

**STANDARD OPERATING PROCEDURE (SOP) FOR CLASSES X & XII**  
**W.E.F. MONDAY, 08.02.2021**

1. **CLASS X & XII**

Timings: 8:30 am to 12:00 noon

(8:30 am to 9:00 am – Thermal Screening and entry)

(9:00 am onwards – Classes will start)

**Students are requested to proceed to their classes immediately after the thermal check and not gather in groups here and there.**

2. **Entry and exit of all class X students will be from Gate No.1 and that of Class XII students from Gate No. 2**
3. **Class X students have been allocated rooms on First Floor and Class XII students on Second Floor.**
4. **Class X students will be required to use the staircase next to the Medical Room and Class XII will use the ramp.**
5. **Students will be seated in class rooms / labs in batches of 12 - 15.**
6. **Students will be allotted fixed seats and they will be required to sit on the same seat every day.**
7. **Students will not be allowed to leave the class room for any purpose except for convenience.**

8. **The time table / schedule will be given to the students on Saturday, 06.02.20221**