

JSS MAHAVIDYAPEETHA
JSS SCIENCE AND TECHNOLOGY UNIVERSITY
JSS Technical Institutions Campus, Mysuru.



GUIDELINES FOR
RE-OPENING THE UNIVERSITY AND COLLEGE
POST LOCKDOWN DUE TO COVID-19 PANDEMIC

NOVEMBER 2020

1. Introduction

Universities and other educational institutions across the country have been closed since 16th March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak.

In order to contain the spread of COVID-19 pandemic in the educational institutions and to ensure continuity in teaching- learning process, upon reopening of universities and colleges to ensure that students are relieved from uncertainties regarding their career, mode of functioning of universities and colleges, including the conduct of physical classes.

It is felt that even after the spread of Coronavirus is contained, certain preventive measures will be required to be followed for quite some time to avoid its recurrence. This will be all the more necessary for educational institutions as large numbers of students gather on the campuses. Keeping all these factors in view, the University Grants Commission has framed Guidelines for the universities and colleges which they may follow, while reopening the campuses after lockdown. These Guidelines shall be adopted by the institution as per the local conditions and directives of the Government authorities.

2. Re-Opening the Campus - Issues and Challenges

Keeping in view the uncertainties of future due to COVID-19 pandemic and its impact on the functioning of universities and college it is planned to reopen the campus in a phased manner, ensuring safety, health and well-being of all students and staff.

2.1 The JSS S&T University planned to re-open the university and college on 23/11/2020.

2.2 The students who are willing to attend physical classes are permitted wef 23/11/2020 with a submission of consent letter from their parents and negative COVID-19 test report to the respective HoDs of the department. The students who stay at hostel shall submit the copy of the negative COVID-19 test report to the office of the hostel warden.

2.3 The students who are willing to attend on-line classes are also permitted.

2.4 Conducting the physical classes and on-line classes is to be arranged considering the resources availability.

2.5 The HoDs of the respective department have to refer the Government order ED334/UNE 2020 Dt. 9/11/2020 guidelines college for conduct of physical classes along UGC/JSS S&T U guidelines and plan the time table and other arrangements for smooth conduct of the classes.

2.6 The students/faculties have to wear their ID Cards during their presence in college.

2.7 The HoDs have to bring the awareness of guidelines to all the students and staff members.

It may be difficult to comprehend all the challenges/ situations which we might face while we plan to reopen. However, some of the issues which may be required to handle instantly are as follows:

- i. To follow the advisories/guidelines/directions issued by the Central/State Government/ Ministry of social welfare, Ministry of Education and UGC from time to time to prevent the spread of COVID-19.
- ii. Uncertainty among students regarding admissions, modes of teaching-learning, completion of courses, examinations, evaluation, declaration of results and the academic calendar, etc.
- iii. Anxiety, mental health and psychological issues of students developed during the lockdown period and fear of infection after the opening of campuses.
- iv. Safety measures including sanitization of premises, thermal screening, ensuring physical distancing, face-cover/mask wearing, respiratory hygiene and hand-hygiene etc.
- v. Preparation for risk assessment and subsequent actions which may be required depending upon the residential status of the institution.
- vi. Varied conditions of the pandemic in the state, area and environment where the students mainly live while making risk assessment and planning to address these challenges.
- vii. Besides students, a serious risk of infection will also be faced by the faculty, counsellors

and other technical and non-teaching staff also who face/ interact with the students and also among themselves regularly.

3. Measures Required before Re-Opening of Campuses

3.1 Pre-requisites

- i. The university and college shall open only if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the college. Students and staff shall also be advised not to visit areas falling within containment zones.
- ii. The university and college have to make adequate arrangements to ensure the safety and health of students, faculty and staff.
- iii. The faculty, staff and students of the university and college should be encouraged to download 'Aarogya Setu App'.
- iv. The university and college should plan for handling the inflow of students, faculty and staff in the campus, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the campus, and also alternative plan(s), in case the campus needs to be closed again due to spread of the virus in campus or in the surrounding area(s) in near future.

3.2 Modalities for Physical Opening of university and College

The following modalities regarding the physical opening of university and college shall be adopted in a graded manner adhering to UGC guidelines for reopening the Universities and colleges post lockdown due to COVID – 19 Pandemic, November 2020.

The university and college outside the containment zones may be opened in a graded manner subject to adherence to the guidelines/SOP for safety and health protocol prepared by UGC, duly incorporating the view/comments of the Ministry of Health & Family Welfare. The Head of the Institution should satisfy herself/himself regarding the feasibility of the opening of physical classes and decide accordingly.

3.3 Measures

- i. university and college will re-open adhering to social distancing, use of face masks and other protective measures including administrative offices, research laboratories and libraries etc.
- ii. Thereafter, students of all research programmes and post-graduate students in science & technology programmes may join following preventive measures.
- iii. Further, final year students will be allowed to join for academic and placement purposes.

However, for (i), (ii) and (iii) above, it should be ensured that not more than 50% of the total students should be present at any point of time and necessary

guidelines/protocols to prevent the spread of COVID-19.

- iv. For the programmes, other than those mentioned in paras 3.3 (ii) and (iii) above, online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged.
- v. However, if required, students may visit their respective departments in a small number for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.
- vi. Some students may opt not to attend classes and prefer to study online while staying at home. University and College shall provide online study material and access to e- resources to such students for learning.
- vii. Online teaching-learning arrangements also be made for international students who could not join the programme due to international travel restrictions or visa-related issues.

3.4 Safety concerns

- i. The University and College should train staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in the campus. Non-resident students to be allowed in campus only after thermal scanning, sanitization of their hands, wearing of face masks. Symptomatic persons will not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment and will be allowed to enter the campus after obtaining the fitness certificate from the competent authority.
- ii. Regular visits of a counsellor to be arranged so that students can talk with the counsellor about their anxiety, stress or fear.
- iii. Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons to be there on campus. University has tied with JSS Hospital in case of necessity to initiate the prompt action. Proper arrangement of safety, health, food, water etc. to be ensured for those in quarantine and isolation facilities.
- iv. Isolation facilities to be in place either on campus or with tied up hospital.
- v. Universities and colleges has a strict policy restricting entry to outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation.
- vi. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
- vii. Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, to be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.

- viii. Proper signages, symbols, posters etc. to be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing. The details of COVID-19 cell established by the university be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency.
- ix. Ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area etc.by providing appropriate facilities.

4. Institutional Planning

- i. Institutions should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes. Para 3.2 (i) & (ii) of the Guidelines to be referred.
- ii. Adhering to the Government order ED334/UNE 2020 Dt. 9/11/2020 guidelines college shall plan for conduct of physical classes for willing students upon obtaining the consent letter from their parents in the prescribed format.
- iii. For students who are not willing to attend physical classes College shall plan and make arrangements for conducting online/contact class.
- iv. The college shall advise the faculty to provide learning materials, e-resources, such as video lectures, PPT, e-notes, E-books, Audio books, Practice questions etc., through online tools and also upload to the college website.
- v. The institutions must ensure appropriate sanitization and disinfection process and procedures.
- vi. It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- vii. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- viii. All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases to be monitored and reported to local authorities on a day to day basis with information to university.
- ix. Teaching hours in a day may be extended, as per requirements of the institution.
- x. Six-day schedule may be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- xi. University and college may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.
- xii. Depending on the availability of space in class rooms up to 50% students to be allowed on a rotation basis to attend the classes.

- xiii. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.
- xiv. There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19.

4.1 Safety Measures at Entry/ Exit Point(s)

- i. Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- ii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- iii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- iv. Monitoring of the entry and exit of the students should be done.
- v. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- vi. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

4.2 Safety Measures during Working Hours

4.2.1 Classrooms and other Learning Sites

- i. Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) made mandatory in class rooms, laboratories, lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- ii. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

4.2.2 Inside the Campus

- i. Cultural activities, meeting etc. may be avoided. However, such extra-curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time
- ii. Adequate arrangements for safe drinking water should be made on the campus.

- iii. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- iv. Wearing of face cover/ mask by all students and staff should be ensured.
- v. Proper cleanliness should be maintained inside the entire campus.
- vi. Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.
- vii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- viii. An adequate supply of water in toilets and for hand- washing should be ensured.
- ix. Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- x. Spitting in the campus must be made a punishable offence.
- xi. Dustbins must be cleaned and covered properly.
- xii. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms. Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf).
- xiii. 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.
- xiv. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- xv. All employees who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

4.2.3 Hostels

- i. Hostels may be opened adhering to the guidelines issued from the social welfare

department from time to time

4.2.4 Regular Monitoring of Health

- i. Faculty, staff and students should also be sensitized on self-monitoring of their health.
- ii. Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

4.2.5 Counselling & Guidance for Mental Health

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues, Universities and Colleges should take the following measures for the mental health, psychological aspects and well-being of the students:

- i. All the faculty members, students and staff should be made aware of the Web page named "Manodarpan" – created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele-counselling to address their mental health and psychosocial issues.
- ii. Set up helplines for mental health, psychological concerns and well-being of students in Universities/ Colleges which need to be regularly monitored by Counsellors and other identified faculty.
- iii. Regular mentoring of students through interactions, and appeals/letters by the Universities/ Colleges to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.
- iv. Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.
- v. Share the following video links of Ministry of Health & Family Welfare <https://www.mohfw.gov.in/> on the University/ College website and with students and faculty via e-mail, through social media like Facebook, WhatsApp and twitter etc.

Practical tips to take care of your Mental Health during the Stay In
<https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>

Minding our minds during the COVID-19

<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>

Various Health Experts on how to manage Mental health & Well Being during COVID-19 outbreak

<https://www.youtube.com/watch?v=iuKhtSehp24&feature=youtu.be>

Behavioural Health: Psycho-Social toll free helpline - 0804611007

4.2.6 Measures for Containment

- i. As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Close contacts should be quarantined and symptomatic ones to be immediately tested.
- ii. University and college should have a plan to provide healthcare support to those resident students and staff who test positive and are isolated.
- iii. The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers.
- iv. University and college should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

4.2.7 Sensitization of Students, Teachers and Staff

- i. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread shall be organized.
- ii. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
- iii. The necessity of physical distancing, wearing face covers/ masks, hygiene etc. should be brought home to all.
- iv. Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.
- v. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- vi. Eating healthy food and fruits, avoiding junk food, frequently drinking warm

water, adopting ways to increase immunity etc. should be encouraged.

- vii. Students should be told to regularly sanitize their laptops, audio, video and other media accessories.
- viii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- ix. Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.
- x. All support and facilities should be provided to persons with disabilities (*Divyangjan*).
- xi. No discrimination based on caste, creed or gender should be allowed to take place.
- xii. Sharing of books, other learning material and eatables be discouraged.

5. Stakeholder responsibilities.

5.1 Teachers

- i. Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.
- ii. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- iii. Teachers should monitor and keep track of the physical and mental health of their students.

5.2 Parents

- i. The parents should ensure that their children observe safety norms at home and whenever they go out.
- ii. Parents should not allow their children to go out, if they are not feeling well.
- iii. Parents may be advised that the 'Aarogya Setu App' has been downloaded by their children.
- iv. Parents should sensitize them of healthy food habits and measures to increase immunity.
- v. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

5.3 Students

- i. Self-discipline is most important to contain the spread of COVID-19 pandemic through

social distancing and maintaining hygienic condition.

- ii. All students should wear face covers/ masks and take all preventive measures.
- iii. May consider installing 'Aarogya Setu App' in the mobile.
- iv. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- v. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.
- vi. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vii. Give support to your friends under stress due to COVID-19 pandemic.
- viii. Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.

6. Monitoring system to avoid spread of COVID -19

6.1 The University shall form a monitoring task force comprising the following members.

Vice Chancellor – Chairman	Chairman
Registrar	Member convener
Deans of all faculties	Member
Hostel wardens	Member
Estate Officer	Member
Security officer	Member
COVID cell Representative	Member

6.2 The college shall form a monitoring task force comprising the following members.

Principal	Chairman
Administrative Officer	Member convener
HOD JSS CMS	Member
HOD - Circuit branches (Two members)	Member
HOD – Non-Circuit branches (Two members)	Member
Hostel wardens	Member
Senior faculty (Female)	Member

Estate Officer	Member
Security officer	Member
COVID cell Representative	Member

7. College shall make arrangements for obtaining continuous feedback from parents regarding the wellbeing of their wards.
8. College shall identify and earmark one separate Primary COVID Care center with availability of COVID care kit and Pulse-oximeter.