



GOVERNMENT OF WEST BENGAL
GOVERNMENT GENERAL DEGREE COLLEGE, KHARAGPUR-II
AMBIGERIA, MADPUR, PASCHIM MEDINIPUR-721149, WEST BENGAL

Notification No: Vaccination/GGDCKGP-II/02/2021

Dated 27/09/2021

Schedule and Operating Procedure of Covid-19 Vaccination Camp for Students at College Campus on 04/10/2021

It is hereby notified that as per the direction of the higher authority a Covid-19 Vaccination Camp (**1st Dose Only**) will be held at the College premises for all students of this College on 04/10/2021. The detail schedule of this programme has been tabulated below.

Date	Time	Department/ Course	Semester	Document Required
04/10/2021	10:00 AM- 12:00 Noon	<u>B.A. (Honours)</u> Bengali (H) English(H) History(H) Philosophy (H) Political Sc.(H)	Sem-I Sem-III Sem-V	1) Photocopy of Aadhar card 2) University Registration Certificate (for 3 rd and 5 th Sem)/Online Admission Form (for 1 st Sem) 3) Original Fees Book (For 3 rd and 5 th Sem)/Online fee submission receipt (for 1 st Sem) 4) Annexure-II (for 3 rd and 5 th Sem)/ Annexure-I (for 1 st Sem)
	12:00 Noon- 1:30 PM	<u>B.Sc. (Honours)</u> Botany (H) Chemistry(H) Physiology(H) Zoology (H)	Sem-I Sem-III Sem-V	
	1:30 PM- 3:00 PM	B.A. (General) B.Sc. (General)	Sem-I Sem-III Sem-V	

Important Information

- 1) Annexure-I and Annexure-II are enclosed in this notice. Students are asked to print the proforma and filled it properly. The printout will also be available at College (Help Desk) on 04/10/2021. The Annexure-I or Annexure-II will be submitted at College on 04/10/2021 by the students.
- 2) Students are encouraged to self-register at CoWIN portal (<https://selfregistration.cowin.gov.in/>) with your valid data through browser or CoWIN/Aarogya Setu/Umang App etc. Use of AADHAR is recommended for this process. If you are already registered, log in and note the Reference ID (can save a screenshot).

Standard Operating Procedure

- 1) Come to College at 30 min. before of the time schedule with mask and maintaining all COVID-19 protocol along with the above mentioned documents.
- 2) Bring your own bottle of drinking water and please do not come empty stomach.
- 3) Enter College building through main gate after verification by Security persons. Security persons will check your Fees book or Fees receipt.
- 4) Contact with **Help Desk (Ground Floor)** and Collect blank copy of Annexure-I/ Annexure-II (If not filled earlier).
- 5) Take a seat in **Waiting Room (1st Floor)** or Respective Department as suggested from Help desk. Don't loiter here and there.
- 6) Write your mobile number, CoWin Registration number (If any), Date of Birth on the photocopy of Aadhar card/Epic.
- 7) The Concern teacher will verify your detail and documents.
- 8) Registered your name in CoWin portal at **Registration Desk (Ground Floor)** if self-registration at CoWIN portal is not done earlier.
- 9) Submit filled copy of Annexure-I/ Annexure-II along with your Aadhar card to the concern Teacher.
- 10) Put your Signature on Data Sheet that will be provided by concern Teacher.
- 11) Collect Coupon from concern Teacher.
- 12) Follow the instruction given by your teacher time to time.
- 13) Take Vaccine in **Vaccination room (1st Floor)** at your slot and rest for 30 min at **Observation room (1st Floor)**, before you leave the campus. In very rare case, if you feel any kind of discomfort communicate to the Health staff there.

Sd/-
Officer-In-Charge
Govt. General Degree College, Kharagpur-II

GOVERNMENT GENARAL DEGREE COLLEGE, KHARAGPUR-II

Annexure-I

Data regarding the Special Covid-19 Vaccination Camp for 1st Semester newly Admitted Students at College Campus on 04/10/2021

1	Name of the students:	
2	Application ID/Admission Form No:	
3	Department:	
4	DOB (DD/MM/YYYY):	
5	Age on 04/10/2021:	
6	Aadhaar No:	
7	Mobile Number (WhatsApp No):	
8	E-mail ID:	
9	Covid-19 vaccination details (Please tick)	a) Not Vaccinated b) 1 st Dose taken c) Both dose Taken
10	CoWIN Registration No. (If already registered) If not Vaccinated then please come at the college on 04/10/2021 at schedule time along with proper documents	
11	Mention the date and Vaccine name if 1 st dose already completed	a) 1 st dose date: b) Type of Vaccine: (Covaxin/Covishield)
12	Mention if any serious health issue or taking any regular medication	
13	Signature of Student	

GOVERNMENT GENARAL DEGREE COLLEGE, KHARAGPUR-II

Annexure-II

Data regarding the Special Covid-19 Vaccination Camp for 3rd and 5th Semester Students at College Campus on 04/10/2021

1	Name of the students:	
2	Registration No. with session:	
3	Department:	
4	DOB (DD/MM/YYYY):	
5	Age on 04/10/2021:	
6	Aadhaar No:	
7	Mobile Number (WhatsApp No):	
8	E-mail ID:	
9	Covid-19 vaccination details (Please tick)	a) Not Vaccinated b) 1 st Dose taken c) Both dose Taken
10	CoWIN Registration No. (If already registered) If not Vaccinated then please come at the college on 04/10/2021 at schedule time along with proper documents	
11	Mention the date and Vaccine name if 1 st dose already completed	a) 1 st dose date: b) Type of Vaccine: (Covaxin/Covishield)
12	Mention if any serious health issue or taking any regular medication	
13	Signature of Student	