

**OFFICE OF THE PRINCIPAL, GOVT POLYTECHNIC SIRSA**

Office Order No.: 374

Dated: 31.12.2020

In compliance to DGTE, Haryana letter no. 838-874/Acd dated 09.11.2020, the institute was re-opened from 16.11.2020 and schedule upto 31.12.2020 was issued. The schedule for the month of January is as under :

S N	From	To	Class which will attend the institute
1.	01.01.2021	08.01.2021	1 <sup>st</sup> Year and 5 <sup>th</sup> Semester of all trades
2.	11.01.2021	20.01.2021	3 <sup>rd</sup> and 5 <sup>th</sup> Semester of all trades
3.	21.01.2021	31.01.2021	1 <sup>st</sup> Year of all trades

Every student, before attending the classes, shall have to furnish an undertaking from his/her parents (performa enclosed). All staff members/ students shall follow SOP/ guidelines for health & safety protocols for re-opening of institution for students and learning with physical/ social distancing.

All HOD's are requested to facilitate completion/ revision of the syllabus and to engage physical classes for such students who did not have appropriate access or comfortable with online classes. Further, they will ensure completion of syllabus of the students with late admissions by engaging extra classes. Practical's must also be conducted for better understanding of technical concepts and attain optimum skills to enhance employability.

The SOP/ guidelines have been already circulated through e-mailed to all HOD's/ staff members. HOD's to ensure that the same to be circulated to the students through Whatsapp groups or any electronic/ social media platform. HOD's will also ensure that online classes should also be conducted simultaneously for the students who will not be attending the institute.

No student will be allowed to enter without undertaking from parents & Identity card/ admission slip (for 1<sup>st</sup> year students).

Principal

Endst. No.: 4412

Dated: 31.12.2020

CC:

1. TPO
2. All HOD( App Sci /Agri /Civil /Comp / Elect /ECE / Mech Engg)
3. Workshop Superintendent
4. O/I (Website)
5. DSO

  
Principal