From  
The State Disaster Management Authority,  
Haryana, Chandigarh.

To  
1. All the Administrative Secretaries in the State of Haryana;  
2. The Director General of Haryana Police;  
3. All the Divisional Commissioners in the State of Haryana;  
4. All the Deputy Commissioners in the State of Haryana;

Memo No.DMC-SPO-2021/1898 Chandigarh, dated the 21-3-2021

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

Reference:- SDMA order dated DMC-SPO-2020/1110 dated 12.11.2020

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State Government has decided to operationalize resuming Skill training in ITIs, ITOTs, Training Centre under Haryana Skill Development Mission and Shri Vishwakarma Skill University (SVSU) in a proper and efficient manner w.e.f. 22.03.2021 in the State. However, 100% attendance of students shall not be mandatory.

Institutes which are allowed to open will have to mandatorily follow the SOP released vide Ministry of Health and Family Welfare, Government of India 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 & professionals programs requiring laboratory/experimental work” dated 08.09.2020 (Annexure ‘A’) and Guidelines of Ministry of Skill Development and Entrepreneurship “for resumption of academic work in Industrial Training Institutes (ITIs)” dated 18.09.2020 (Annexure ‘B’). SOPs of School Education Department Haryana and Higher Education Department Haryana (Annexure ‘C’ and ‘D’ respectively) may also be referred by Skill Development and Industrial Training Department for implementation.

Enforcement/ Punitive measures

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

II. The above directions shall be enforced by the Deputy Commissioners in their respective districts and any violations shall be punishable under the provisions of the Disaster Management Act, 2005 as well as under Section 188 of the Indian Penal Code, 1860 as per
National Directives and the offences and penalties for violating lockdown measures, as enclosed with the MHA order dated 27.01.2021 (Annexure-E) in the form of Annexure I & II.

The district administration shall ensure its wide publicity by MUNADI (beat of drums) within its jurisdiction. Publicity may also be carried out through press release and social media.

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

For Financial Commissioner Revenue & Addl. Chief Secretary to Govt., Haryana, Revenue and Disaster Management Department

Encl: As above

Endst. No. DMC-SPO-2021/ 1898 Chandigarh, dated the 21st 2021
A copy of the above is forwarded to the following for information and further necessary action please:-

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

Financial Commissioner Revenue & Addl. Chief Secretary to Govt., Haryana, Revenue and Disaster Management Department
District Magistrate-Cum-Chairman, DDMA, Rohtak
ORDER

Whereas the State Disaster Management Authority, Haryana, Chandigarh has issued SOPs/Guidelines on re-opening of more activities in areas outside Containment Zones within the State of Haryana vide Order DMC-SPO-2021/1898 dated 21.03.2021 (copy enclosed alongwith enclosures) with reference to Order DMC-SPO-2020/1110 dated 12.11.2020, as under:-

State Government has decided to operationalize resuming Skill training in ITIs, ITOTs, Training Centre under Haryana Skill Development Mission and Shri Vishwakarma Skill University (SVSU) in a proper and efficient manner w.e.f. 22.03.2021 in District Rohtak. However, 100% attendance of students shall not be mandatory.

Institutes which are allowed to open will have to mandatorily follow the SOP released vide Ministry of Health and Family Welfare, Govt. of India 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 & professionals programs requiring laboratory/experimental work” dated 08.09.2020 (Annexure ‘A’) and Guidelines of Ministry of Skill Development and Entrepreneurship “for resumption of academic work in Industrial Training Institutes (ITIs)” dated 18.09.2020 (Annexure ‘B’). SOPs of School Education Department Haryana and Higher Education Department Haryana (Annexure ‘C’ & ‘D’ respectively) may also be referred by Skill Development and Industrial Training Department for implementation.

Now, therefore, I, Capt. Manoj Kumar, IAS, District Magistrate-Cum-Chairman, DDMA, Rohtak in exercise of the powers conferred by Section 30 of Disaster Management Act, 2005, direct all the concerned officers/officials in the district of Rohtak, to strictly comply with the above instructions, meticulously, issued by the State Government.

The Joint Inspection teams which had been made & for which order issued vide this office endst. no. 130038-100/MB dated 04.12.2020 will remain in force for enforcing the above instructions/directions to ensure extensive checking and action against the violators as per law/rule/instructions/directions issued from time to time by the State Government of Haryana.

Addl. Deputy Commissioner, Rohtak will be overall Incharge for strict enforcement of the above measures in the district of Rohtak.

It is further directed that the Superintendent of Police, Rohtak, CEO Zila Parisad/DRDA, Rohtak, DRO Rohtak, DDPO Rohtak, shall also ensure the compliance of this order.

Any person violating this order will invite immediate penal action under Section 51 to 60 of Disaster Management Act, 2005 besides legal action U/S 188 of the IPC, 1860, as per National Directives and the offences and penalties for violating measures as enclosed with the above letter {MHA Order dated 27 Jan. 2021 (Annexure-E)} in the form of Annexure I & II.

It is also clarified that the directions of Ministry of Home Affairs(MHA), Government of India regarding guidelines for Surveillance, Containment and Caution dated 27 Jan. 2021 and consequent SOPs released by Ministry of Health & Family Welfare (MOHFW), Government of India should not be diluted in any manner, whatsoever, while complying with these Standard Operating Procedures (SOPs).
This standard Operating Procedures (SOPs) shall come into force with immediate effect.

The order shall be promulgated in the area of district Rohtak by affixing copies of this order on the Notice Boards of District, Sub Divisional, Tehsil Offices, other Public Places, by beat of drum, announcement through the publicity van of Information & Public Relations Department, publications in the newspapers having circulation in the area through the office of the DIPRO, Rohtak and publicity may also be carried out through social media.

DIO, NIC, Rohtak is directed to host this order on the official website of district Rohtak.

In view of the emergent nature of the order, it is being issued ex-parle and is addressed the Public at large.

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

Endst. No. 4525-4600/MB Dated: 22.03.2021
A copy of the above is forwarded to following for information and necessary action:
1. The Chief Secretary to Govt. of Haryana, Chandigarh.
2. The Addl. Chief Secretary to Govt. of Haryana, Home Department, Chandigarh.
3. The Additional Chief Secretary to Govt. of Haryana, Health Department, Chandigarh.
4. The Additional Chief Secretary to Govt. of Haryana Rural & Development, Chandigarh.
5. The Additional Chief Secretary to Govt. of Haryana, Urban Local Bodies Department, Chandigarh.
6. Commissioner Rohtak Davison Rohat.
7. Superintendent of Police, Rohtak.
8. Commissioner, Municipal Corporation, Rohtak
9. Addl. Deputy Commissioner, Rohtak
10. Sub Divisional Officer (Civil), Rohtak/Meham/Sampla.
11. M.D. Sugar Mills, Rohtak/Meham
12. City Magistrate Rohtak
13. CEO Zila Parisad Rohtak
14. Civil Surgeon, Rohtak
15. District Revenue Officer, Rohtak.
16. DD&PO Rohtak.
17. All Duty Magistrate-cum- Incident Commanders.
18. GM, Haryana Roadways, Rohtak
19. DEO/DEEEO, Rohtak
20. All Tehsildars in the district.
21. All BD&PO's in district Rohtak
22. D.F.S.C., Rohtak
23. Executive Engineer –I & II PWD (B&R) Rohtak
24. Secretary, Market Committee, Rohtak
26. Secy. MC Meham/ Sampla/ Kalanaur
27. Principal, Govt. Model Industrial Training Institute, Sector-5, Rohtak
28. DIPRO, Rohtak for vide publicity.
29. DIO, NIC, Rohtak.
30. PA/DC, Rohtak

District Magistrate-cum-Chairman, DDMA, Rohtak

[Signature]

29/3/2021
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.

1. Background

Government of India is following a phase-wise unlocking of activities. In days to come, this would also involve resumption of activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

2. Scope

This SOP aims to enable safe resumption of teaching/ training activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

As far as skill or entrepreneurship training is concerned the same shall be permitted in national skill training institutes, industrial training institutes, short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State government, National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE), and their training providers.

Similarly, for Higher Educational Institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with Ministry of Home Affairs (MHA).

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at these institutes to prevent spread of COVID-19.

3. Generic Preventive Measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, students and visitors) in these places at all times.

These include:
   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 off 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.

4. All Institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall specifically ensure the following arrangements

i. Online/distance learning shall continue to be permitted and shall be encouraged.

ii. Skill or entrepreneurship training will be permitted with effect from 21st September 2020

iii. Higher educational institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with MHA strictly following guidelines as indicated in the SOP.

4.1 Before opening up of the institution

a) Planning of reopening of institutions

i. The institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.

ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, doctoral courses and post graduate studies including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.

iii. Wherever skill based training on equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.

iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.

v. 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.

vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty /trainees / staff to contact in case of any emergency.

vii. 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.

viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.


x. Swimming Pool (wherever applicable) shall remain closed.

xi. Prominently display signages, posters and standees must indicate the dos and don’ts for the staff and students.
b) Planning and scheduling of activities

i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. As far as possible, the academic calendar should promote a mix of regular classes and online teaching/training, assessments.

ii. The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.

iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.

iv. 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.

c) Availability and management of supplies

i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.

ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.

iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.

iv. Ensure availability of sufficient covered dustbins and trash cans.

v. Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)

vi. Housekeeping staff to be informed & trained about norms for waste management & disposal.

4.2 After opening of the teaching/training institutions

a) At the entry point

i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.

ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health center.

iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.

iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.

v. Entry of visitors should be strictly regulated/restricted.

b) Conduct of teaching activities in the classrooms

i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises

iii. Academic scheduling should have intermix of regular classroom teaching and online teaching/assessments

iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities

v. Sharing of items like laptops, notebook, stationary etc. amongst students should not be allowed.

c) Conduct of skill based training in workshops/laboratories
   i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use
   ii. Ensure a floor area of 4m² per person is available for working on equipment/work station
   iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.

d) Activities in common area – library, canteen, common rooms, gymnasium, etc.
   i. Physical distancing of 6 feet needs to be maintained
   ii. Person using the common areas need to use mask/face cover all the time
   iii. Canteens may remain closed as far as possible.
   iv. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.

e) Transportation to and from the institution
   If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

5. Hygiene and Sanitation
   i. Daily cleaning of the floors shall be taken up.
   ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
   iii. 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, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
   iv. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
   v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
   vi. Students and staff should be advised to dispose of used face covers / masks in separate covered bins placed in class rooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
   vii. Residential buildings, if any, also needs to be sanitized regularly.

6. Risk Communication
   i. Create awareness to ensure the students do not gather when leaving the institute and in their free time
ii. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.

iii. Ensure regular counselling is done for students reporting mental health issues such as anxiety and depression.

iv. If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard.

7. **Additional considerations for medical post-graduate students needs to be ensured.**


[https://www.mohfw.gov.in/pdf/GuidelinesonrationaluseofPersonalProtectiveEquipment.pdf](https://www.mohfw.gov.in/pdf/GuidelinesonrationaluseofPersonalProtectiveEquipment.pdf) and


8. **Ensure Safe Stay at Hostels, guest houses and other residential complexes**

The measures as proposed above related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings.

Further, the following specific points for Hostels/guest houses/other residential complexes shall also be followed:

i. Students who are not local residents of the city/town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.

ii. Since 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.

iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.

iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations shall continue to remain prohibited.

v. In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.

vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.

vii. Hostel should be out of bound for all persons except essential staff with known health status.
9. **SOP to be followed in case a student/faculty/staff develops symptoms (fever, cough, difficulty in breathing)**

i. Place the ill person in a room or area where they are isolated from others.

ii. Inform parents/guardians as the case may be.

iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.

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

v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.

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

vii. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.
Annexure 'B'

DGT-MIS011/1/2020-0/o DIR (TC)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training
1st Floor, CIRTES Building,
Pusa Campus, Pusa, New Delhi-110012
Date: 18.09.2020

To,

All Additional Chief Secretaries (dealing with Craftsman Training Scheme)

Subject: Guideline for re-opening the ITIs after lockdown

Sir/Madam,

Please find enclosed herewith guidelines issued for re-opening of ITIs after lockdown from 21st Sep. 2020.

It is therefore requested to advise the concerned authorities to strictly adhere to the guidelines to prevent spread of COVID-19 Pandemic.

Your Sincerely

(Deepankar Mallick)
Deputy Director General

Encl. - As above,

Copy to:

1. Sr PPS to DG, DGT, New Delhi
2. All State Directors (dealing with Craftsman Training Scheme)
3. All RDSDEs
Guidelines for resumption of academic work in ITIs post COVID-19 lockdown

GUIDELINES NO – MSQED.01/4/F/TC

Version 1.0 of Year 2020

DIRECTORATE GENERAL OF TRAINING (DGT)

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| 1.     | Team members involved in development of GUIDELINES | 1. Kawaljit Kaur, TO, CFI  
2. Bharti Sawhney, TO |
| 2.     | Team Members Committee verified the GUIDELINES | 1. J.P. Maheshwar, Dir  
2. Sushil Khan, DD, CFI |
| 3.     | Approving Committee of GUIDELINES | 1. Deepak Mohanti, DDL  
2. N.R. Aravindan, Dir, CFI |
| 4.     | GUIDELINES version | GUIDELINES 1.0 |
| 5.     | Approval date of GUIDELINES | 17/10/2020 |
| 6.     | Interval of review of GUIDELINES | 91 year |
| 7.     | The specific link/attachment under which GUIDELINES will be available | https://bharataskills.gov.in/ |
| 8.     | Controlling & Approving authority of GUIDELINES | Director General of Training, DGT |
Guidelines for resumption of academic work in Industrial Training Institutes (ITIs).

Directorate General of Training

Ministry of Skill Development and Entrepreneurship
Government of India
Guidelines for resumption of academic work in Industrial Training Institutes (ITIs).

Directorate General of Training

Ministry of Skill Development and Entrepreneurship
Government of India
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1. Objective:

GUIDELINES for resuming training activities in ITIs from 21.09.2020 are as per the MHA order no. 40-3/2020-DM-I(A) dt. 29.08.2020 and Ministry of Health & family welfare post Covid management protocol dated 13.9.2020.

The objective of this GUIDELINES is to provide Guidelines to the Institutes and other Stakeholders to resume the training session in ITIs after release of lockdown 4.0 by the Ministry of Home Affairs. These Guidelines s would be enabling safe resumption of the academic and training process. All precautionary measures are to be ensured with Letter & Spirits at the Institutions:

a. Ensuring the health, safety and security of the trainees, faculty and staff and also to continue the academic activities;
b. Conducting the examinations in a safe manner;
c. Facilitating the trainees to participate in further admissions, placement, apprenticeships and on the job training etc; and
d. Charting out a plan for the next academic session.

1.1 This GUIDELINES covers all stakeholders engaged with ITIs

a. Central Government Staff of DGT including ITIs and RDSDEs;
b. Teachers and Support Staff;
c. Parents of the trainees; and
d. Trainees.

2. Academic Activities 2019-20

The training activities at ITIs will be carried out in two batches. From the resumption of training activities at ITIs with effect from 21.9.2020 (for batch-I) only focus will be on hands on skill training/practical's till the commencement of AITT. Similarly, for batch-II from 21.10.2020 till 5.11.2020.

As per information received by ITIs, most of the institutions had completed 70% to 80% of teaching-learning process for ongoing academic year before the suspension of classes in March 2020.
3. **Steps to be taken to resume training in ITIs**

3.1 The respective RDSDEs will form a Risk Mitigation and Quick Response Team at each Institute under their control.

3.2 The ITIs under The Directorate General of Training(DGT) would follow strictly the MHA and MH&FW guidelines

(i) Capacity of the Institution to maintain safe training operations to mitigate risks, such as social/physical distancing (i.e. size of classroom compared to number of trainees); and water, sanitation, and hygiene facilities and practice;

(ii) Preparedness of the management for academic instructions while adhering to social/physical distancing and good hygiene practices; and

(iii) Proper Availability/arrangement of travel and commute facility to and from Institute as per MHA Guideline.

3.3 The ITIs will Disseminate the Protocols of Health and Hygiene, as per the Guidelines of MHA and take following steps:

(i) Orient and train faculty and staff in personal and community hygiene; **COVID-19: Guidelines on disinfection of common public places including offices**;  
https://www.mohfw.gov.in/pdf/PostCOVID13092020.pdf

(ii) Establish parameters and protocols for social distancing to mitigate spread of disease; and

(iii) Monitor official sources of information and inform campus community as status changes.

3.4 The RDSDEs will Orient Principals/HOOs and key academic staff on various safety measures and follow essential protocols of Mo H&FW.

i. What is COVID?
Corona viruses are a large family of viruses that cause illness ranging from the common cold to more severe disease. The virus spreads by coming in direct contact with the affected person, getting in contact with the mucus of cough or sneeze of the affected person, or by touching your nose, ears or mouth after touching the instrument that was in contact with the affected person.

The coronavirus infection can cause mild upper-respiratory tract illnesses, like the common cold. However, these conditions are pretty common and can occur even if one is not infected with the coronavirus. Below is the entire cycle:
ii. SOCIAL distancing

iii. What to do when somebody reports ill

Ref: https://www.mohfw.gov.in/pdf/GuidelinesforHomeisolationofverymildpresymptomaticCOVID19cases.pdf

3.5 The DGT through RDSDE will plan for departmental resilience and personnel succession within each Institute:-

i. Determine critical faculty/staff needs and prepare plans to work with partial faculty or staff;

ii. Make succession lists through identification of guest faculty etc, if regular faculty gets indisposed;

iii. Cross training of personnel - at least two faculty/employees trained to cover every position plus managerial back up;

iv. Preparation of lesson plans, and class diaries for ease of use and continuity, if key faculty is absent;
v. Prepare and periodically review personal contact information and emergency call lists of all faculty, staff, trainee and other important district and medical facilities;

vi. Communicate any good ideas with others

3.6 **Before opening up of the Institutions**

i. Prior to resumption of training activities, all work areas intended for conduct of skill training including classes, laboratories, hostels and other common utility areas shall be sanitize with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.

ii. Wherever skill based training on equipment are envisaged to be utilized, placed the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly utilized any outdoor space by relocating equipment outside like verandah, courtyard etc.

iii. Instead of biometric attendance alternate arrangements for contactless attendance may be made.

iv. 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.

v. The institute should display State helpline numbers and also numbers of local health supervisors etc. to faculty/trainees/staff to contact in case of any emergency.

vi. 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\(^\circ\) 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.

vii. Prominently display signages, posters and standees must indicate the dos and don’t for the staff and trainees.

3.7 The plan for hygiene and sanitary management within each Institute will include following:-

3.7 Prepare advocacy material and represent good hygiene practices in the campus;
3.8 Procure and prepare to use supplies to clean and sterilize working areas to prevent transmission of disease;

3.9 Compulsory screening of all persons (including principal, faculty, staff, trainees) entering through entry point at each and every building with thermal scanners;

3.10 Provision and readiness of contactless hand sanitisers in sufficient quantity at entry toilets and other common areas.

3.11 Restrict visitors and new vehicles and provide for sanitisation of parking areas.

3.12 Parcel and other provision should be collected from gate by the concerned person.

3.13 Advise trainees & staff keep separate water bottles and avoid usage of common water bottle /mug /glass and manage canteens with all precautions as given in Guidelines for establishment.

3.14 Screen & Stop the entry of any person found with fever, cough or breathing problem. In such cases, they should not be allowed to enter the premises and it would be mandatory to inform concerned department / principal. Such person should be taken to nearest quarantine facility and later to govt hospital immediately. Further, contact tracing and adequate checks regarding quarantine and reporting as per state Guidelines should be ensured.

3.15 Disseminate protocols for essential operations to ensure 'social distancing' policies which would also mean following:
(i) Configure classes, labs and other work areas to provide minimum distance of 1 metre between individuals;
(ii) With hostels and residential areas within the campus, establish parameters and protocols for social distancing;
(iii) Implement personal hygiene, cleaning, sanitizing regimens in offices, computer labs and encourage all individuals to practice hand and cough hygiene;
(iv) Spitting shall be strictly prohibited.
(v) 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 off used tissues properly.
(vi) Self-monitoring of health by all and reporting any illness at the earliest.
(vii) 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 trainees.
(viii) Ensure that individual and common work areas are frequently cleaned and disinfected regularly;
(ix) Ensure essential individuals are equipped with tissues, respirator/mask, latex or nitrile gloves, face shields etc. as needed for maintain sanitising conditions for machine contact;
(x) Institute should display precautions measures do’s and don’ts at prominent places in all languages spoken by the trainees; and

3.16 Guidelines with respect to preventive measures specific to offices have been issued by DoPT, and these Guidelines are available at:

https://www.mohfw.gov.in/pdf/PreventivemeasuresDOPT.pdf

3.17 Availability and management of supplies
(i) Appropriate back-up stock of personal protection items like face covers/ masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.
(ii) Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
(iii) Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
(iv) Ensure availability of sufficient covered dustbins and trash cans.
(v) Provision for proper disposal of used personal protection items and general waste in accordance with CPCB Guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID-1.pdf)
(vi) Housekeeping staff to be informed & trained about norms for waste management & disposal.

4. Social Distancing and safety Norms:-

(i) Use of face mask and hand sanitizers: All the staff and trainees should strictly follow wearing of face masks throughout the time in the institute as well as outside institute no one should be allowed inside the institute without face masks they should also wash their hands frequently with soap / sanitizer;
(ii) Attendance of ITI’s Staff: Not more than 50% (non-academic) staff at any given point of time. Staff to be divided in shifts and alternate day rosters. Additionally, there should be staggered shift start and end timings.

(iv) Social Distancing Markings: To ensure a minimum distance of 1 m at all crowded areas like Entry Gate, Bus Stops, Water Coolers, Canteens circles be made etc.

(v) Seating arrangement: Strictly adhere to the social distance of minimum 1 meter. This may require seating on alternative seats and leaving an empty seat in between. To maximum possible discussions, interactions, meetings are to be avoided as far as possible and VC / Conference calls / phones - intercom, other modes may be encouraged for staff.. Similarly, classes, Labs would need to have safe seating arrangement.

5. Area disinfection and entry point management:

(i) Ensure regular sanitisation of the premises through a periodic routine of every two-three hours especially in the common areas like include lunch rooms, library etc. There should be wiped clean with disinfectants at least 2-3 times a day;

(ii) For residential buildings also sanitisation needs to be performed regularly to ensure safety and reduce spread of contamination;

(b) At entry point

i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/ separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.

ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/ employee/ student/ visitor is found to be symptomatic, he/ she should be referred to nearest health centre.

iii. Posters/ standees on preventive measures about COVID-19 to be displayed prominently.

iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.

v. Entry of visitors should be strictly regulated/ restricted.
6. Conducting classes and lab work:

(i) Classrooms: Implement social distancing practices that may include:
- Staggering the beginning and end of the day at the Institutes;
- Cancelling assemblies, sports and events that can create crowded conditions;
- Create space for trainee desks to be at least one metre apart; and
- All desk, classroom should be cleaned and sanitised at least twice/thrice in a day and during the time when the shift changes.

(ii) Class Schedule: All the institutes may follow a 6-day week pattern to compensate the loss for the remaining session of 2019-20 and the next session 2020-21. Additionally, the faculty should be adequately trained for the use of ICT and online teaching tools.

(iii) Student and staff should be advised to dispose of face covers/. Masks in separate covered bins placed in class rooms, work stations and other common area. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.

(iv) Labs and Production areas:

(a) Shorter shifts for staff/trainees engaged in lab and productions. There will be no overlap between shifts providing a cushion for disinfection and sanitisation to take place.

(b) In view of the importance of “social distancing”, institutes may also take necessary steps to ensure that the trainees are given exposure to laboratory assignments/practical experiments through virtual laboratories, sharing of the recorded visuals of laboratory work and digital resources available for the purpose.

(c) Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.

(d) Ensure a floor area of 4m² per person is available for working on equipment/work station.

(e) Ensure that faculty and trainees sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided.

(v) Counselling Facilities: The institutes should strengthen the mechanism of mentor-mentee counselling through a dedicated portal on institute website to impart timely guidance and counselling to the trainees. Besides, the faculty advisor and supervisor assigned to each trainee should maintain regular communication with the trainees.

7. Guidelines for Common Facilities:

(i) Biometric attendance: Bio-metric (Finger touch) swiping for attendance should be temporarily discontinued and alternate arrangements for contactless attendance (Swiping with bar code or register) or manual be made.

(ii) Lifts and staircase: Lift/staircase should be cleaned and sanitized frequently. It should be ensured that lifts are not crowded and social distancing should be ensured inside lift. Hand sanitizers should always be kept at the entry/exit of Lift/staircase.
(iii) **Canteen**: There should be staggering lunch timings for batches - the beginning and end of the lunch time so that there is adequate 1 m social distance among seated staff and trainees. All vendors / shop keepers must wear all protective gears like Mask, Gloves, Cover all, etc. Vendors should avoid preferably cash transactions and use e-money modes. Wearing of masks, Social distancing and queue system should be strictly adhered.

(iv) **Hostel** should be out of bound for all persons except essential staff with known health status.

8. **Communication & Information Sharing in case of any one is not well** :-

a. Establish procedures if trainees or staff become unwell: Trainee, faculty and staff showing symptoms should not come to the institute and inform the same to the faculty/Principal and plan ahead with local health authorities, school health staff and update emergency contact lists. Ensure a procedure for separating sick trainees and staff from those who are well - without creating stigma - and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible. Trainees/staff may need to be referred directly to a health facility, depending on the situation/context, or sent home. Share procedures with staff, parents and trainees ahead of time.

b. Promote information sharing: Coordinate and follow Guidelines from the national health and education authorities. Share known information with staff, caregivers and trainees, providing updated information on the disease situation, including prevention and control efforts at school. Reinforce that parents should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home.

(i) Utilize parent-teacher committees and other mechanisms to promote information sharing: Institute should address trainees' questions and concerns, including through the development of trainee-friendly materials such as posters which can be placed on notice boards, in restrooms, and other central locations;

(ii) It should be ensured that parents are also kept in loop and their anxiety regarding trainee safety and security is continuously address at all times by leveraging various modes of communication such as SMS, WhatsApp, social media etc; and

(iii) Inform parents about the measures the Institute is putting in place and ask for cooperation to report any cases of COVID-19 that occur in the household. If someone in the household is suspected to have COVID-19, keep the trainee at home and inform the institute.

9. **Travel & Transportation** :-

(i) **Travel History Record**: The institutes may devise a proforma to record the Travel/ Stay history of the staff and trainees for the period when they were away from the institute due to lockdown, so that necessary precautions may be taken in specific cases, if required. In addition, the institutes will strictly comply with all precautions and preventive measures to curb the spread of COVID -19.

(ii) **Transportation Facilities**: As far as possible, usage of public transport should be avoided. All are advised to use own vehicle for commuting to institute as far as possible.
10. Responsibilities of various stakeholders in order to maintain business continuity: -

A successful implementation and resumption of training in institutes shall be a collective responsibility to be shouldered by all respective stakeholders. While every state and district shall have their own set of Guidelines and directives, additionally each stakeholder has an onus of ensuring safety upon recommencement.

10.1 RD, RDSDE/Principal/HOO:

Principals/HOO shall play the pivotal role in commencing the training and education in the respective institutes. They are responsible for managing the states and centres policy and Guidelines in the system. They shall be responsible for creating a safe and disease-free learning environment for ensuring continuity in education. The responsibilities of Principal/HOO for recommencing classes post lock down are:

I. Ensure orientation of trainees, faculty and staff (without calling in assembly)

(i) Educate about COVID-19 prevention, this includes appropriate and frequent hand hygiene, respiratory hygiene, mask use etc;


(iii) Non-contact greetings should also be advised;

(iv) Create awareness to ensure the trainees do not gather and socialize when leaving the institute and in their free time;

(v) Offer regular updates as the pandemic evolves and Guidelines are recalled;

(vi) Counsel the trainees and their parents / guardians for following social distancing and inculcating hygiene habits (such as frequent washing of hands etc.); and

(vii) If a trainee, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard;

II. Create healthy and sanitary environment: -

i. Develop a policy on wearing a mask or a face covering in line with National Guide lines. Ensure everybody wears masks, and uses gloves when on machine, on shared machines and shared machines provide face shields and maintain social distances.

ii. Ensure no sharing of tools or workstations to the extent possible. Provide additional sets of tools if needed.

III. Assess what can be done to limit risk of exposure, or direct physical contact, in labs, classes, sports etc:-

(i) Rework classroom and teaching timetable fore-fronting social distancing requirement, Shared or common lunchbreaks, recess to be avoided;

(ii) Limit mixing of classes i.e trainees in a class may stay in laboratory throughout the day, while teachers of employability, theory, engineering drawing etc move between
lab to another, or classes could use different entrances, if available, or establish an order
for each class to enter and leave the building/classroom;
(iii) Expand timetable, with some trainees and teachers attending in the morning, others in
the afternoon, others in the evening;
(iv) Consider increasing the number of teachers, if possible, to allow for fewer trainees per
classroom (if space is available);
(v) Advise against crowding during morning, recess, and closure, stagger class wise
opening and closing time; and
(vi) Minimize shared break times, i.e. alternate when and where classes take lunch.

IV. Manage Social distancing in classrooms, labs and other areas:-

i. Create physical barriers to ensure the physical distance within the work floor;
ii. Provide face protection shields along with masks and PPEs, on the machine if they are shared;
and
iii. Working in shifts – Institute that work in shifts should consider one hour gap between shifts.

iv. Facilitating online access to Bharat skills portal for the trainees to cover for the lost time and also
encourage faculty to have own digital systems;
v. Ensure adequate practice of trainees on CBT mock tests on Bharat skill for trainees;
vii. Meeting with IMC partners and industry for candidate OJT and placements; and

V. Screening and management of sick trainees, faculty and other staff:-

(vii) Enforce the policy of “staying at home if unwell” for trainees, teachers or staff with
symptoms;
(viii) Ensuring no sick staff or sick trainee attends classroom or practical training;
(ix) Immediately inform the concerned public health authorities in case of identification of
any probable case;
(x) Connect with local organizations, administration to provide home care support and
ensure communication between home and institute. Support and facilitate
hospitalisation and medical facilities, as far as possible;
(xi) Facilitate contact tracing in case of a positive case;
(xii) Ensure trainees who have been in contact with a COVID-19 case stay home for 14 days;
and
(xiii) Ensuring installation of Arogya Setu App by all trainees, faculty, etc

VI. Communication with parents and trainees: -

(i) Inform parents about the measures the Institute is putting in place and ask for cooperation
to report any cases of COVID-19 that occur in the household; and
(ii) If someone in the household is suspected to have COVID-19, keep the trainee at home
and inform the institute.

VII. Reporting of daily attendance
Daily attendance shall be reported to the competent authority through email/WhatsApp within 30 minutes of attendance closing time

10.2 Responsibility of Instructors and Support Staff:-

Teachers and other support staff regularly meet with trainees and assist in day to day operations of the institute. Their responsibilities are similar to that of the principal in commencing operations in the institute. Some of their responsibilities are:-

(i) Prevent stigma by using facts and reminding trainees to be considerate of one another;
(ii) Regular temperature check for trainees using infrared thermometers;
(iii) Create awareness encouraging trainees to encourage good hygiene practices;
(iv) Clean and disinfect institute, classroom and labs, encouraging frequent and thorough washing of hands;
(v) Early identification of potentially sick candidates and ensuring safety for others;
(vi) Ensuring adherence to social distancing in the institute during the training; and
(vii) Ensuring installation of Aarogya Setu App by all trainees having smart phones;

10.3 Responsibility of Parents:-

Successful commencement of Training and education at the institutes are also highly dependent on the conditions at which the trainees reside at. Parents play a necessary role in ensuring trainees safety and thereby preventing the spread of the epidemic and may be sensitised for following:-

i. Creating a healthy and hygienic environment at home;
ii. Counselling their children to follow social distancing norms and inculcating healthy hygiene habits;
iii. Understanding the symptoms of the disease, report any symptoms to the authorities as well as the institute so that other potential patients be identified in a timely manner;
iv. Prevent stigma against the disease and encouraging their wards to be more welcoming towards recovered patients;
v. Coordinate with the institute and its staff to receive information and providing assistance in incorporating institutes safety efforts;
vi. Ensuring sanitization of trainee’s belongings upon return from institute; and
vii. Ensuring installation of Aarogya Setu App by them and their wards.

10.4 Responsibility of Trainees:-

Trainees need to understand the basic nuances of the disease including its symptoms and about how it gets transmitted for early identification and recovery. Some of the responsibilities of the trainees are:-

(i) Following social distancing norms and good hygiene practices at institute and at home (regular hand washing and avoiding touching face in public);
(ii) Avoid going to public places and go out only when necessary;
(iii) Report any discomfort or any symptom to their parents and teachers immediately;
(iv) Be welcoming towards recovered friends and teachers. Take regular counselling sessions with the counsellor and notify them of any pressing issues;
(v) Avoid sharing of eating utensils, foods and drinks;
(vi) Sharing the best practices learnt about preventing disease with family and friends; and
(vii) Downloading Aarogya Setu App.

11. Checklist for different Stake holders (as per Annexure)

11.1 Checklist for Institutes

i. Gradual opening of ITIs across India, those Institutes which are in a hotspot should remain closed for elongated period;
ii. Providing online access to trainee through Bharat Skills portals etc. for them to cover the theory portion of the course;
iii. Installation of Aarogya Setu application to be made mandatory;
iv. Increasing the use of IT platform across trainees and trainers in order to ensure business continuity in time of crisis;
v. Planning for the FY in order to ensure that the loss of learning hours is minimized across the ecosystem; and
vi. Conduct training program for Principals/HOOs and trainers on Covid 19 and the measures taken in order to minimize future cases and its likely impact.

vii. Re-initiate discussion with the industry partners for OJT, DST, placements etc. as the case maybe;
viii. Gather feedback from the industry on the impact of COVID 19 and how it can be minimized in order not to affect the placement of the trainees;
ix. Sanitization of classrooms and labs. Ensure social distancing by initiating seating arrangement and prevent over-crowding of classroom;
x. Avoid large gathering and trainee events/ sports event for the time being; and
xi. Counselling session for the trainees in order to address issues owing to loss of learning hours and placements.
11.2 Checklist for Parents: -

(i) Maintenance of hygiene at home and surroundings;
(ii) Monitoring the health of their wards and teaching children about maintaining hygiene;
(iii) Regular temperature checks and reporting any symptoms in a timely manner; and
(iv) Ensure that regular discussions are done their ward to identify any cases of anxiety and depression.

11.3 Checklist for Trainees: -

(i) Maintaining hygiene practices, adherence to Guidelines and following social distancing norms;
(ii) Reporting any symptoms to parents and teachers; and
(iii) Teach and implement social distancing and hygiene practices amongst friends and family;

11.4 Checklist for various important advisories

11.4.1 Guidelines for home quarantine

11.4.2 Advisory for social distancing
https://www.mohfw.gov.in/pdf/SocialDistancingAdvisorybyMOHFW.pdf

11.4.3 Disinfection of common public places

11.4.4 Manual on use of Home Made protective Cover for Face & Mouth
https://www.mohfw.gov.in/pdf/Advisory&ManualonuseofHomemadeProtectiveCoverforFace&Mouth.pdf

11.4.5 Guidelines for protective measures to contain spread of COVID-19 in workplace setting.
Help us to help you

NOVEL CORONAVIRUS (COVID-19)

Protect yourself and others!

Follow these Do's and Don'ts

Do's ✓

Practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean.

Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.

Throw used tissues into closed bins immediately after use.

See a doctor if you feel unwell (fever, difficult breathing and cough). While visiting doctor wear a mask/cloth to cover your mouth and nose.

If you have these signs/symptoms please call State helpline number or Ministry of Health & Family Welfare’s 24X7 helpline at 911-23978046.

Avoid participating in large gatherings.

Don'ts ✗

Have a close contact with anyone, if you’re experiencing cough and fever.

Touch your eyes, nose and mouth.

Spit in public.

Together we can fight Coronavirus

For further information:

Call at Ministry of Health, Govt. of India’s 24X7 control room number +91-11-23978046.

Email at ncov2019@gmail.com
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.

1. **Background**

Government of India is following a phase-wise unlocking of activities. In days to come, this would also involve resumption of activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory/experimental work.

2. **Scope**

This SOP aims to enable safe resumption of teaching/training activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory/experimental work.

As far as **skill or entrepreneurship training** is concerned the same shall be permitted in national skill training institutes, industrial training institutes, short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State government, National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE), and their training providers.

Similarly, for **Higher Educational Institutions** conducting PhD or technical and professional programs requiring laboratory/experimental works will be permitted by Department of Higher Education in consultation with Ministry of Home Affairs (MHA).

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at these institutes to prevent spread of COVID-19.

3. **Generic Preventive Measures**

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, students and visitors) in these places at all times.

These include:

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 off 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.

4. All Institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall specifically ensure the following arrangements:

i. Online/distance learning shall continue to be permitted and shall be encouraged.

ii. Skill or entrepreneurship training will be permitted with effect from 21st September 2020.

iii. Higher educational institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with MHA strictly following Guidelines as indicated in the SOP.

4.1 Before opening up of the institution

a) Planning of reopening of institutions

i. The institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.

ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, doctoral courses and post graduate studies including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.

iii. Wherever skill based training on equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.

iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.

v. 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.

vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty /trainees / staff to contact in case of any emergency.

vii. For air-conditioning/ventilation, the SOP 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 be there.

viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.

ix. Gymnasiums shall follow MoHFW SOP (available at: https://www.mohfw.gov.in/pdf/Guidelinesonyoginstitutesandgymnasiums03082020.pdf),

x. Swimming Pool (wherever applicable) shall remain closed.

xi. Prominently display signages, posters and standees must indicate the dos and don’ts for the staff and students.
b) Planning and scheduling of activities

i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. As far as possible, the academic calendar should promote a mix of regular classes and online teaching/training, assessments.

ii. The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.

iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.

iv. 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.

c) Availability and management of supplies

i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.

ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.

iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.

iv. Ensure availability of sufficient covered dustbins and trash cans.


vi. Housekeeping staff to be informed & trained about norms for waste management & disposal.

4.2 After opening of the teaching/training institutions

a) At the entry point

i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.

ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health center.

iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.

iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.

v. Entry of visitors should be strictly regulated/restricted.

b) Conduct of teaching activities in the classrooms

i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.

iii. Academic scheduling should have intermix of regular classroom teaching and online teaching/assessments

iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities.

v. Sharing of items like laptops, notebooks, stationary etc. amongst students should not be allowed.

c) Conduct of skill based training in workshops/laboratories

i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use.

ii. Ensure a floor area of 4m² per person is available for working on equipment/work station.

iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.

d) Activities in common area – library, canteen, common rooms, gymnasium, etc.

i. Physical distancing of 6 feet needs to be maintained.

ii. Person using the common areas need to use mask/face cover all the time.

iii. Canteens may remain closed as far as possible.

iv. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.

e) Transportation to and from the institution

If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

S. Hygiene and Sanitation

i. Daily cleaning of the floors shall be taken up.

ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.

iii. 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, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.

iv. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.

v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.

vi. Students and staff should be advised to dispose of used face covers / masks in separate covered bins placed in class rooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.

vii. Residential buildings, if any, also needs to be sanitized regularly.

6. Risk Communication

i. Create awareness to ensure the students do not gather when leaving the institute and in their free time.
ii. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.

iii. Ensure regular counselling is done for students reporting mental health issues such as anxiety and depression.

iv. If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard.

7. Additional considerations for medical post-graduate students needs to be ensured.


8. Ensure Safe Stay at Hostels, guest houses and other residential complexes

The measures as proposed above related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings.

Further, the following specific points for Hostels/guest houses/other residential complexes shall also be followed:

i. Students who are not local residents of the city/town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.

ii. Since 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.

iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.

iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations shall continue to remain prohibited.

v. In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.

vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.

vii. Hostel should be out of bound for all persons except essential staff with known health status.
9. **SOP to be followed in case a student/faculty/staff develops symptoms (fever, cough, difficulty in breathing)**

i. Place the ill person in a room or area where they are isolated from others.

ii. Inform parents/guardians as the case may be

iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.

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

v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.

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

vii. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.
The Ministry of Home Affairs vide Order No. 40-3/2020-DM-I (A) dated 30th September 2020, has issued guidelines for re-opening, following lockdown measures put in place for containment of COVID-19 in the country under the Disaster Management Act, 2005. Among the activities permitted outside the Containment Zones is the re-opening of schools and coaching institutions, after 15th October 2020, in a graded manner, and subject to the following conditions:

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

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

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

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

e. Schools that are allowed to open will have to mandatorily follow the SOP to be issued by Education Departments in consultation with the Department of Health and Family Welfare, Haryana.

Accordingly, in compliance with the above enunciated Ministry of Home Affairs order and Government of Haryana, State Disaster Management Authority order No. DMC-SOP-2020/11573 dated 01.10.2020, guidelines/ SOP for re-opening of schools for classes of 9th to 12th with teaching time of three hours per day in the State of Haryana w.e.f. 02.11.2020, are as follows:-

**STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS BEFORE OPENING OF SCHOOLS**

a) **Before reopening of schools**, arrangements may be made for sensitization of teachers, parents, staff, and members of School Management Committee through online/offline modes such as pamphlets, letters, public announcement systems in villages, urban wards, etc. on COVID appropriate behavior such as:

- Required do’s and don’ts including maintenance of hand hygiene, respiratory hygiene and disinfection of frequently touched surfaces
- Maintaining physical distance
✓ Hygienic practices necessary for the prevention of COVID-19
✓ Stigmas attached to COVID-19
✓ Thermal screening for fever detection
✓ Avoiding attending school if having symptoms and seeking medical care

• Staff and students belonging to containment zones shall not attend the school and other educational institutions until the containment zone is denotified.

• Students and staff shall be advised not to visit areas falling within the containment zone.

• The recommendations of MoHFW are to be followed, i.e., “All employees who are at higher risk i.e., older employees, pregnant employees, and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any frontline work requiring direct contact with the students.”

b) **Ensure proper cleaning and sanitation facilities in the school**

• Arrange for thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, water tanks, kitchens, canteen, washrooms, laboratories, libraries, etc. on the school campus and ensure airflow in indoor space.

• Ensure working hand washing facilities in the school.

• Ensure availability of key supplies like thermometers, disinfectants, soaps, etc., and arrange for the availability of these essentials. The thermometer to be used should be a calibrated contact-less infrared digital thermometer.

• Ensure the sanitization of school transport before they start plying.


c) **Form different Task Teams**

• Task Teams such as Emergency Care Support/Response Team, General Support Team for all stakeholders, Commodity Support Team, Hygiene Inspection Team, etc. with earmarked responsibilities
will be helpful.

- Teachers, students, and other stakeholders deemed fit for being the members of these task forces may be identified to be the members of these task forces who will work collaboratively to take strategic and immediate actions.

d) Seating plan

- As suggested by the Ministry of Health, there must be at least 6 feet distance between students in the revised seating plan. It is advisable to mark the seating that students should occupy.

- If there are single-seater desks, simply providing space between the desks in the classrooms to maintain physical/social distancing of 6 feet will be effective. If benches are used, ‘one child one bench norm’ may be considered.

- Similarly, physical/social distancing shall also be maintained in the staff rooms, office area, and other places of public interaction.

- If available, temporary space or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes, keeping in view the safety and security of the children and physical distance protocols.

- Seats may be designated with adequate distance for teachers in the staff room and other available rooms/halls.

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

e) Ensure Physical/social distancing at the Entry and Exit Points of the School

- Staggering the timing of entry and exit for students of different classes.

- Earmarking different lanes for coming and going.

- Opening all the gates at the time of entry and exit, in case the school has more than one gate and earmarking classes for each gate to avoid crowding.

- Making announcements through the Public Announcement System to guide parents/guardians and students to maintain physical/social distancing.
f) Schools will make their own SOPs based on the guidelines issued by States/UTs for the following, keeping in view the safety and physical/social distancing norms, and ensuring that the notices/posters/messages/communication to parents in this regard are prominently displayed/disseminated:

✓ Use of Playground, Library, and Laboratory
✓ Break Time
✓ Regular Cleaning and Disinfection of school infrastructure
✓ Use of School Transport
✓ Private pick up and drop off facility
✓ Monitor and Plan for Absenteeism of both staff and students
✓ Information Sharing System with partners
✓ Dealing with an emergency
✓ Visit of service providers, parents, and other visitors to the school

g) Display Signages and markings for enforcing physical/social distancing and safety protocols -

- Displaying posters/messages/stickers and signage at appropriate places in the school reminding students about maintaining physical/social distancing such as inside the classroom, libraries, outside washrooms, hand washing stations, drinking water areas, school kitchen, halls, classrooms, buses/ cabs parking, entry, and exits.
- Ban on spitting shall be strictly enforced.
- Marking circles on the ground at different places like reception, water facility stations, hand washing stations, the area outside washrooms, and other areas.
- Marking separate lanes with arrows for coming and going at all possible places in school to avoid physical contact.

h) Staggering timetables – some alternatives:

- One way of ensuring physical/social distancing is to have flexible, staggered, and reduced timings planned for different classes in such a way that physical/social distancing is maintained along with other guidelines.
• Asking only a certain percentage of the students to attend the school depending on the enrolment, rotationally on alternate days, or every two days in a week and combining with home assignments could be another mechanism.

• Alternatively, there could be a weekly class-wise timetable for attendance. All classes need not attend school every day.

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

• Running a school in two shifts in case of high enrolment schools can also be considered by reducing the time duration of school hours per shift, such that the school can manage with the same set of teachers in the overall school hours.

• In the case size of the classroom is small, classes may be held in rooms having larger areas such as a computer room, library, laboratory, etc. with a physical distance of 6 feet between the students.

i) **School events, congregations, meetings, etc.**

• Schools should not undertake school events where physical/social distancing is not possible.

• Functions and celebration of festivals should be avoided in schools

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

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

• During the process of admission to new classes, only parents/guardians may be consulted. Children need not accompany parents as far as possible.

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

j) **Parent's/Guardian's consent**

• States/UTs should take the consent of parents/guardians before their child/ward begins attending schools.

• Students willing to study from home with the consent of the parents may be allowed to do so.

• Follow-up on the progress of the learning outcomes of all such
students may be planned appropriately.

k) **Ensure availability of medical support**

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

l) **Redefine the school attendance and sick leave policies:**

- Attendance must not be enforced, and must depend entirely on parental consent.
- Flexible attendance and sick leave policies may be developed to encourage students and staff to stay at home when sick.
- Awards and incentives for perfect attendance may be discouraged.
- Alternate staff for critical school jobs/roles may be identified and given orientation for their new job roles.

m) **Ensure Safe Commuting of Students**

- Sanitization of school transportation on regular basis at least twice a day—once before children board the transport and once after.
- School Driver and conductor should maintain physical distance at all times and ensure physical/social distancing among students in the bus/cab.
- A minimum physical distance of 6 feet should be maintained during seating. Staggering of school timings/days/shifts may be essential for ensuring this. Wherever possible, more buses may be arranged.
- If possible, thermal screening of students may be done by the bus conductor at the time of their boarding the bus.
- All commuters to wear face cover/masks in the bus/cab. School transport should not permit children without masks to board buses.
- No curtains on windows in the bus/cab.
- Preferably keep all windows open.
- For air-conditioned buses/cabs, the guidelines issued by CPWD shall be followed which include temperature setting at 24-30°C, relative humidity at 40-70% with provision for the intake of fresh air available at
Students may be oriented not to touch surfaces unnecessarily. If possible, hand sanitizer may be kept in the bus/cab.

Students may be advised to patiently wait for their turn to board or alight from the vehicle keeping a safe distance.

As far as possible, parents may be encouraged to use their transport to drop and pick up their children to and from school.

Students commuting through public transport should be adequately guided by schools to take all precautions such as – physical/social distancing, covering nose and mouth with up facecloth/masks, sanitizing hands when touching any surface, etc.

Private cabs or carpooling may be discouraged as far as possible.

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

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

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

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

- The initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for on-line education.

- Students of higher classes may be called first as per the accommodation facility of the school.

- Screening of every border needs to be done before they start staying at the hostel. Only asymptomatic borders should be allowed to join.

- Since students may be coming from different locations by using public transports such as buses, trains, etc., it is important that they should minimize their contact and interaction with others on arrival at the hostel, and effectively, maintain quarantine as per State/UT requirement. Their health status should be monitored during the period.

- Arrangement for a regular visit of a Counselor teacher or a Counselor needs to be ensured to take care of any mental or emotional health
issue of the students.

- The hostel should be out of bounding for all persons except essential staff with known health status.
- Visiting the medical team may inspect the kitchen and mess at least once a week to ensure the maintenance of hygiene.
- Capacity building of hostel staff should be done on physical/social distancing norms, health, and hygiene, clean and nutritious food, etc., for the hostellers.
- Availability of good quality Wi-Fi connection, cable connection for Television and Radio may be ensured. These facilities should be used as per the norms of physical/social distancing.

o) **Collect information:**

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

- From local administration:
  
  About the State and district helplines and the nearest COVID Centre and other contact details for dealing with an emergency.

p) **Parents /guardians may take the following steps:**

- Provide written consent for their children to attend school if they wish to send it to school.
- Ensure that their ward goes to school wearing a mask and sensitise them not to exchange masks with others. Masks can be made at home also. Face masks made of cloth may be reused after thorough washing with soap. Disposal face masks are to be disposed of safely.
- Encourage their ward to wear full-sleeved clothes to minimize the interaction with any public surface.
- Parents may take care not to send their ward to school if the child is not feeling well.
- Drop and pick children from school, as far as possible. If sent by school bus then maintain physical/social distancing and ensure that everyone is wearing a mask.
• Ask their ward to practice physical/social distancing at all times once she/he leaves home.

• Clean and sanitize their ward’s uniform and other belongings daily.

• Ensure that their ward maintains personal hygiene such as bathing, brushing teeth properly twice a day (in the morning and before sleeping), and trimming of nails.

• Provide two clean small napkins/clean cloth daily with their ward for wiping hands.

• Give healthy food, fresh fruits, and clean water in their lunch box or send a tiffin box for the mid-day meal and advise their ward not to share their tiffin and water bottle with others.

• Parents/guardians should download the AAROGYASETU APP and let their ward commute only when the App shows safe and low-risk status.

q) **Parents /guardians may take the following steps:**

A District Level Task Force may be created involving DIETs, DEOs, and other identified stakeholders for making random visits to schools for observing their preparedness and safe operations. This task force can also prepare a database on the requirements of schools for safe functioning and adequate learning achievements.

r) Anything which is not mentioned in these guidelines, then SOPs issued by the Department of School Education and Literacy (attached) will be followed.
COVID-19

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

1
INTRODUCTION

a. Online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged.
b. Where Colleges/Universities are conducting online classes, and some students prefer to attend online classes rather than physically attend Colleges/Universities, they may be permitted to do so.
c. Attendance must not be enforced.
d. Colleges/Universities which are allowed to open will have to mandatorily follow the SOP.
e. Accordingly, the Department of Higher Education Haryana has prepared the following guidelines/SOP for re-opening of Colleges/Universities. The guidelines are divided into two parts:

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

Part II refers to learning with physical/social distancing and the academic aspects related to the delivery of education, such as, curriculum transactions, instructional load, timetables, assessment, etc. These are advisory in nature. States & UTs may use these in the manner deemed fit to prepare their own guidelines.
PART-1

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

a) Ensure proper cleaning and sanitation facilities in the Colleges/Universities

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

2. Ensure working hand washing facilities in the Colleges/Universities.

3. Ensure availability of key supplies like thermometers, disinfectants, soaps, etc., and arrange for availability of these essentials. The thermometer to be used should be a calibrated contact-less infrared digital thermometer.

4. Ensure sanitization of Colleges/Universities transport before they start plying.


b) Form different TaskTeams

1. Task Teams such as, Emergency Care Support/Response Team, General Support Team for all stakeholders, Commodity Support Team, Hygiene Inspection Team, etc. with earmarked responsibilities will be helpful.

2. Teachers, students and other stakeholders deemed fit for being the members of these task forces may be identified to be the members of these task forces who will work collaboratively to take strategic and immediate actions.

c) Seating plan

1. As suggested by the Ministry of Health, there must be at least 6 feet distance between students in the revised seating plan. It is advisable to mark the seating that students should occupy.

2. If there are single-seater desks, simply providing space between the desks in the classrooms to maintain physical/social distancing of 6 feet will be effective. If benches are reused, "one child one bench norm" may be considered.
3. Similarly, physical/social distancing shall also be maintained in the staff rooms, office area, and other places of public interaction.

4. If available, temporary space or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes, keeping in view the safety and security of the children and physical distance protocols.

5. Seats may be designated with adequate distance for teachers in the staff room and other available rooms/halls.

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

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

1. Staggering the timing of entry and exit for students of different classes.

2. Earmarking different lanes for coming and going.

3. Opening all the gates at the time of entry and exit, in case Colleges/Universities has more than one gate and earmarking classes for each gate to avoid crowding.

4. Making announcements through Public Announcement System to guide parents/guardians and students to maintain physical/social distancing.

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

1. Colleges/Universities may be encouraged to make their own SOPs based on the guidelines issued by Department for the following, keeping in view the safety and physical/social distancing norms, and ensuring that the notices/posters/messages/communication to parents in this regard are prominently displayed/disseminated:

   a) Use of Playground, Library and Laboratory

   b) Break Time

   c) Regular Cleaning and Disinfection of Colleges/Universities infrastructure

   d) Use of Colleges/Universities Transport

   e) Private pick up and drop off facility

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

   g) Information Sharing System with partners

   h) Dealing with emergency situation
i) Visit of service providers, parents and other visitors to Colleges/Universities

g) Academic Calendar and Staggering timetables – some alternatives:
1. One way of ensuring physical/social distancing is to have flexible, staggered and reduced timings planned for different classes in such a way that physical/social distancing is maintained along with other guidelines.
2. Asking only a certain percentage of the students to attend the Colleges/Universities depending on the enrolment, rotationally on alternate days, or every two days in a week and combining with home assignments could be another mechanism.
3. Alternatively, there could be a weekly class-wise timetable for attendance. All classes need not attend Colleges/Universities every day.
4. Odd-Even Formula for classes can also be considered.
5. Running Colleges/Universities in two shifts in case of high enrolment Colleges/Universities can also be considered by reducing time duration of Colleges/Universities hours per shift, such that the Colleges/Universities is able to manage with the same set of teachers in the overall Colleges/Universities hours.
6. In case size of classroom is small, classes may be held in rooms having larger area such as computer room, library, laboratory etc. with physical
distance of 6 feet between the students.

7. The institutions where admissions are solely through entrance tests and have completed the necessary requirements or are likely to complete these requirements in near future, may start their academic session of 1st year at the earliest. If necessity arises, provisional admissions may also be made. The relevant documents of qualifying examination be accepted up to 31.12.2020.

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

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

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

4. All the universities may follow a 6-day week pattern for the academic session 2020-21 and 2021-2022 to compensate the loss for this batch of students.
5. In order to avoid financial hardship being faced by the parents due to lockdown and related factors, full refund of fees be made on account of all cancellation of admissions/migration of students, up to 30.11.2020, for this very session as a special case. To be crystal clear, the entire fees including all charges be refunded in totality (Zero Cancellation charges) on account of cancellation/migration up to 30.11.2020. Thereafter, on cancellation/withdrawal of admissions up to 31.12.2020, the entire fee collected from a student be refunded in full after deduction of not more than Rs.1000/- as processing fee.

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

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

8. In view of the present scenario and future uncertainties:
   i. The universities may adopt and implement these Guidelines in a transparent manner by making alterations/additions/modifications/amendments to deal with particular situation(s) in the best interest of students, educational institution and the entire education system, except in respect of those guidelines that are mandatory.
   ii. If the university faces difficulty in making admissions as per the existing policy, it may adopt alternative modes of admission process, if otherwise legally tenable. iii. In case of educational institutions located at places where the Government (Centre/State) have imposed restrictions on gathering of public, the institutions may plan accordingly. In any case, the above recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/competent authority. Notwithstanding the above Guidelines, every university/college has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, MHRD or UGC from time to time to prevent the spread of COVID-19.

9. Colleges and Universities may be allowed to open for students in a staggered manner w.e.f 2nd November, 2020. Following guidelines are submitted for approval:
   i. Students may be permitted to visit their colleges for regular teaching/guidance as per below schedule:
      a. BA Ist year -9.00 am to 12.00 noon- Monday-Tuesday
b. BCom and B.Sc IInd year- 12.30 p.m to 3.30 p.m.- Monday-Tuesday

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

d. BCom IInd and B.Sc IInd year- 12.30 pm to 3.30 pm- Wednesday- Thursday

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

f. BCom IIInd, BSc IIInd and PG IIInd - 12.30 p.m to 3.30 p.m. Friday- Saturday

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

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

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

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

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

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

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

5. During the process of admission to new classes, only parents/guardians may be consulted. Children need not accompany parents as far as possible.

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

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

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

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

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

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

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

5. The recommendations of MoHFW are to be followed, i.e., “All employees who are at higher risk i.e., older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any frontline work requiring direct contact with the students.”

j) Ensure availability of medical support

1. Ensure availability in Colleges/Universities or at contactable distance full-time trained health care attendant/nurse/doctor and counsellor to take care of physical and mental health of the students.

2. Regular health check-up of students and teachers may be organized.

k) Redefine the Colleges/Universities attendance and sick leave policies:

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

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

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

l) Academic Calendar:

1. Plan for academic calendar changes for all classes, particularly in relation to breaks and exams.

2. See section on Learning with physical/ social distancing for greater detail.
m) Access to Textbooks:

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

n) Collect information:

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

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

o) Ensure Safe Residential Stay at Hostel:

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

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

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

4. Initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for online education.

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

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

7. Since students may be coming from different locations by using public transports such as buses, trains, etc., it is important that they should minimize their contact and interaction with others on arrival at hostel, and effectively, maintain quarantine as per State/UT requirement. Their health status should be monitored during the period.

8. Arrangement for a regular visit of Counselor teacher or a Counselor needs to be ensured to take care of any mental or emotional health issue of the
students.

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

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

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

12. Availability of good quality Wi-Fi connection, cable connection for Television and Radio may be ensured. These facilities should be used as per norms of physical/social distancing.
II. STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS TO BE FOLLOWED AFTER OPENING OF COLLEGES/UNIVERSITIES

a) Ensure continuous maintenance and monitoring of cleanliness and hygienic conditions in and around Colleges/Universities premises

1. Colleges/Universities campus should be cleaned daily and a daily record of areas cleaned may be maintained.

2. Note that students should not be involved in any of the cleaning activities for health and safety reasons.

3. Water, sanitation and waste management facilities may be ensured along with compliance of environmental cleaning and decontamination procedures. Waste management (with regards to bio-medical waste including masks, used tissues, etc.) needs to follow CPCB guidelines (available at https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)

4. Frequent cleaning and sanitization of commonly touched surfaces like doorknobs and latches etc., inside and outside the classrooms may be carried out.

5. Disinfecting all teaching learning material such as learning materials, teaching aid, sports materials, swings, desks, chairs, computers, printers, laptops, tablets etc. focusing particularly on frequently touched surfaces/object.

6. All garbage should be disposed in dustbins and must not be allowed to pile up anywhere else in the Colleges/Universities premises.

7. All dustbins must be cleaned and covered properly. Protocols must be in place for the final safe disposal of waste.

8. Availability of soap and clean water at all hand washing facility may be ensured. This can be monitored by the identified or designated staff/students.
9. If possible, alcohol-based hand sanitizer may be placed at prominent places like reception and entrance of the Colleges/Universities.

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

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

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

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

b) Making students’ stay safe in Colleges/Universities

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

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

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

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

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

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

7. Encourage students to bring and eat home cooked and nutritious food and avoid sharing food and utensils with others.

8. No outside vendor should be allowed to sell any eatables inside the Colleges/Universities premises or at the entrygate/point.

c) Ensure Safe Commuting of Students

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

2. Colleges/Universities Driver and conductor should maintain physical
distance at all times and ensure physical/social distancing among students in the bus/cab.

3. A minimum physical distance of 6 feet should be maintained during seating. Staggering of Colleges/Universities timings/days/shifts may be essential for ensuring this. Wherever possible, more buses may be arranged.

4. If possible, thermal screening of students may be done by the bus conductor at the time of their boarding the bus.

5. All commuters to wear face cover/masks in the bus/cab. Colleges/Universities transport should not permit children without masks to board buses.

6. No curtains on windows in the bus/cab.

7. Preferably keep all windows open.

8. For air-conditioned buses/cabs, the guidelines issued by CPWD shall be followed which include temperature setting at 24-30°C, relative humidity at 40-70% with provision for intake of fresh air (available at: https://cpwd.gov.in/WriteReadData/other_cir/45567.pdf.)

9. Students may be oriented not to touch surfaces unnecessarily. If possible, hand sanitizer may be kept in the bus/cab.

10. Students may be advised to patiently wait for their turn to board or alight from the vehicle keeping a safe distance.

11. Students commuting through public transport should be adequately guided by Colleges/Universities to take all precautions such as – physical/social distancing, covering nose and mouth with up face cloth/masks, sanitizing hands when touching any surface etc.

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

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

2. Students to attend Colleges/Universities on rotation basis or on alternate days or as per the schedule prepared by the Colleges/Universities, as already mentioned.
3. Have staggered arrival and departure timings for different classes.
4. If the Colleges/Universities has more than one gate, then all the gates be used for entry and exit.
5. Assistance of Traffic Police or Volunteers from the community may be taken to regulate traffic outside Colleges/Universities to avoid congestion of vehicles.
6. Screening of all including staff members before entering the Colleges/Universities without fail for fever/cough and breathlessness.
7. Self-monitoring of health by all and disclosure about any illness at the earliest to State and district helpline and Colleges/Universities authorities.
8. Colleges/Universities heads to allow staff who want to remain on leave due to sickness, with the advice that they resume duties as soon as they are recovered as the Colleges/Universities needs their services in this tough time for children who have started coming to Colleges/Universities for education. However, MoHFW recommendations as mentioned at Chapter I (j) for employees at higher risk should be followed.
9. Parents to be sensitized that they must not send their wards to Colleges/Universities if the student or any family member living in the same household suffers from fever/cough/breathlessness etc. Similarly, children with underlying medical conditions are to take appropriate precautions as advised by their respective medical practitioners.
10. States may also consider obtaining declaration forms from the parents saying that no one in the family is suffering from COVID-19 or from fever/cough/breathlessness etc., before their wards start coming to Colleges/Universities.
11. Students, parents and staff members having mobile phone may be advised to download the ArogyaSetuApp.
12. Announcements may be made to sensitize students and accompanying parents to follow all safety norms.
13. Colleges/Universities attendance may be monitored to keep track of student and teacher absence and to compare against usual absenteeism patterns. Close track to be kept of absence due to respiratory illnesses.
e) **Ensure safety norms in classrooms and other places**

1. A proper crowd management in the Colleges/Universities as well as in outside premises shall be ensured.
2. Teachers may ensure students sit at marked/allocated seats maintaining physical/social distancing and wearing face covers/masks in the classes, laboratories, libraries, playground or any other part of Colleges/Universities premise.
3. Group activities in games, sports, music, dance or other performing art classes may be allowed only if it is feasible to maintain physical distance and following health safetynorms.
4. Practical work should be done in small groups maintaining physical distance.
5. Teachers to wear face covers/masks while correcting written assignments of students. As far as possible online assignments may be encouraged.
6. Windows and doors of the classrooms and other rooms to be kept open for ventilation.
7. Number of people in the elevators and passages shall be restricted. Use of stairs with one person on alternate steps may be encouraged.
8. Specific focus on avoiding over-crowding in washrooms should be encouraged.
9. For air conditioning within the Colleges/Universities, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30°C, relative humidity in the range of 40-70% and provision for intake of fresh air and cross-ventilation.
10. All physical/social distancing norms are to be implemented as per the defined protocols/SOPs.

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

1. Place the ill student or staff in a room or area where they are isolated from others
2. Provide a mask/face cover till such time as he/she is examined by a doctor.
3. Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.
4. A risk assessment will be undertaken by the designated public health authority (district Rapid Response Team/treating physician) and accordingly
further action be initiated regarding management of case, his/her contacts and need for disinfection.

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

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

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

**g) Drinking Watersupply**

1. Continuous supply of potable water should be ensured in the Colleges/Universities premises. In case of intermittent water supply, adequate storage arrangement for water used in food or washing should be made. Water used for cleaning, washing and preparing food should be potable innature.

2. Water storage tanks, if available, should be thoroughly cleaned before the reopening of Colleges/Universities and further periodical cleaning should bedone.

3. Non potable water pipes should be clearly distinguished from those in use forpotable water.

**h) Management of waste**

1. Adequate waste disposal systems and facilities should be provided and they should be designed and constructed in such manner that the risk of contaminating food or the potable water supply iseliminated.

2. Waste storage/tanks should be located in such manner that it does not contaminate the food process, storage areas, the environment inside and outside the kitchen and waste should be kept in covered containers and removed at regularintervals.

3. Periodic disposal of the refuse/waste may be madecompulsory.

4. Eco friendly measures like vermi-composting may be encouraged for food waste management.

5. Applicable food waste management rules of respective States / UTs shall be
adhered to by all Colleges/Universities.

i) **Involving stakeholders**

1. Under the prevailing circumstances, active positive involvement of parents, community, SMC members and teachers is of crucial importance in providing nutritious meals to children in a safe and hygienic manner.
PART – II

LEARNING WITH PHYSICAL/SOCIAL DISTANCING
III. REDEFINING TEACHING, LEARNING AND ASSESSMENT TO ACHIEVE DESIRED LEARNING OUTCOMES

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

A. BEFORE COLLEGES/UNIVERSITIES REOPENING

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

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

   (i) Number of hours at Colleges/Universities
   (ii) Number of hours spent at Home Colleges/Universities Hours (active learning)
   (iii) Number of hours spent on keeping physically and mentally healthy
   (iv) Number of hours spent on creative activities related to art, and art integration.

2. HEIs may like to consider rationalizing the curriculum into 3 components:

   (i) Classroom lessons – which could include essential topics that are conceptually difficult to understand
   (ii) Self-learning lessons – which could include essential but conceptually easier to understand
   (iii) Not a part of the core area of curriculum or learning Outcomes – which could be kept aside this year

3. Academic calendar may be realigned for the whole year in accordance with the emerging situation. Comprehensive academic plan can be prepared as per the guidelines received from the Directorate of Higher Education.
4. Colleges/Universities calendar needs to make syllabus learning outcome-based rather than theme-based; decentralized planning may be at the Colleges/Universities level for blended/diverse mode learning, and also a clear policy on assessment of children.

5. The comprehensive academic plan should clearly depict the topics to be covered at Colleges/Universities and activities to be covered at home by the students along with the proper methods and rubrics of assessment.
   a. Arrangements may be made for community radio and audio classes by the teachers on this medium through Colleges/Universities whenever possible.
   b. Receive-only-Terminals (ROT), Television, Projectors, Computer, etc., if available, may be repaired and functional before reopening of the Colleges/Universities. Students can be engaged with these gadgets in case of shortage of teachers.
   c. Assessment plans may be prepared.
   d. The formats for periodic tests, mid-term and final exams may be designed as per the demand of the situation and keeping in view number of days and adjusted curriculum.
   e. It is advisable that the Colleges/Universities should not plan any assessment of student learning in the first two-three weeks of reopening of Colleges/Universities in order to ensure emotional well-being of the students.
   f. Moreover, non-stressing assessments may be planned to identify the learning gaps, i.e., to find out how much the students have learned during home-based Colleges/Universities.
   g. Assessments in the form of role plays, choreography, class quiz, puzzles and games, brochure designing, presentations, journals, portfolios, etc., may be preferred over routine pen-paper testing.
B. AFTER COLLEGES/UNIVERSITIES REOPENING

a) Teaching  Learning  Process: Create Learner-friendly

Colleges/Universities and Classroom Environment

1. Reintegration of students into Colleges/Universities may be taken on priority after reopening.

2. Teachers must talk and sensitize all students about COVID-19 and related myths, social stigma, and fears.

3. There can be flexibility with attendance until such time that the situation eased. As one of the important activities in each class, students themselves may be asked to prepare and take an innovative pledge focusing on Dos and Don’ts for Colleges/Universities entry/exit/duration, and for following at their homes. Time may be allocated during the Colleges/Universities schedule daily to reflect on it.

4. Care should be taken to ensure health, social, and emotional bonding despite having to maintain physical/physical/social distancing.

5. Mock safety drills may be conducted on how to keep safe from COVID-19 on regular basis (for a few days) to ensure complete sensitization and awareness.

6. Some yogic exercises may be practiced in the classroom to make students comfortable. For example:
   a) Micro yogic practices like the rotation of the head and shoulder, touching toes and stretching for primary children.
   b) Some simple asanas like Tadasana, Vrikshasana for children in classes 6 onwards (–)
   c) If sitting place is available Swastikasana, Vajrasana, etc. can be organized for children in classes 6 onward
   d) Other breathing practices like Kapalbhati, Anuloma-Viloma, Pranayama can also be organized

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

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

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

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

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

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

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

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

8. Life skills must be integrated with all teaching and learning processes, as now, more than ever, these will be required in learners. Life skills, such as communication and collaboration can be developed through group presentations as a method for learning. Creativity and critical thinking skills can be developed in specific homework assignments, project work, etc.

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

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

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

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

d) **Prepare Students for learning at Home**

1. As only a fraction of students on roll might attend Colleges/Universities on rotational basis as per the decision of the State/UT, it is important that all students have their text books as well as details of the curriculum to be covered in the given time.
2. Teachers and parents/students must have some form of communication at least 2 to 3 time’s a week.
3. In case blended approach is to be used, students will require various technological tools to support the blended model.
4. Project-based assignments, portfolios, creative work, etc. are the best ways to continue effective learning from home. More details are given in the next para.

5. Audio-visual e-content may be loaded onto pen-drives, CDs etc and taken to far-flung and interior areas where there is neither any internet / mobile / TV network.

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

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

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

f) Customizing assessment practices

Keeping the availability of infrastructural facilities, Colleges/Universities/teachers can customize assessment practices in line with the strategies suggested below:-
1. Colleges/Universities, where reasonably good ICT enabled environment is existing and students are undertaking online classes through desktop, laptops, and smart phone

   a) Replace Pen-paper test by alternative methods of assessment like individual assignments, project work, and portfolios.

   b) Credit to these assessments needs to be shared with the students in advance. Students may be involved in framing the assessment criteria.

   c) Teachers may encourage using peer assessment and self-assessment through class wise/subject wise groups.

   d) Students after learning a few concepts/subtopics may reflect on their learning and keep it as a record.

   e) Teachers may use ICT enabled assessment using existing tools, analyze the responses and share it with students.

   f) Assessment based on discussion forums may be practiced.

2. Colleges/Universities having partial facilities for conducting online classes and students are occasionally engaged in online classes

   a) Teachers may use tools to develop quizzes and seek responses of students through social media or mobile platforms.

   b) Teachers may create peer groups and encourage them to give appropriate feedback.

   c) Students may keep a record of their work like composing a poem, copy of the notes, small drawings, self-framed questions, and creative answers. This material can be shared in the group to seek appropriate feedback.

   d) A quick review of the concepts/topics may be carried out. Quiz and MCQs for each topic may be administered to know the readiness of students for the forthcoming concepts/topics.
3. Colleges/Universities, where there is no ICT, enabled environment and there is no engagement of students in the learning process

a) Teachers may interact with students and parents telephonically about the on-going learning in the class and keep track of students through interview mode.

b) Teachers and children together can also suggest ways to go for other alternative modes that suit them better such as sending worksheets to the homes of students, answers to which can be provided in the next round.

c) Children may be asked to reflect on their lockdown days and narrate stories/ write memoirs/ write poems, share their experiences, etc. This can be part of assessment especially in the areas of languages.

d) Students may interact with the parents/elders on various topics and can record their observations. This may also be part of the assessment.

e) Students may be encouraged to conduct small experiments at home with the help of parents.

f) Colleges/Universities may rationalize their syllabus and prioritize learning outcomes. Suitable strategies need to be adopted for assessment to avoid physical/environmental shortcomings being considered as shortcomings in learning.
IV. ENSURING SMOOTH TRANSITION OF STUDENTS FROM HOME-BASED COLLEGES/UNIVERSITIES DURING LOCKDOWN TO FORMAL COLLEGES/UNIVERSITIES

1. In order to ensure smooth transition of students from home-based Colleges/Universities during lockdown to formal Colleges/Universities and ensuring emotional well-being of students, the Colleges/Universities may consider taking the following actions:
   a) Implement re-adjusted Colleges/Universities calendar and redesigned Annual Curriculum Plan (ACP) to make up for the lost instructional time.
   b) Assess each student upon return to Colleges/Universities, by adopting informal methods to enable teachers to adjust their teaching plans accordingly.
   c) Plan and implement remedial actions like individualized instructional plans for the students with special needs and also those students who were not able to access online classes during lockdown in order to help them catch up and mitigate learning loss. Activities may also be planned/designed to fill the learning gaps as per individual student’s needs.
   d) It is advisable that during the first two-three weeks after the resumption of classes, students are to be allowed gradually get used to Colleges/Universities life again, either by focusing on review of lessons which have been taught online, or through any other activity.
   e) “Back to Colleges/Universities” campaign may be initiated, with particular focus on the out of Colleges/Universities and marginalized children especially girls, children with disabilities, children of migrant workers and children belonging to SC/ST communities.
   f) Vocational Educational and career guidance programs may be expanded to facilitate the Colleges/Universities to work transition of adolescents upon completion of Colleges/Universities, keeping in mind the economic fall-out of the COVID-19 pandemic.
g) Open learning programs may be supported for over-aged out of Colleges/Universities children.
V. ENSURING EMOTIONAL WELLBEING OF STUDENTS AND TEACHERS

1. It is natural to feel stress, anxiety, grief, and worry during and after a disaster/pandemic and children are indeed the most vulnerable ones at such times.

2. Therefore, the Colleges/Universities are advised to take note of any symptoms of stress in their students and take appropriate action in collaboration with parents.

3. It is advisable that the teachers, Colleges/Universities counselor and Colleges/Universities health workers should work in unison to ensure emotional safety of their students.

4. Moreover, these tough times might have also impacted the well-being of the teachers which in turn might affect their ability to lead and manage their students along with responding to the change when Colleges/Universities reopen. So, it is of paramount importance that the mental well-being of teachers should also be taken care of in equal measure. Teachers can be guided to take proactive steps to promote their own mental wellbeing.

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

6. Similarly, concise module on counseling can be developed to ensure emotional stability, removal of anxiety and building up self-confidence of children once they come back to Colleges/Universities after a long gap.

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

The services include:

a) A webpage [https://mhrd.gov.in/covid-19](https://mhrd.gov.in/covid-19) on the website of MHRD containing advisories and motivational posters, and

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

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GOVERNMENT OF HARYANA
HARYANA STATE DISASTER MANAGEMENT AUTHORITY

No. DMC-SPO-2020/2642

ORDER

Dated: 04.03.2021

Whereas, in exercise of the powers under section 10(2)(1) of the Disaster Management Act, 2005, the Chairperson, NEC vide Order No. 40-3/2020-DM-I(A) dated 26.02.2021 has directed that the guidelines for Surveillance, Containment and Caution issued earlier vide Ministry of Home Affairs’ Order of even number dated 27.01.2021, will remain in force upto 31.03.2021 within the territory of India.

Therefore, now under the directions of the aforesaid orders of NEC dated 26.02.2021 under the Disaster Management Act, 2005, the undersigned in my capacity as Chairperson, State Executive Committee hereby directs that guidelines released vide Order no. DMC-SPO-2020/1068 dated 02.02.2021, will remain in force upto 31.03.2021 within the territory of State of Haryana. The guidelines for Surveillance, Containment and Caution issued by NEC dated 27.01.2021 shall be implemented alongwith the instructions/SOPs already issued by the Central/State Government or any other SOPs issued by the State Government or by any District Magistrate hereafter.

Chief Secretary-cum-Chairperson
Haryana State Executive Committee

To

1. All Administrative Secretaries in the State of Haryana;
2. All Deputy Commissioners in the State of Haryana.
No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001
Dated 26th February, 2021

ORDER

In exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned hereby directs that guidelines for surveillance, containment and caution, issued vide Ministry of Home Affairs’ Order of even number dated 27th January 2021, will remain in force upto 31st March 2021.

[Signature]

Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:
1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories
   (As per list attached)

Copy to:
1. All Members of the National Executive Committee
2. Member Secretary, National Disaster Management Authority
GOVERNMENT OF HARYANA
HARYANA STATE DISASTER MANAGEMENT AUTHORITY

No. DMC-SPO-2020/1068 Dated: 02.02.2021

ORDER

Whereas, in exercise of the powers under section 10(2)(1) of the Disaster Management Act, 2005, the Chairperson, NEC vide Order No. 40-3/2020-DM-II(A) dated 27.01.2021 has directed that the guidelines for surveillance, containment and caution, as annexed, will remain in force upto 28.02.2021 within the territory of India.

Therefore, now under the directions of the aforesaid orders of NEC dated 27.01.2021 under the Disaster Management Act, 2005, the undersigned in my capacity as Chairperson, State Executive Committee hereby directs that guidelines for surveillance, containment and caution, will remain in force upto 28.02.2021 within the territory of State of Haryana. The guidelines for surveillance, containment and caution issued by NEC dated 27.01.2021 shall be implemented alongwith the instructions/SOPs already issued by the Central/State Government or any other SOPs issued by the State Government or by any District Magistrate hereafter.

Chief Secretary-cum-Chairperson
Haryana State Executive Committee

To

1. All Administrative Secretaries in the State of Haryana;
2. All Deputy Commissioners in the State of Haryana.
No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001
Dated 27th January, 2021

ORDER

Whereas, an Order of even number dated 25.11.2020 was issued for containment of COVID-19 in the country, for a period upto 31.12.2020, which was further extended for a period upto 31.01.2021 vide an Order of even number dated 28.12.2020;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order with guidelines for containment of COVID-19 in the country;

Now therefore, in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned hereby directs that guidelines for surveillance, containment and caution, as annexed, will be in force upto 28.02.2021.

[Signature]
Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:
1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories
   (As per list attached)

Copy to:
   i. All Members of the National Executive Committee
   ii. Member Secretary, National Disaster Management Authority
Guidelines for Surveillance, Containment and Caution  
[As per Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) dated 27th January, 2021]

The number of active cases of COVID-19 have been declining steadily over the last four months. However, with a view to consolidate the substantial gains that have been achieved against the spread of COVID-19, and to fully overcome the pandemic, there is a need to maintain caution and strictly follow the prescribed containment strategy, focussed on surveillance, containment and strict observance of the guidelines.

The following guidelines are issued to be effective from 1st February 2021.

COVID appropriate behavior
1. State/ UT Governments shall take all necessary measures to promote COVID-19 appropriate behaviour and ensure wearing of face masks, hand hygiene and social distancing.
2. The National Directives for COVID-19 Management, as specified in Annexure I, shall be strictly followed throughout the country.

Surveillance and Containment
3. Containment Zones, if required, shall be carefully demarcated by the district authorities, at the micro level, taking into consideration the guidelines prescribed by the Ministry of Health and Family Welfare (MoHFW) in this regard. Within the demarcated Containment Zones, containment measures, as prescribed by MoHFW, shall be scrupulously followed.
4. It shall be the responsibility of local district, police and municipal authorities to ensure that the prescribed Containment measures are strictly followed. State/ UT Governments shall ensure accountability of the officers concerned in this regard.

Strict adherence to the prescribed SOPs
5. All activities will be permitted outside Containment Zones. However, the following activities will be subject to strict adherence of SOPs, as indicated below:
   i. Social/religious/sports/entertainment/educational/cultural/religious gatherings, subject to SOP of the State/UT concerned.
   ii. Cinema halls and theatres, subject to a revised SOP to be issued by Ministry of Information & Broadcasting in consultation with MHA.
   iii. Swimming pools, subject to a revised SOP to be issued by Ministry of Youth Affairs & Sports (MoYA&S) in consultation with MHA.
   iv. Exhibition halls, subject to a revised SOP to be issued by the Department of Commerce in consultation with MHA.

[Signature]

23/01/2021
6. For further opening up of international air travel of passengers, Ministry of Civil Aviation (MOCA) may take a decision in consultation with Ministry of Home Affairs (MHA).

7. SOPs, as updated from time to time, have been prescribed for various activities. These include: movement by passenger trains; air travel; metro trains; schools; higher educational institutions; hotels and restaurants; shopping malls, multiplexes and entertainment parks; yoga centres and gymnasiums, etc. These SOPs shall be strictly enforced by the authorities concerned, who shall be responsible for their strict observance.

**Local restrictions**

8. There shall be no restriction on inter-State and intra-State movement of persons and goods including those for cross land-border trade under Treaties with neighbouring countries. No separate permission/approval/e-permit will be required for such movements.

**Protection of vulnerable persons**

9. Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to take necessary precautions.

**Use of Aarogya Setu**

10. Use of Aarogya Setu may continue on best effort basis on compatible mobile phones. This will facilitate timely provision of medical attention to those individuals who are at risk.

**Strict enforcement of the guidelines**

11. All the District Magistrates shall strictly enforce the above measures. For the enforcement of social distancing, State/UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.

12. Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section188 of the IPC, and other legal provisions as applicable. Extracts of these penal provisions are at Annexure II.

Union Home Secretary

and, Chairman, National Executive Committee
NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

1. **Face coverings**: Wearing of face cover is compulsory in public places; in workplaces; and during transport.

2. **Social distancing**: Individuals must maintain adequate distance in public places.
   Shops will ensure physical distancing among customers.

3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/UT local authority in accordance with its laws, rules or regulations.

   *Additional directives for Work Places*

4. **Staggering of work/business hours** will be followed in offices, workplaces, shops, markets and industrial & commercial establishments.

5. **Screening & hygiene**: Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.

6. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.

7. **Social distancing**: All persons in charge of work places will ensure adequate distance between workers, adequate gaps between shifts, staggering the lunch breaks of staff, etc.

***
Annexure II

Offences and Penalties for Violation of Lockdown Measures

A. Section 51 to 60 of the Disaster Management Act, 2005

51. Punishment for obstruction, etc.—Whoever, without reasonable cause —

(a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or

(b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Punishment for false claim.—Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

53. Punishment for misappropriation of money or materials, etc.—Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

54. Punishment for false warning.—Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

55. Offences by Departments of the Government.—(1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his
knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Failure of officer in duty or his connivance at the contravention of the provisions of this Act.—Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

57. Penalty for contravention of any order regarding requisitioning.—If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

58. Offence by companies.—(1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section—
(a) "company" means anybody corporate and includes a firm or other association of individuals; and
(b) "director", in relation to a firm, means a partner in the firm.
59. Previous sanction for prosecution.—No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

60. Cognizance of offences.—No court shall take cognizance of an offence under this Act except on a complaint made by—

(a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or

(b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid.

B. Section 188 in the Indian Penal Code, 1860

188. Disobedience to order duly promulgated by public servant.—Whoever, knowing that, by an order promulgated by a public servant lawfully empowered to promulgate such order, he is directed to abstain from a certain act, or to take certain order with certain property in his possession or under his management, disobeys such direction, shall, if such disobedience causes or tends to cause obstruction, annoyance or injury, or risk of obstruction, annoyance or injury, to any person lawfully employed, be punished with simple imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both; and if such disobedience causes or tends to cause danger to human life, health or safety, or causes or tends to cause a riot or affray, shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.

Explanation.—It is not necessary that the offender should intend to produce harm, or contemplate his disobedience as likely to produce harm. It is sufficient that he knows of the order which he disobeys, and that his disobedience produces, or is likely to produce, harm.

Illustration
An order is promulgated by a public servant lawfully empowered to promulgate such order, directing that a religious procession shall not pass down a certain street. A knowingly disobeys the order, and thereby causes danger of riot. A has committed the offence defined in this section.