



Delhi Metropolitan Education

Affiliated to GGSIP University, New Delhi & Approved by Bar Council of India



DME_Dir_2020_96

20 May 2020

SOPs FOR HANDLING COVID 19

1. Mask & College Id card mandatory for entering the college campus. List of persons permitted to enter the college will be available at gate 1. No unlisted person will be permitted to enter the college without prior written permission of the undersigned. House-keeping staff, electrician, office boys, etc. will report in uniform.
2. No bio-metric & no signing of the attendance register. For attendance, check-in & check-out time will be noted at Gate 1. "No entry" from Gate 2. Once checked-in, no one will leave the campus during duty hours (except exigencies).
3. Thermal scanning will be carried out for everyone before checking-in & checking-out from the campus. Sanitizer facility is available at the Gate.
4. Social distancing will be maintained in the college. Markings have been done for the same.
5. Frequent sanitization of entire workplace, common facilities and all points, which come in human contact eg. door handles, etc. shall be carried out.
6. आरोग्य सेतु app is advisable for all staff members.
7. With a view to minimizing contagion, it is advised that staffers carry their own drinking water to the college. No tea or refreshments will be provided from the college.

In case of any issue, the Administrative officer Mr. CM Anand should be informed at 9717891112 / admin@dmec.ac.in

Ravi Kant Swamy

[Director]

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