

**HIMACHAL PRADESH UNIVERSITY**  
(NAAC Accredited 'A' Grade University)  
**DEPARTMENT OF EVENING STUDIES**  
The Mall, Shimla-171001

Dated: 02.11.2020

**Micro Standard Operating Procedure for Offline Classes/Student-Teacher Interaction**

Keeping in view the scarcity of space for following Covid 19 guidelines in the campus, the following SOP will be followed w.e.f. 2 November 2020:

- i. Online classes will continue as per the timetable.
- ii. Students will come to the Department in batches for problem solving, guidance, and counselling.
- iii. Students who come to class for problem solving and guidance will coordinate their coming to the campus with their subject teachers. The students may come to class in consultation with their teachers as per the given schedule.
- iv. Fresh students will come for counselling and verification of their documents as per the given schedule.
- v. Students will bring a consent letter from their parents/guardians allowing them to come to the Department.
- vi. Thermal scanning and registering at the entrance, wearing mask at all times, hands sanitising, and maintaining physical distance will be mandatory.
- vii. Everyone is required to install Aarogya Setu on their mobile phones.
- viii. The campus will be sanitised daily.

**Class-wise Schedule for Problem-Solving and Guidance**

Timing: 2.30 pm to 6.30 pm

BCom-1	Monday	BA-1	Thursday
BCom-2	Tuesday	BA-2	Friday
BCom-3	Wednesday	BA-3	Saturday
MCom-3	Wednesday	MA-3	Saturday

**Schedule for Counselling and Verification of Documents of Fresh Students**

Timing: 2.30 pm to 6.30 pm

Class	Roll Nos.	Date
BA-1	1-40	5.11.2020
	41-80	6.11.2020
	81 onwards	7.11.2020
BCom-1	1-40	9.11.2020
	41 onwards	10.11.20

A separate schedule will be issued for students of MA/MCom-1 students.

Sd/

PRINCIPAL