanitize the seating area before and after the exam
- iv. Send the students having fever, cold, cough etc to rooms reserved for such students. (anyway they will be screened at the entry level itself and committee-4 will take care)
- v. Make sure that each student sanitizes his/her hand after signing the attendance sheet. The individual departments have to allot the required staff for this purpose. **They have to carry sanitizer bottle with them.**
- vi. Room invigilators also shall wear mask and sanitize their hands immediately after taking the attendance. They shall maintain social distance
- vii. Inform the respective HODs to communicate **Guidelines for students** to their students personally. There are totally NINE guidelines for students. Students must be aware of this. *(If required they can form WhatsApp group and communicate)*

4. **Committee to conduct exams for students with cold, cough and fever (Special students monitoring committee)**

Sl.No	Name	Department	Remarks
1	Prof. Chetan Anand	ETE	Chairman
2	Dr.Shivakumar	ISE	Member
3	Dr.Basavaraju B C	CHEM	Member
4	Chose 04 non teaching staff from any departments		

Duties and responsibilities:

- i. Identify 3-4 separate rooms preferably in the ground floor/1st floor with sufficient ventilation. These rooms shall be sealed and not to be used for next 24 hours
- ii. Collect the data of number of students having above mentioned symptoms from the respective HODS. Actually students must inform HODs in one day advance or HODs have to collect the data from students through personal contact in one day advance
- iii. Make seating arrangement with minimum 4mt distance from each other
- iv. Sanitize the seating place before and after the exam
- v. Make sure that exam personal (invigilator, reliever etc) wear face mask, face shield, (If required PPE kit). They must sanitize their hands frequently.
- vi. If any staff is suffering by or develop above mentioned symptoms, instruct him/her to leave the hall immediately and advice to take medical treatment

5. **Committee to conduct exams (Exam conducting committee)**

Sl.No	Name of the department	Staff	SEM
1	Department of EIE	All the staff of department	7 th Sem and MBA, MCA
2	Department of IEM		5 th Sem and arrears
3	Department of MBA		3 rd Sem and arrears
4	Department of MCA		1 st Sem and arrears

Duties and responsibilities:

- i. Room allotments with the support of examination section
- ii. Allot invigilators and relievers
- iii. **Issue memo to those who abstain from the invigilation duty**
- iv. Make adequate arrangements for distribution of code books
- v. Instruct QPDS in charge to print the question papers in the presence of external DCS and as per the VTU guidelines
- vi. Take appropriate steps to distribute question papers on time
- vii. Collect B-form, verify and get it signed by Principal
- viii. Receive the booklets, segregate, bundle them and shift the bundles to VTU regional center
- ix. Keep in touch with examination section and VTU for any updates, Communicate to VTU regarding any developments. Keep watching VTU website regularly.
- x. Any changes such as postponements or cancellations etc shall be brought to the notice of all concerned

6. **Committee to procure protection essentials: (Procuring committee)**

Sl.No	Name	Department	Remarks
1	Dr. Aswath M U	Principal	Chairman
2	Dr. T V Sriramareddy	ME	Member
3	Dr.B N Ravikumar	ME	Member
4	Dr. Vijayaprakash	ECE	Member
5	Sri. Ramachandra G B	Foreman	Member

Duties and responsibilities:

- i. Prepare the list of various items such as face mask, face shield, touch less sanitizer stand, sanitizer, hand wash, peddle push dustbins, disposable carry bags, thermal scanners, bathroom cleaner etc.
- ii. Take necessary steps to procure these materials on time
- iii. Collect the requirements from the individual departments/different committees. Distribute the materials
- iv. Maintain the account and submit the final report to the concerned authority