

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE, SAMPLA DISTRICT ROHTAK

Office Order No. : GCS/2021/ 251

Date: 01-05-2021

This is in compliance of the letter No. DMC/SPO/2020/5150 dated 29<sup>th</sup> April, 2021 of Haryana State Disaster Management Authority and letter No. DHE-0100019/5/2020-Coordination-DHE dated 30-04-2021 regarding closure of Colleges till 31-05-2021, the following SOPs are to be followed by all the teaching and non Teaching Staff members:-

1. That the institution has been closed for all students and staff both for teaching and non-teaching till 31-05-2021. However members of non-teaching will have to follow the duty roaster enclosed herewith.
2. That the teaching staff will work from home. This means that all the teaching staff will meet their classes through online mode on all working days according to the time table already allotted to all faculty members.
3. That for online classes all the teachers will provide a class link on google meet to all the students well in advance and a copy of that link will also be pasted on the Whatsapp group of Govt. College, Sampla mentioning your name and time of your classes therein.
4. That all the faculty members shall update all the classes taken by them on mis.highereduhry.ac.in through your own mis ids on daily basis.
5. That a google form will also be provided to you on whatsapp group of our college on daily basis and you have to filled it up on daily basis.
6. That any of the staff member may be called for duty in the college at any time in case of administrative exigencies, examination and evaluation related work on staggered basis as per requirement.
7. That teacher in Physical Education has to meet at-least two sessions of Yoga Classes of Students and Staff on daily basis to remove the stress of lock down and to keep ourself healthy. He is directed to manage your own timings and suitability and inform the link on whats app group of college and your student groups.

*N/W*  
01/05/2021  
Principal