



S P Jain  
School of Global  
Management

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## SOP ON CLASSROOM MANAGEMENT

All students on entry to campus are needed to proceed to the tent at the Main Gate for their body temperature check with the use of Thermal Scanner before they proceed to their class/es. This is mandatory and strict compliance is required.

Students to remain in their respective classes and avoid mingling with students from other classes, including during recess and break times  
Students should head home/hostel after school / school-related activities.





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## MANDATORY WEARING OF FACE MASK & ENTRY INTO CLASSROOM

Students should wear face mask all the time while in class.

Auto Hand sanitizer are provided outside the classrooms . Students are encouraged to sanitize their hands.

Students should use the biometric facial recognition for their attendance.





## Classroom Seating Arrangement

Program Coordinators of each respective program will plan for the seating arrangement of students. Each classroom can only take half of its maximum capacity due to safe distancing measure.

Location	Max. Capacity	safe distancing capacity
ELC 1	76	40
LC 2-A	40	20
ELC 2-B	76	40
ELC 2-D	76	40
LC 3-A	40	20
ELC 3-B	76	40
Seminar Hall 1	52	30
Seminar Hall 2	38	22
Total	474	252





## SAFETY MEASURE FOR THE FACULTY IN CLASSROOM

Faculty is required to use face shield when conducting lecture/session. As per *Ministry of Health Press Public Press Release dated 1<sup>st</sup> of June 2020*, it is advisable for faculty to use face shield so that it covers the entire face from the forehead to below the chin.

Each faculty will be issued a personal pouch with the below for individual use and not be shared:

- ❖ face shield
- ❖ 4 different colour markers
- ❖ Pen/pencil



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## SAFETY MEASURE FOR FACULTY INTERACTION

All student interactions with Faculty to be carried out electronically in order to limit the spread of virus.

