

Standard Operating Procedure (SOP) for teaching strategy on reopening of medical colleges post lockdown

A- Background-

To ensure quality and consistency in medical education, classes are to be resumed as per NMC guidelines for reopening of medical colleges postlock down due to covid-19 pandemic, in circular dated 29thNov 2020

B- How the teaching is planned? -

- 1) Teaching will be online, until further orders & will be carried out in working hours form 9 am to 5 pm
- 2) No hostel accommodation will be provided until physical classes are resumed.
- 3) Topic wise and subject-wise lecture schedule will be updated on college website – www.nhlmmc.edu.in
- 4) One senior teacher from each graduation year will be appointed as admin of the WhatsApp &/ or email group of students.
- 5) The mobile number and e mail addresses of each student will be obtained. Then we will prepare student group for respective year managed by senior faculty as admin for that batch.
- 6) It will be mandatory for every student to attend all teaching learning sessions as planned and shared in advance. Attendance of online classes will be obtained, recorded and will be considered for internal marks.
- 7) For further reference and revision purposes, these online lectures will be recorded & will be uploaded on college website as well.

C- Online platform likely to be used-

Platform will be FCC(free conference call). The students will be briefed about it. Students will be required to download the app in their devices. A link will be sent in advance to join. Attendance of students will be automatically generated in email.

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**MBBS First year, Smt. NHLMMC, Schedule for online lectures
of 20-21 batch (From 28.12.2020)**

Time	Mon	Tuesday	Wednesday	Thursday	Friday	Saturday
9.15-10am	Physiology	Anatomy	Biochemistry	Anatomy	Community medicine	Anatomy
10.15-11	Physiology	Anatomy	Physiology	Anatomy		Anatomy
			Physiology	Anatomy		Anatomy
11.15-12	Biochemistry	Anatomy	Physiology	Anatomy		Anatomy
12.15-1pm	Physiology		Physiology			
1-2	Lunch break (Only morning session & afternoon time table will be updated later on)					
2-3						
3-5						

1. Platform to be used for online lectures will be FCC(free conference call).You can download the app from app store/play store – in mobile (android, IOS) , in laptop, desktop(FCC app for windows) or can use online .
2. Attendance will be automatically updated to us in mail by FCC. PPT of online lecture will be uploaded in website for further reference.
3. Video of practical's & dissection will be uploaded in website.
4. Phone number of HOD's will be updated in what's app group.
5. Theory lectures (online) will be starting from 28.12.2020.

National Medical Commission

**GUIDELINES
FOR RE-OPENING
OF
MEDICAL COLLEGES
POST LOCKDOWN
DUE TO
COVID-19 PANDEMIC**

(29th November 2020)

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Generic Preventive Measures/COVID-19 Appropriate Behaviour

The following health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) 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 last week of 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, YouTube 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 medical colleges/institutions have been advised to re-open on or before 1st December, 2020 and the colleges are advised to use these guidelines as well as the guidelines issued by MoH &FW, and UGC (*SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work* <https://www.mohfw.gov.in/pdf/FinalSOPonSkillinstitutions&PGinstitutes08092020.pdf> and *Revised SOP on preventive measures to be followed while conducting examinations to contain spread of COVID-19* <https://www.mohfw.gov.in/pdf/RevisedSOPonpreventivemeasurestobefollowedwhileconductingexaminationstocontainspreadofCOVID19.pdf>). The colleges are advised to make their own

schedule tailor-made as per the local prevailing social and medical conditions so as to effectively deal with any eventuality arising due to COVID -19/ post-COVID-19 conditions before resuming activities on campuses. The reopening of colleges will relieve the teaching and academic staff, as well as students from uncertainties regarding students' career, mode of functioning including the conduct of physical classes.

It is felt that even after the spread of Corona virus is contained, certain preventive measures will be required to be followed for quite some time to avoid its recurrence, especially in educational institutions like medical colleges.

2. Re-Opening the Campuses - Issues and Challenges

Our colleges are located in all kinds of terrains and assume significant diversities depending upon geographical location and government run/ grant-in- aid colleges or colleges managed and supported by private organizations, in their size, infrastructural capacity, facilities, 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, 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 colleges 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, NMC 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 for hostel facilities for students.
- 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, the risk of infection will also be faced by the faculty, counsellors and other technical and non-teaching staff who interact with the students and also among themselves regularly.

3. Measures Required before Re-Opening of Campuses

The MoH & FW and National Medical Commission, have advised all medical colleges to re-open on or before 1st December, 2020 to maintain uniformity in academic environment of the nation. However since the states/UTs are in different COVID-19 phases, colleges are likely to face a number of issues at the time of reopening. Hence they will be required to plan in advance and will have to take certain measures prior to reopening, as mentioned below:

3.1 Pre-requisites

- i. The directions, instructions, guidelines and orders issued by the Central and State /UT Government concerned regarding safety and health in view of COVID-19 must be fully complied by all colleges.
- ii. However, the colleges may develop stricter provisions and guidelines, if they feel it necessary. The colleges are required to make adequate arrangements to ensure the safety and health of students, faculty and staff.
- iii. The universities and colleges are advised to re-open in phase-wise manner.
- iv. The faculty, staff and students of the university and college should all 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

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

- i. 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, for didactic lectures, students may also be taught on-line by using Google Classroom, Cisco Webex Meeting, You Tube streaming, OERs, SWAYAM platform

(www.swayam.gov.in), etc. In those colleges, where it is feasible to hold classes, for large group or small group teaching classes, a minimum distance of 6 feet between every 2 students must strictly be adhered to. If required students may be called in batches as per the availability of class room size and all other modalities.

- iii. For all teaching hospitals, at least 30% beds be allotted to teaching units and all necessary precautions must be adhered to.
- iv. As and when required, students may be instructed to visit their respective departments in small groups for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.
- v. Institutions should have a plan ready for students who cannot join the programme due to travel restrictions. Online teaching-learning arrangements should also be made for them.

3.3 Safety concerns

- 1. 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.
- 2. Regular visits of a counsellor may be arranged so that students can talk with the counsellor about their anxiety, stress or fear.
- 3. 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.
- 4. 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 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.
- 5. 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.
- 6. Colleges should prepare a policy for restricting the outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation.

7. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
8. 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.
9. 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. 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.
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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 colleges will therefore, be required to develop their plans very cautiously for reopening of their campuses. The plan may, inter-alia include the following points:

- i. Colleges 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.
- ii. The colleges 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 college.
- 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. 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 college 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 24-30oC, 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.
- ii. All Students must bring all a RT-PCR report that is negative at the time of re-joining the hostels and they must be re-called in batches.
- iii. 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.
- iv. 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).
- v. 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.
- vi. Thermal Screening of all resident students should be ensured.
- vii. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.

- viii. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- ix. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- x. 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.
- xi. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.
- xii. Utensils should be properly cleaned.
- xiii. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- xiv. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- xv. 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, 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, dos' 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>
 - Behavioral 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 Role of State Governments/ UTs

- i. The Government should help colleges 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. 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. 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 / Guardians

- i. The parents/ guardians 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. Present scenario and future uncertainties

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