



ST. XAVIER'S COLLEGE OF EDUCATION

[AUTONOMOUS]

[Re-accredited (3rd Cycle) by NAAC at 'A' Grade with CGPA: 3.67]

PALAYAMKOTTAI - 627 002

Instructions to be followed during off-line Classes in the campus

01. All the second-year students are expected to attend the off-line classes from 18th up to 31st Jan 2021. The students may go home and begin the teaching-learning internship in their respective schools on 2nd Feb 2021.
02. The hostellers will as usual be accommodated in the hostel; they must reach the hostel on 17th Sunday evening and meals will be served from Monday morning onwards. The hostellers will have to pay a total fee of Rs. 2800 towards meals and accommodation.
03. When you come to the college, please ensure you are healthy and if you have fever, headache, body pain, absence of appetite, dry taste and other symptoms of breathing, kindly inform Principal and remain at home. It will be appreciated, if you can bring a certificate of COVID-19 negative.
04. In the campus, all must be wearing the face mask throughout the working hours and at the entrance of the campus, your body temperature will be checked with Thermal scanner, and Oximeter for breathing status followed by sanitizing yourself with the sanitizer, fixed in front of the office room.
05. Proper individual distancing must be maintained and use of kerchief is very much recommended at the time of sneezing or other emergency situations.
06. Never spit in the common places and don't exchange your writing articles such as pen, pencil, rubber, water bottle and paper with others.
07. Don't use the face mask for more than two days but throw them in the designated dustbins.
08. You need not put your thumb impression in the Bio-metric machine for attendance which will be done through physical verification.
09. No visitor is allowed for you during the working hours and do not bring the eatables from outside.
10. Avoid physically being closer to other individuals but sit across the table for your discussions and exercises.
11. In the classroom, only two will have to sit in one bench and thus ensure the distancing between two individuals so that the COVID-19 regulations are followed.

12. In general, we adhere to the rules and regulations, stipulated by the Government regarding the COVID-19 pandemic guidance.
13. For any query and help, kindly approach Mrs. A. Metilda Jasmine Shanthi (Vice Principal) and Dr. R. Sathesh Franklin (Physical Education Director).
14. Kindly look at the special timetable drawn for the second years and accordingly submit the required assignments well within the deadlines, failing which you will not be allowed to go for internship. All must come with teaching units on Monday so that you could begin write the lesson plans.

Thanking you in anticipation and wishing you all the best

Rev. Dr. D Thomas Alexander SJ

Principal