Office of Dean (Academics)

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Estd. Under Punjab Technical University Act, 1996
(Punjab Act No.1 of 1997)

Ref. No. IKGPTU/RA/2589

Dated 13/11/2020

Principal/ Director
Main Campus and constituted campuses
All affiliated Colleges / Institutes

Subject : **SOP** regarding re-opening of the University and its affiliated institutes issued in view of letter ~~is~~ issued by Department of Home Affairs & Justice, Punjab vide letter No.PA//ACSH/2020/38 dated 04-11-2020 & Orders issued by Deptt. of Technical Education Industrial Training, Punjab vide No. TECH-TE-2010/256/2020-4TE2/I/102952/2020 dated 11.11.2020 and UGC, New Delhi

Sir/ Madam,

In view of the guidelines regarding re-opening of the University and its affiliated institutes issued by Department of Home Affairs & Justice, Punjab vide letter No.PA//ACSH/2020/38 dated 04-11-2020 & Orders issued by Deptt. of Technical Education Industrial Training, Punjab vide No. TECH-TE-2010/256/2020-4TE2/I/102952/2020 dated 11.11.2020 and UGC, New Delhi vide letter No. Nil dated November, 2020, all the Institutes shall follow the following SOPs :

1. All the teaching departments in the University campus, constituent campuses and affiliated colleges shall make necessary arrangement before start of the physical classes of UG/PG students in a graded manner from 16-11-2020 in blended mode.

2. Directors/Principals/Incharge of all affiliated Colleges/ constituent campuses shall strictly follow UGC guidelines for reopening the Universities and colleges post lockdown due to Covid-19 pandemic (the copy of same is annexed and also available online at UGC website www.ugc.ac.in or link https://www.ugc.ac.in/pdfnews/4423963_UGC-Guidelines-for-Re-Opening-Universities-Colleges.pdf).

3. The academic plan for resumption of physical classes shall be shared with the students and their parents. The consent of the student and their parents must be sought before allowing students to attend physical classes.

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"Propelling Punjab to a Prosperous Knowledge Society"
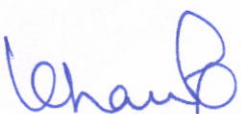
4. It should be ensured that not more than 50% of the total students should be present at any point of time for all activities including academics, examination, hostel, mess etc. The classes through online mode should be preferred. The attendance should not be mandatory.

5. All faculty members shall be trained to follow the safety protocol in conducting physical classes before inviting students to campuses as per above said guidelines.

6. 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. 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). All affiliated Colleges/ Main and constituent campuses shall strictly follow UGC guidelines at point no.2 for hostel and mess also.

7. Directors/Principals/In-charges of affiliated colleges / constituent campuses shall ensure smooth functioning of their college/campus by ensuring strict compliance of guidelines issued by Punjab Government Deptt of Technical Education & Industrial Training vide No. TECH-TE-2010/256/2020-4TE2/I/102952/2020 dated 11.11.2020 and other guidelines/instructions issued by UGC/AICTE/CoA/PCI/ Government from time to time.

These SOP must be followed in true spirit.

With regards

Prof. (Dr.) Vikas Chawla
Dean (Academics)

Copy to :

1. Incharge, VC Secretariat for the kind information of the Vice-Chancellor.
2. All concerned.

UGC GUIDELINES
FOR
RE-OPENING THE UNIVERSITIES AND COLLEGES
POST LOCKDOWN DUE TO COVID-19 PANDEMIC

ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI

NOVEMBER 2020

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Generic Preventive Measures/COVID-19 Appropriate Behaviour

The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in these places at all times:

i. Physical distancing of at least 6 feet to be followed as far as feasible.

ii. Use of face covers/masks to be made mandatory.

iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.

iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.

v. Self-monitoring of health by all and reporting any illness at the earliest.

vi. Spitting shall be strictly prohibited.

vii. Installation & use of Aarogya Setu App shall be advised wherever feasible.

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-I9 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-I9 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.

2. Re-Opening the Campuses - Issues and Challenges

Indian higher education system is very large and diverse. There are various types of universities, colleges and institutions offering programmes ranging from engineering, technical, medical, sciences, humanities and social sciences at undergraduate, postgraduate, and doctoral level, besides research and extension activities. Also, they vary in their geographical conditions, size, infrastructural capacity, types and duration of programmes etc. Therefore, the issues and challenges faced by them in reopening their campus also vary considerably.

Keeping in view the uncertainties of future due to COVID-19 pandemic and its impact on the functioning of universities and colleges, they may plan to reopen their campuses in a phased manner, ensuring safety, health and well-being of all students and staff. They should be flexible in their plan and should be ready to handle any eventuality arising due to COVID-19.

It may be difficult to comprehend all the challenges/ situations which the higher education institutions may be required to handle while they plan to reopen. However, some of the issues which they may be required to handle instantly are given below:

i. To follow the advisories/guidelines/directions issued by the Central/State Government, Ministry of Education and UGC from time to time to prevent the spread of COVID-19.

ii. Uncertainty among students regarding admissions, modes of teaching-learning, completion of courses, examinations, evaluation, declaration of results and the academic calendar, etc.

iii. Anxiety, mental health and psychological issues of students developed during the lockdown period and fear of infection after the opening of campuses.

iv. Safety measures including sanitisation of premises, thermal screening, ensuring physical distancing, face-cover/mask wearing, respiratory hygiene and hand-hygiene etc.

v. Preparation for risk assessment and subsequent actions which may be required depending upon the residential status of the institution - whether fully residential, partially residential or non-residential.

vi. Varied conditions of the pandemic in the state, area and environment where the students mainly live while making risk assessment and planning to address these challenges.

vii. Besides students, a serious risk of infection will also be faced by the faculty, counsellors and other technical and non-teaching staff also who face/ interact with the students and also among themselves regularly.

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. For all other Higher Educational Institutions, e.g., State Universities, Private Universities etc., opening of physical classes to be done as per the decision of the respective State/UT Governments.

3.3 Measures

i. Universities and colleges may plan opening the campuses in phases, with such activities where they can easily adhere to social distancing, use of face masks and other protective measures. This may include administrative offices, research laboratories and libraries etc.

ii. Thereafter, students of all research programmes and post-graduate students in science & technology programmes may join as the number of such students is comparatively less and norms of physical distancing and preventive measures can be easily enforced.

iii. Further, final year students may also be allowed to join for academic and placement purposes, as per the decision of the head of the institution.

However, for (i), (ii) and (iii) above, it should be ensured that not more than 50% of the total students should be present at any point of time and necessary guidelines/protocols to prevent the spread of COVID-19 are observed.

iv. For the programmes, other than those mentioned in paras 3.3 (ii) and (iii) above, online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged.

v. However, if required, students may visit their respective departments in a small number for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.

vi. Some students may opt not to attend classes and prefer to study online while staying at home. Institutions may provide online study material and access to e-resources to such students for teaching-learning.

vii. Institutions should have a plan ready for such international students who could not join the programme due to international travel restrictions or visa-related issues. Online teaching-learning arrangements should also be made for them.

3.4 Safety concerns

i. The institutions should train their staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in their campuses. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.

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. Institutional Planning

Institutional planning is the key for the successful reopening of the campuses and smooth conduct of the teaching-learning process during these difficult times. The universities and colleges will, therefore, be required to develop their plans very cautiously for reopening of their campuses and this planning has to be done well in advance. The plan may, inter-alia include the following points:

i. Institutions should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes. Para 3.2 (i) & (ii) of the Guidelines may be referred.

ii. The institutions must ensure appropriate sanitization and disinfection process and procedures.

iii. It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.

iv. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.

v. All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis.

vi. Teaching hours in a day may be extended, as per requirements of the institution.

vii. Six-day schedule may be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.

viii. Universities and colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.

ix. Depending on the availability of space in class rooms or learning sites, up to 50% students may be allowed on a rotation basis to attend the classes.

x. Faculty should be trained for online teaching-learning practices.

xi. The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.

xii. There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

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

ii.   Adequate arrangements for safe drinking water should be made on the campus.

iii.   Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.

iv.   Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.

v.   Wearing of face cover/ mask by all students and staff should be ensured.

vi.   Proper cleanliness should be maintained inside the entire campus.

vii.   Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.

viii.   Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.

ix.   An adequate supply of water in toilets and for hand- washing should be ensured.

x.   Proper sanitization of buses, other transport and official vehicles of the institution should be done.

xi.   Spitting in the campus must be made a punishable offence.

xii.   Dustbins must be cleaned and covered properly.

xiii.   Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms. Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf).

xiv.   For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.

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 etc.
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. A senior staff should monitor the same.

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.

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 - 08046110007

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.

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.

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.

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.

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.

ਪੰਜਾਬ ਸਰਕਾਰ

ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ

(ਤਕਨੀਕੀ ਸਿੱਖਿਆ -2 ਸ਼ਾਖਾ)

ਹੁਕਮ

ਪੰਜਾਬ ਸਰਕਾਰ ਗ੍ਰਹਿ ਮਾਮਲੇ ਅਤੇ ਨਿਆ ਵਿਭਾਗ ਦੇ ਹੁਕਮ ਨੰ: PA/ACSH/2020/38, ਮਿਤੀ 04.11.2020 ਅਨੁਸਾਰ ਮਿਤੀ 16.11.2020 ਤੋ ਤਕਨੀਕੀ ਸੰਸਥਾਵਾ ਅਤੇ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀਆਂ ਖੋਲਣ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਗਈ ਹੈ। ਜਿਸ ਦੇ ਮੱਦੇ ਨਜਰ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਐਸ ਓ ਪੀ ਤਿਆਰ ਕਰਕੇ ਸਿਹਤ ਅਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ ਨੂੰ ਭੇਜੀਆਂ ਗਈਆਂ ਸਨ:-

Detailed Guidelines for reopening of the Polytechnic/ Engineering Colleges/ Technical Universities in the State of Punjab following the lockdown due to Covid-19 pandemic

As per this communication, the State Governments have been empowered to take decision on starting opening of Technical educational institutions/Universities and allowing conduct of physical classes there in.

In light of the above the guidelines for Polytechnic, Engineering Colleges and State Technical Universities are as proposed below:-

A.   **General Guidelines**

1.   The Polytechnic, Engineering Colleges and Technical Universities will reopen for physical interaction on 16 November 2020.

2.   The 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.

3.   The Polytechnic, Engineering Colleges and Technical Universities will follow the blended mode of teaching.

4.   As far as possible, On line mode of content delivery will be the preferred mode.

5.   In first phase students of final year (not more than 50% on given day) only be called for physical classes. For other classes, online mode should be preferred.

6.   The teachers of the Polytechnic, Engineering Colleges and Technical Universities will be devoting full working hours as per rules on face-to-face teaching /online teaching evaluations etc. The teaching hours in a day may be extended as per requirements of the Board/ University.

7.   To ensure that the number of teaching days is not reduced, Board/Universities at their own level will try to minimize the winter break and if possible conduct online lectures on weekends.

8.   Polytechnic, Engineering Colleges and Technical Universities may consider seeking consent of parents of students for attending classes physically.

9.   In Practicals of the students, the schedule for work will be staggered to prevent overcrowding.

10.   The duration of the class should be reduced by 10 minutes so as to give the students and opportunity to go out in open space and reassemble for the next class.

11.   The proper time table will be put in place by the Heads of Departments/Institute keeping in view the Standard Operating Procedure as regularly modified by the Government. It would be the responsibility of the University/Departments to ensure seamless internet services for deliverance of online teaching material.

12. The hostels will be given first to the students of the Final year of training followed by the other students after evaluation of the situation.

13. To start with only half the number of available slots in the hostels will be allocated so as to maintain social distancing.

14. All the students and staff members will download and frequently check and update Arogya Setu App/Cova Punjab App.

15. 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.

B. **General Guidelines for the Principal/Registrar of the Polytechnic/ Engineering Colleges/ Technical Universities:**

1. The Registrar/Principal will constitute a task force to ensure that the latest Standard Operating procedures regarding Covid-19 issued by the Government of India are followed strictly.

2. The whole campuses including classrooms, laboratories furniture and fixtures will be regularly sanitized by using 1% Sodium Hypochlorite. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.

3. Each department must ensure that thermal screening is done before the students and the faculty is allowed inside the department.

4. On the main gates of the Polytechnic/ Engineering Colleges/ Technical Universities thermal screening must be ensured.

5. The masks and sanitizers would be used regularly and they will be responsibility of the faculty and students themselves.

6. The library, common rooms, canteens should maintain social distancing and this would be the responsibility of the Librarian and Registrar/ Principal.

7. Awareness programs should be initiated by the Public relation department/ and or the department of Mass Communication to make the students aware about the latest guidelines issued by the Government.

8. Institutions should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes.

C. **General Guidelines for the Hostels:**

1. To start with, only half of the hostel capacity should be utilized.

2. The washrooms and common areas should be regularly cleaned.

3. In the Dining halls and Messes the norms of social distancing would be strictly maintained.

4. The Mess would serve food for longer periods so that the students can eat in a staggered manner.

5. The common rooms in the hostels should be sparingly used under the strict vision of the wardens following the guidelines of the Government.

The above guidelines will be followed in letter and spirit by all. However Vice Chancellors of the universities/Principal of the Polytechnic/Engineering Colleges may at their own level take appropriate decisions in case the situation so demands, but the safety and adherence to COVID-19 will be ensured at all costs.

ਉਪਰੋਕਤ ਦੇ ਸਬੰਧ ਵਿੱਚ ਸਿਹਤ ਅਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ. Covid/NHM/Pb/20/6922 dated 08-11-2020 ਅਨੁਸਾਰ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਪ੍ਰਦਾਨ ਕਰਦੇ ਹੋਏ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹਦਾਇਤਾਂ ਸ਼ਾਮਲ ਕਰਨ ਲਈ ਕਿਹਾ ਹੈ।

1 All Staff and students should be tested with RT-PCR for Covid -19 before opening following testing protocol.

2 Link-up with local health authorities to report any symptomatic students or staff.

ਕੋਵਿਡ-19 ਦੇ ਮੱਦੇ ਨਜ਼ਰ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕਰਦੇ ਹੋਏ ਮਿਤੀ:16-11-2020 ਤੋਂ Polytechnic, Engineering Colleges and State Technical Universities ਖੋਲਣ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।

ਮਿਤੀ,ਚੰਡੀਗੜ੍ਹ: ਅਨੁਰਾਗ ਵਰਮਾ, ਆਈ.ਏ.ਐਸ..

10.11.2020   ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ

                                       ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ

ਪਿੰ.ਅੰ.ਨੰ.TECH-TE-2010/256/2020-4TE2/I/102952/2020 (5)   ਮਿਤੀ.ਚੰਡੀਗੜ੍ਹ:11.11.2020

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. Director, Technical Education and Industrial Training. Punjab, Chandigarh
2. Vice Chancellor, IKGPTU, Jalandhar
3. Vice Chancellor, MRSPTU, Bathinda
4. Secretary, PSBTE & IT, Chandigarh
5. All Principals Govt & Private Engg Colleges
6. All Principals Govt & Private Polytechnic Colleges.

                                       Chranjit Kaur
                                       Chranjit Kaur
                                       Under Secretary
                                       11/11/2020