

**BMS SCHOOL OF ARCHITECTURE  
Yelahanka, Bengaluru**

Ref. No: 15-51/BMSSA/2021-22/Circular/377

Dated: 30.09.2021

**CIRCULAR**

**Dear Parents and Students,**

Greetings from BMS School of Architecture, Bengaluru.

**Sub:** SOP/ Guidelines for students for attending offline classes.

The offline classes for V, VII and IX semesters B.Arch will commence from 1st Oct 2021 and for III semester B. Arch from 18th Oct 2021 as per Visvesvaraya Technological University calendar of events. In this connection the institute has made comprehensive arrangements for conducting the offline classes by taking all the Precautionary measures for the prevention and spreading of the COVID 19.

**General Precautions:**

1. Persons without masks are not allowed to enter the campus, wearing of masks is compulsory for all at all times in the campus.
2. Only one entry and one exit point is provided in the main gate.
3. Thermal screening and sanitization of hands is compulsory at the entry point.
4. Persons found with high temperature, found sneezing or having any symptoms of fever, cold etc., will not be allowed to enter the campus.
5. All two wheelers are to be parked with a minimum distance of 3 feet.
6. All the common areas, roads, corridors, staircases, classrooms, and staff rooms are disinfected regularly.
7. The door handles, staircase railings, lift buttons, switches etc., are cleaned with disinfectant/ sanitizers regularly every day.
8. The vehicles of the institute will be cleaned and disinfected regularly.
9. All preventive measures are taken in the laboratory for conducting lab classes.
10. Hostel staff have been instructed to maintain cleanliness and hygiene with extra care and also to adhere to the safe distance norms. No crowding will be allowed in the dining areas.
11. Medical officer (doctor) and counselling facility will be provided to the students.
12. Posters / Notices are placed at strategic places cautioning the students and staff to maintain cleanliness and hygiene in the campus.

### Important Instructions for students:

1. Wearing of ID card is compulsory for all the students within the campus.
2. Students are advised to wash their hands with soap frequently and to wear masks all the time.
3. Any students coming across any other students showing symptoms of cold, fever, sneezing etc., should intimate the same to their Proctor immediately. The infected persons or those with symptoms are informed to stay at home.
4. Students are advised not to share any of their belongings (bag, phone, laptop, pen, books etc.) among their friends.
5. Students are advised to maintain the safe distance of 2metres in the office, bank, classroom, Labs or any other place in the campus.
6. Students are informed not to touch and sit in the common areas of the campus.
7. Spitting with in the campus is strictly prohibited, violators will be penalized.

Dear students and parents, we request your cooperation in carrying out the responsibilities of making the teaching and learning process hassle-free.

**Note:** Please avoid the use of Public Transport.

With best regards,

*Senthu*  
30/9/21.  
Director, BMSSA

