

Ref: F.17.2/AUS/Circular/2021/Jan-01

Date: January 16, 2021

Circular

In pursuance of the instructions and SOPs issued by the State Govt. of Arunachal Pradesh vide Order Memo No.ED/HE-06/2008/2563-610 dated December 29, 2020, the University has decided to start offline classes for Post Graduate students of Science, Agricultural Sciences and Engineering & Technology faculties . Accordingly, the Post Graduate students of Science, Agricultural Sciences and Engineering & Technology shall attend offline classes w.e.f. January 28, 2021. Every student is directed to bring the consent form signed by their parents/guardians.

-Sd-

**Prof.(Dr.) B. Mohan Kumar
(Vice-Chancellor)**

Copy to:-

1. All Concerned Faculty Members/Students
2. PS to Pro-Chancellor
3. Registrar
4. Joint Registrar
5. All Deans /Directors
6. Administrative Officer
7. Asst. Controller of Examinations
8. Department of I.T.
9. Department of HR
10. Warden Boys/Girls Hostel
11. Guard File.

-Sd-

**Prof.(Dr.) B. Mohan Kumar
(Vice-Chancellor)**

Enclosures:-

1. Order of State Govt. of Arunachal Pradesh
2. Consent Form

Consent Form from Parents/Guardians

I have no objection that my ward will attend the University for attending the offline classes. I also undertake the following:-

- ✓ that my ward goes to University wearing a mask.
- ✓ that my ward shall keep a sanitizer with him/her.
- ✓ that my ward will not share/exchange mask with other students.
- ✓ that all family members and my ward is feeling well in all respect.
- ✓ that my ward will maintain the social distancing while attending the classes in the University.

I also undertake that if my ward feel any symptom like fever/sore throat etc. related to Covid-19 pandemic, the same will be intimate to the University.

I understand that the University will take all precautions and I indemnify the University against any unforeseen incident in the current situation.

Parent/Guardian Name :

Mobile No. of Parent/Guardian :

Name of Student :

Email ID of Student :

Mobile No. of Student :

Enrollment Number :

Declaration

We fully agree with the declaration and undertaking given by us and we assure that we will adhere to all the instructions issued by the State Govt. of Arunachal Pradesh vide Memo No.ED/HE-06/2008/2563-610 dated December 29, 2020. We also undertake that if we will do any violation specified in the above Memo, my ward may attract cancellation of admission/suspension/penalty/legal action etc.

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I solemnly declare that the above details are true to the best of my knowledge and belief.

Declare this _____ day of _____ month of _____ Year

Signature of Ward

Signature of Parent/Guardian

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF EDUCATION
A.P. CIVIL SECRETARIAT
ITANAGAR

File No.: ED/ HE-06/2008

Dated Itanagar the th December, 2020

ORDER

In supersession of all earlier SOPs and Orders related to COVID 19, the Directorate of Higher & Technical, Govt. of Arunachal Pradesh is pleased to notify the Standard Operating Procedure for re-opening of all HEIs (all type of Universities/Colleges/Polytechnics) in the State of Arunachal Pradesh to maintain all the protocols and Safety guidelines under COVID-19 pandemic. The Standard Operating Procedure will come into effect from 5th January, 2021 with the re-opening of the institutions.

The detailed SOP is as follows:

1. SOPs for Colleges and Polytechnics (Govt. and Private):

- a) Time table will be prepared by the college authority keeping in view the requirements of social distancing as per COVID 19 protocol.
 - b) Student of first / second semester will have their offline classes on Monday and Thursday.
 - c) Student of third / fourth semester will have their offline classes on Tuesday, Wednesday and Friday.
 - d) Student of fifth / sixth semester will have their classes on Tuesday, Wednesday, Friday and Saturday.
 - e) On Tuesday, Wednesday and Friday the college shall arrange for the classes in such a way so as to avoid too much crowding of the college campus. For example, college may conduct the classes of third and fifth semester in two shifts, i.e. Day (8.30 AM to 12.30 PM) and Afternoon (1 PM to 5 PM).
 - f) Students who are unable to attend classes in their respective colleges because of some extreme circumstances may opt to attend classes in a college of their locality with prior permission from the concerned authorities of both the colleges. However, this should be taken as a temporary measure.
 - g) Colleges having PG courses will manage staggered time table as per the convenience of the institutions.
2. Online mode of teaching learning will continue other than the days mentioned at (b), (c) and (d) above.
 3. The health, hygiene and safety protocols of COVID-19 as issued by the Health & Family Welfare Department/NHM, Arunachal Pradesh has to be followed in coordination with the District Administration.
 4. Every College/Polytechnic authority should coordinate with the nearest Health Centre/ District Health Service authority, in case of emergency and related health checkup.
 5. Students commuting in College/Polytechnic transport should feel safe and all safety protocols are to be followed.

6. Use of face cover/masks by students, teachers, staff and all stakeholders is mandatory and there should be thorough sanitization and cleaning of all areas inside the College premises prior to re-opening. Working hand washing facilities should be available in the College and Coaching Institutes.

7. SOP for all types of universities (for Govt./Private/Autonomous)

The University functioning within the State of Arunachal Pradesh will prepare their individual SOP for attending classes by the students within the University Campus strictly following the protocols of Covid-19 and the guidelines issued by Ministry of Home Affairs, GoI vide order No.40-3/2020-DM-1(A), Dtd. 30/9/2020 and University Grant Commission from time to time.

The Universities Authorities has to work in tandem with the concerned District Administration and District / Local Health services authorities.

8. Use of face cover/masks by students, teachers, staff and all stakeholders is mandatory. and there should be thorough sanitization and cleaning of all areas inside the Institution's premises prior to re-opening.
9. There should be arrangement for thorough and regular cleaning and disinfecting of all areas, furniture equipment, stationary, storage space, water tanks, kitchen, canteen, washroom, laboratories, libraries, etc., in the Institution campus.
10. Working hand washing facilities in the institutions should be arranged.
11. There should be availability of key supplies like thermometers, disinfectants, soaps, etc.,. The thermometer to be used should be a calibrated, contactless, infrared digital thermometer.
12. Ban on spitting shall be strictly enforced.
13. All garbage should be disposed in dustbins and must not be allowed to be piled up anywhere in the institution's premises.
14. Frequent cleaning and disinfecting of washrooms during the working hours should be ensured.
15. Mandatory hand washing for all students and staff at regular intervals must be ensured. Hand washing time should be minimum of 40 seconds as per health protocol.
16. Availability of safe and clean drinking water for students must be ensured. Students should be encouraged to bring own drinking water.
- 17. Seating plan.**
- Physical distancing of atleast 6 feet has to be strictly followed.
 - Physical and social distancing shall be maintained in the staff rooms, office area and other places of public interaction.
 - Seats maybe designated with adequate distance for teachers in the staff room and other available rooms/halls.
 - The number of seats in the reception area maybe limited with atleast 6 feet distance between them.
- 18. Physical/social distancing in the entry and exit points of the Institutions.**
- Earmarking different lanes for entry and exit of students/teachers/non-teaching staff. Visit of outsiders should be strictly prohibited.
 - Overcrowding at the time of entry and exit should be avoided.
 - Displaying posters/signage/stickers at appropriate places reminding students about maintaining physical/social distancing must be ensured.
 - Display communication materials (info-graphics) etc. on COVID-19 prevention in

different areas within the College premises and the community.

- No outside vendors should be allowed to sell any eatables inside the premises or at the entry/exit gate points.
- Ensure Soap (Liquid) is available at each hand washing station, near every door of toilets, in the Institution's Canteen entrance points.

19. Parent's/Guardian's consent

- Students will come to the Institution provided their parents have no objection and as such written undertaking/confirmation from the parents should be produced before the authority.
- Parents should ensure that their ward goes to Institutions wearing a mask and sensitize them not to exchange mask with others.
- Parents may take care not to send their ward to College/Institutions if the child is not feeling well.
- Students willing to study from home through online mode maybe allowed to do so.
- Attendance must not be enforced and must depend entirely on parental consent.

20. College/HEI events, meetings, etc.

- Colleges/HEIs should not undertake events where physical and social distancing is not possible.
- Functions and celebration of festivals should be avoided in Colleges/HEIs.

21. Formation of different Task teams.

The Colleges/HEIs will ensure formation of different Task teams such as Emergency care support/Response team/General support team for all stakeholders, hygiene inspection team, etc. The members of such teams may be identified from amongst the Professors, Associate Professors, Assistant Professor, students and other stakeholders who will work collaboratively to take strategic and immediate action.

22. Health checkup

Regular health checkup of students and teachers maybe organized.

23. Safe commuting of students who avail college/HEI transport.

- Sanitization of Institution's transport should be done on regular basis atleast twice a day- once before students board the transport and once after.
- Driver and conductor should ensure physical distance at all times alongwith students.
- Thermal screening of students may be done by the bus conductor at the time of boarding, wherever possible.
- All commuters are to wear face cover/masks. College/HEIs transport authority should not permit students without masks and as far as possible provide them with masks.
- No curtains should be there in the windows of the bus. Preferably all windows should be kept open.

- For air conditioned buses, the guidelines issued by CPWD will be followed which include temperature setting at 24-30 degree Celsius, relative humidity at 40-70% with provision for intake of fresh air. Students should be oriented not to touch surfaces unnecessarily.

24. Safety norms in classrooms

- Teacher must ensure that students sit at allocated seats maintaining physical distancing and wearing face covers / masks. Teachers too wear face masks.
- In case of practical works, it should be done in small groups maintaining physical distance.
- Students should not share any material (books, notebooks, pen, pencil, eraser, tiffin box, water bottle, etc.) with each other:
- All the necessary learning material may be kept in the classroom.
- No sharing of food among students should be allowed.
- Overcrowding in washrooms should be discouraged.
- For air conditioning within the Institutions, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30 degree Celsius, relative humidity in the range of 40-70% and provision for intake of fresh air and cross ventilation.

25. Protocol to be followed in case of detection of suspected case of COVID-19

- The sick student or the sick staff should be placed in a separate room or area which should be away from others.
- The nearest medical centre should be contacted.
- A risk assessment will be undertaken by the treating physician.
- Disinfection of the premises to be taken up if the person is found positive.
- The authorities of HEIs should coordinate with the nearest health centre / District Health Services authorities, in case of emergency.
- All protocols as advised by Health and Family Welfare Department/ NHM should be followed.

26. Re-opening of Hostels

Decisions regarding re-opening of hostels will be intimated by the Govt. in due course. The College authority will sensitize the parents, staff, students and other stakeholders about personal hygiene, personal health and cleanliness. Parents must not send their wards to colleges if the child or any other family member living in the same household shows any symptoms of Covid-19.

27. Saturday as working days for Govt. HEIs

Due to Pandemic of COVID-19, colleges/HEIs are facing acute shortage of physical teaching learning days to complete the syllabus, therefore the State has decided to declare Saturday as working day until the normal situation prevails. It shall be revoked by the Department on return of normal situations.

All HEIs in the State are to follow COVID-19 pandemic SOPs issued by MHA/UGC/Govt. of Arunachal Pradesh from time to time.

This issues with the approval of competent authority vide **U.O. No 274 dated 21/12/2020**.

Sd/-

(Ms. Niharika Rai, IAS)
Secretary (Education)
Govt. of A.P., Itanagar

Memo No. ED/ HE-06/2008 *2563-610*

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Dated Itanagar the *29* th December, 2020

Copy to- All concerned for information:

1. The Commissioner to the Hon'ble Governor, Arunachal Pradesh, Rajbhawan, Itanagar.
2. PPS to Hon'ble Chief Minister, Arunachal Pradesh, Itanagar
3. PS to the Hon'ble Minister Education, Arunachal Pradesh, Itanagar
4. The Under Secretary to the Chief Secretary, Govt. of A. P., Itanagar
5. The Vice Chancellor, Rajiv Gandhi University, Rono Hills, Doimukh.
6. Director, National Institute of Technology, Yupia.
7. Director, NERIST, Nirjuli.
8. PS to Commissioner/Secretary (Health), GoAP for information.
9. PS to Secretary (Edn.), Govt. of A. P., Itanagar
10. PA to Addl. Secretary (Edn.), Govt, of A. P., Itanagar
11. Director, Health Services, GoAP, Naharlagun for information.
12. All the Deputy Commissioners of District for necessary action.
13. All the District Medical Officers for necessary action.
14. All the Registrars of the Pvt. Universities of Arunachal Pradesh.
15. All the Principals of Govt. Colleges / Polytechnics of Arunachal Pradesh
16. All the Principals of Pvt. Colleges/ Polytechnic of Arunachal Pradesh.
17. The Director, Higher & Technical Education, Govt. of A. P., Itanagar.
18. The Under Secretary (Edn.), Govt. of A. P., Itanagar
19. Office Copy.

Chilham
29/12/2020

(K. MOSSANG)

Under Secretary (Education)
Govt. of A.P., Itanagar