

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग

पत्रांक-वि0प्रा0 (II) व²-02/2012 (पार्ट-1)

पटना, दिनांक:-

प्रेषक,

संजीव कुमार, भा0प्र0से0
निदेशक,

सेवा में,

सभी प्राचार्य / प्रभारी प्राचार्य,
राजकीय अभियंत्रण महाविद्यालय / राजकीय पोलिटेकनिक /
महिला पोलिटेकनिक, बिहार।

विषय:- कोविड संक्रमण-19 के कारण बंद शिक्षण संस्थानों को खोलने के संबंध में।

संदर्भ :- शिक्षा विभाग, बिहार का ज्ञापांक आदेश सं0-2169 दिनांक:-24.12.2020

महाशय,

उपर्युक्त विषयक संदर्भित पत्र के संबंध में निदेशानुसार कहना है कि विभागान्तर्गत राजकीय अभियंत्रण महाविद्यालयों / राजकीय पोलिटेकनिक / महिला पोलिटेकनिक संस्थानों में शिक्षा विभाग द्वारा जारी पत्र (संलग्न) में उल्लेखित दिशा-निर्देशों का पूर्णतः पालन करते हुए पठन-पाठन हेतु आवश्यक कार्रवाई सुनिश्चित किया जाय।

अनु0-यथोक्त।

विश्वासभाजन

ह0/-

निदेशक,

विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

ज्ञापांक:- वि0प्रा0 (II) व²-02/2012 (पार्ट-1) 34

पटना, दिनांक:- 05/01/2021

प्रतिलिपि:- कुलसचिव, आर्यभट्ट ज्ञान विश्वविद्यालय, पटना / सचिव, राज्य प्रावैधिक शिक्षा पर्सद, पटना / आई0टी0 मैनेजर, विज्ञान एवं प्रावैधिकी विभाग, बिहार, पटना (ई-मेल करने हेतु) को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

05.01.21

निदेशक,

विज्ञान एवं प्रावैधिकी विभाग,
बिहार, पटना।

प्रेषक-

संजय कुमार, मा०प्र०से०
प्रधान सचिव,
शिक्षा विभाग, बिहार, पटना।

सेवा में,

कुलपति, सभी विश्वविद्यालय, बिहार।
सभी जिला दंडाधिकारी, बिहार।
सभी जिला शिक्षा पदाधिकारी, बिहार।

पटना, दिनांक 24.12.20

विषय:- कोविड संक्रमण-19 के कारण बंद विद्यालयों/उच्च शिक्षण संस्थानों एवं कोचिंग संस्थानों को खोलने के संबंध में।

प्रसंग:- आपदा प्रबंधन विभाग के ज्ञापांक-01/प्र०आ० (कोविड-19)-10/2020 (खण्ड)/4004/आ०प्र०, पटना दिनांक 19.12.2020.

महाशया/महाशय,

उपर्युक्त विषयक दिनांक 18.12.2020 को मुख्य सचिव, बिहार, पटना की अध्यक्षता में आहुत आपातकालीन प्रबंधन समूह (CMG) की बैठक में लिए गए निर्णय के अनुसार गृह मंत्रालय, भारत सरकार के आदेश दिनांक 30.09.2020 में निर्धारित मानक संचालक प्रक्रिया (SOP) का पालन करते हुए राज्य के सरकारी विद्यालयों एवं उच्च शिक्षा संस्थानों के साथ ही निजी विद्यालयों, कोचिंग संस्थानों, मेडिकल एवं इंजीनियरिंग कॉलेज, सभी सरकारी प्रशिक्षण संस्थानों एवं उच्च शिक्षा संस्थानों के खोलने के संबंध में निम्न निर्णय लिया गया:-

(1) दिनांक 04.01.2021 (सोमवार) से राज्य के सभी सरकारी/निजी विद्यालयों के 9 वीं से 12 वीं कक्षाओं तथा सभी विश्वविद्यालयों/महाविद्यालयों के अंतिम वर्ष के कक्षाओं एवं सरकारी प्रशिक्षण संस्थानों को चालू करने का निर्णय लिया गया है, जिसमें प्रत्येक कक्षा में छात्रों की कुल क्षमता की 50 प्रतिशत उपस्थिति प्रथम दिन रहे तथा शेष 50 प्रतिशत की उपस्थिति दूसरे दिन रहे। इस प्रकार किसी भी कार्य दिवस पर किसी भी कक्षा में कुल क्षमता का 50 प्रतिशत से अधिक उपस्थिति नहीं होगी।

(2) दिनांक 18.01.2021 के बाद शेष कक्षाओं को चालू करने का निर्णय विभाग द्वारा स्थिति का मूल्यांकन कर लिया जाएगा।

(3) शिक्षकों को कोविड संक्रमण के रोकथाम हेतु प्रशिक्षण शिक्षा विभाग के सहयोग से स्वास्थ्य विभाग द्वारा किया जाएगा। इस हेतु निदेश अलग से निर्गत किया जाएगा।

(4) सभी सरकारी विद्यालयों में विद्यार्थियों को दो मास्क का वितरण "जीविका" के माध्यम से किया जाएगा।

(5) सभी कोचिंग संस्थानों को Staggering के आधार पर खोलने की सहमति इस शर्त पर देने का निर्णय लिया गया कि वे कोविड-19 के रोकथाम हेतु अपनायी जाने वाली प्रोटोकॉल का प्रस्ताव संबंधित जिला पदाधिकारी को समर्पित करेंगे।

स्कूल शिक्षा और साक्षरता विभाग (DoSEL), शिक्षा मंत्रालय, भारत सरकार द्वारा निर्गत मानक संचालन प्रक्रिया के आधार पर विद्यालयों एवं शिक्षण संस्थानों को पुनः खोलने हेतु स्वास्थ्य एवं सुरक्षा संबंधी सावधानी वरतने के लिए निम्न दिशा निदेश का पालन किया जाय:-

(A) विद्यालय/उच्च शिक्षण संस्थान/कोचिंग संस्थान एवं उनके छात्रावास को खोलने के पूर्व की तैयारी:-

(1) शिक्षण संस्थान/विद्यालय कैम्पस एवं सभी भवन के कक्षाओं फर्नीचर, उपकरण, स्टेशनरी, भंडारकक्ष, पानी टंकी, किचन, वाशरूम, प्रयोगशाला, लाईब्रेरी आदि की सफाई एवं विसंक्रमित कराया जाना सुनिश्चित किया जाय।

(2) संस्थान/विद्यालय में हाथ सफाई की सुविधा क्रियाशील करना।

(5) नए कक्षा में नामांकन के समय केवल परिवार/अभिभावक को ही रखा जाय, बच्चों को अभिभावक के साथ आने से मुक्त रखा जाय।

(6) यदि संभव हो तो ऑनलाईन नामांकन संचालन करने की व्यवस्था की जाय।

माता-पिता/अभिभावक से सहमति:-

(1) छात्र/छात्राओं के विद्यालय उपस्थिति के पूर्व माता-पिता/अभिभावक से सहमति लिया जाना चाहिए।

(2) यदि विद्यार्थी परिवार की सहमति से घर से ही अध्ययन करना चाहते हैं तो उन्हें अनुमति देनी होगी।

(3) ऐसे सभी विद्यार्थियों के अध्ययन संबंधी प्रगति का योजनाबद्ध तरीके से अनुश्रवण की व्यवस्था होना चाहिए।

चिकित्सा सुविधा की उपलब्धता सुनिश्चित करना:-

(1) शैक्षणिक संस्थान/विद्यालय या उसके नजदीक स्थल पर स्वास्थ्य परीक्षक/नर्स /डॉक्टर/कॉउनसेलर की उपलब्धता सुनिश्चित किया जाय जो छात्रों के शारीरिक एवं मानसिक स्थिति की जांच हेतु उपलब्ध रहें।

(2) शैक्षणिक संस्थान/विद्यालय के शिक्षक एवं छात्रों के नियमित स्वास्थ्य जांच की व्यवस्था की जाय।

उच्च शैक्षणिक संस्थान/विद्यालय में उपस्थिति एवं अवकाश संबंधी नीति को पुनर्भाषित किया जाय:-

(1) बीमारी संबंधी छुट्टी की नीति को लचीला बनाई जाय और ऐसे आवेदन पर उन्हें घर में रहने की अनुमति दी जाय।

(2) अधिकतम उपस्थिति के लिए पुरस्कार/मानदेय को हतोत्साहित किया जाय।

(3) अकादमिक कैलेंडर को सभी कक्षाओं से संबंधित परीक्षा के लिए योजनाबद्ध किया जाय।

(4) विद्यालय खुलने के पूर्व सभी विद्यार्थियों को पुस्तकों की उपलब्धता सुनिश्चित किया जाय।

सूचना संकलन :-

(1) सभी छात्र/अभिभावक/माता-पिता से उनके स्वास्थ्य संबंधी स्थिति/अद्यतन यात्रा (अंतरराज्यीय/अंतरराष्ट्रीय) से संबंधित स्वघोषणा पत्र लिया जाय।

छात्रावास में सुरक्षित आवासन के संबंध में :-

(1) अलग-अलग बेड के लिए अस्थायी पार्टिशन की व्यवस्था सुनिश्चित किया जाय ताकि सामाजिक दूरी का पालन किया जा सके।

(2) छात्रावास में रहने के लिए वैसे छात्रों को प्राथमिकता दी जाय जिनके घर पर ऑनलाईन अध्ययन से संबंधित सुविधा का अभाव हो।

(3) उच्च कक्षा के छात्रों को प्राथमिकता दी जाय।

(4) छात्रावास में रहने के इच्छुक सभी छात्रों को स्वास्थ्य संबंधी जांच के पश्चात ही अनुमति दी जाय क्योंकि ऐसे छात्र विभिन्न क्षेत्रों से सार्वजनिक परिवहन का उपयोग कर पहुंचेंगे जिससे संक्रमण की आशंका ज्यादा रहेगी।

(5) छात्रावास में सिर्फ आवश्यक स्टाफ को छोड़कर अन्य के लिए निषिद्ध किया जाय।

(6) मेडिकल टीम के द्वारा छात्रावास के मेंस और किचेन का नियमित निरीक्षण किया जाय।

(7) छात्रावास में वाई-फाई कनेक्शन/केबुल कनेक्शन आदि की भी व्यवस्था सामाजिक दूरी रखते हुए किया जाय।

(4) बैगैर मास्क के किसी को भी बस पर बैठने की अनुमति नहीं दी जाय। बस के सभी खिड़कियों में पर्दा नहीं रखा जाय। सभी खिड़कियां खुली रहनी चाहिए।

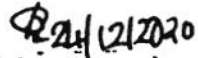
(5) वातानुकूलीत बसों के लिए CPWD द्वारा निर्गत गाईड लाईन के अनुसार 24 से 30 डिग्री सेलसीयस एवं सापेक्ष आद्रता 40 से 70 प्रतिशत होनी चाहिए।

(6) विद्यार्थियों को अनावश्यक रूप से सतह छूने से बचने के लिए कहा जाना चाहिए और बस में हेन्ड सेनेटाइजेसन की व्यवस्था होनी चाहिए।

इस संबंध में विस्तृत दिशानिर्देश विद्यालय के संबंध में Weblink https://www.education.gov.in/sites/upload_files/mhrd/files/SOP_Guidelines_for_reopening_schools.pdf पर एवं विश्वविद्यालय/महाविद्यालय के संबंध में Weblink https://www.ugc.ac.in/pdfnews/1360511_UGC-Guidelines-for-Re-opening-of-Universities-and-Colleges.pdf पर देखा जा सकता है।

उपर्युक्त निदेशों का अनुपालन संबंधित जिला के जिला पदाधिकारी द्वारा किया जाएगा एवं इसके कार्यान्वयन हेतु संबंधित जिला के जिला शिक्षा पदाधिकारी एवं सिविल सर्जन-सह-मुख्य चिकित्सा पदाधिकारी का सहयोग लिया जाएगा।

विश्वासभाजन


(संजय कुमार)
प्रधान सचिव,

शिक्षा विभाग, बिहार, पटना।

पटना, दिनांक 24/12/20

ज्ञापांक:- मा०शि०/स्था० "ख"-171/2016.....2169

प्रतिलिप:- सभी क्षेत्रीय शिक्षा उप निदेशक, बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित। निदेशक, उच्च शिक्षा, शिक्षा विभाग को सूचनार्थ प्रेषित। निदेश है कि अपने स्तर से राज्य के सभी विश्वविद्यालयों/महाविद्यालयों को अवगत करायी जाए।


प्रधान सचिव,

शिक्षा विभाग, बिहार, पटना।

पटना, दिनांक 24/12/20

ज्ञापांक:- मा०शि०/स्था० "ख"-171/2016.....2169

प्रतिलिप:- मुख्य सचिव के विशेष कार्य पदाधिकारी/अपर मुख्य सचिव, गृह विभाग, बिहार/प्रधान सचिव, स्वास्थ्य विभाग, बिहार, पटना/प्रधान सचिव, आपदा प्रबंधन विभाग, बिहार, पटना/सचिव, परिवहन विभाग, बिहार, पटना/माननीय मंत्री शिक्षा विभाग के आप्त सचिव को सूचनार्थ प्रेषित।


प्रधान सचिव,

शिक्षा विभाग, बिहार, पटना।

प्रेषक,
मोनिका एस. गर्ग,
अपर मुख्य सचिव,
उत्तर प्रदेश शासन।

सेवा में,

1. समस्त जिलाधिकारी,
उत्तर प्रदेश।

2. निदेशक,
उच्च शिक्षा, उ0प्र0,
प्रयागराज।

3. कुलसचिव,
समस्त राज्य विश्वविद्यालय,
उत्तर प्रदेश।

4. कुलसचिव,
समस्त निजी विश्वविद्यालय,
उत्तर प्रदेश।

उच्च शिक्षा अनुभाग-3

लखनऊ: दिनांक 17 नवम्बर, 2020

विषय:- कोविड-19 महामारी के परिप्रेक्ष्य में प्रदेश के राज्य विश्वविद्यालय/निजी विश्वविद्यालय, महाविद्यालयों में भौतिक रूप से पठन-पाठन पुनः आरम्भ किए जाने के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक प्रो0 रजनीश जैन, सचिव, विश्वविद्यालय अनुदान आयोग, नई दिल्ली के अर्द्धशासकीय पत्र संख्या-14-8/2020(सीपीपी-11), दिनांक 05 नवम्बर, 2020 के माध्यम से विश्वविद्यालयों/महाविद्यालयों को पुनः पोस्ट लॉकडाउन अवधि में खोले जाने हेतु उपलब्ध कराए गए मार्गदर्शी सिद्धान्तों/गाइडलाइन में मुख्यतः मुद्दे तथा चुनौतियों, पूर्व से ही की जाने वाली तैयारियों तथा विश्वविद्यालय/महाविद्यालय के खुलने के उपरान्त ध्यान देने वाले महत्वपूर्ण बिन्दु एवं सुरक्षा से सम्बन्धित सावधानियों, छात्र, शिक्षक एवं स्टॉफ की संवदेनशीलता एवं केंद्र एवं राज्य सरकार के स्टैकहोल्डर्स हेतु दिशा-निर्देश दिए गए हैं। विश्वविद्यालय अनुदान आयोग का उक्त पत्र सभी विश्वविद्यालय/महाविद्यालयों को परिचालित किया गया है।

2- पोस्ट लॉकडाउन अवधि में पठन-पाठन भौतिक रूप से दिनांक 23.11.2020 से आरम्भ किए जाने हेतु गृह (गोपन) अनुभाग-3 द्वारा निर्गत शासनादेश दिनांक 01.10.2020 में दिए गए दिशा-निर्देशों तथा 100 से अधिक व्यक्तियों के लिये अनुमति कन्टेनमेन्ट जोन के बाहर निम्न प्रतिबन्धों के अधीन प्रदान की जाती है :-

- (a) किसी भी बन्द स्थान यथा, हॉल/कमरे के निर्धारित क्षमता का 50 प्रतिशत किन्तु अधिकतम 200 व्यक्तियों तक को फेस मास्क, सोशल डिस्टेंसिंग, थर्मल स्कैनिंग व सेनेटाइजर एवं हैंड वॉश की उपलब्धता की अनिवार्यता के साथ।
- (b) किसी भी खुले स्थान/मैदान पर ऐसे स्थानों के क्षेत्रफल के अनुसार फेस मास्क, सोशल डिस्टेंसिंग, थर्मल स्कैनिंग व सेनेटाइजर एवं हैंड वॉश की उपलब्धता की अनिवार्यता के साथ।

(2) संस्था प्रमुख की भूमिका

- संस्था के प्रमुख/महाविद्यालय के प्राचार्य शासन के आदेश और निर्देशानुसार कोविड-19 के प्रकोप को देखते हुए SOP तैयार कर सकते हैं।
- परिसर को खोलने से पहले एक विस्तृत योजना तैयार की जानी चाहिए जिसमें अन्य बातों के साथ स्वच्छता, सुरक्षा एवं स्वास्थ्य उपायों को शामिल किया जाना चाहिए तथा उचित क्रियान्वयन किया जाना चाहिए। संकाय और कर्मचारियों की मदद से नियमित निगरानी की जानी चाहिए।
- कोविड-19 से लड़ने में सहायता और सहायता के लिये नजदीकी अस्पतालों, स्वास्थ्य केंद्रों, गैर सरकारी संगठनों, स्वास्थ्य विशेषज्ञों के साथ टाईअप की स्थापना की जा सकती है।
- सभी शैक्षणिक गतिविधियों के लिए शैक्षणिक कैंलेंडर, शिक्षण मोड, परीक्षा मूल्यांकन आदि को पहले से अच्छी तरह से तैयार रखना चाहिए।
- कोविड-19 महामारी से संबंधित विभिन्न मुद्दों को नियंत्रण करने के लिए एक समूह बनाना चाहिए, जो इस कार्य को समूह में संकाय और कर्मचारियों, छात्र समुदायों के स्वयंसेवक, गैर सरकारी संगठन, स्वास्थ्य संगठन और सरकारी अधिकारी अथवा शिक्षक को शामिल हो सकते हैं।
- शिक्षकों, छात्रों एवं कर्मचारियों को संस्था खोले जाने के सम्बन्ध में बनाई गई योजना, शासन द्वारा जारी किए गए निर्देश तथा SOP से अवगत कराया जाना चाहिए।

(3) शिक्षक की भूमिका

- शिक्षकों को संस्थागत योजनायें और SOP प्रक्रियाओं की पूरी तरह अवगत होना चाहिए।
- प्रत्येक शिक्षक द्वारा उनके द्वारा पढ़ाये जाने वाले विषयों के लिए एक विस्तृत शिक्षण योजना तैयार की जानी चाहिए जिसमें समय-सारणी कक्षा का आकार, वितरण के तरीके असाइनमेंट, सिद्धान्त, व्यावहारिक, निरन्तर मूल्यांकन, सेमेस्टर मूल्यांकन आदि शामिल हों।
- शिक्षकों को नवीनतम शिक्षण विधियों और ई-संसाधनों की उपलब्धता के साथ खुद को अपडेट रखना चाहिए।
- शिक्षकों को छात्रों को कोविड-19 सम्बन्धी स्थिति, सुरक्षित और स्वस्थ रहने के लिये बरती जाने वाली सावधानियों और कदमों से अवगत कराया जाना चाहिए।
- शिक्षकों को अपने शारीरिक और मानसिक स्वास्थ्य की निगरानी करनी चाहिए।

(3) माता-पिता की भूमिका

- माता-पिता को सुनिश्चित करना चाहिए। उनके बच्चों घर पर और जब भी बाहर जाय नियमों का पालन करें।
- यदि छात्र अस्वस्थ महसूस कर रहे हों, तो उनके माता-पिता को अपने बच्चों को बाहर जाने की अनुमति नहीं देनी चाहिए।

- संस्था में गतिविधि शुरू करने से पहले ट्रेनिंग इस्टीमेट, पीएचडी कोर्स तथा स्नातकोत्तर अध्ययन जिसमें छात्रावास, प्रयोगशालायें तथा अन्य सामान्य उपयोगी क्षेत्रों को विशेष रूप से ध्यान रखते हुए 1% सोडियम हाइपोक्लोराइट से सेनिटाइज कराया जाय।
- वायोमेट्रिक्स उपस्थिति के बजाय सम्पर्क रहित उपस्थिति के लिये वैकल्पिक व्यवस्था की जाय।
- परिसर में अन्दर-बाहर आने-जाने वालों के लिये कतार का प्रबन्ध सुनिश्चित किया जाय जिसमें छः फीट की दूरी पर विशिष्ट चिन्ह बनाया जाय।
- संस्थान में राज्य हेल्पलाइन नम्बर तथा स्थानीय स्वास्थ्य अधिकारियों के नम्बर आदि भी प्रदर्शित किया जाय।
- एयर कन्डीशन/वेंटिलेशन के संबंध में जारी दिशा-निर्देशों का पालन करना चाहिए। सभी एयर कन्डीशन उपकरणों का तापमान 24-30°C की सीमा होनी चाहिए, सापेक्ष आर्द्रता 40-70 प्रतिशत की सीमा में होनी चाहिए। ताजी हवा का सेवन जितना सम्भव हो होना चाहिए और क्रॉस वेंटिलेशन होना चाहिए।
- जब तक छात्र कोविड-19 की बीमारी से मुक्त रहेंगे वह लॉकर का उपयोग करते रहेंगे।
- जिम का प्रयोग स्वास्थ्य मंत्रालय, भारत सरकार के दिशा-निर्देशों के पालन के अनुसार करेंगे।
(available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>)
- स्विमिंग पूल बन्द रहेंगे।

(7) उपलब्धता एवं आपूर्ति का प्रबन्धन

- संस्थान के शिक्षकों एवं कर्मचारियों के लिये फेस कवर, मास्क, हैंड वॉश तथा सेनिटाइजर का प्रबन्ध होना चाहिये।
- थर्मल गन, अल्कोहल वाइप्स तथा 01 प्रतिशत सोडियम हाइपोक्लोराइट तथा डिस्पोजल पेपर, साबुन, कोविड पर आईईसी सामग्री पर्याप्त आपूर्ति होनी चाहिए।
- संस्थान में रोगग्रस्त व्यक्ति के ऑक्सीजन स्तर की जांच के लिये पल्स ऑक्सीमीटर की व्यवस्था होनी चाहिए।
- पर्याप्त मात्रा में कवर किये गये डस्टबीन और कचरे का डिब्बा उपलब्ध होना चाहिए। इस्तोमात किये गये वस्तुओं एवं सामान्य कचरे को डिस्पोज ऑफ करने के लिये CPCB के दिशा निर्देश का पालन करना चाहिए।
- हाउस कीपिंग स्टाफ को डिस्पोजल करने के लिये उनको सूचित एवं प्रशिक्षित किया जाना चाहिए।

(8) शिक्षण/प्रशिक्षण संस्थानों को खोलने के बाद:-

- (क) संस्थान में प्रवेश करते समय:-

(9) मानसिक स्वास्थ्य के लिये परामर्श एवं मार्गदर्शन

- सभी संकायों के सदस्यों, छात्रों और कर्मचारियों को "मनोदर्पण" नाम के वेब पेज से अवगत कराया जाना चाहिए। वेब पेज में सलाह, व्यवहारिक सुझाव, पोस्टर, वीडियो, साइको सोशल सपोर्ट, FAQ तथा ऑनलाइन कयोरी से अवगत कराया गया है। इसके अलावा एक राष्ट्रीय टोल फ्री हेल्पलाइन नम्बर-8445440632 विश्वविद्यालय/महाविद्यालयों के छात्रों के लिये Outreach स्थापित किया गया है जो उनके मानसिक स्वास्थ्य और मनोसामाजिक मुद्दों को दूर करने के लिये टेली काउन्सिलिंग प्रदान करेगा।
- विश्वविद्यालय/महाविद्यालय में मानसिक स्वास्थ्य, मनोवैज्ञानिक चिन्ताओं तथा छात्रों की भलाई के लिये एक हेल्पलाइन नम्बर स्थापित करना चाहिए, जिन्हें काउन्सलर और चिन्हित संकायों द्वारा नियमित रूप से मानिट्रिंग करने की आवश्यकता है।
- स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के वीडियो लिंक <https://www.mohfw.gov.in/on> विश्वविद्यालय /महाविद्यालय की वेबसाइट पर तथा ई-मेल के माध्यम से छात्रों और फैकल्टी के साथ, सोशल मीडिया जैसे फेसबुक, व्हाट्सएप एवं ट्विटर आदि के माध्यम से मानसिक स्वास्थ्य की देखभाल के लिये व्यवहारिक सुझाव से अवगत कराया जाय।

3- इसके साथ ही प्रदेश के चिकित्सा एवं परिवार कल्याण विभाग तथा जिला प्रशासन द्वारा समय-समय पर दिये गये अन्य निर्देशों का भी अनुपालन अनिवार्यतः सुनिश्चित किया जायेगा।
संलग्नक-यथोक्त।

भवदीया,
(17/11)
(मोनिका एस. गर्ग)
अपर मुख्य सचिव।

संख्या-5453(1)/सत्तर-3-2020, तद्दिनांक:

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित-

- 1- निजी सचिव, मा0 उप मुख्यमंत्री, उ0प्र0 शासन।
- 2- अपर मुख्य सचिव, मा0 मुख्यमंत्री, उ0प्र0।
- 3- प्रमुख स्टाफ आफिसर, मुख्य सचिव, उ0प्र0 शासन।
- 4- अपर मुख्य सचिव, गृह विभाग, उ0प्र0 शासन।
- 5- कुलपति, समस्त राज्य विश्वविद्यालय/निजी विश्वविद्यालय, उ0प्र0।
- 6- समस्त मण्डलायुक्त, उत्तर प्रदेश।
- 7- समस्त क्षेत्रीय उच्च शिक्षा अधिकारी, उ0प्र0।
- 8- गार्ड फाइल।

आज्ञा से
(योगेन्द्र दत्त त्रिपाठी)
विशेष सचिव।

कार्यालय निदेशक, उच्च शिक्षा, उत्तर प्रदेश प्रयागराज।

पृ0सं0-डिग्री विकास/ 1032-34 / 2020-21 दिनांक 17 / 11 / 2020

प्रतिलिपि-निम्नलिखित को इस निर्देश के साथ प्रेषित कि उक्त आदेश का अनुपालन कराना सुनिश्चित करें।

- 1-समस्त क्षेत्रीय उच्च शिक्षा अधिकारी, उत्तर प्रदेश
- 2-कुलसचिव, समस्त राज्य विश्वविद्यालय/निजी विश्वविद्यालय उत्तर प्रदेश।
- 3-समस्त प्राचार्य/प्राचार्या राजकीय/अशासकीय सहायता प्राप्त/स्ववित्तपोषित महाविद्यालय, उत्तर प्रदेश

डॉ0 (हिरेन्द्र प्रताप सिंह)
संयुक्त निदेशक (उ0शि0),
कृते-शिक्षा निदेशक (उ0शि0),
उत्तर प्रदेश, प्रयागराज।

From

The Director General,
Technical Education, Haryana,
Bays No.7-12, Sector-4,
Panchkula

To

The Principal (s),
All Govt. / Govt.(Society Mode) Polytechnics

Memo No. 838-874 /Acad

Dated: 09-11-2020

Subject: - Standard Operating Procedures (SOPs) for re-opening of Polytechnics.

Kindly refer to the subject cited above.

In this connection, it is intimated that in view of SOP/Guidelines issued by the Ministry of Home Affairs, GoI, Haryana State Govt. has approved SOP/Guidelines for Health and Safety protocols for **reopening of Technical Institutions** for students for continuing learning with **Physical/Social Distancing**. Copy of the same is enclosed.

It has been decided to open the Polytechnics for staff & students as per the enclosed Guidelines from 16.11.2020. It is requested to share SOP/Guidelines with all the staff members & students and sensitize them for proper implementation of the same.

It is further requested that in addition to above, SOP/Guidelines issued from time to time by MoHFW/ MHA/ MoE/ MHRD/ UGC/ AICTE / Central & State Government to prevent the spread of COVID-19, shall be strictly adhered in letter and spirit by each Institute.

This is for your kind information and necessary action.

Vanita
Joint Director (Acad.)
for Director General Technical Education,
Haryana, Panchkula

Endst. No.: 875-877 /Acad.

Dated: 09-11-2020

A copy of the above is forwarded to the following:-

1. PS to PSTE for kind information of W/PSTE.
2. PS to DGTE for kind information of W/DGTE.
3. PA to DTE for kind information of W/DTE.

Vanita
Joint Director (Acad.)
for Director General Technical Education,
Haryana, Panchkula

Endst. No.: 878-882 /Acad.

Dated: 09-11-2020

A copy of the above is forwarded to the following for information and necessary action please:-

1. Secretary, HSBTE
2. Joint Director (University/ Colleges)
3. Joint Director (Admn-I)
4. Joint Director (Admn-II)
5. Joint Director (HSTES)

Vanita
Joint Director (Acad.)
for Director General Technical Education,
Haryana, Panchkula

Encl:- SOP/Guidelines for Health and Safety protocols for reopening of Technical Institutions for students for continuing learning with Physical/Social Distancing. (Total Pages 32)

COVID-19

**SOP/Guidelines for
Health and Safety protocols for
Reopening of Institutions for Students
and Learning with Physical/Social
Distancing**

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1. STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS BEFORE OPENING OF TECHNICAL INSTITUTIONS

a) Ensure proper cleaning and sanitation facilities in the technical institutions

1. Arrange for thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, water tanks, kitchens, canteen, washrooms, laboratories, libraries, etc. on institute campus and ensure air flow in indoor space.
2. Ensure working hand washing facilities in the institute.
3. Ensure availability of key supplies like thermometers, disinfectants, soaps etc., and arrange for availability of these essentials. The thermometer to be used should be a calibrated contact-less infrared digital thermometer.
4. Ensure sanitization of institute transport before they start plying.
5. Guidelines issued by the Ministry of Health and Family Welfare on Disinfection of Common Public Places available at [http://www.mohfw.gov.in/pdf Guidelines on disinfection of common public places including offices.pdf](http://www.mohfw.gov.in/pdf/Guidelines%20on%20disinfection%20of%20common%20public%20places%20including%20offices.pdf) may be referred to for suitable follow-up.

b) Form different Task Teams

1. Task Teams such as, Emergency Care Support/Response Team, General Support Team for all stakeholders, Commodity Support Team, Hygiene Inspection Team, etc. with earmarked responsibilities will be helpful.
2. Teachers, students and other stakeholders deemed fit for being the members of these task forces may be identified to be the members of these task forces who will work collaboratively to take strategic and immediate actions.

c) Seating plan

1. As suggested by the Ministry of Health, there must be at least 6 feet

PART-I

SOPs FOR HEALTH, HYGIENE
AND
SAFETY

distance between students in the revised seating plan. It is advisable to mark the seating that students should occupy.

2. If there are single-seater desks, simply providing space between the desks in the classrooms to maintain physical/social distancing of 6 feet will be effective. If benches are used, 'one student one bench norm' may be considered.
3. Similarly, physical/ social distancing shall also be maintained in the staff rooms, office area, and other places of public interaction.
4. If available, temporary space or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes, keeping in view the safety and security of the students and physical distance protocols
5. Seats may be designated with adequate distance for teachers in the staff room and other available rooms/halls.
6. The number of seats in the reception area may be limited such that at least 6 feet distance between them is maintained.

d) Ensure Physical / social distancing at the Entry and Exit Points of the technical institutions

1. Staggering the timing of entry and exit for students of different classes.
2. Earmarking different lanes for coming and going.
3. Opening all the gates at the time of entry and exit, in case institute has more than one gate and earmarking classes for each gate to avoid crowding.
4. Making announcements through Public Announcement System to guide parents/guardians and students to maintain physical/social distancing.

e) Institutes SOPs based on guidelines from States/UTs

1. Institutes are encouraged to make their own SOPs based on the guidelines issued by Department for the following, keeping in view the safety and physical/social distancing norms, and ensuring that the notices/ posters/ messages/ communication to parents in this

2. Allowing only a certain percentage of the students to attend the institutes depending on the enrolment, rotationally on alternate days, or every two days in a week and combining with home assignments could be another mechanism.
3. Alternatively, there could be a weekly class-wise timetable for attendance. All classes need not attend institutes every day.
4. Odd-Even Formula for classes can also be considered.
5. Running institutes in two shifts in case of high enrolment institutes can also be considered by reducing time duration of institute's hours per shift, such that the institute is able to manage with the same set of teachers in the overall institute's hours.
6. In case size of classroom is small, classes may be held in rooms having larger area such as computer room, library, laboratory etc. with physical distance of 6 feet between the students.
7. In view of the present scenario and future uncertainties:
 - i. HSBTE may adopt and implement these Guidelines in a transparent manner by making alterations/ additions/ modifications/ amendments to deal with particular situation(s) in the best interest of students, educational institution and the entire education system, except in respect of those guidelines that are mandatory.
 - ii. If admission making body HSTES faces difficulty in making admissions as per the existing policy, it may adopt alternative modes of admission process, if otherwise legally tenable.
 - iii. In case of educational institutions located at places where the Government (Centre/ State) have imposed restrictions on gathering of public, the institutions may plan accordingly. In any case, the above recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/ competent authority. Notwithstanding the above Guidelines, every institute has to ensure that it is prepared in all respects to carry out

Resource Development, Ministry of Home Affairs and the Ministry of Health and Family Welfare with all the stakeholders.

- 2. Prior to reopening of Institutes, arrangements may be made for sensitization of teachers, parents, staff, and members of Institutes Management Committee through online/offline modes such as pamphlets , letters, public announcement systems in villages, urban wards etc. on COVID appropriate behavior such as:

- a) Required do's and don'ts including maintenance of hand hygiene, respiratory hygiene and disinfection of frequently touched surfaces
- b) Maintaining physical distance
- c) Hygienic practices necessary for the prevention of COVID-19
- d) Stigmas attached to COVID-19
- e) Thermal screening for fever detection
- f) Avoiding attending Institutes if having symptoms and seeking medical care

- 3. Staff and students belonging to containment zones shall not attend the Institutes until the containment zone is de notified.
- 4. Students and staff shall be advised not to visit areas falling within containment zone.
- 5. The recommendations of MoHFW are to be followed, i.e, "All employees who are at higher risk i.e, older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions.. They should preferably not be exposed to any frontline work requiring direct contact with the students."

j) Ensure availability of medical support

- 1. Ensure availability in Institutes or at contactable distance full-time trained health care attendant/ nurse/ doctor and counsellor to take care of physical and mental health of the students.
- 2. Regular health check-up of students and teachers may be organized.

k) Redefine the Institutes attendance and sick leave policies:

4. Alternative space may be arranged to accommodate students to enable physical/social distancing.
5. Initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for on- line education.
6. Students of higher classes may be called first as per accommodation facility of the institutes.
7. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join.
8. Since students may be coming from different locations by using public transports such as buses, trains, etc., it is important that they should minimize their contact and interaction with others on arrival at hostel, and effectively, maintain quarantine as per State/UT requirement. Their health status should be monitored during the period.
9. Arrangement for a regular visit of Counselor teacher or a Counselor needs to be ensured to take care of any mental or emotional health issue of the students.
10. Hostel should be out of bound for all persons except essential staff with known health status.
11. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
12. Hstels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.
13. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over- crowding. Take away options should be available for students and staff.
14. Visiting medical team may inspect kitchen, mess, toilet/ bath facilities

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2. STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS TO BE FOLLOWED AFTER OPENING OF TECHNICAL INSTITUTIONS

- a) **Ensure continuous maintenance and monitoring of cleanliness and hygienic conditions in and around institute's premises**
1. Institute's campus should be cleaned daily and a daily record of areas cleaned may be maintained.
 2. Note that students should not be involved in any of the cleaning activities for health and safety reasons.
 3. Water, sanitation and waste management facilities may be ensured along with compliance of environmental cleaning and decontamination procedures. Waste management (with regards to bio-medical waste including masks, used tissues etc.) needs to follow CPCB guidelines (available at https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)
 4. Frequent cleaning and sanitization of commonly touched surfaces like doorknobs and latches etc., inside and outside the classrooms may be carried out.
 5. Disinfecting all teaching learning material such as learning materials, teaching aid, sports materials, swings, desks, chairs, lab equipments, computers, printers, laptops, tablets etc. focusing particularly on frequently touched surfaces/ object.
 6. All garbage should be disposed in dustbins and must not be allowed to pile up anywhere else in the Institute premises.
 7. All dustbins must be cleaned and covered properly. Protocols must be in place for the final safe disposal of waste.

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7. Encourage students to bring and eat home cooked and nutritious food and avoid sharing food and utensils with others.
 8. No outside vendor should be allowed to sell any eatables inside the institute's premises or at the entry gate/point.

c) **Ensure Safe Commuting of Students**

1. Sanitization of Institutes transportation on regular basis at least twice a day – once before students board the transport and once after.
2. Institutes Driver and conductor should maintain physical distance at all times and ensure physical/social distancing among students in the bus/cab.
3. A minimum physical distance of 6 feet should be maintained during seating. Staggering of Institute timings/ days/ shifts may be essential for ensuring this. Wherever possible, more buses may be arranged.
4. If possible, thermal screening of students may be done by the bus conductor at the time of their boarding the bus.
5. All commuters to wear face cover/masks in the bus/cab. Institutes transport should not permit students without masks to board buses.
6. No curtains on windows in the bus/cab.
7. Preferably keep all windows open.
8. For air-conditioned buses/cabs, the guidelines issued by CPWD shall be followed which include temperature setting at 24-30°C, relative humidity at 40-70% with provision for intake of fresh air (available at: https://cpwd.gov.in/WriteReadData/other_cir/45567.pdf.)
9. Students may be oriented not to touch surfaces unnecessarily. If possible, hand sanitizer may be kept in the bus/cab.
10. Students may be advised to patiently wait for their turn to board or alight from the vehicle keeping a safe distance.
11. Students commuting through public transport should be adequately guided by institute to take all precautions such as – physical/social

- students with underlying medical conditions are to take appropriate precautions as advised by their respective medical practitioners.
10. Institutes may also consider obtaining declaration forms from the parents saying that no one in the family is suffering from COVID-19 or from fever/cough/breathlessness etc., before their wards start coming to Institute.
 11. Students, parents and staff members having mobile phone are advised to download the **ArogyaSetuApp**.
 12. Announcements may be made to sensitize students and accompanying parents to follow all safety norms.
 13. Institutes attendance may be monitored to keep track of student and teacher absence and to compare against usual absenteeism patterns. Close track to be kept of absence due to respiratory illnesses.

e) Ensure safety norms in classrooms and other places

1. A proper crowd management in the Institute as well as in outside premises shall be ensured.
2. Teachers may ensure students sit at marked/allocated seats maintaining physical/ social distancing and wearing face covers /masks in the classes, laboratories, workshops, libraries, playground or any other part of Institute premise.
3. Group activities in games, sports, music, dance or other performing art classes may be allowed only if it is feasible to maintain physical distance and following health safety norms.
4. Practical work should be done in small groups maintaining physical distance.
5. Classrooms / Labs/ workshops shall be sanitized after every class/ period.
6. Teachers to wear face covers/ masks while correcting written assignments of students. As far as possible online assignments may be encouraged.
7. Windows and doors of the classrooms and other rooms to be kept

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1. Continuous supply of potable water should be ensured in the Institutes premises. In case of intermittent water supply, adequate storage arrangement for water used in food or washing should be made. Water used for cleaning, washing and preparing food should be potable in nature.
 2. Water storage tanks, if available, should be thoroughly cleaned before the reopening of Institutes and further periodical cleaning should be done.
 3. Non potable water pipes should be clearly distinguished from those in use for potable water.

h) Management of waste

1. Adequate waste disposal systems and facilities should be provided and they should be designed and constructed in such manner that the risk of contaminating food or the potable water supply is eliminated.
2. Waste storage/tanks should be located in such manner that it does not contaminate the food process, storage areas, the environment inside and outside the kitchen and waste should be kept in covered containers and removed at regular intervals.
3. Periodic disposal of the refuse/waste may be made compulsory.
4. Eco friendly measures like vermi-composting may be encouraged for food waste management.
5. Applicable food waste management rules of State / UT shall be adhered to by all Institutes.

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I. REDEFINING TEACHING, LEARNING AND ASSESSMENT TO ACHIEVE DESIRED LEARNING OUTCOMES

Online / distance learning shall continue to be the preferred mode of teaching and should be encouraged. However, the following SOPs may be followed for face to face classes in Technical Institutes and online learning:

A. BEFORE TECHNICAL INSTITUTES REOPENING

a) Preparation of Teaching-Learning: Making a Comprehensive Alternative Calendar of Activities for the Whole Year with focus on learning outcomes

- I. Institutes may consider dividing the total Institute hours between Institute and home. It is suggested that broad categories such as the following could be considered.
 - (i) Number of hours at Institute
 - (ii) Number of hours spent at Home Institute Hours (active learning)
 - (iii) Number of hours spent on keeping physically and mentally healthy
 - (iv) Number of hours spent on creative activities related to art, and art- integration.

- 2 Institutes may like to consider rationalizing the curriculum into 3 components:
 - (i) Classroom lessons – which could include, essential topics that are conceptually difficult to understand
 - (ii) Self-learning lessons – which could include essential but conceptually easier to understand
 - (iii) Not a part of the core area of curriculum or learning

B. AFTER TECHNICAL INSTITUTIONS REOPENING

a) Teaching Learning Process: Create Learner-friendly Institutes and Classroom Environment

1. Reintegration of students into Institutes may be taken on priority after reopening.
2. Teachers must talk and sensitize all students about COVID-19 and related myths, social stigma, and fears.
3. There can be flexibility with attendance until such time that the situation eased. As one of the important activities in each class, students themselves may be asked to prepare and take an innovative pledge focusing on Dos and Don'ts for institute entry/exit/duration, and for following at their homes. Time may be allocated during the institute's schedule daily to reflect on it.
4. Care should be taken to ensure health, social, and emotional bonding despite having to maintain physical/physical/social distancing.
5. Mock safety drills may be conducted on how to keep safe from COVID-19 on regular basis (for a few days) to ensure complete sensitization and awareness.
6. Some yogic exercises may be practiced in the classroom to make students comfortable. For example:
 - a) Micro yogic practices like the rotation of the head and shoulder, touching toes and stretching.
 - b) Some simple asanas like Tadasana, Vrikshasana
 - c) If sitting place is available Swastikasana, Vajrasana, etc. can be organized
 - d) Other breathing practices like Kapalbhati, Anuloma-Viloma, Pranayama can also be organized
7. When students start feeling comfortable in Institute with the present situation and also with teachers and peers, teachers may start

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learners. Life skills, such as communication and collaboration can be developed through group presentations as a method for learning. Creativity and critical thinking skills can be developed in specific home-assignments, project work etc.

9. Routine homework assigning should be discouraged; instead work that will develop curiosity and problem-solving abilities in the child should be encouraged. For example, diversity is a theme, which cuts across the subject areas and classes. Homework can be interdisciplinary in such a case.

c) Address Concerns of Students with Special Needs along with other Students

1. Focus on the most vulnerable students (homeless/ migrated students, students with disabilities, and students directly affected by Covid-19 through a family death or hospitalization) to prioritize their needs.
2. Ensure provision of assistive devices and learning content as per the needs of the CwSN (Children with Special needs).
3. Ensure that safety guidelines are available as far as possible in multiple and accessible formats to meet the needs of all students, such as:
 - a) Easy-to-read version for students who have intellectual disabilities;
 - b) Digital formats with text captioning
 - c) Accessible web content for those using assistive technologies such as screen readers
 - d) Useful Apps related to COVID 19 such as AarogyaSetu are usable with assistive technologies such as the screen reading software.
 - e) Ensure Web Content Accessibility Guidelines 2.1 (WCAG 2.1) for the web pages, digital documents, and apps user interface.

d) Prepare Students for learning at Home

1. As only a fraction of students on roll might attend Institute on

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1. Institutes, where reasonably good ICT enabled environment is existing and students are undertaking online classes through desktop, laptops, and smart phone

- a) Replace Pen-paper test by alternative methods of assessment like individual assignments, project work, and portfolios.
- b) Credit to these assessments needs to be shared with the students in advance. Students may be involved in framing the assessment criteria.
- c) Teachers may encourage using peer assessment and self-assessment through class wise/subject wise groups.
- d) Students after learning a few concepts/subtopics may reflect on their learning and keep it as a record.
- e) Teachers may use ICT enabled assessment using existing tools, analyze the responses and share it with students.
- f) Assessment based on discussion forums may be practiced.

2. Institutes having partial facilities for conducting online classes and students are occasionally engaged in online classes

- a. Teachers may use tools to develop quizzes and seek responses of students through social media or mobile platforms.
- b. Teachers may create peer groups and encourage them to give appropriate feedback.
- c. Students may keep a record of their work like composing a poem, copy of the notes, small drawings, self-framed questions, and creative answers. This material can be shared in the group to seek appropriate feedback.
- d. A quick review of the concepts/topics may be carried out. Quiz and MCQs for each topic may be administered to know the readiness of students for the forthcoming concepts/ topics.

PART-IV: ENSURING EMOTIONAL WELLBEING OF STUDENTS AND TEACHERS

1. It is natural to feel stress, anxiety, grief, and worry during and after a disaster/ pandemic and students are indeed the most vulnerable ones at such times.
2. Therefore, the institutes are advised to take note of any symptoms of stress in their students and take appropriate action in collaboration with parents.
3. It is advisable that the teachers and other staff should work in unison to ensure emotional safety of their students.
4. Moreover, these tough times might have also impacted the well-being of the teachers which in turn might affect their ability to lead and manage their students along with responding to the change when institutes reopen. So, it is of paramount importance that the mental well-being of teachers should also be taken care of in equal measure. Teachers can be guided to take proactive steps to promote their own mental wellbeing.
 - Online training modules can be developed for teachers with special emphasis on counseling competency of general teachers
 - Similarly, concise module on counseling can be developed to ensure emotional stability, removal of anxiety and building up self-confidence of students once they come back to institute after a long gap.



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग 243
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

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D.O. 14-8/2020(CPP-II)

5th November, 2020

Subject: UGC guidelines for Re-Opening the Universities and Colleges Post Lockdown due to COVID-19 Pandemic

Respected Madam /Sir,

Universities and other educational institutions across the country have been closed since 16th March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak. Keeping in view of the COVID-19 pandemic and subsequent lockdown, the University Grants Commission issued "*Guidelines on Examinations and Academic Calendar for the Universities in View of Covid-19 pandemic and subsequent Lockdown*" on 29th April, 2020 and then, on 6th July, 2020. The universities and colleges have put in their best efforts to continue their academic programmes and complete the syllabi using various ICT tools of teaching and learning since their closure from mid-March onwards.

The new academic session is going on and the universities and colleges need a customized plan, as per the local conditions where they are located, to deal with any eventuality arising due the COVID -19 before resuming the activities on campuses. The top priority, while opening the institutions, should be the safety, health and well-being of the students, teachers and staff. In view of this, UGC has framed "Guidelines for Re-Opening the Universities and Colleges Post Lockdown due to COVID-19 Pandemic" (**Annexure-I**) which provide in detail the measures to be taken before re-opening of campuses. These Guidelines have also been vetted by the Ministry of Health & Family Welfare and approved by the Ministry of Home Affairs and the Ministry of Education. The Guidelines may be adopted by the institutions as per the local conditions and directives of the Government authorities.

You are requested to adopt these guidelines and take necessary steps to implement them accordingly. Further, the universities/colleges have to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories / guidelines / directions issued by the Central / State Government, Ministry of Education (MoE) or UGC from time to time to prevent the spread of COVID-19.

With kind regards,

Yours sincerely,

(Rajnish Jain)

Encl : As above

To

1. The Vice-Chancellor of All Universities

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1. Introduction

Universities and other educational institutions across the country have been closed since 16th March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak. The Government of India through its Ministries, viz., Ministry of Home Affairs, Ministry of Health, Ministry of Ayush and Ministry of Education took several initiatives to contain the spread of the virus and issued directives and advisories to educate the people about the gravity of the infection from Coronavirus and the measures to protect from it. Specific instructions were also issued to the universities and colleges by the Ministry of Education and the UGC in this regard.

The University Grants Commission issued "Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown" on 29th April, 2020 and then, on 6th July, 2020. These Guidelines covered important dimensions related to examinations, academic calendar, admissions, online teaching-learning and provided flexibility for adoption by the universities. Later "UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in View of COVID-19 Pandemic" were issued on 24th September, 2020.

In order to contain the spread of COVID-19 pandemic in the educational institutions and to ensure continuity in teaching- learning process, Ministry of Education and UGC issued several directives/ advisories/ guidelines to the universities and colleges, including the one to impart online education by making the best use of e-resources. Through all the communications made by Ministry of Education and UGC, it was emphasized to continue with teaching-learning processes using online modes such as Google Classroom, Cisco Webex Meeting, You Tube streaming, OERs, SWAYAM platform (www.swayam.gov.in), Swayam Prabha (www.swayamprabha.gov.in) (available on Doordarshan (Free dish) and Dish TV), e-yantra (www.e-yantra.org), Virtual Labs (www.vlab.co.in), FOSSEE (<https://fossee.in>), application of spoken tutorials (www.spoken-tutorial.org), National Digital Library (NDL) (<https://ndl.iitkgp.ac.in>), electronic journals (<https://ess.inflibnet.ac.in>) etc.

The new academic session is going on and the universities and colleges need a customized plan, as per the local conditions where they are located, to deal with any eventuality arising due the COVID -19 before resuming activities on campuses. Besides above, reopening of universities and colleges will relieve the students from uncertainties regarding their career, mode of functioning of universities and colleges, including the conduct of physical classes. Also, it will relieve teaching and other staff from any uncertainty regarding the continuity of their services and salary etc.

It is felt that even after the spread of Coronavirus is contained, certain preventive measures will be required to be followed for quite some time to avoid its recurrence. This will be all the more necessary for educational institutions as large numbers of students gather on the campuses. Keeping all these factors in view, the University Grants Commission has framed Guidelines for the universities and colleges which they may follow, while reopening their campuses after lockdown and the summer vacations. These Guidelines have been vetted by the Ministry of Health & Family Welfare and approved by the Ministry of Home Affairs and the Ministry of Education. The Guidelines may be adopted by the institutions as per the local conditions and directives of the Government authorities.

3. Measures Required before Re-Opening of Campuses

As the universities and colleges are likely to face a number of issues at the time of reopening, they will be required to plan in advance. Some of the measures, which the institutions may have to take prior to reopening, are given below:

3.1 Pre-requisites

- i. Before reopening of any campus, the Central or the concerned State Government must have declared the area safe for reopening of educational institutions. The directions, instructions, guidelines and orders issued by the Central and State Government concerned regarding safety and health in view of COVID-19 must be fully abided by the higher education institutions.
- ii. However, they may develop stricter provisions and guidelines, if they feel it necessary. The universities and colleges have to make adequate arrangements to ensure the safety and health of students, faculty and staff.
- iii. The universities and colleges shall be allowed to open only if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the colleges. Students and staff shall also be advised not to visit areas falling within containment zones.
- iv. The faculty, staff and students of the university and college should be encouraged to download 'Aarogya Setu App'.
- v. The institutions should be ready with a plan for handling the inflow of students, faculty and staff in the campus, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the campus, and also alternative plan(s), in case the campus needs to be closed again due to spread of the virus in campus or in the surrounding area(s) in near future.

3.2 Modalities for Physical Opening of Colleges/Higher Education Institutions

The following modalities regarding the physical opening of Colleges/Higher Education Institutions, in a graded manner, may be adopted:

The Colleges/Higher Education Institutions outside the containment zones may be opened in a graded manner after consultations with concerned State/UT Governments and subject to adherence to the guidelines/SOP for safety and health protocol prepared by UGC, duly incorporating the view/comments of the Ministry of Health & Family Welfare, as under:

- i. For Centrally Funded Higher Education Institutions, the Head of the Institution should satisfy herself/himself regarding the feasibility of the opening of physical classes and decide accordingly.

- ii. Regular visits of a counsellor may be arranged so that students can talk with the counsellor about their anxiety, stress or fear.
- iii. To avoid the risk of transmission, the students, faculty and staff should be screened and symptomatic ones be advised to get clinically assessed before allowing them entry into the campus.
- iv. Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons should be there on campus or a tie-up may be made in advance with some Government hospital or approved premises or as advised by the local authorities so that, in case of necessity, prompt action may be taken. Proper arrangement of safety, health, food, water etc. should be ensured for those in quarantine and isolation facilities.
- v. For those who have tested positive, isolation facilities should be in place either on campus itself or as a prior arrangement with some nearby hospital(s) or as advised by the local authorities.
- vi. Universities and colleges should prepare a policy for restricting the outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation.
- vii. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
- viii. Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are to be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.
- ix. Proper signages, symbols, posters etc. should be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing. The details of COVID-19 cell established by the institution be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.
- x. Ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area etc.

4.1 Safety Measures at Entry/ Exit Point(s)

- i. Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- ii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- iii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- iv. In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.
- v. Monitoring of the entry and exit of the students should be done.
- vi. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- vii. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

4.2 Safety Measures during Working Hours

4.2.1 Classrooms and other Learning Sites

- i. Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- ii. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

4.2.2 Inside the Campus

- i. Cultural activities, meeting etc. may be avoided. However, such extra-curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time

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- x. Utensils should be properly cleaned.
 - xi. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
 - xii. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
 - xiii. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

4.2.4 Regular Monitoring of Health

- i. Every institution should regularly monitor the health of its students, faculty, and staff.
- ii. Faculty, staff and students should also be sensitized on self-monitoring of their health.
- iii. Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

4.2.5 Counselling & Guidance for Mental Health

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues, Universities and Colleges should take the following measures for the mental health, psychological aspects and well-being of the students:

- i. All the faculty members, students and staff should be made aware of the Web page named "Manodarpan" – created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele-counselling to address their mental health and psychosocial issues.
- ii. Set up helplines for mental health, psychological concerns and well-being of students in Universities/ Colleges which need to be regularly monitored by Counsellors and other identified faculty.

4.2.7 Sensitization of Students, Teachers and Staff

- i. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread may be launched.
- ii. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
- iii. The necessity of physical distancing, wearing face covers/ masks, hygiene etc. should be brought home to all.
- iv. Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.
- v. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- vi. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. should be encouraged.
- vii. Students should be told to regularly sanitize their laptops, audio, video and other media accessories.
- viii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- ix. Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.
- x. All support and facilities should be provided to persons with disabilities (*Divyangjan*).
- xi. No discrimination based on caste, creed or gender should be allowed to take place.
- xii. Sharing of books, other learning material and eatables be discouraged.

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- iv. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.
 - v. A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist of senior persons from faculty and staff, students, volunteers from communities, NGOs, health organisations and Government officials etc. as the case may be.
 - vi. Teachers, students and staff should be made aware of all relevant plans and activities on the campus.

5.3 Teachers

- i. Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.
- ii. Every teacher should prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end- semester evaluation etc.
- iii. Teachers should keep themselves updated with the latest teaching- learning methods and availability of e-resources.
- iv. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- v. Teachers should monitor and keep track of the physical and mental health of their students.

5.4 Parents

- i. The parents should ensure that their children observe safety norms at home and whenever they go out.
- ii. Parents should not allow their children to go out, if they are not feeling well.
- iii. Parents may be advised that the 'Aarogya Setu App' has been downloaded by their children.
- iv. Parents should sensitize them of healthy food habits and measures to increase immunity.
- v. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

- xv. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- xvi. Swimming Pool (wherever applicable) shall remain closed.
- xvii. All employees who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

4.2.3 Hostels

- i. Hostels may be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures. However, the sharing of rooms may not be allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances.
- ii. Since residential students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine (even if they bring a negative test report or the university/college plan to test them on arrival).
- iii. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Also, hostel students should be called in phases.
- iv. Thermal Screening of all resident students should be ensured.
- v. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- vi. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.

vii. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets.

viii. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.

ix. It must be ensured that the meals are freshly cooked.

- iii. Regular mentoring of students through interactions, and appeals/letters by the Universities/ Colleges to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.
- iv. Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.
- v. Share the following video links of Ministry of Health & Family Welfare <https://www.mohfw.gov.in/> on the University/ College website and with students and faculty via e-mail, through social media like Facebook, WhatsApp and twitter etc.

Practical tips to take care of your Mental Health during the Stay In
<https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>

Minding our minds during the COVID-19
<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>

Various Health Experts on how to manage Mental health & Well Being during COVID-19 outbreak
<https://www.youtube.com/watch?v=iuKhtSehp24&feature=youtu.be>

Behavioural Health: Psycho-Social toll free helpline - 0804611007

4.2.6 Measures for Containment

- i. As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.
- ii. Universities and colleges should have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.
- iii. The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable, no take away arrangement of food from mess etc. may be enforced, depending upon the severity of the situation.
- iv. Universities and colleges should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

5. Role of Stakeholders

5.1 Central/ State Government(s)

- i. The Government should help educational institutions to prepare an effective plan for reopening their campuses. The plan may vary from institution to institution, keeping in view the situation regarding spread of COVID-19 pandemic in a particular area/region/zone.
- ii. The Governments may issue clear instructions to the universities and colleges to ensure the safety and health of all concerned. This may include instructions for wearing of face masks, physical distancing, and the number of students in a class, library, hostels, and dining halls etc.
- iii. State governments, in consultations with higher education institutions, should prepare an estimate of requirement in each of their districts and zones, of disinfectants, facemasks and prepare a plan in advance for their procurement and distribution. Universities and colleges should ensure sufficient supplies of these items to their students, faculty and staff.
- iv. Keeping in view the varying conditions in any state at district and zonal levels, the Government concerned should prepare a region-specific plan, instead of a uniform plan for the entire state.
- v. State health departments should remain in touch with the universities and colleges and work to ensure that the campuses are well prepared to maintain the safe and healthy conditions and also to deal with the COVID-19 related unexpected situations.
- vi. The Governments should keep a constant touch with the universities and colleges regarding the status of COVID-19. The government may call information regarding COVID-19 related condition in the campuses and also call meetings at appropriate intervals with the Head of institutions through video conferencing.

5.2 Head of the Institution

- i. Vice- Chancellors/ Principals may get Standard Operating Procedures(SOPs) worked out in view of COVID-19 outbreak, in accordance with the Government orders and guidelines.
- ii. A detailed institutional plan which may, inter alia, include sanitization, safety and health measures should be prepared and kept ready, before reopening of campus. Proper implementation of the institutional plan should be ensured and regular monitoring should be done with the help of faculty and the staff.
- iii. Tie-ups may be established with nearby hospitals, health centres, NGOs, health experts for help and support in fighting COVID-19.

5.5. Students

- i. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- ii. All students should wear face covers/ masks and take all preventive measures.
- iii. May consider installing 'Aarogya Setu App' in the mobile.
- iv. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- v. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.
- vi. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vii. Give support to your friends under stress due to COVID-19 pandemic.
- viii. Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.

6. In view of the present scenario and future uncertainties:

- i. The universities may adopt and implement these Guidelines in a transparent manner by making alterations/ additions/ modifications/ amendments to deal with particular situation(s) in the best interest of students, educational institution and the entire education system, except in respect of those guidelines that are mandatory.
- ii. In case of educational institutions located at places where the Government (Centre/ State) have imposed restrictions on gathering of public, the institutions may plan accordingly. In any case, the above recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/ competent authority.

Notwithstanding the above Guidelines, every university/ college has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, Ministry of Education (earlier referred to as MHRD) or UGC from time to time to prevent the spread of COVID-19.