



पत्रांक: 376 / सा0प्र0 / सि0वि0वि0 / 2020

दिनांक : 17 / 11 / 2020

सेवा में,

प्राचार्य/प्राचार्या
समस्त सम्बद्ध महाविद्यालय
सिद्धार्थ विश्वविद्यालय, कपिलवस्तु,
सिद्धार्थनगर।

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

महोदय,

कृपया उपर्युक्त विषयक शासन के पत्र संख्या-- 5453/सत्तर-3--2020--08(20)/2020 दिनांक 17.11.2020 का सन्दर्भ ग्रहण करने का कष्ट करें, जिसके माध्यम से विश्वविद्यालयों/महाविद्यालयों को पुनः पोस्ट लॉकडाउन अवधि में खोले जाने हेतु उपलब्ध कराए गए मार्गदर्शी सिद्धान्तों/गाइडलाइन में मुख्यतः मुद्दे तथा चुनौतियों, पूर्व से ही की जाने वाली तैयारियों तथा विश्वविद्यालय/महाविद्यालय के खुलने के उपरान्त ध्यान देने वाले महत्वपूर्ण बिन्दु एवं सुरक्षा से सम्बन्धित सावधानियों, छात्र, शिक्षक एवं स्टाफ की संवेदनशीलता एवं केन्द्र एवं राज्य सरकार के स्टैकहोल्डर्स हेतु दिशा-निर्देश दिए गये हैं।

उक्त शासनादेश के अनुपालन में मा0 कुलपति जी के आदेशानुसार विश्वविद्यालय परिसर एवं समस्त सम्बद्ध महाविद्यालय में दिनांक 23.11.2020 से भौतिक रूप से पठन-पाठन पुनः आरम्भ किया जाय तथा कोविड-19 के प्रोटोकॉल अनिवार्य रूप से पालन किये जाय।

संलग्नक-शासनादेश।

भवदीय

कुलसचिव
सिद्धार्थ विश्वविद्यालय, कपिलवस्तु,
सिद्धार्थनगर।

पृष्ठांकन एवं दिनांक उपरोक्त।

प्रतिलिपि-निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

- 1-विशेष सचिव, उच्च शिक्षा अनुभाग-3, उत्तर प्रदेश शासन लखनऊ।
- 2-क्षेत्रीय उच्च शिक्षा अधिकारी गोरखपुर एवं बस्ती मंडल।
- 3-अध्यक्ष-हिन्दी विभाग एवं वाणिज्य विभाग, प्रभारी-अर्थशास्त्र, प्रा0इतिहास, रा0शास्त्र, लोकप्रशासन विश्वविद्यालय परिसर।
- 4-अधिष्ठाता छात्र कल्याण, सिद्धार्थ विश्वविद्यालय, कपिलवस्तु, सिद्धार्थनगर।
- 5-निजी सचिव, कुलपति, मा0 कुलपति जी के अवलोकनार्थ।
- 6-सम्बन्धित पत्रावली।

कुलसचिव

प्रेषक,

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

सेवा में,

1. समस्त जिलाधिकारी,
उत्तर प्रदेश।

2. निदेशक,
उच्च शिक्षा, उ0प्र0,
प्रयागराज।

3. कुलसचिव,
समस्त राज्य विश्वविद्यालय,
उत्तर प्रदेश।

4. कुलसचिव,
समस्त निजी विश्वविद्यालय,
उत्तर प्रदेश।

उच्च शिक्षा अनुभाग-3

लखनऊ: दिनांक 17 नवम्बर, 2020

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

महोदय,

उपर्युक्त विषयक प्रो० रजनीश जैन, सचिव, विश्वविद्यालय अनुदान आयोग, नई दिल्ली के अर्द्धशासकीय पत्र संख्या-14-8/2020(सीपीपी-11), दिनांक 05 नवम्बर, 2020 के सम्बन्ध में विश्वविद्यालयों/महाविद्यालयों को पुनः पोस्ट लॉकडाउन अवधि में खोले जाने हेतु उपलब्ध कराए गए मार्गदर्शी सिद्धान्तों/गाइडलाइन में मुख्यतः मुद्दे तथा चुनौतियाँ, पूर्व से ही की जाने वाली तैयारियाँ तथा विश्वविद्यालय/महाविद्यालय के खुलने के उपरान्त ध्यान देने वाले महत्वपूर्ण बिन्दु एवं सुरक्षा व सम्बन्धित सावधानियाँ, छात्र, शिक्षक एवं स्टाफ की संवेदनशीलता एवं केन्द्र एवं राज्य सरकार के प्रोटोकॉल्स हेतु दिशा-निर्देश दिए गए हैं। विश्वविद्यालय अनुदान आयोग का उक्त पत्र सभी विश्वविद्यालय/महाविद्यालयों को परिचालित किया गया है।

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

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

उक्त के अतिरिक्त निम्नलिखित SOP के शर्तों के अधीन विश्वविद्यालयों तथा महाविद्यालयों को खोले जाने की अनुमति संस्था प्रबन्धन द्वारा जिला प्रशासन के परामर्श से दी जा सकती है :-

(1) विश्वविद्यालय/महाविद्यालय खोले जाने के सम्बन्ध में गतिविधियों की योजना एवं निर्धारण

विश्वविद्यालय/महाविद्यालयों में अपने परिसर को फिर से खुलने तथा शिक्षण कार्य की प्रक्रिया को सुचारु रूप से संचालन किए जाने हेतु अपनी योजना विकसित किए जाने की आवश्यकता होगी, जो कि निम्नवत है :-

- संस्थाओं को विभिन्न कार्यक्रमों में सभी विभागों एवं छात्रों के बच्चों के लिये पूरी तरह रॉस्टर के साथ चरणबद्ध तरीके से परिसर खोलने का विवरण तैयार किया जाय।
- शिक्षकों, अधिकारियों, कर्मचारियों तथा छात्रों को आई0कार्ड0 पहनना अनिवार्य किया जाय।
- संकाय, छात्र, कर्मचारी को एक दूसरे से बचने के लिये नियमित रूप से जांच की जानी चाहिए।
- कक्षाओं को चरणबद्ध तरीके से चालू किए जाने के सम्बन्ध में सप्ताह में 06 दिवसीय शिड्यूल का पालन किया जा सकता है तथा बैठने की व्यवस्था को शारीरिक दूरी की आवश्यकताओं को ध्यान में रखते हुए बनाया जाय।
- विश्वविद्यालय एवं महाविद्यालयों में कक्षाओं के आकार को कम करने और कक्षाओं के दौरान शारीरिक दूरी को बनाए रखने के लिये कक्षाओं को कई भागों में विभाजित किए जाने पर विचार किया जा सकता है।
- कक्षाओं की उपलब्धता के आधार पर कक्षाओं में भाग लेने के लिये 50 प्रतिशत छात्रों की रॉटेशन के आधार पर अनुमति दी जा सकती है।
- ऑनलाइन शिक्षण के लिये शिक्षकों को प्रशिक्षित किया जाना चाहिए।
- परिसर में आगन्तुकों को बिल्कुल भी अनुमति नहीं दिया जाना चाहिए या उनके प्रवेश का प्रतिबन्ध किया जाना चाहिए।
- परिसर में भीड़भाड़ से बचने के दृष्टि से शैक्षिक कैलेण्डर योजना बनायी जाय। जितना सम्भव हो एकेडमिक कैलेण्डर में नियमित कक्षाओं और ऑनलाइन शिक्षण के मिश्रण को बढ़ावा देना चाहिए।
- शिक्षण और प्रशिक्षण कार्य के लिये दिनवार एवं समयवार का निर्धारण संस्था द्वारा किया जा सकता है।
- प्रयोगशाला में अधिकतम क्षमता को कम करते हुए पुनः निर्धारण किया जाय।
- वृद्ध कर्मचारी, गर्भवती महिला तथा गम्भीर रूप से रोगी कर्मचारियों को छात्रों के साथ सीधे सम्पर्क वाले कार्यों से दूर रखना चाहिए।

(2) संस्था प्रमुख की भूमिका

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

(3) शिक्षक की भूमिका

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

(3) माता-पिता की भूमिका

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

- अभिभावकों को सलाह दी जा सकती है कि उनके बच्चों के मोबाइल पर आरोग्य सेतु एप डाउनलोड किया गया हो।
- माता-पिता को उन्हें स्वस्थ भोजन की आदतों और प्रतिरक्षा बढ़ाने के उपायों के बारे में सचेत करना चाहिए।
- माता पिता को उन्हें मानसिक शारीरिक रूप से फिट रखने के लिये व्यायाम, योग, ध्यान और सांस लेने के व्यायाम से प्रेरित करना चाहिए।

(4) छात्रों की भूमिका

- सभी छात्रों को फेस कवर/मास्क पहनना चाहिए और सभी निवारक उपाय करना चाहिए।
- मोबाइल में आरोग्य सेतु एप लोड करना चाहिए।
- छात्रों को शारीरिक एवं मानसिक रूप से स्वस्थ रहना चाहिए। तन्दरुस्त रह कर वे दूसरों का भी ध्यान रख सकते हैं।
- छात्रों को ऐसी गतिविधियाँ विकसित करनी चाहिए जो प्रतिरक्षा बढ़ाने के लिये व्यायाम, योग्य ताजे फल और स्वस्थ भोजन (फास्ट फूड से बचना), समय से सोना शामिल हो।
- छात्रों को कोविड-19 महामारी के मददेनजर स्वास्थ्य एवं सुरक्षा उपायों के सम्बन्ध में विश्वविद्यालयों एवं महाविद्यालयों द्वारा शासन द्वारा जारी दिशा-निर्देशों का पालन करना चाहिए।

(5) सामान्य उपाय

- विश्वविद्यालय परिसर में 06 फीट की शारीरिक दूरी का अनुपालन सुनिश्चित किया जाय।
- अनिवार्य रूप से फेस कवर/मास्क का उपयोग किया जाय।
- हाथों को बार-बार गंदे न होने पर भी साबुन से हाथ धोना तथा जहाँ तक सम्भव हो, अल्कोहल-आधारित हैंड सैनिटाइजर का उपयोग करना चाहिए।
- परिसर में थूकना सख्त वर्जित होना चाहिए।
- टिशू/रूमाल/फ्लेक्सिड एल्बो के साथ खांसने/छीकने के दौरान नाक एवं इस्तेमाल किए गए टिशू को डिस्पोज करने के लिए समुचित व्यवस्था होनी चाहिए।
- सभी द्वारा स्वास्थ्य की स्व-निगरानी और जल्द से जल्द किसी बीमारी का रिपोर्ट करना।
- सभी को आरोग्य सेतु का नियमित उपयोग करना।

(6) संस्था खोलने से पहले:-

- कन्टेनमेन्ट जोन में रहने वाले शिक्षक/कर्मचारी तथा छात्रगण को संस्थान में आने की अनुमति नहीं होगी।

- संस्था में गतिविधि शुरू करने से पहले ट्रेनिंग इंस्टीट्यूट, पीएचडी कोर्स तथा रनातकोत्तर अध्ययन जिसमें छात्रावास, प्रयोगशालायें तथा अन्य सामान्य उपयोगी क्षेत्रों को विशेष रूप से ध्यान रखते हुए 1% सोडियम हाइपोक्लोराइट से सेनिटाइज कराया जाय।
- बायोमैट्रिक्स उपस्थिति के बजाय सम्पर्क रहित उपस्थिति के लिये वैकल्पिक व्यवस्था की जाय।
- परिसर में अन्दर-बाहर आने-जाने वालों के लिये कतार का प्रबन्ध सुनिश्चित किया जाय जिसमें छः फीट की दूरी पर विशिष्ट चिन्ह बनाया जाय।
- संस्थान में राज्य हेल्पलाइन नम्बर तथा स्थानीय स्वास्थ्य अधिकारियों के नम्बर आदि भी प्रदर्शित किया जाय।
- एयर कन्डीशन/वेंटिलेशन के संबंध में जारी दिशा-निर्देशों का पालन करना चाहिए। सभी एयर कन्डीशन उपकरणों का तापमान 24--30°C की सीमा होनी चाहिए, सापेक्ष आर्द्रता 40--70 प्रतिशत की सीमा में होनी चाहिए। ताजी हवा का सेवन जितना सम्भव हो होना चाहिए और कौंस वेंटिलेशन होना चाहिए।
- जब तक छात्र कोविड-19 की बीमारी से मुक्त रहेंगे वह लॉकर का उपयोग करते रहेंगे।
- जिम का प्रयोग स्वास्थ्य मंत्रालय, भारत सरकार के दिशा-निर्देशों के पालन के अनुसार करेंगे।
(available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymsnas-03082020.pdf>).
- स्विमिंग पूल बन्द रहेंगे।

(7) उपलब्धता एवं आपूर्ति का प्रबन्धन

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

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

(क) संस्थान में प्रवेश करते समय:-

- प्रवेश करते समय भौतिक दूरी के माप दण्ड को अपनावे हुए थर्मल स्क्रीनिंग तथा हंड सैनिटाइज किया जाना चाहिए।
- परिसर में शैक्षणिक/गैर शैक्षणिक स्टॉफ, छात्रों तथा आगंतुको को अनुमति दी जानी चाहिए।
- कोविड-19 के बारे में निवारक उपायों पर पोस्टर प्रमुखता से परिदर्शित होना चाहिए।
- पार्किंग स्थल, गलियारों में तथा लिफ्ट में उचित दूरी का अनुपालन सुनिश्चित करना चाहिए।
- आगंतुको का प्रवेश सख्ती से प्रतिबंधित होना चाहिए।

(ख) कक्षा में शिक्षण गतिविधियों का संचालन

- छात्रों को कक्षाओं में बैठने के लिए 06 फीट की दूरी सुनिश्चित किया जाय।
- कक्षाओं में भौतिक दूरी के साथ पर्याप्त समय के लिए अलग-अलग स्लॉट में कक्षाओं की गतिविधियों को पूरा किया जाय।
- शैक्षणिक कार्य हेतु नियमित कक्षा तथा ऑन लाइन कक्षा का मिश्रण होना चाहिए।
- शिक्षक यह सुनिश्चित करेगा कि स्वयं तथा छात्र शिक्षण गतिविधियों में मास्क पहने हो।
- छात्रों के बीच लैपटाप, नोटबुक, स्टेशनरी आदि सामान को साझा करने की अनुमति नहीं दी जायेगी।

(ग) छात्रावास।

- छात्रावास ऐसे मामलों में खोले जा सकते हैं, जहां सुरक्षा एवं स्वास्थ्य उपायों का कड़ाई से पालन करना आवश्यक है। छात्रावास में कमरे के बंटवारे की अनुमति नहीं दी जा सकती है। कोविड-19 के लक्षण वाले छात्रों को किसी भी परिस्थिति में छात्रावास में रहने की अनुमति नहीं दी जानी चाहिए।
- विभिन्न स्थानों से आ रहे छात्रों को 14 दिनों की अवधि के लिये क्वारंटीन पर रखा जाना आवश्यक है।
- छात्रावास के एरिया में कोई भीड़ नहीं होनी चाहिए। भीड़ से बचने के लिये छात्रों की संख्या को उचित रूप से सीमित करने की आवश्यकता है। छात्रों को छात्रावास में चरणबद्ध तरीके से बुलाया जा सकता है।
- सभी छात्रों की थर्मल स्क्रीनिंग सुनिश्चित की जानी चाहिए।
- डायनिंग हॉल, सामान्य कमरे, खेल के क्षेत्र में छात्रों की दूरी सीमित होनी चाहिए।
- रसोई, डायनिंग हॉल, बाथरूम एवं शौचालय आदि की स्वच्छता की निगरानी नियमित रूप से रखी जानी चाहिए।

- डायनिंग हॉल में भीड़ से बचने के लिये छोटे-छोटे बैचों में छात्रों को भोजन के लिये बुलाया जाना चाहिए। यह सुनिश्चित किया जाना चाहिए कि भोजन ताजा पका हुआ हो तथा एक वरिष्ठ कर्मचारी की निगरानी में भोजन बनाया जाना चाहिए तथा बर्तन साफ-सुथरे होने चाहिए।
- भोजन बनाए जाने से पूर्व कर्मचारियों द्वारा फेंस कवर, मास्क तथा हाथों को सेनेटाइज किया जाना आवश्यक है।
- छात्रों एवं कर्मचारियों को बाजार में जाने से बचना चाहिए। जहां तक सम्भव हो आवश्यक वस्तुओं को परिसर के भीतर ही उपलब्ध कराया जाना चाहिए।
- हॉस्टल के भोजन कक्ष में छात्रों की संख्या को निर्धारण कर सकते हैं। भीड़भाड़ से बचने के लिये मेस टाइमिंग बढ़ाई जा सकती है।

(घ) कॉमन एरिया-लाइब्रेरी, जिम आदि में गतिविधियों के सम्बन्ध में

- 06 फीट की भौतिक दूरी बनाये रखनी चाहिए।
- कॉमन एरिया का उपयोग करने वाले व्यक्ति को हर समय मास्क पहना चाहिए।
- स्वीमिंगपूल बन्द रखना चाहिए।
- नकद लेने देन से बचना चाहिए।

(ङ) स्वच्छता

- फर्श की दैनिक रूप से सफाई की जाय।
- पर्याप्त मात्रा में शौचालय में साबुन तथा अन्य क्षेत्रों में सेनिटाइजर का प्रावधान होना चाहिए।
- डोर नॉक्स एलेवेटर बटन, हैंडबेल, चेयर, बेंच, वॉशरूम तथा फिक्स्चर को 01 प्रतिशत सोडियम हाइपोक्लोराइट का उपयोग करके बार-बार धुई जाने वाली सतहों की नियमित रूप से सफाई करनी चाहिए।
- शिक्षण सामग्री, कम्प्यूटर लेपटॉप, प्रिन्टर नियमित रूप से 70 प्रतिशत एल्कोहल के साथ सफाई करनी चाहिए।
- सानी पीने तथा हाथ धोने वाले वॉशरूम तथा लैबोर्टरी को कड़ी सफाई होनी चाहिए।
- छात्रों एवं कर्मचारियों के लिए अलग-अलग कवर के डिब्बों का क्लास कम प्रयोगशाला तथा अन्य कामन एरिया में रखे जाने का इंतजाम होना चाहिए, जिससे फेंस कवर/मास्क को डब्बों में फेंका जा सके। उक्त डब्बों को 03 दिन सुखने के बाद डिस्पोज ऑफ की कार्यवाही की जाय। विश्वविद्यालय में आवासीय भवन हैं, तो नियमित रूप से स्वच्छता का ध्यान रखा जाय।

(9) मानसिक स्वास्थ्य के लिये परामर्श एवं मार्गदर्शन

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

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

संलग्नक-यथोक्त।

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

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

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

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

आज्ञा से

(योगेन्द्र दत्त त्रिपाठी)
विशेष सचिव।



ज्ञान-विज्ञान विमुक्तये

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सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
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D.O. 14-8/2020(CPP-II)

5th November, 2020

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

Respected Madam /Sir,

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

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

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

With kind regards,

Yours sincerely,

(Rajnish Jain)

Encl : As above

To

1. The Vice-Chancellor of All Universities
2. The Principals of all Colleges

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

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

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

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

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 - 0804611007

4.2.6 Measures for Containment

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

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.

