

Dt. 03.02.2021

Circular

Sub: Commencement of Offline Class work for BSc & BCom courses – A.Y. 2020-21

Dear Staff and Students,

1. Offline class work for 1st Semester will commence as per the following schedule:
 - BSc (All groups) – 08.02.2021, Monday
 - BCom (Computer Applications) – 09.02.2021, Tuesday
2. Schedule of commencement of Offline class work for remaining semesters will be communicated later.
3. Timings: Usual timings i.e., 09:00 hrs to 16:00 hrs. Lunch Break: 12:00 hrs to 13:00 hrs.
4. Half-day or early permissions are not permitted.
5. Parents/guardians are not allowed into the premises.
6. Parent Consent Form & Student Undertaking is made available on the College website. All the students who are willing to attend for Offline Class work in the College Premises are required to download the Parent Consent Form & Student Undertaking, fill-in and email the scan copy to **KVRDCW.office@gmail.com** on or before **06.02.2021**.
7. Hard copy of the Parent Consent Form & Student Undertaking is to be submitted on the first day of commencement of class work.
8. Students seating arrangements will be conveyed on 07.02.2021, Sunday.
9. Special Instructions:
 - a. Wear a mask over nose & mouth and carry personal sanitizer.
 - b. Maintain physical distancing and not to form into groups outside and within the premises.
 - c. Not to attend the college if experiencing cough, cold, fever etc.
 - d. Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - e. It is advised to carry personal drinking water bottle and not to share food with anyone.
 - f. It is mandatory to wear hand gloves during practical sessions.



Principal

Circulation to:

- Entire staff by email.
- Entire students by WhatsApp.
- SMS to parents