



Government of West Bengal
Regional Institute of Printing Technology
Raja S C Mullick Road, Jadavpur, Kolkata - 700032

Memo No. 105-Notice/RIPT 2020-21/586

15.02.2021

NOTIFICATION

In terms of DTET's order vide File No. SCTVSD/1/2021-SR AO(WBSCTVESD)-WBSCTVESD dated 12.02.2021, practical classes at this institute for 2nd and 3rd year students will resume from 18.02.2021 in strict accordance to the time-table as per Annexure IV. Group wise list of students have been attached as per Annexure V. Students are strictly instructed to abide by the guidelines that is attached herewith as per Annexure II.

All students attending the institute for the first day **must also produce filled-in and signed** Annexure I and Annexure III by guardian and the student.

However, accommodation at the institute hostel located within Jadavpur University premises will not be available at this time due to unavoidable circumstances.

Sd/-
(Haroprosad Mondal)

Encl: Annexure I, II, III, IV, V and Guidelines for taking classes to all faculty members

Copy to for information and necessary action to:

1. The Director of Technical Education and Training, GoWB
2. Secretary, Academic Council, RIPT
3. HoDs of Printing Tech, Multimedia Tech, Science & Humanities and In-Charge Photography
4. All faculty, RIPT
5. Library Asst, RIPT
6. Caretaker
7. Hostel Asst Spdt
8. Office File

(Haroprosad Mondal)

Annexure I
CONSENT FORM FOR SENDING WARD TO RIPT Kolkata

As a sincere parent of The Regional Institute of Printing Technology, Kolkata and a responsible citizen of India, I understand that sending my ward to institute is completely at the discretion of the parents. I agree and accept the fact that The Regional Institute of Printing Technology, Kolkata has taken all possible measures to provide a safe and secure community to its students, staff and visitors. However, since it is practically not possible for the institute to prevent all risks of infection, I in all my conscience, willingly give the following consent –

- I understand that I am free either to send or not to send my ward to the institute.
- By submitting this Consent Form, I am agreeing to sending my ward to institute voluntarily.
- In case of symptoms of COVID-19 surfacing in my ward, I shall take him/her away from the institute immediately and I shall send him/her back to institute again only when he/she completely recovers from COVID-19. I understand and accept the fact that I shall have to submit an RTPCR negative COVID-19 test report to the institute when my ward joins back institute.
- I accept full responsibility for familiarizing myself and my ward with the most recent updates regarding self-protection and prevention from infection by MoHFW and WHO and complying with the same at all times while on the institute premises.
- **I understand and acknowledge that my ward will have to carry everyday to institute a mask (an additional extra if one gets lost or soiled) and sanitizer.**
- **I also understand that everyday there will be temperature check at the institute gate and any student with temperature of more than 100⁰ F, will either be sent back to their place of stay or home.**
- I will ensure that my ward follows all hygiene norms and health related guidelines of the institute at all times.
- I understand and consent to submit and comply with any testing; health monitoring and contact tracing protocol that the institute has determined/may determine in future which is prudent to maintain a safe campus environment.
- I understand and acknowledge that given the unknown nature of COVID-19, it is not possible to fully list each and every individual risk of contacting COVID-19.

DECLARATION AND CONSENT

I,, father/mother/guardian of studying in your institute in Department of in Year of study, agree to abide by all the points stated above concerning COVID-19 or related issues as amended/updated from time to time by the institute and communicated via E-mail or WhatsApp to students and parents. I hereby certify that my ward is not COVID positive and my ward has my consent to attend the institute. I, accept and declare that though the institute is taking all possible measures to check possibilities of infection yet in case my ward gets infected with COVID, I shall send him/her back to institute only when he/she is completely cured from COVID-19 and is certified accordingly.

Name of Parent Mr. / Ms.....Sign with date

I agree to abide by all the points stated above concerning COVID-19 or related issues as amended/updated from time to time by the institute and communicated via E-mail or WhatsApp. I hereby certify that I am not COVID positive and I have consent to attend the institute.

Name of Student.....Sign with date

Annexure II

Guidelines to be followed by students during offline practical classes at RIPT Kolkata

1. Physical/social distancing norms should be followed, both, during arrival and departure time, to and from institute. Minimum 6 feet physical distance should be maintained when queuing up for entry and inside the institute.
2. Everyone MUST WEAR FACE MASKS (N95 or 3-ply or similar grade) at all times. In case of deviations, students and faculty are advised to report directly to their respective HoDs.
3. Students will be checked for their temperature at the time of entry to the institute every day through non-contact screening method. If found to have high temperature, he/she will not be allowed to enter the institute and will be advised to return to their place of stay immediately.
4. Students must strictly follow the provisional time table already circulated to attend offline practical classes and attend the institute strictly in accordance to the above.
5. Theoretical classes will continue in online mode as before.
6. No student must attend the institute if his/her class is not on the specific day or time. In case of any work related to office of this institute, prior intimation is to be given by the students to the HoDs in written.
7. Students should enter and exit through different main gates while coming in and out of the institute.
8. Everyone must sanitize their hands at the point of entry into the institute frequently.
9. Self-monitoring of health by all and disclosure about any illness at the earliest to the institute has to be provided by all students in the given format (Annexure III attached) to the institute on the first day of attending the classes.
10. On the first day of re-opening of the institute, all students must produce consent form (Annexure I attached) from their guardian for attending offline classes.
11. Parents to be sensitized that they must not send their wards to institute if the child or any family member living in the same household suffers from fever/cough/breathlessness etc. Similarly, students with underlying medical conditions are to take appropriate precautions as advised by their respective medical practitioners.
12. Students, their family members and staff members having mobile phone may download the Arogya Setu App to check for contact tracing.
13. Social/physical distancing norms to be strictly followed while filling water bottles through the water purifiers available at the institute as well as the hostel.
14. Spitting anywhere within the institute is strictly banned.
15. Functions and/or any type of gathering are not to be conducted at the institute.
16. Students common rooms will remain closed to avoid gathering.
17. Students are forbidden to wander around in the campus with out any specific purpose.
18. Students are advised to eat their lunch in the canteen area in staggered manner and not all at the same time.
19. Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottles, etc.) with each other.
20. No sharing of food among students should be allowed.
21. Windows and doors of the classrooms and other rooms to be kept open for ventilation.
22. Number of people in the passages shall be restricted. Use of stairs with one person on alternate steps may be encouraged.

23. Specific focus on avoiding over-crowding in washrooms should be encouraged.
24. Students to sanitize hands before and after lunch/snacks, each time they use the washroom and any other outdoor activities. Hand sanitizers with 70% alcohol can be an alternative.
25. Immediately self-isolate if anyone is suffering through fever (low and high grade), cough, shortness of breath, tastelessness, no sense of smell, etc. The same should be brought to the notice of the institute authority immediately.
26. Everyone must sanitize their hands at regular intervals to ensure limited fomite transmission.

Annexure III

**Self-Health Monitoring Report for students attending offline classes at RIPT Kolkata
(Tick on the appropriate option that is suitable in your case)**

1. Are you experiencing any of the following symptoms?

- a. Cough
- b. Fever
- c. Difficulty in Breathing
- d. Loss of sense of smell and taste
- e. Diarrhea, Nausea or Vomiting
- f. Sore Throat
- g. Body aches with joint pain
- h. None of the above

2. Have you ever had any of the following:

- a. Diabetes
- b. Hypertension
- c. Lung disease
- d. Heart Disease
- e. Kidney Disorder
- f. None of the above

3. Have you traveled anywhere internationally in the last 28-45 days?

- a. Yes
- b. No

4. Which of the following apply to you?

- a. I have recently interacted or lived with someone who has tested positive for COVID-19.
- b. None of the above

5. Which place did you travel from for reaching the institute?

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6. Have you been tested for RT-PCR?

- a. Yes
- b. No

7. If your answer to Q No. 6 was “Yes”, then the result of the report was

- a. Positive
- b. Negative

8. If your answer to Q No. 6 was “Yes”, when was this test done

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Name of Student.....Sign with date

Department of study.....

Year of study.....

Annexure IV PHOS3					
Regional Institute of Printing Technology Raja SC Mullick Road, Jadavpur, Kolkata 700032 Department of Photography, Odd Semester, 2020-21					
Days	Provisional Time Table for PHOS3 Offline Practical Classes and Online Theoretical Classes wef 18.02.2021				
	10.30 AM to 12.30 PM		12.40 PM to 2.40 PM		2.50 PM to 4.50 PM
Monday	IOSP Lab Gr A (DP)		DTSP Lab Gr A (DP)		Photo Design Lab Gr A (SM)
Tuesday	IOSP Lab Gr B (DP)		DTSP Lab Gr B (DP)		Photo Design Lab Gr B (SM)
Wednesday	Professional Practice I (Still Photo Lab) Gr A (DP)				Professional Practice I (Still Photo Lab) Gr B (DP)
Thursday	Principles of Photography (TS/AD) Online		Photo Design Theory (SD) Online		DTSP Theory (DP) Online
Friday	IOSP Theory (DP) Online		Lighting Technique (DP) Online		
Saturday	Principles of Photography (TS/AD) Online				

Annexure IV PHOS5						
Regional Institute of Printing Technology Raja SC Mullick Road, Jadavpur, Kolkata 700032 Department of Photography, Odd Semester, 2020-21						
Days	Provisional Time Table for PHOS5 Offline Practical Classes and Online Theoretical Classes wef 18.02.2021					
	10.30 AM to 11.30 PM	11.30 AM to 12.30 AM	12.40 PM to 1.40 PM	1.40 PM to 2.40 PM	2.50 PM to 3.50 PM	2.50 PM to 3.50 PM
Monday	Multimedia & Animation II AM (Online)		Filming & Editing I (SDR)		Industrial Project PP	
Tuesday	Motion Picture Photography I Lab Group A AB		Videography II Lab Group A AB		Multimedia & Animation II Lab Group A AM	
Wednesday	Filming & Editing I Lab Group A SDR		Videography II Lab Group A AB		Professional Practice III Group A Video Production SDR, AB	
Thursday	Filming & Editing I Lab Group B SDR		Motion Picture Photography I Lab Group B AB		Professional Practice III Group B Video Production SDR, AB	
Friday	Videography II AB (Online)		Entrepreneurship Development (Online) SP	Multimedia & Animation II SDS/AM (Online)	Motion Picture Photography I AB (Online)	
Saturday	Multimedia & Animation II Lab Group B AM					

Annexure IV DPS3			
Regional Institute of Printing Technology			
Raja SC Mullick Road, Jadavpur, Kolkata 700032			
Department of Printing Technology, Odd Semester, 2020-21			
Days	Provisional Time Table for DPS3 Offline Practical Classes and Online Theoretical Classes wef 18.02.2021		
	10.30 AM to 12.30 PM	12.40 PM to 2.40 PM	2.50 PM to 4.50 PM
Monday	Prof Prac I (SD) Grp A	Pre press Repro Lab (UM) Grp A	Press Work I (RPS) Grp A
Tuesday	Prof Prac I (SD) Grp B	Pre press Repro Lab (UM) Grp B	Press Work I (RPS) Grp B
Wednesday	Typesetting & Composition Lab (SM) Grp B		Typesetting & Composition Lab (SM) Grp A
Thursday	PMS I (SD) Online		
Friday	Press Work I (SMB) Online	Prepress Repro Technique (SD) Online	
Saturday	Typesetting & Composition (SD) Online		

Annexure IV DP55			
Regional Institute of Printing Technology			
Raja SC Mullick Road, Jadavpur, Kolkata 700032			
Department of Printing Technology, Odd Semester, 2020-21			
Days	Provisional Time Table for DP55 Offline Practical Classes and Online Theoretical Classes wef 18.02.2021		
	10.30 AM to 12.30 PM	12.40 PM to 2.40 PM	2.50 PM to 4.50 PM
Monday	Surface Preparation Technique (KH) Online		Planographic Printing Technique I (KH) Online
Tuesday	Binding & Finishing (KH) Online		Printers' Costing & Estimating (SMB) Online
Wednesday	Surface Preparation Technique W/S (DM) Grp A	Binding & Finishing (RPS) Grp A	
		Surface Preparation Technique W/S (DM) Grp B	Binding & Finishing (RPS) Grp B
Thursday	Industrial Project (KH) Grp A	Prof. Prac III (RPS) Grp A	Planographic Printing Technique Lab (RPS) Grp A
Friday	Industrial Project (KH) Grp B	Prof. Prac III (RPS) Grp B	Planographic Printing Technique Lab (RPS) Grp B
Saturday	Printing Machine Maintenance I (SMB) Online		

Annexure IV MTS3			
Regional Institute of Printing Technology			
Raja SC Mullick Road, Jadavpur, Kolkata 700032			
Department of Multimedia Technology, Odd Semester, 2020-21			
Days	Provisional Time Table for MTS3 Offline Practical Classes and Online Theoretical Classes wef 18.02.2021		
	10.30 AM to 12.30 PM	12.40 PM to 2.40 PM	2.50 PM to 4.50 PM
Monday	Multimedia Design Lab (SM) Lab Gr.A	Image & Graphics In Multimedia Lab (SM) Gr A	Web Designing Lab (PP) Gr A
Tuesday	Multimedia Design Lab (SM) Lab Gr.B	Image & Graphics In Multimedia Lab (SM) Gr B	Web Designing Lab (PP) Gr B
Wednesday	Digital Photography Lab (AB) Gr A	Professional Practice I Lab (DP) GrA	Digital Photography Lab (AB) Gr B
Thursday	Digital Photography (AB) Online	Multimedia Design Theory (SD) Online	Image & Graphics in Multimedia (SD) Online
Friday			Professional Practice I Lab (DP) GrB
Saturday	Introduction to Web Designing (HTML & CSS)Online SUP		

Annexure IV MTS5			
Regional Institute of Printing Technology			
Raja SC Mullick Road, Jadavpur, Kolkata 700032			
Department of Printing Technology, Odd Semester, 2020-21			
Days	Provisional Time Table for MTS5 Offline Practical Classes and Online Theoretical Classes wef 18.02.2021		
	10.30 AM to 12.30 PM	12.40 PM to 2.40 PM	2.50 PM to 4.50 PM
Monday	Audio Visual Media (SDS) Online		Industrial Project & Entrepreneurship Development (SP/PP) Online
Tuesday	Professional Practice III (ADG) Gr A	Modeling & Animation Lab (ADG) Gr.A	Multimedia Technology II (Audio & Video) (AM)Gr.A
Wednesday	Professional Practice III (ADG) Gr B	Modeling & Animation Lab (ADG) Gr.B	Multimedia Technology II (Audio & Video) (AM)Gr.B
Thursday	Media Production Lab (SDS) Gr A	Multimedia Authoring I Lab (PP) Gr A	Multimedia Authoring I Lab (PP) Gr B
Friday	Multimedia Technology II (Audio & Video) (AM) Online	Introduction to 3D Modeling & Animation (ADG) Online	Multimedia Authoring I (PP) Online
Saturday	Media Production Lab (SDS) Gr B		

Annexure V

Group Wise Student List for attending practical classes at RIPT Kolkata wef 18.02.2021

PHOS3	
Group A	Group B
Arnab Karmakar	RWIK GHOSH
DEBABRATA MONDAL	SAMBIT KR. SAHA
G. UMA MAHESH	SHREYASI BISWAS
MALAY SANTRA	SOUMEN KARMAKAR
NIRMAL KHANRAT	SREENANDA CHANDA
RAHUL SINGHA	SUBHRADIP SARKAR
RAJESH NASKAR	TANIMA MONDAL
RAKESH HALDER	SHUVROJIT BISWAS
REANKA GHOSH	MD. MAHIN ALI
	APURBA PAL

PHOS5	
Group A	Group B
Sagar Mallick	Suravi Sardar
Sourav Roy	Tridip Chowdhury
Binay purkait	Yumlenbum Akash Singh
Sandipan Nandy	Rupruvil Vitsu
Pratyay Sutradhar	N. S. Karthi
Avik Mondal	Adrita Das
Ronny Batabyal	Kinkar Parua
Riya Baur	Md. Sk. Asadul
Sujoy Thakur	Kekhungeta Vitsu

DPS3	
Group A	Group B
AGNIBESH KAR ROY	PRITAM BARMAN
AMARJIT DAS	PRIYA MAJUMDER
ANKIT BASU RAY	SAMIM GAZI
ARPITA SARDAR	SANGRAMJEET GUPTA
AZIM SIDDIQUE	SANTANU SAHA
DEBJIT PAL	SAYANTAN MAJI
DIP NASKAR	SK. ASPAK AHMED
EVELYN ROSE YUKTA	SOUVIK MONDAL
ISHANI DAS	SUBHRADEEP PAUL
KALYANMAY JANA	SUKANTA DHAMEL
MAYUKH RANJAN	SUMIT NATH
MD.FAIZAN	TUHIN DAS
MEBANRAPLANG BLAH	SANKET DIYASHI
MOAZULO LONGCHAR	SURAJ KARMAKAR
NOSINA SOPHYA A MARAK	SUKANTA SHIT
PARESH CHANDRA BHUNIA	SOLEMAN KHAN

DPS5	
Group A	Group B
Kushal Majumder	Mayangmeren
Priyom Mondal	John Siewarj Nongsiej
Swodesh Ranjan Sahoo	Peitlangki Kyhdiah
Bijay Laxmi Sahoo	Akash Samanta
Hitansu Sekhar Rana	Sohail Ahmed
Ashutosh Paikaray	Sukriti Naskar
Apurbaa Nag	Soumyadeep Chakraborty
Bashar Iqbal	Debabrata Das
Swarup Das	Arindra Gayen
Soumi Haldar	Nabanita Saha
Tarama Duley	Brahmananda Giri
Subham Adhikary	Chayan Naskar
Rituraj Ghosh	Mangaldip Mondal
Swagata Das	Prabir Mondal
Pinky Adak	Rahul Gazi
Atanu Mandal	Emmanuel Remlalnghaka
Lalhmingsanga	Maidul Saikh

MTS3	
Group A	Group B
ARITRA SENGUPTA	RISHAV DEY
ARUNAVA DAS	SAYAN SARKAR
AYAN SUR	SHAYON NASKAR
BHASKAR MONDAL	SOURAV SARKAR
BHASWAR MONDAL	SOUVIK KUMAR GHOSHAL
BIPLAB KIRTANIYA	SUMAN BISWAS
GAGAN SINGH	SUMAN DAS
KAUSTAV DAS	PRATYAY CHATTOPADHYAY
MANISHA DAS	SNEHANSHU CHAKRABORTY
MANOJIT MONDAL	BISWAJIT BAR
PRIARTHA SARKAR	NASIMUDDIN DEWAN

MTS5	
Group A	Group B
Tiyasha Nandy	Santu Mistry
Ramkrishna Das	Ranajit Halder
Niladri Saha	Reek Mitra
Arijiya Das	Ashim Kumar Dutta
Provakar Mondal	Saumyajit Mallick
Rudra Karmakar	Avijit Roy
Subhajyoti Mandal	Bishal Mistry
Kowser Jaman Mollah	FIROJA KHATUN
Sougata Mondal	RAJENDRA PRASAD MAITY
Somosree Roy Chowdhury	SAYAN PAUL
Atanu Kumar Baram	SOUMEN PARIJA
Ishita Dutta	SOURAV MONDAL
Aritra Dasgupta	Alemoa Longkumar
Shuvadip Karmakar	Francis Alex Kandulana

Guidelines to be followed by faculty members during offline practical classes at RIPT Kolkata

1. Physical/social distancing norms should be followed, both, during arrival and departure time, to and from institute. Minimum 6 feet physical distance should be maintained when queuing up for entry and inside the institute.
2. Everyone MUST WEAR FACE MASKS (N95 or 3-ply or similar grade) at all times. In case of deviations, students and faculty are advised to report directly to their respective HoDs.
3. Frequent checks will be conducted by HoDs in all rooms, laboratories and hostel of this institute to ensure that only students supposed to be present during that said period are actually present in the said room. Any deviations are to be reported by the HoDs to the Head of this institute and/or Secretary, Academic Council.
4. Teachers must ensure students sit or work (in laboratories) at marked/allocated seats maintaining physical/social distancing and wearing face covers /masks in the classes, laboratories, libraries, etc.
5. Spitting anywhere within the institute is strictly banned.
6. Practical work should be done in small groups maintaining physical distance.
7. Teachers to wear face covers/ masks while correcting written assignments of students. As far as possible online assignments may be encouraged.
8. Windows and doors of the classrooms and other rooms to be kept open for ventilation.
9. Use of air-conditioner is to be avoided in laboratory and/or classrooms unless
10. Teachers must talk and sensitize all students about COVID-19 and related myths, social stigma, and fears.
11. Teachers are advised to ensure that the students follow distance protocols when they sit in the canteen area for eating lunch.
12. Immediately self-isolate if anyone is suffering through fever (low and high grade), cough, shortness of breath, tastelessness, no sense of smell, etc. The same should be brought to the notice of the institute authority immediately.