



14-8-2021

Ref. No: DBIT / ADMN / 20-21 / AUG / 83

CIRCULAR

COVID-19 SOP Implementation Campus Task Force

In accordance with the UGC guidelines and in the long-term interest and life time credibility of the students, VTU will be conducting the final year examinations during August/September 2021 and has released a detailed SOP for conducting the examinations keeping in mind safety and well-being of all the people involved in this activity. To take care of different aspects of implementation and monitoring of SOPs in the campus, the following Campus Task Force Team is constituted:

Sl. No.	Name	Designation
1	Dr. Hemadri Naidu T.	Principal
2	Mr. K. M. Chandrashekar	Office Superintendent
3	Dr. Kumara Swamy	PED
4	Dr. Somaraya B. Talloli	Chief Librarian
5	Mr. Poonacha	Warden – Boys Hostel
6	Mrs. Sireesha	Warden – Girls Hostel
7	Mr. Hanumanthe gowda	Security Officer
8	Mr. Shambulingaiah	Transport-in-charge
9	Mr. Ajay T.	PED
10	Mr. Vishwanath B. R.	Assistant Professor, Dept. of ME
11	Mrs. Sharmila R. S.	Associate Professor, Dept. of EEE
12	Mr. Santosh Kumar G.	Assistant Professor, Dept. of CSE
13	Mr. Shyam Sundar S. A.	Assistant Professor, Dept. of MBA

Guiding Principles

- To ensure the safety and health of all stakeholders while conducting examinations.
- The basic principles of social distancing must be observed at all times and locations.
- Provide a safe and stress free environment for students to attend examinations in this difficult time of COVID-19 pandemic.

Responsibilities

1. To monitor adherence of SOP protocols by Students

- Students must report to college 1 hour 30 minutes before start of examination in order to facilitate thermo gun check, hand sanitization and maintaining physical distancing.
- Students must carry their examination admission card (hall ticket) and College ID card at all times as it will additionally serve as a pass for movement in restricted areas.
- Students must wear a fresh face mask and hand gloves at all times and locations.*
- Students must strictly maintain social distancing at all times and locations and avoid gathering in a crowd.*


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2. To ensure Signages, Sanitary facilities on Premises

- i. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
- ii. Cleanliness and hygiene conditions as per safety and health advisories by the concerned government departments are to be maintained at all places.
- iii. All the trash bins should be cleaned.
- iv. Adequate arrangements for safe drinking water to be made on the campus.
- v. Adequate supply of water in wash rooms and for hand washing must be ensured.
- vi. Dustbins must be cleaned and covered properly.
- vii. Liquid hand wash bottles should be provided at all wash rooms and should be regularly replenished.

3. To monitor Sanitisation of College Transportation Facilities

- i. Proper sanitization of buses, other transport and official vehicles of the institutions must be ensured each day.
- ii. Proper sanitization measures must be observed by the staff operating college buses.

4. Entry and Exit Monitoring and Social Distancing Measures

- i. Proper signages, symbols, poster etc. should be displayed at appropriate places to maintain social distancing and avoid crowding at entry and exit points.
- ii. There should be proper markings with at least 2 metre distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one.
- iii. Measures must be taken to maintain minimum distance of 2 meters and avoiding crowding at critical points such as entrances, hand sanitiser stations, wash rooms etc.
- iv. To ensure thermal screening of students, wearing of face mask, sanitizing of hands etc. at all times and locations.
- v. To ensure physical distancing at locations such as canteens, entrance lobbies, or other locations where students are likely to gather in large numbers.

5. Ensure sanitisation of premises and sanitization procedures at the end of each day

- i. All washrooms should be cleaned and disinfected.
- ii. All door handles, staircase railing, etc. should be disinfected.
- iii. Used face masks and hand gloves should be disposed only in a pedal push covered bin placed at the Examination Centre and outside the examination hall and not in open bins.
- iv. Used face masks and hand gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and must be safely disposed of as per standard guidelines issued by health authority.


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CAMPUS TASK FORCE TEAM

In accordance with the UGC guidelines and in the long-term interest and life time credibility of the students. VTU insist to conducting the offline class for the final year students from 17th November 2020 and has released a detailed SOP for conducting the Offline and online class keeping in mind safety and wellbeing of all the Staff and Faculty members involved in this activity. To take care of different aspects of implementation and monitoring of SOPs during the regular class, the following campus task Force team is constituted;

MEMBER;

1	Dr. Hemadri Naidu .T	Principal	Chairman
2	Dr. Somaraya B Tallolli	Librarian	Member
3	Prof. Umavathi .A	Dept. of Maths	Member
4	Prof. Sharmila R.S	Dept. of EEE	Member
5	Prof. Vishwanath B.R	Dept. of ME	Member
6	Prof. Santosh Kumar G	Dept. of CSE	Member
7	Prof. Shyam Sundar S.A	Dept. of MBA	Member
9	Prof. Raveendra .R	Dept. of EEE	Member
10	Prof. Sangam Kumar G H	Dept. of ECE	Member
11	Anuradha Budihal	Dept. of ECE	Member
12	Prof. Sheeba .S	Dept. of CSE	Member
13	Prof. Kishore Kumar	Dept. of TCE	Member
14	Prof. Manjula K	Dept. of ISE	Member
15	Prof. Vijay Kumar .B	Dept. of Maths	Member
16	Prof. Krishnaveni	Dept. of CHE	Member
17	Dr. Bhavyashri Shetty	Dept. of PHY	Member
18	Ms. Sahana	Dept. of Civil	Member
19	Mr. Rajashekar	Dept. of ISE	Member
20	Mr. Poonacha	Warden – Boys Hostel	Member
21	Mrs. Sireesha	Warden – Girls Hostel	Member
22	Mr. Ajay .T	Assistant PE	Member
23	Mr. Rangaswamy .T	Facility Co-ordinator	Member
24	Mr. Hanumanthe Gowda	Security officer	Member
25	Mr. Shambulingaiah	Transport-in-charge	Member
26	Dr. Kumaraswamy	Director of Physical Education	Convener

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COVID- 19, CollegeTask Force Team



17-11-2020

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Discussion with the chairman, the College Campus Task Force Meeting will be scheduled on 17th Tuesday 2020 at 4.15 PM in SH-1 Seminar Hall to have discussion on the following Agenda. The members of the committee are cordially invited for the meeting accordingly

MEMBERS;

				Signature
1	Dr. Hemadri Naidu .T	Principal	Chairman	
2	Dr. Somaraya B Tallolli	Librarian	Member	
3	Prof. Umavathi .A	Dept. of Maths	Member	
4	Prof. Sharmila R.S	Dept. of EEE	Member	
5	Prof. Vishwanath B.R	Dept. of ME	Member	
6	Prof. Santosh Kumar G	Dept. of CSE	Member	
7	Prof. Shyam Sundar S.A	Dept. of MBA	Member	
9	Prof. Raveendra .R	Dept. of EEE	Member	
10	Prof. Sangam Kumar G H	Dept. of ECE	Member	
11	Anuradha Budihal	Dept. of ECE	Member	
12	Prof. Sheeba .S	Dept. of CSE	Member	
13	Prof. Kishore Kumar	Dept. of TCE	Member	
14	Prof. Manjula K	Dept. of ISE	Member	
15	Prof. Vijay Kumar .B	Dept. of Maths	Member	
16	Prof. Krishnaveni	Dept. of CHE	Member	
17	Dr. Bhavyashri Shetty	Dept. of PHY	Member	
18	Ms. Sahana	Dept. of Civil	Member	
19	Mr. Rajashekar	Dept. of ISE	Member	
20	Mr. Poonacha	Warden - Boys Hostel	Member	



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21	Mrs. Sireesha	Warden – Girls Hostel	Member	
22	Mr. Ajay .T	Assistant PE	Member	
23	Mr. Rangaswamy .T	Facility Co-ordinator	Member	
24	Mr. Hanumanthe Gowda	Security officer	Member	
25	Mr. Shambulingaiah	Transport-in-charge	Member	
26	Dr. Kumaraswamy	Director of Physical Education	Convener	

AGENDA

- Offline class for the Final year students.
- UGC and VTU Guidelines to conducting Offline class (SOP).
- Campus Task Force Work Discussion
- Any other matter for the discussion with permission of the chair


CONVENER 17/11/20


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DBIT/SOP/2020-21/002

18.11.2020

To
The Principal
DBIT, Bangalore

Respected sir,

Sub: Submission of minutes of meeting of College Campus Task Force Meeting -reg

The College Campus Task Force meeting was held on 17th Tuesday 2020 at 4.15 PM in SH-1 Seminar all. The minutes of the meeting is herewith enclosed for your kind perusal.

Thank you

Yours sincerely


18/11/20
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Copy to:
The Principal
The College Campus Task Force Team Members.


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COLLEGE CAMPUS TASK FORCE TEAM MEETING

Meeting with following Covid-19 SOP College Campus Task Force team members was held on 17/11/2020 in the SH-1 Seminar hall at 4.15 PM. The following members attended the said meeting

Dr. Somaraya B Tallolli	Librarian	Member
Prof. Umavathi .A	Dept. of Maths	Member
Prof. Sharmila R.S	Dept. of EEE	Member
Prof. Vishwanath B.R	Dept. of ME	Member
Prof. Santosh Kumar G	Dept. of CSE	Member
Prof. Raveendra .R	Dept. of EEE	Member
Prof. Sangam Kumar G H	Dept. of ECE	Member
Prof. Anuradha Budihal	Dept. of ECE	Member
Prof. Sheeba .S	Dept. of CSE	Member
Prof. Kishore Kumar	Dept. of TCE	Member
Prof. Manjula K	Dept. of ISE	Member
Prof. Krishnaveni	Dept. of CHE	Member
Dr. Bhavyashri Shetty	Dept. of PHY	Member
Mr. Rajashekar	Dept. of ISE	Member

Chairman of College Campus Task Force team opened the meeting with a welcome note to all Committee members. The College Campus Task Force team convener further informed the members about the latest updates about College Campus Task Force Team Activities and opened the forum for discussion for improvement of UGC & VTU SOP.

The following Agenda items were taken up for discussion in the meeting

AGENDA

- **Offline class for the Final year students.**
- **UGC and VTU Guidelines to conducting Offline class (SOP).**
- **Campus Task Force Work Discussion**
- **Any other matter for the discussion with permission of the chair**


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MINUTES OF THE MEETING

College Campus Task Force Team Work for the Offline Class.

The College Campus Task Force Team activities for the offline class from 17th November 2020 has been discussed in the meeting for all the facilities on the basis of requirements and availability. The chairman and all College Campus Task Force Team have been approved the activities.

Students Safety Measures in College campus for covid-19

- Thermal Screening.
- Disinfection spraying tunnels for covid-19.
- Social Distance Box /Round Marking's.
- Display boards for COVID -19.
- Placing of Dustbins.
- Placing of Sanitizer Stands.
- Class rooms Sanitize.
- Announcement in Audio players and Hand Mic.
- Disinfecting spraying in classroom and toilets.
- Medical Room.
-

Campus Task Force Work from 9.00 am to 5.00 pm

1. Main Gate
2. Near cricket ground
3. Main black and Main library
4. College Canteen
5. Ground Floor- Management Black
6. Ground Floor – ME / CV/MBA/EEE Departments
7. A- Black, first and Second Floor (CSE/ ISE/ECE/ Lab)
8. B- Black First and Second Floor (ME/CV/MBA/EEE/Lab)

Campus Task Force Team Need's this listed Equipment's.

- Masks
- Face shield
- Hand Gloves
- floor marking tape (White /Orange)
- Sanitizer Stands
- Dustbins


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- Rechargeable battery with charger for Hand Mic.
- SPORTS Training Bibs (T-Shirts)
- Drinking Water battles.
- Paper napkins
- First aid Kits.

Other points

- First-Aid Training
- Awareness on Covid-19
- Immunity booster kit from Ayush

The meeting was closed at 4.45 PM with the permission from the chairman.

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Minutes of HODs Meeting held on December 30, 2020 at 10:00 A. M.

Agenda:

1. B. E. Admissions, Academic Year (2020 – 21) - Discussion
2. Fee Due – Academic Years (2019 – 20) and (2020 – 21)
3. III Internal Assessment Online Test (CIE)

Members Present:

HODs (Engineering, MBA, Physics, Chemistry & Mathematics, PED, Librarian, PRO, TPO)

- 1) Minutes of HODs Meeting held on December 23, 2020 read and approved
- 2) Principal addressed HODs and discussed status of B. E. Admissions till date
- 3) HODs were unanimous in their view that Continuous Effort and Perseverance of Admission Team Members in Print and Media Advertising, Promotional Visits to Pre University and Diploma Colleges, Distribution of Flyers etc. from October 2019 had improved the visibility and image of the College and that we were able to reach the General Public effectively
- 4) Principal appreciated the efforts of 'Admissions Committee Members' (Nodal Officer, Faculty & Staff, Tele-Calling Team Members etc.) for continuously following up on Leads and ensuring Admissions
- 5) HODs have been instructed to focus on Top 30 students (for Branches with Intake of 180) and Top 10 students (for Branches with Intake of 120 & 60) and ensure that our College is able to secure University Ranks


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- 6) HODs have also been directed to ensure that Faculty adopt a 'Student Centric Model' for Teaching – Learning Process as outlined in 'Outcome Based Education Methodology'
- 7) Students mandated to attend Online Classes presently will be provided an option to attend Offline Classes for Tough subjects
- 8) HODs have unanimously decided to conduct Labs for B. E. III, V and VII Semester students in Offline Mode with a view that students need to gain hands on experience in Labs and University Examinations will be conducted in Offline Mode. Also, University Examination Results will ultimately be good if students are well trained and prepared for Labs and Viva Voce. All Lab Internal Examinations will be conducted in Offline Mode
- 9) Principal has directed COVID 19 Task Force Members to ensure that SOP is maintained on Campus
- 10) 'Entrepreneurship Development Programme (EDP)' for B. E. VII Semester students and Alumni being conducted by T & P Department appreciated. Student feedback is good
- 11) TPO has announced conduction of 'ITBP Recruitment Offline Examination' on January 10, 2021 (Sunday)
- 12) TPO has also informed that a Total of Forty Two (42) students have been placed till date for Academic Year (2020 – 21) which commenced from September 01, 2020. Three Hundred and Forty One (341) students have registered till date for 'Sonata Software' Recruitment Drive


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- 13) Principal has instructed TPO to monitor and verify effectiveness of Training Programme being offered by 'Technoserve' for B. E. VII Semester students based on their feedback
- 14) All HODs have been directed to ensure that Fee Due for Academic Year (2019 – 20) is paid immediately and Fee Due for Academic Year (2020 – 21) is paid by end of February 2021
- 15) III Internal Assessment Online Test (CIE) for B. E. VII Semester students to be conducted on January 03rd , 04th and 05th 2021 in view of recruitment drive by 'Sonata Software' and on January 04rd , 05th and 06th 2021 for B. E. III and V Semester students

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Minutes of HODs Meeting held on July 03, 2020 at 10:15 A. M.

Agenda:

1. Digital Media Promotion – Admissions for Academic Year (2020 – 21) – Follow Up
2. NAAC – Submission of 'Annual Quality Assurance Report (AQAR)' – Follow Up
3. Training & Placements - Updates

Members Present:

HODs (Engineering, MBA, Physics, Chemistry & Mathematics, PED, Librarian, PRO, TPO)

- 1) Minutes of HODs Meeting held on June 24, 2020 read and approved
- 2) Principal addressed HODs and sought updates on 'Digital Media Promotion' activities of their respective Departments. HODs have been instructed to ensure that prior approval from Principal and Management is obtained for development of Banners, Short Promotional Videos, Brochures etc. for Promotional Activities
- 3) 'Free Online CET Coaching for II PUC students' will commence from July 06, 2020 (Monday). One Hundred and Thirty Six (136) students have registered till date. Principal has instructed HODs (Physics, Chemistry and Mathematics) to ensure at least Three (03) Batches register for Online CET Coaching
- 4) HOD (MBA) has been asked to discuss modalities of 'Free Online PGCET Coaching' for Degree students in view of MBA Admissions for Academic Year (2020 – 21)
- 5) Principal has asked HODs to ensure that Mentors are regularly in touch with students in view of Extraordinary Situation arising from COVID 19 Pandemic resulting in students losing touch with Academics


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- 6) Principal sought updates on 'NAAC – AQAR'. Prof. Renga Prabhu, Director IQAC has clarified doubts expressed by few HODs on the Timeline for submission of Data. Data will be submitted for February 2019 to June 30, 2020 duration
- 7) Prof. Somashekar, TPO informed that Thirty Three (33) students including Nine (09) from M. E. and One (01) from Civil Engineering have been recently placed in 'HCL Technologies'
- 8) TPO has informed that Four Hundred and Ninety One (491) students up from Sixty Two (62) who had registered previously have now registered for 'TCS Code Vita Online Training Programme'. Principal and TPO placed on record continuous effort of Placement Coordinators which has brought about significant improvement in registrations. TPO has also informed that our Alumni from the Department of Mechanical Engineering are seeking candidates for Placement in their Start Up Ventures. HOD (M E) will explore this opportunity. Principal has instructed Placement Coordinators to keep in touch with students on a regular basis
- 9) Principal called attention to Circular from Dean (R & D) on MOUs, Funded Research, Conferences, Publication in Journals etc. and instructed HODs to submit data required
- 10) HODs have updated Principal on finalization of Internal Assessment Marks (Theory & Lab). Principal has permitted conduction of 'Additional I. A. Test' on specific request from students in view of difficulties faced by them for appearing in 'Online I. A. Test'. All HODs have been asked to submit 'Result Analysis' for (December 2019 – January 2020) University Examinations

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Minutes of the HODs meeting held on July 13th, 2020 at 1.30 pm

Agenda: Address by VTU regarding final year exams

1. Principal welcomed all the HODs and informed them to regularly check for e-mail communication from Office of the Principal for needful action during lockdown. HOD CSE and HOD ISE were informed to nominate faculty for the VTU Train the Trainer program on Android Development using Kotlin.
2. HODs were instructed to complete the subject allotment for the next semester. Faculty members are required to prepare the notes and PPT presentations for offline/online mode of teaching and they have to submit the same after lockdown. Any relevant study materials/text books can be collected from the college on 14th July 2020 by the faculty members. College library will also be kept open from 10 am to 2 pm for issue of books to faculty members. Staff members should not leave Bangalore during lockdown.
3. HODs were informed about the tentative VTU calendar of events.
3. HODs were informed to ensure that mentoring will continue. While mentoring, faculty counselor should speak to both student and parents and build their confidence especially to final year students so that they can take up the university examinations.
4. Faculty members are required to continue calling the II PUC students for engineering admissions.
5. From 3 pm to 5.00 pm, Hon'ble Vice Chancellor, VTU, chaired the video conference meeting to discuss the final year examination conduction and other academic matters. It was followed by Q & A session with Principals of various colleges. Highlights of the discussions:
 - Examination preparatory classes for the final semester students: 1-8-2020 to 14-8-2020
 - Standard Operating Procedure (SOP) issued by UGC and MHRD is mandatory
 - Examinations for final semester students: 17-8-2020 onwards in blended mode. For project work and internship viva-voce it will be online exam and for theory subjects it will be off-line exams. Final semester students having backlog subjects will be able to write the examinations for such subjects also. In case a student is unable to appear for the examination, he/she will be given opportunity to appear for the examination at a later date (considered as first attempt during Jan. 2021). Care must be taken while finalizing the IA marks and eligible list of students for 2015 and 2010 scheme who will be taking up the examinations.
 - For lower semesters there will be no examinations and they will be promoted to higher semester and grade cards will be issued considering 50% weightage to IA marks and 50% weightage to earlier semester university examination performance. Students who have earlier lost eligibility, will be given carry over to next higher semester and they have to take up the university semester examinations for the failed subjects later.


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Minutes of HODs Meeting held on June 17, 2020 at 3:00 P. M.

Agenda:

1. 'Local Inquiry Committee Online Inspection conducted by VTU, Belagavi on June 17, 2020 (9:30 A. M. to 1:00 P. M.) - Discussion
2. Promotion Activities – Admissions for Academic Year (2020 – 21)

Members Present:

HODs (Engineering, MBA, Physics, Chemistry & Mathematics, PED, Librarian, PRO, TPO)

- 1) Minutes of HODs Meeting held on June 10, 2020 read and approved
- 2) Principal expressed his Gratitude to HODs, Technical Staff and all other Members of Faculty and Staff involved in the first 'Local Inquiry Committee Online Inspection conducted by VTU, Belagavi on June 17, 2020 from 9:30 A. M. to 1:00 P. M'
- 3) Hon. Chairman of LIC Committee has appreciated the Efforts of Faculty of all Departments in reaching out to their students and conducting Online Classes during Lockdown period
- 4) Principal has called attention to Circular on MOUs from Dean R & D and instructed HODs to submit information required
- 5) Principal has instructed HODs to conduct I. A. Test for Environmental Studies (17CIV18/28) for B. E. VI Semester Diploma (Lateral Entry) students
- 6) An ' I. T. Team ' has been established with effect from June 15, 2020. The Team will be supervised by Mr. Satya Pramod, System Administrator and will involve in day to day Maintenance of 'I. T. Infrastructure and Assets' of the College

Satya Pramod
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- 7) HODs have been reminded to conduct Survey on 'Online Classes', 'Syllabus Coverage', 'Conduction of Examinations' etc. in accordance with instructions from Hon. Vice Chancellor, VTU, Belagavi. Survey may be conducted Online or by inviting Parents to the Campus depending on their convenience. A Common Questionnaire has been finalized. Report on Survey will be communicated to VTU, Belagavi
- 8) Principal has advised HODs to focus on Promotion Activities for Admissions, Academic Year (2020 - 21). All Departments will be provided with stands for Display Boards. HODs will ensure that Banners, PPTs and Short Promotional Videos of their respective Departments are ready
- 9) HODs have been advised to meticulously follow University Guidelines on conducting Ph. D Viva Voce Examinations. All HODs will ensure that Professors (Research Guides) of their respective Departments will henceforth provide advance information to Principal and Dean R & D on conduction of Ph. D Viva Voce Examinations prior to communicating with the Registrar (Evaluation), VTU, Belagavi. HODs have been cautioned that any breach of Protocol will be viewed seriously
- 10) An Online Quiz to promote 'Yoga and Healthy Lifestyle' is being conducted by the Department of Physical Education & Sports on the occasion of 'International Yoga Day 2020'

Principals
17-09-2020

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