From

Director General Higher Education, Haryana
Shiksha Sadan, Sector-5, Panchkula

To

1. The Vice Chancellors of All State & Private Universities in the State of Haryana
2. All the Principals of Govt. Colleges in the State of Haryana
3. All the Principals of Govt. Aided Colleges in the State of Haryana
4. All the Principals of Self-Financing Colleges in the State of Haryana

Memo No. DHE-010019/5/2020-Coordination-DHE
Date, Panchkula, the 2|11|2020

Subject: **SOP for Opening of Universities and Colleges for Students.**

Kindly refer to the subject cited above.

I have been directed to forward you the SOP (enclosed) for Opening of Universities and Colleges approved by the State Government and issued by the Financial Commissioner Revenue and Additional Chief Secretary to Govt. Haryana vide letter no.DMC-SPO-2020/7053, dated 22.10.2020.

Further the State Government has decided to open Universities and Colleges for students as per the guidelines enshrined in the SOP from 16th November 2020. However Online Classes will start from 2nd November, 2020.

This is for you information and necessary action.

Deputy Director Coordination
for Director General Higher Education,
Haryana, Panchkula.

From

        The State Disaster Management Authority,
        Haryana, Chandigarh.

To

1. All the Administrative Secretaries in the State of Haryana;
2. The Director General of Haryana Police;
3. The Secretary to Govt. Haryana, Personnel Department;
4. All the Divisional Commissioners in the State of Haryana;
5. All the Deputy Commissioners in the State of Haryana;

      Memo No.DMC-SPO-2020/7053   Chandigarh, dated the 22.10.2020

Subject: **Standard Operating Procedures (SOPs)/Guidelines on re-opening of more activities in areas outside Containment Zones within the State of Haryana.**

Government of India has been taking various measures towards management of COVID-19 and accordingly, the State Government is also taking measures on the same lines for containing the spread of this pandemic. As part of graded response various restrictions were in place for major public activities and guidelines have been issued from time to time as per the evolving situation.

Ministry of Home Affairs (MHA), Government of India has issued orders under the Disaster Management Act, 2005 dated 30th September, 2020 extending the lockdown period in the Containment Zones upto 31st October, 2020 and to re-open more activities in areas outside Containment Zones. State Disaster Management Authority vide its order no. DMC-SPO-2020/11573 dated 01.10.2020 has circulated the same for strict implementation within the territory of State of Haryana (**Annexure-A**) while directed that the guidelines of re-opening shall be implemented alongwith the instructions/SOPs already issued by the State Govt. or any other SOPs issued by the State Govt. or by any District Magistrate.

Keeping in view the prevailing conditions due to COVID-19 pandemic in the State of Haryana, State Government has decided to regulate and restrict these activities as under besides following the guidelines and instructions issued by the Ministry of Home Affairs (MHA) vide order dated 30th September, 2020 and consequent SOPs issued by Ministries/Departments of Government of India as well as by the State of Haryana:-

(a) Re-opening of Schools and coaching institutions

Schools and coaching institutions for classes from 9th to 12th in all the districts of the State will be opened w.e.f. 02.11.2020 with the generic preventive measures including simple

public health measures, social distancing (2 gaz ki doori), wearing of face covers/masks need to be observed by all in these places at all times with the following conditions:-

i. Online/distance learning shall continue to be preferred mode of teaching and shall be encouraged.

ii. Where schools are conducting online classes, and some students prefer to attend online classes rather than physically attend school, they may be permitted to do so.

iii. Students may attend schools/ institutions only with written consent of parents

iv. Attendance must not be enforced and must depend on parental consent.

Schools and coaching institutions, which are allowed to open, will have to mandatorily follow the SOP prepared by Department of School Education, Haryana for re-opening of Schools on the preventive measures to contain spread of COVID-19 (**Annexure 'B'**).

(b) Re-opening of Higher Education Institutions

(i) For Centrally Funded Higher Education Institutions, the Head of Institution will satisfy herself/himself that there is a genuine requirement of research scholars (Ph.D) and post-graduate students in science and technology stream for laboratory/experimental works.

(ii) For all other Higher Education Institutions e.g. State Universities, Private Universities etc., they will be opened for research scholars (Ph.D) and post-graduate students in science and technology stream requiring laboratory/experimental works

The generic preventive measures including simple public health measures, social distancing (2 gaz ki doori), wearing of face covers/masks need to be observed by all in these places at all times with the following conditions:-

i. Online/distance learning shall continue to be the preferred mode of teaching and shall been encouraged.

ii. Where Colleges/Universities are conducting online classes, and some students prefer to attend online classes rather than physically attend Colleges/Universities, they may be permitted to do so.

iii. Attendance must not be enforced.

Colleges/Universities which are allowed to open will have to mandatorily follow the SOP/guidelines prepared by Department of Higher Education, Haryana (**Annexure -'C'**) and SOP on preventive measures to contain spread of COVID-19 in skill or

153090/2020/Coordination

entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work released by Ministry of Health and Family Welfare vide letter dated 08.10.2020 (**Annexure 'D'**)

(c) Swimming Pools

Swimming pools being used for training of sports person in all the districts of the State will be opened with the generic preventive measures including simple public health measures, social distancing (2 gaz ki doori), wearing of face covers/masks need to be observed by all in these places at all times. All the provisions of the SOPs & Guidelines for training of sportspersons at swimming pools in a COVID-19 environment issued by the Ministry of Youth Affairs, Government of India (**Annexure-E**) shall be followed in letter & spirit.

(d) Cinemas/ theatres/ multiplexes

Cinemas/theatres/multiplexes will be permitted to open with upto 50% of their seating capacity in areas outside the Containment zones only. The generic preventive measures including simple public health measures, social distancing (2 gaz ki doori), wearing of face covers/masks need to be observed by all (workers and visitors) in these places at all times. All the provisions of the SOPs issued vide letter dated 06th October, 2020 by the Ministry of Information & Broadcasting, Government of India for Exhibition of Films on preventive measures to contain spread of COVID-19 in Cinemas/ theatres/ multiplexes (**Annexure-F**) shall be followed in letter & in spirit.

(e) Entertainment parks and similar places

Entertainment parks and similar places will be opened in areas outside the Containment zones only. The generic preventive measures including simple public health measures, social distancing (2 gaz ki doori), wearing of face covers/masks need to be observed by all (workers and visitors) in these places at all times. All the provisions of the SOPs issued vide letter dated 08th October, 2020 by the Ministry of Health and Family Welfare, Government of India on preventive measures to contain spread of COVID-19 in Entertainment Parks and similar places (**Annexure-G**) shall be followed in letter & spirit.

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(f) Business to Business (B2B) Exhibitions

Business to Business (B2B) Exhibitions will be opened in areas outside the Containment zones only. The generic preventive measures including simple public health measures, social distancing (2 gaz ki doori), wearing of face covers/masks need to be observed by all (workers and visitors) in these places at all times. All the provisions of the SOPs issued vide letter dated 15th October, 2020 by the Department of Commerce, Ministry of Commerce and Industry, Government of India on preventive measures to contain spread of COVID-19 while holding of Business to Business (B2B) Trade Exhibitions (**Annexure-H**) shall be followed in letter & spirit.

(g) Social academic/ sports/ entertainment/ cultural/ religious/ political functions and other congregations beyond 100 persons

Social academic/ sports/entertainment/ cultural/ religious/ political functions and other congregations are permitted outside the Containment Zones, subject to the following conditions:

i. In closed spaces, a maximum of 50% of the hall capacity will be allowed, with a ceiling of 200 persons. Wearing of face masks, maintaining social distancing, provision for thermal scanning and use of hand wash or sanitizer will be mandatory.

ii. In open spaces, keeping the size of the ground/space in view, and with strict observance of social distancing, mandatory wearing of face masks, provision for thermal scanning and hand wash or sanitizer.

All the provisions of the SOPs issued vide letter dated 6th October, 2020 by the Ministry of Health and Family Welfare, Government of India on preventive measures to contain spread of COVID-19 during festivities (**Annexure-I**) shall also be followed in letter & spirit. The SOP prepared by the Department of Urban Local Bodies, Haryana shall be followed mandatorily with in the municipal areas (**Annexure-J**). The Development and Panchayats will also issue such SOP for their areas.
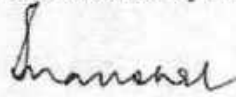
Enforcement/ Punitive measures

i. The Deputy Commissioners shall constitute joint inspection teams for enforcing the above instructions/directions and should ensure extensive checking and action against the violators as per law/rules/instructions/directions issued from time to time by the State Government of Haryana.

     ii.   The above directions shall be enforced by the Deputy Commissioners in their respective districts and any violations shall be punishable under the provisions of the Disaster Management Act, 2005 as well as under Section 188 of the Indian Penal Code, 1860 as per National Directives and the offences and penalties for violating lockdown measures, as enclosed with the MHA order dated 30th September 2020 (**Annexure-A**) in the form of Annexure I & II.

     Needless to mention here that the directions of Ministry of Home Affairs (MHA), Government of India regarding guidelines for re-opening issued on 30th September, 2020 and consequent SOPs released by different Ministers as mentioned above should not be diluted in any manner, whatsoever, while complying with these Standard Operating Procedures (SOPs).

     These Standard Operating Procedures (SOPs) shall come into immediate effect. The district administration shall ensure its wide publicity by MUNADI (beat of drums) within their jurisdiction. Publicity may also be carried out through press release and social media.

     Strict compliance of the above directions be ensured by all concerned.

(Sanjeev Kaushal) IAS
Financial Commissioner Revenue & Addl. Chief Secretary to Govt., Haryana,
For Chairperson, Haryana State Executive Committee,
Encl : As above   (Under State Disaster Management Authority)

Endst. No. DMC-SPO-2020/7054   Chandigarh, dated the 22.10.2020

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

1. All the Commissioners of Police in State of Haryana;
2. All the Superintendent of Police in the State of Haryana.

(Sanjeev Kaushal) IAS
Financial Commissioner Revenue & Addl. Chief Secretary to Govt., Haryana,
For Chairperson, Haryana State Executive Committee,
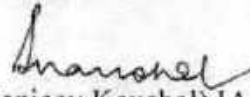(Under State Disaster Management Authority)

COVID-19

SOP/Guidelines for
Health and Safety protocols for
Reopening of Colleges/Universities for
Students and Learning with
Physical/Social D istancing

INTRODUCTION

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a. Online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged

b. Where Colleges/Universities are conducting online classes, and some students prefer to attend online classes rather than physically attend Colleges/Universities, they may be permitted to do so.

c. Attendance must not be enforced

d. Colleges/Universities which are allowed to open will have to mandatorily follow the SOP.

Accordingly, the Department of Higher Education Haryana has prepared the following guidelines/SOP for re-opening of Colleges/Universities. The guidelines are divided into five parts:

Part I refers to the health and safety aspects for reopening Colleges/Universities. These are based on the prevailing instructions of Ministry of Home Affairs and Ministry of Health and Family Welfare with regard to health and safety protocols, and may be implemented by adopting/adapting in accordance with the local situation.

Part II refers to learning with physical/social distancing and the academic aspects related to the delivery of education, such as, curriculum transactions, instructional load, timetables, assessment, etc. These are advisory in nature. Higher Education Institutions may use these in the manner deemed fit to prepare their own guidelines

Part III refers to the Redefining Teaching, Learning and Assessment to Achieve Desired Learning outcomes.

Part IV refers to the Ensuring Smooth Transition of Students from Home-Based Colleges/ Universities during Lockdown to Formal Colleges/Universities.

Part V refers to the Ensuring Emotional Well being of Students and Teachers.

SOPs FOR HEALTH, HYGIENE
AND
SAFETY

I. STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS BEFORE OPENING OFCOLLEGES/UNIVERSITIES

a) **Ensure proper cleaning and sanitation facilities in theColleges/Universities**

1. Arrange for thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, water tanks, kitchens, canteen, washrooms, laboratories, libraries, etc. on Colleges/Universities campus and ensure air flow in indoor space.

2. Ensure working hand washing facilities in theColleges/Universities.

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 Colleges/Universities 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/Guidelinesondisinfectionofcommonpublicplaces i ncludingoffices.pdf may be referred to for suitable follow-up.

b) **Form different TaskTeams**

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 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 n 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

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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 availablerooms/halls.

6. The number of seats in the reception area may be limited with at least 6 feet distance between them.

d) **Ensure Physical / social distancing at the Entry and Exit Points of theColleges/Universities**

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 Colleges/Universities 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) **Colleges/Universities SOPs based on guidelines from States/UTs**

1. Colleges/Universities 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/students in this regard are prominently displayed/disseminated:

   a. Use of Playground, Library and Laboratory

   b. Break Time

   c. Regular Cleaning and Disinfection of Colleges / Universities infrastructure

   d. Use of Colleges/Universities Transport

   e. Private pick up and drop off facility

   f. Monitor and Plan for Absenteeism of both staff and students

   g. Information Sharing System with partners

   h. Dealing with emergency situation

   i. Visit of service providers, parents and other visitors to Colleges/Universities

f) **Display Signages and markings for enforcing physical/social distancing**

and safety protocols -

1. Displaying posters/messages/stickers and signage at appropriate places in the Colleges/Universities reminding students about maintaining physical/social distancing such as inside the classroom, libraries, outside washrooms, hand washing stations, drinking water areas, Colleges/Universities kitchen, halls, classrooms, buses/ cabs parking, entry and exits.

2. Ban on spitting shall be strictly enforced.

3. Marking circles on ground at different places like reception, water facility stations, hand washing stations, area outside washrooms, and other areas.

4. Marking separate lanes with arrows for coming and going at all possible places in Colleges/Universities to avoid physical contact.

g) **Academic Calendar and Staggering timetables – some alternatives:**

1. One way of ensuring physical/social distancing is to have flexible, staggered and reduced timings planned for different classes in such a way that physical/social distancing is maintained along with other guidelines.

2. Asking only a certain percentage of the students to attend the Colleges/Universities 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 Colleges/Universities every day.

4. Odd-Even Formula for classes can also be considered.

5. Running Colleges/Universities in two shifts in case of high enrolment Colleges/Universities can also be considered by reducing time duration of Colleges/Universities hours per shift, such that the Colleges/Universities is able to manage with the same set of teachers in the overall Colleges/Universities 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. The institutions where admissions are solely through entrance tests and have completed the necessary requirements or are likely to complete these requirements in near future, may start their academic session of Ist year at the earliest. If necessity arises, provisional admissions may also be made.

The relevant documents of qualifying examination be accepted up to 31.12.2020.

8. Merit/ entrance based admissions to the first year programmes for the session 2020-21 be completed by the end of October 2020. The last date for admissions to fill up the remaining vacant seats shall be 30.11.2020. The academic calendar for the first year students' proposed in the Guidelines dated 29.04.2020 stands amended. Hence, the academic Session 2020-21 may commence from 01.11.2020 for first year students. Accordingly, the following calendar is suggested for the academic session 2020-2021:

Admission Process (To be completed)	31.10.2020
Commencement of Classes of above students Fresh batch (First Semester/Year)	02.11.2020*
Preparatory Break	01.03.2021 to 07.03.2021
Conduct of Examinations	08.03.2021 to 26.03.2021
Semester Break	27.03.2021 to 04.04.2021
Commencement of Classes for Even Semester	05.04.2021
Preparatory Break	01.08.2021 to 08.08.2021
Conduct of Examinations	09.08.2021 to 21.08.2021
Semester Break	22.08.2021 to 29.08.2021
Commencement of Next Academic Session	30.08.2021

If there is a delay in declaration of result of the qualifying examinations, the universities may plan and start the academic session by 18.11.2020. The teaching learning process may continue in offline/ online/ blended mode

All the universities may follow a 6-day week pattern for the academic session 2020-21 and 2021-2022 to compensate the loss for this batch of students.

In order to avoid financial hardship being faced by the parents due to lockdown and related factors, full refund of fees be made on account of all cancellation of admissions/ migration of students, up to 30.11.2020, for this very session as a special case. To be crystal clear, the entire fees including all charges be refunded in totality (Zero Cancellation charges) on account of cancellation/ migration up to 30.11.2020. Thereafter, on cancellation/ withdrawal of admissions up to 31.12.2020, the entire fee collected from a student be refunded in full after deduction of not more than Rs.1000/- as processing fee.

The universities are requested to compensate the delay in the start of academic session in the subsequent years by curtailing the breaks/ vacations so that this batch of students would get their final results for award of degree timely.

The Guidelines as issued on 29.04.2020 and 06.07.2020 highlighting the modes of teaching, conduct of examinations, importance of physical & social distancing etc. shall remain unchanged and shall remain mandatory in that respect.

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. If the university 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 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, MHRD or UGC from time to time to prevent the spread of COVID-19.

Colleges and Universities may be allowed to open for students in a staggered manner w.e.f 2nd November, 2020. Following guidelines are submitted for approval:

i. Students may be permitted to visit their colleges for regular teaching/ guidance as per below schedule:

a. BAIst year -9.00 am to 12.00 noon- Monday-Tuesday

b. BCom and B.ScIst year- 12.30 p.m to 3.30 p.m.- Monday-Tuesday

c. BAIInd year- 9.00 am to 12.00 noon- Wednesday- Thursday

d. BComIInd and B.ScIInd year- 12.30 pm to 3.30 pm- Wednesday- Thursday

e. B.A IIIrd year and PG Ist year- 9.00 am to 12.00 noon- Friday-Saturday

f. BComIIIrd, BSc IIIrd and PG IInd - 12.30 p.m to 3.30 p.m. Friday- Saturday

ii. The Colleges will make their time table accordingly. Alongwith regular interaction, teachers will continue their online classes. For this Principals will make proper and systematic time table which will be duly notified to all students.

iii. For rest of the days in a week, two days will be digital transmission of content to students via EDUSAT channel and JIO TV. Remaining two days, the teachers will take online classes as per college time table. For this the teachers will use virtual platforms.

h) Colleges/Universities events, congregations, meetings, etc.

1. Colleges/Universities should not undertake Colleges/Universities events where physical/social distancing is not possible.

2. Functions and celebration of festivals should be avoided in Colleges/Universities

3. However, Colleges/Universities assembly may be conducted by the students in their respective classrooms or outdoor spaces or other available spaces and halls under the guidance of the class teacher.

4. Likewise, if possible, virtual parent teacher meetings can be arranged.

5. Efforts may be made to conduct admissions online wherever possible.

i) Sensitize students, parents, teachers, community members and hostel staff on COVID-19 related challenges and their role:

1. Colleges/Universities may share the guidelines issued by the Ministry of Human Resource Development, Ministry of Home Affairs and the Ministry of Health and Family Welfare with all the stake holders.

2. Prior to reopening of Colleges/Universities, arrangements may be made for sensitization of teachers, parents, staff, and members of Colleges/Universities 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 Colleges/Universities if having symptoms and seeking medical care

3. Staff and students belonging to containment zones shall not attend the Colleges/Universities and other educational institutions until the containment zone is denotified.

4. Students and staff shall be advised not to visit areas falling within

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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 medicalsupport**

1. Ensure availability in Colleges/Universities or at contactable distance full-time trained health care attendant/nurse/doctor and counselor 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 Colleges/Universities attendance and sick leave policies:**

1. Attendance must not be enforced, and must depend entirely on parental consent.

2. Flexible attendance and sick leave policies may be developed to encourage students and staff to stay at home when sick.

3. Alternate staff for critical Colleges/Universities jobs/roles may be identified and given orientation for their new job roles.

l) **Academic Calendar:**

1. Plan for academic calendar changes for all classes, particularly in relation to breaks and exams. See section on Learning with physical/ social distancing for greater detail.

m) **Access to Textbooks:**

1. Ensure all students have access to prescribed textbooks before Colleges/Universities reopen.

n) **Collect information:**

1. From students, parents and teachers:
   In the form of self-declaration regarding their health condition, Arogya Setu health assessment, recent travels abroad or inter-state, and decide if the person will require additional time away from Colleges/Universities.

2. From local administration:
   About the State and district help lines and the nearest COVID Centre and other contact details for dealing with emergency.

o) **Ensure Safe Residential Stay at Hostel:**

1. Temporary partitions may be erected to separate inmates/boarders. Adequate distance between beds may be ensured.

2. Physical/social distancing must be maintained all the times in hostels. Signage and messaging at prominent places will be important.

3. Alternative space may be arranged to accommodate students to enable physical/social distancing.

4. 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.

5. Students of higher classes may be called first as per accommodation facility of the Colleges/Universities.

6. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join.

7. 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.

8. 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.

9. Hostel should be out of bound for all persons except essential staff with known health status.

10. Visiting medical team may inspect kitchen and mess at least once a week to ensure maintenance of hygiene.

11. Capacity building of hostel staff should be done on physical/social distancing norms, health, and hygiene, clean and nutritious food, etc., for the hostellers.

12. Availability of good quality Wi-Fi connection, cable connection for Television and Radio may be ensured. These facilities should be used as per norms of physical/social distancing.

II. STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS TO BE FOLLOWED AFTER OPENING OF COLLEGES/UNIVERSITIES

a) **Ensure continuous maintenance and monitoring of cleanliness and hygienic conditions in and around Colleges/Universities premises**
   1. Colleges/Universities 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 door knobs 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, 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 any where else in the Colleges/Universities premises.
   7. All dustbins must be cleaned and covered properly. Protocols must be in place for the final safe disposal of waste.
   8. Availability of soap and clean water at all hand washing facility may be ensured. This can be monitored by the identified or designated staff/students.
   9. If possible, alcohol-based hand sanitizer may be placed at prominent places like reception and entrance of the Colleges/Universities.

10. Frequent cleaning and disinfecting of washrooms during the Colleges/Universities hours may be ensured.

11. Mandatory hand washing for all students and staff at regular intervals as per the planned protocol following physical/social distancing norms may be ensured. Hand washing time should be a minimum of 40seconds

12. Availability of safe and clean drinking water for students may be ensured. Bringing of water bottles by students may be encouraged.

13. Sanitization may be done before Colleges/Universities and after the students leave classroom and Colleges/Universities premises.

b) **Making students' stay safe in Colleges/Universities**

1. All students and staff to arrive at Colleges/Universities wearing a face cover/mask and continue wearing it all through, especially when in class, or doing any activity in groups, such as eating in the mess, working in the laboratories or reading in the libraries.

2. Ensure and educate students not to exchange masks with others.

3. To the extent possible Colleges/Universities may adopt contactless process for attendance, classroom participation, assessment and learning including online submissions etc. for both students and staff members.

4. Simple health screening of students and staff may be carried out daily, and updates be maintained.

5. Sensitize all stakeholders in Colleges/Universities about the ban on spitting.

6. Availability of necessary equipment like gloves, face cover/ masks, hand washing soaps for sanitation staff/workers.

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 Colleges/Universities premises or at the entry gate/point.

c) **Ensure Safe Commuting of Students**

1. Sanitization of Colleges/Universities transportation on regular basis at least twice a day – once before students board the transport and once after.

2. Colleges/Universities 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 Colleges/Universities timings/days/shifts may be essential for ensuring this. Wherever possible, more buses may be arranged.

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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. Colleges/Universities 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 Colleges/Universities to take all precautions such as – physical/social distancing, covering nose and mouth with up face cloth/masks, sanitizing hands when touching any surface etc.

d) **Implement Safe Colleges/Universities Practices for safe arrival and departure of staff and students**

1. Physical/social distancing norms should be followed, both, during arrival and departure time, to and from Colleges/Universities. Minimum 6 feet physical distance should be maintained when queuing up for entry and inside the Colleges/Universities.

2. Students to attend Colleges/Universities on rotation basis or on alternate days or as per the schedule prepared by the Colleges/Universities, as already mentioned.

3. Have staggered arrival and departure timings for different classes.

4. If the Colleges/Universities has more than one gate, then all the gates be used for entry and exit.

5. Assistance of Traffic Police or Volunteers from the community may be taken to regulate traffic outside Colleges/Universities to avoid congestion of vehicles.

6. Screening of all including staff members before entering the Colleges/Universities without fail for fever/cough and breathlessness.

7. Self-monitoring of health by all and disclosure about any illness at the earliest to State and district helpline and Colleges/Universities authorities.

8. Colleges/Universities heads to allow staff who want to remain on leave due to sickness, with the advice that they resume duties as soon as they are recovered as the Colleges/Universities needs their services in this tough time for students who have started coming to Colleges/Universities for education. However, MoHFW recommendations as mentioned at Chapter I (j) for employees at higher risk should be followed.

9. Parents to be sensitized that they must not send their wards to Colleges/Universities if the student 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.

10. States 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 Colleges/Universities.

11. Students, parents and staff members having mobile phone may be advised to download the **Arogya Setu App.**

12. Announcements may be made to sensitize students and accompanying parents to follow all safety norms.

13. Colleges/Universities 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 Colleges/Universities 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, libraries, playground or any other part of Colleges/Universities 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. Teachers to wear face covers/ masks while correcting written assignments

of students. As far as possible online assignments may be encouraged.

6. Windows and doors of the classrooms and other rooms to be kept open for ventilation.

7. Number of people in the elevators and passages shall be restricted. Use of stairs with one person on alternate steps may be encouraged.

8. Specific focus on avoiding over-crowding in washrooms should be encouraged.

9. For air conditioning within the Colleges/Universities, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30°C, relative humidity in the range of 40-70% and provision for intake of fresh air and cross- ventilation.

10. All physical/social distancing norms are to be implemented as per the defined protocols/SOPs.

f) **Protocol to be followed in case of detection of a suspected case of COVID-19**

1. Place the ill student or staff in a room or area where they are isolated from others

2. Provide a mask/face cover till such time as he/she is examined by a doctor.

3. Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.

4. A risk assessment will be undertaken by the designated public health authority (district Rapid Response Team/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.

5. Disinfection of the premises to be taken up if the person is found positive.

6. For a suspect or a case detected in hostel, the student/staff shall not be sent back to his/her home as it may lead to spread of the disease. He/She should be isolated and State/district health officials shall be informed to suitable follow- up.

7. All protocols as advised by Ministry of Health and Family Welfare should be followed.

g) **Drinking Water supply**

1. Continuous supply of potable water should be ensured in the Colleges/Universities 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.

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2. Water storage tanks, if available, should be thoroughly cleaned before the reopening of Colleges/Universities 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 respective States / UTs shall beadhered to by all Colleges/Universities.

PART – II

LEARNING WITH PHYSICAL/SOCIAL DISTANCING

III. 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 Colleges/Universities and online learning:

A. BEFORE COLLEGES/UNIVERSITIES REOPENING

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

1. HEIs may consider dividing the total Colleges/Universities hours between Colleges/Universities and home. It is suggested that broad categories such as the following could be considered.

    (i)   Number of hours at Colleges/Universities

    (ii)   Number of hours spent at Home Colleges/Universities 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. HEIs 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 Outcomes – which could be kept a side this year

3. Academic calendar may be realigned for the whole year in accordance with the emerging situation. Comprehensive academic plan can be prepared as per the guidelines received from the Directorate of Higher Education.

4. Colleges/Universities calendar needs to make syllabus learning outcome-based rather than theme-based; decentralized planning may be at the Colleges/Universities level for blended / diverse model earning, and also a

clear policy on assessment of students.

5. The comprehensive academic plan should clearly depict the topics to be covered at Colleges/Universities and activities to be covered at home by the students along with the proper methods and rubrics of assessment.

   a. Arrangements may be made for community radio and audio classes by the teachers on this medium through Colleges/Universities whenever possible.

   b. Receive-only-Terminals (ROT), Television, Projectors, Computer, etc., if available, may be repaired and functional before reopening of the Colleges/Universities. Students can be engaged with these gadgets in case of shortage of teachers.

   c. Assessment plans may be prepared.

   d. The formats for periodic tests, mid-term and final exams may be designed as per the demand of the situation and keeping in view number of days and adjusted curriculum.

   e. It is advisable that the Colleges/Universities should not plan any assessment of student learning in the first two-three weeks of reopening of Colleges/Universities in order to ensure emotional well-being of the students.

   f. Moreover, non-stressing assessments may be planned to identify the learning gaps, i.e., to find out how much the students have learned during home-based Colleges/Universities.

   g. Assessments in the form of role plays, choreography, class quiz, puzzles and games, brochure designing, presentations, journals, portfolios, etc., may be preferred over routine pen-paper testing.

B. AFTER COLLEGES/UNIVERSITIES REOPENING

a) Teaching   Learning   Process: Create   Learner-friendly Colleges/Universities and Classroom Environment

1. Reintegration of students into Colleges/Universities 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 Do's and Don'ts for Colleges/Universities entry/exit/duration, and for following at their homes. Time may be allocated during the Colleges/Universities 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 for primary students.

   b. Some simple asanas like Tadasana, Vrikshasanafor students in classes 6 onwards.

   c. If sitting place is available Swastikasana, Vajrasana, etc. can be organized for students in classes 6onward.

   d. Other breathing practices like Kapalbhati, Anuloma-Viloma, Pranayama can also be organized.

7. When students start feeling comfortable in Colleges/Universities with the present situation and also with teachers and peers, teachers may start teaching-learning process based on syllabus focusing on learning outcomes.

b) Teaching-Learning when students are in Colleges/Universities

1. Teachers must polish their skills for integrating ICT in class as far as possible. Training modules may be prepared for the same.

2. It is possible that all students may not attend Colleges/Universities regularly, until the pandemic situation is over. Therefore, teachers should be prepared for teaching in classroom as well as following up with students at home, and also for adapting their teaching mechanisms accordingly.

3. Right in the beginning, teachers must discuss with the students the clear roadmap of the curriculum, the modes of learning to be adopted (through face to face instruction/individual assignments or portfolios/group-based project work/group presentations, etc.) to be covered, the time to be taken for the same, dates of Colleges/Universities based assessments, breaks, etc.

4. Teachers must also clarify those topics and themes, which are required to be explained by the teacher through classroom transactions/activities and those that are to be covered by the students at home, though assessed at Colleges/Universities.

5. Divergent use of teaching resources shall have to be relied upon keeping physical/social distancing and other safety norms in mind. Resources could include peer teaching and learning, use of workbooks and worksheets, use of technology-based resources in class, empowering parents/grandparents/older sibling to teach, using the services of volunteers from the community, etc.

6. There should be greater emphasis on collaborative learning in class. This will also impact positively on the mental well-being of students.

7. Mechanisms should be put in place to get constant feedback from parents.

8. Life skills must be integrated with all teaching and learning processes, as now, more than ever, these will be required in 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 inter disciplinary in such a case.

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Similarly, the concepts of chemical reactions, gravitational laws, etc. can be introduced as a concept by the teacher and later on projects and assignment related to it can be done at home.

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.

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. JAWS software, large print and high contrast for students who are blind or have low vision;
   b. Easy-to-read version for students who have intellectual disabilities;
   c. Digital formats with text captioning
   d. Sign language for Students with hearing impairment
   e. Accessible web content for those using assistive technologies such as screen readers
   f. Useful Apps related to COVID 19 such as Aarogya Setu are usable with assistive technologies such as the screen reading software.
   g. Ensure 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 Colleges/Universities on rotational basis as per the decision of the State/UT, it is important that all students have their text books as well as details of the curriculum to be covered in the given time.

2. Teachers and parents/students must have some form of communication atleast 2 to 3 times a week.

3. In case blended approach is to be used, students will require various technological tools to support the blended model.

4. Project-based assignments, portfolios, creative work, etc. are the best ways to continue effective learning from home. More details are given in the next para.

5. Audio-visual e-content may can be loaded onto pen-drives, CDs etc and

taken to far-flung and interior areas where there is neither any internet / mobile / TV network.

e) **Project-work, Assignments to be done at home under the guidance of teachers and parents**

1. Teachers may select various themes on which interdisciplinary and multidisciplinary project work and assignment are done by students at home with the support of the parents

2. Very creative methods could be used to ensure learning.

f) **Customizing assessment practices**

Keeping the availability of infrastructural facilities, Colleges/Universities/teachers can customize assessment practices in line with the strategies suggested below:-

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1.Colleges/Universities, 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, analyse the responses and share it with students.

f. Assessment based on discussion forums may be practiced.

2.Colleges/Universities 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.

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3. **Colleges/Universities, where there is no ICT, enabled environment and there is no engagement of students in the learning process**
   a. Teachers may interact with students and parents telephonically about the on-going learning in the class and keep track of students through interview mode.
   b. Teachers and students together can also suggest ways to go for other alternative modes that suit them better such as sending worksheets to the homes of students, answers to which can be provided in the next round.
   c. Students may be asked to reflect on their lockdown days and narrate stories/ write memoirs/ write poems, share their experiences, etc. This can be part of assessment especially in the areas of languages.
   d. Students may interact with the parents/elders on various topics and can record their observations. This may also be part of the assessment.
   e. Students may be encouraged to conduct small experiments at home with the help of parents.
   f. Colleges/Universities may rationalize their syllabus and prioritize learning outcomes. Suitable strategies need to be adopted for assessment to avoid physical/environmental shortcomings being considered as shortcomings in learning.

IV. ENSURING SMOOTH TRANSITION OF STUDENTS FROM HOME-BASED COLLEGES/UNIVERSITIESING DURING LOCKDOWN TO FORMALCOLLEGES/UNIVERSITIES

1. In order to ensure smooth transition of students from home-based Colleges/Universities during lockdown to formal Colleges/Universities and ensuring emotional well-being of students, the Colleges/Universities may consider taking the following actions:

   a) Implement re-adjusted Colleges/Universities calendar and redesigned Annual Curriculum Plan (ACP) to make up for the lost instructional time.

   b) Assess each student upon return to Colleges/Universities, by adopting informal methods to enable teachers to adjust their teaching plans accordingly.

   c) Plan and implement remedial actions like individualized instructional plans for the students with special needs and also those students who were not able to access online classes during lockdown in order to help them catch up and mitigate learning loss. Activities may also be planned/designed to fill the learning gaps as per individual student's needs.

   d) It is advisable that during the first two-three weeks after the resumption of classes, students are to be allowed gradually get used to Colleges/Universities life again, either by focusing on review of lessons which have been taught online, or through any other activity.

   e) "Back to Colleges/Universities" campaign may be may be initiated, with particular focus on the out of Colleges/Universities and marginalized students especially girls, students with disabilities, students of migrant workers and students belonging to SC/ST communities.

   f) Vocational Educational and career guidance programs may be expanded to facilitate the Colleges/Universities to work transition of adolescents upon completion of Colleges/Universities, keeping in mind the economic fall-out of the COVID-19 pandemic.

   g) Open learning programs may be supported for over-aged out of Colleges/Universities students.

V. ENSURING EMOTIONAL WELL BEING 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 Colleges/Universities 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, Colleges/Universities counselor and Colleges/Universities health workers 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 Colleges/Universities 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 well being.

5. Online training modules can be developed for teachers with special emphasis on counseling competency of general teachers

6. 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 Colleges/Universities after a long gap.

The Ministry of Human Resource Development, Government of India has initiated a programme called 'MANODARPAN' covering a wide range of activities to provide psychosocial support to students, teachers and families for Mental Health and Emotional Wellbeing during the COVID outbreak and beyond.

The services include:

a. A webpagehttps://mhrd.gov.in/covid-19on the website of MHRD containing advisories and motivational posters, and

b. A National Toll-free helpline 8448440632 to provide tele-counselling for students, parents and teachers to help cope with the situation.

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