

Ref. No.KAHER/20-21/D-211120008

21<sup>st</sup> November 2020

## C I R C U L A R

### Sub: Guidelines for re-opening of the constituent units of KAHER.

Based on the guidelines issued by the University Grants Commission (UGC), Government of India (Ministry of Home Affairs) and the Government of Karnataka, the KLE Academy of Higher Education and Research, Deemed-to-be-University, Belagavi, has framed guidelines for reopening of its constituent units.

The guidelines / SOPs / procedure to be followed by the students for entry into campus / college and re-opening of the constituent units are annexed as under:

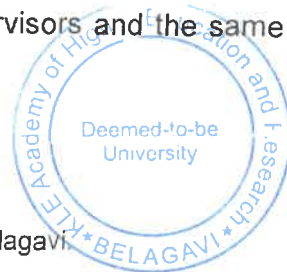
- |  |   |              |
|--|---|--------------|
| a) KAHER Guidelines                                      | - | Annexure-I   |
| b) UGC Guidelines  | - | Annexure-II  |
| c) Course and Class of students eligible to join         | - | Annexure-III |
| d) Undertaking from student / parent                     | - | Annexure-IV  |
| e) Guidelines / SOPs for campus entry / college / hostel | - | Annexure-V   |


The eligible students who intend to report for the course / institution / hostel are required to go through the guidelines and comply with the same. It is mandatory to get KAHER E-Pass after uploading the documents on the e-portal link by visiting the link (Annexure-II) for entry into the campus.

The Principals of the constituent units shall ensure effective implementation of the guidelines.

Shri S.G.Patil, Administrator of KAHER (Mobile No.94480-13039) has been nominated as Nodal Officer for effective implementation of the guidelines and also to co-ordinate with the students and the Principals for any help / assistance in this regard.

The contents of this Circular be brought to the notice of all the faculty / students / staff members / Hostel wardens / Hostel supervisors and the same may also be displayed on the Notice Board of your Institution.



  
Prof. Dr. V.A.Kothiwale  
Registrar

To  
The Principals, All Constituent Units, KAHER, Belagavi.  
The KAHER Officials.

CC to:

1. The PA to Hon. Chancellor, KAHER, Belagavi.
2. The Special Officer to Hon. Vice-Chancellor, KAHER, Belagavi.
3. The Director-Administration, KLES Hostels and Quarters, Belagavi.
4. The Director, USM-KLE IMP, Belagavi.
5. The Engineering / Electrical Department, JNMC, Belagavi.
6. The Executive Officer, Hostels Committee, JNMC, Belagavi.

**GUIDELINES FOR RE-OPENING OF THE CONSTITUENT UNITS OF KAHER**

The University Grants Commission (UGC) / Government of India (Ministry of Home Affairs) / Government of Karnataka have recently given the guidelines for re-opening of the institutions of higher education.

In pursuance of the same, the KLE Academy of Higher Education and Research (KAHER), Deemed-to-be-University, Belagavi, Karnataka hereby notify the broad Guidelines / SOPs for reopening of its constituent units post-lockdown due to COVID-19 pandemic:

Re-opening of constituent units are broadly categorized as under:

- a) Students admitted for the academic year 2020-21 (Freshers)
- b) Admitted students (previous batches)

The common guidelines for the above two categories are as under and the same are to be strictly adhered to by the students:

- a) It is mandatory to download and install Arogya Setu App in their mobiles.
- b) It is mandatory to produce COVID Negative Certificate (RT-PCR) from ICMR approved lab or Government Hospitals or authorized / approved Hospitals, preferably 48 hours prior to joining for the course/hostel.
- c) It is mandatory to wear face mask, maintain social distance and hand hygiene at all times.
- d) It is mandatory to get the students covered under COVID Insurance and produce a copy of the same at the time of joining as KLE Vaidyashri Health Card does not cover expenses towards COVID treatment.
- e) It is mandatory to adhere to the guidelines issued by the competent authority with regard to Quarantine norms issued from time to time. Those who are taking hostels or outside accommodation coming from different places have to get themselves quarantined for **five** days in the place of their stay and for NRI, the quarantine it is for **fourteen** days.
- f) Please avoid bringing parents / guardian alongwith you for joining.
- g) **Though it is voluntary for the students to come on campus, we encourage them to rejoin to complete the practical / clinical rotation (On-line teaching-learning activities however will continue).**

- h) Depending on the availability of space in class rooms or learning sites, upto 50% of students will be allowed on rotation basis to attend the classes in order to ensure physical distancing. (An odd / even roll number strategy or any other methods will be adopted).
- i) Students will have to strictly follow and abide by all the rules / regulations / guidelines issued from time to time and any reported non-compliance will be dealt with strictly.
- j) Please note that the above guidelines are only indicative and are not exhaustive. The detailed guidelines / SOP are enlisted at [www.ugc.ac.in](http://www.ugc.ac.in) and a copy of the same is annexed as **Annexure-II**.

The students who intend / opt to report shall visit the website for submitting the information On-line for getting KAHER E-Pass in the prescribed format. The same will be available w.e.f. 23<sup>rd</sup> November 2020. The same be downloaded, printed and produced at the time of entry into the campus / College / hostel / Hospital.

The Director – Administration, KLE Hostels & Quarters and the Principals of the constituent units are authorized to make additional guidelines / SOPs in respect of hostels / general administration.

The students who are eligible to join for the course / college is planned in a phased manner as detailed in **Annexure-III** in order to avoid rush and ensuring safety, health and well-being of the students.

A joint undertaking from the student and the Parent / Guardian is to be submitted at the time of joining in the format enclosed vide **Annexure-IV**.

The students are required to adhere to the guidelines / SOP prepared for entry into the campus / hostel as detailed in **Annexure-V**.

The students are required to adhere to the guidelines issued by the competent authority from time to time. In case of any violation, the same will be dealt seriously.

The students who are coming from other places / states and staying outside the campus are required to comply with the guidelines / norms / SOP issued by the Government of Karnataka / District Administration / KAHER / College authorities.

In order to create awareness, sign boards, symbols, posters / stickers, etc. are prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing, mask wearing and hand hygiene. The COVID-19 Cell is established by the institution and the same be prominently displayed containing the emergency number, helpline number, e-mail ID and contact details of the persons to be contacted in case of any emergency.

The Principals of the constituent units shall personally monitor and supervise the implementation of the guidelines issued including appropriate sanitization & disinfection process and procedure of classrooms, social distancing in class rooms, laboratories, libraries, administrative blocks and hostels.

Shri S.G.Patil, Administrator, KAHER (Mobile No.94480-13039) has been nominated as Nodal Officer to co-ordinate with the Principals and the District Administration for effective implementation of the above guidelines.



  
**REGISTRAR**

**UGC GUIDELINES  
FOR  
RE-OPENING THE UNIVERSITIES AND COLLEGES  
POST LOCKDOWN DUE TO COVID-19 PANDEMIC**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI**

**NOVEMBER 2020**

## Table of Contents

S.No.	Particulars	Page No.
<b>Generic Preventive Measures/COVID Appropriate Behaviour</b>		<b>2</b>
<b>1</b>	<b>Introduction</b>	<b>3</b>
<b>2</b>	<b>Re-opening the Campuses – Issues and Challenges</b>	<b>4</b>
<b>3</b>	<b>Measures Required before Re-opening of Campuses</b>	<b>5</b>
<b>3.1</b>	<b>Pre-requisites</b>	<b>5</b>
<b>3.2</b>	<b>Modalities for Physical Opening of Colleges/Higher Education Institutions</b>	<b>5</b>
<b>3.3</b>	<b>Measures</b>	<b>6</b>
<b>3.4</b>	<b>Safety concerns</b>	<b>6</b>
<b>4.</b>	<b>Institutional Planning</b>	<b>8</b>
<b>4.1</b>	<b>Safety Measures at Entry/ Exit Point(s)</b>	<b>9</b>
<b>4.2</b>	<b>Safety Measures during Working Hours</b>	<b>9</b>
<b>4.2.1</b>	<b>Classrooms and other Learning sites</b>	<b>9</b>
<b>4.2.2</b>	<b>Inside the Campus</b>	<b>9</b>
<b>4.2.3</b>	<b>Hostels</b>	<b>11</b>
<b>4.2.4</b>	<b>Regular Monitoring of Health</b>	<b>12</b>
<b>4.2.5</b>	<b>Counselling &amp; Guidance for Mental Health</b>	<b>12</b>
<b>4.2.6</b>	<b>Measures for Containment</b>	<b>13</b>
<b>4.2.7</b>	<b>Sensitization of Students, Teachers and Staff</b>	<b>14</b>
<b>5.</b>	<b>Role of Stakeholders</b>	<b>15</b>
<b>5.1</b>	<b>The Central/ State Government</b>	<b>15</b>
<b>5.2</b>	<b>Head of the Institution</b>	<b>15</b>
<b>5.3</b>	<b>Teachers</b>	<b>16</b>
<b>5.4</b>	<b>Parents</b>	<b>16</b>
<b>5.5</b>	<b>Students</b>	<b>17</b>

## **Generic Preventive Measures/COVID-19 Appropriate Behaviour**

**The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in these places at all times:**

- i. Physical distancing of at least 6 feet to be followed as far as feasible.**
- ii. Use of face covers/masks to be made mandatory.**
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.**
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.**
- v. Self-monitoring of health by all and reporting any illness at the earliest.**
- vi. Spitting shall be strictly prohibited.**
- vii. Installation & use of Aarogya Setu App shall be advised wherever feasible.**

## 1. Introduction

Universities and other educational institutions across the country have been closed since 16<sup>th</sup> March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak. The Government of India through its Ministries, viz., Ministry of Home Affairs, Ministry of Health, Ministry of Ayush and Ministry of Education took several initiatives to contain the spread of the virus and issued directives and advisories to educate the people about the gravity of the infection from Coronavirus and the measures to protect from it. Specific instructions were also issued to the universities and colleges by the Ministry of Education and the UGC in this regard.

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

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

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

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



## 2. Re-Opening the Campuses - Issues and Challenges

Indian higher education system is very large and diverse. There are various types of universities, colleges and institutions offering programmes ranging from engineering, technical, medical, sciences, humanities and social sciences at undergraduate, postgraduate, and doctoral level, besides research and extension activities. Also, they vary in their geographical conditions, size, infrastructural capacity, types and duration of programmes etc. Therefore, the issues and challenges faced by them in reopening their campus also vary considerably.

Keeping in view the uncertainties of future due to COVID-19 pandemic and its impact on the functioning of universities and colleges, they may plan to reopen their campuses in a phased manner, ensuring safety, health and well-being of all students and staff. They should be flexible in their plan and should be ready to handle any eventuality arising due to COVID-19.

It may be difficult to comprehend all the challenges/ situations which the higher education institutions may be required to handle while they plan to reopen. However, some of the issues which they may be required to handle instantly are given below:

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

### **3. Measures Required before Re-Opening of Campuses**

As the universities and colleges are likely to face a number of issues at the time of reopening, they will be required to plan in advance. Some of the measures, which the institutions may have to take prior to reopening, are given below:

#### **3.1 Pre-requisites**

- i. Before reopening of any campus, the Central or the concerned State Government must have declared the area safe for reopening of educational institutions. The directions, instructions, guidelines and orders issued by the Central and State Government concerned regarding safety and health in view of COVID-19 must be fully abided by the higher education institutions.
- ii. However, they may develop stricter provisions and guidelines, if they feel it necessary. The universities and colleges have to make adequate arrangements to ensure the safety and health of students, faculty and staff.
- iii. The universities and colleges shall be allowed to open only if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the colleges. Students and staff shall also be advised not to visit areas falling within containment zones.
- iv. The faculty, staff and students of the university and college should be encouraged to download 'Aarogya Setu App'.
- v. The institutions should be ready with a plan for handling the inflow of students, faculty and staff in the campus, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the campus, and also alternative plan(s), in case the campus needs to be closed again due to spread of the virus in campus or in the surrounding area(s) in near future.

#### **3.2 Modalities for Physical Opening of Colleges/Higher Education Institutions**

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

The Colleges/Higher Education Institutions outside the containment zones may be opened in a graded manner after consultations with concerned State/UT Governments and subject to adherence to the guidelines/SOP for safety and health protocol prepared by UGC, duly incorporating the view/comments of the Ministry of Health & Family Welfare, as under:

- i. For Centrally Funded Higher Education Institutions, the Head of the Institution should satisfy herself/himself regarding the feasibility of the opening of physical classes and decide accordingly.

- ii. For all other Higher Educational Institutions, e.g., State Universities, Private Universities etc., opening of physical classes to be done as per the decision of the respective State/UT Governments.

### **3.3 Measures**

- i. Universities and colleges may plan opening the campuses in phases, with such activities where they can easily adhere to social distancing, use of face masks and other protective measures. This may include administrative offices, research laboratories and libraries etc.
- ii. Thereafter, students of all research programmes and post-graduate students in science & technology programmes may join as the number of such students is comparatively less and norms of physical distancing and preventive measures can be easily enforced.
- iii. Further, final year students may also be allowed to join for academic and placement purposes, as per the decision of the head of the institution.  
  
*However, for (i), (ii) and (iii) above, it should be ensured that not more than 50% of the total students should be present at any point of time and necessary guidelines/protocols to prevent the spread of COVID-19 are observed.*
- iv. For the programmes, other than those mentioned in paras 3.3 (ii) and (iii) above, online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged.
- v. However, if required, students may visit their respective departments in a small number for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.
- vi. Some students may opt not to attend classes and prefer to study online while staying at home. Institutions may provide online study material and access to e-resources to such students for teaching-learning.
- vii. Institutions should have a plan ready for such international students who could not join the programme due to international travel restrictions or visa-related issues. Online teaching-learning arrangements should also be made for them.

### **3.4 Safety concerns**

- i. The institutions should train their staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in their campuses. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.

- ii. Regular visits of a counsellor may be arranged so that students can talk with the counsellor about their anxiety, stress or fear.
- iii. To avoid the risk of transmission, the students, faculty and staff should be screened and symptomatic ones be advised to get clinically assessed before allowing them entry into the campus.
- iv. Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons should be there on campus or a tie-up may be made in advance with some Government hospital or approved premises or as advised by the local authorities so that, in case of necessity, prompt action may be taken. Proper arrangement of safety, health, food, water etc. should be ensured for those in quarantine and isolation facilities.
- v. For those who have tested positive, isolation facilities should be in place either on campus itself or as a prior arrangement with some nearby hospital(s) or as advised by the local authorities.
- vi. Universities and colleges should prepare a policy for restricting the outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation.
- vii. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
- viii. Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are to be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.
- ix. Proper signages, symbols, posters etc. should be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing. The details of COVID-19 cell established by the institution be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.
- x. Ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area etc.

#### **4. Institutional Planning**

Institutional planning is the key for the successful reopening of the campuses and smooth conduct of the teaching-learning process during these difficult times. The universities and colleges will, therefore, be required to develop their plans very cautiously for reopening of their campuses and this planning has to be done well in advance. The plan may, inter-alia include the following points:

- i. Institutions should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes. Para 3.2 (i) & (ii) of the Guidelines may be referred.
- ii. The institutions must ensure appropriate sanitization and disinfection process and procedures.
- iii. It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- iv. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- v. All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis.
- vi. Teaching hours in a day may be extended, as per requirements of the institution.
- vii. Six-day schedule may be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- viii. Universities and colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.
- ix. Depending on the availability of space in class rooms or learning sites, up to 50% students may be allowed on a rotation basis to attend the classes.
- x. Faculty should be trained for online teaching-learning practices.
- xi. The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.
- xii. There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

#### **4.1 Safety Measures at Entry/ Exit Point(s)**

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

#### **4.2 Safety Measures during Working Hours**

##### **4.2.1 Classrooms and other Learning Sites**

- i. Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swiipe.
- ii. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

##### **4.2.2 Inside the Campus**

- i. Cultural activities, meeting etc. may be avoided. However, such extra-curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time

- ii. Adequate arrangements for safe drinking water should be made on the campus.
- iii. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- iv. Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.
- v. Wearing of face cover/ mask by all students and staff should be ensured.
- vi. Proper cleanliness should be maintained inside the entire campus.
- vii. Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.
- viii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- ix. An adequate supply of water in toilets and for hand- washing should be ensured.
- x. Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- xi. Spitting in the campus must be made a punishable offence.
- xii. Dustbins must be cleaned and covered properly.
- xiii. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms. Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines (available at: [https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID\\_1.pdf](https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)).
- xiv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.

- xv. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- xvi. Swimming Pool (wherever applicable) shall remain closed.
- xvii. All employees who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

#### **4.2.3 Hostels**

- i. Hostels may be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures. However, the sharing of rooms may not be allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances.
- ii. Since residential students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine (even if they bring a negative test report or the university/college plan to test them on arrival).
- iii. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Also, hostel students should be called in phases.
- iv. Thermal Screening of all resident students should be ensured.
- v. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- vi. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- vii. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- viii. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.
- ix. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.



- x. Utensils should be properly cleaned.
- xi. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- xii. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- xiii. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

#### **4.2.4 Regular Monitoring of Health**

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

#### **4.2.5 Counselling & Guidance for Mental Health**

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

- i. All the faculty members, students and staff should be made aware of the Web page named "Manodarpan" – created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele-counselling to address their mental health and psychosocial issues.
- ii. Set up helplines for mental health, psychological concerns and well-being of students in Universities/ Colleges which need to be regularly monitored by Counsellors and other identified faculty.

- iii. Regular mentoring of students through interactions, and appeals/letters by the Universities/ Colleges to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.
- iv. Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.
- v. Share the following video links of Ministry of Health & Family Welfare <https://www.mohfw.gov.in/> on the University/ College website and with students and faculty via e-mail, through social media like Facebook, WhatsApp and twitter etc.

Practical tips to take care of your Mental Health during the Stay In

<https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>

Minding our minds during the COVID-19

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

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

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

Behavioural Health: Psycho-Social toll free helpline - 0804611007

#### 4.2.6 Measures for Containment

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

#### 4.2.7 Sensitization of Students, Teachers and Staff

- i. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread may be launched.
- ii. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
- iii. The necessity of physical distancing, wearing face covers/ masks, hygiene etc. should be brought home to all.
- iv. Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.
- v. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- vi. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. should be encouraged.
- vii. Students should be told to regularly sanitize their laptops, audio, video and other media accessories.
- viii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- ix. Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.
- x. All support and facilities should be provided to persons with disabilities (*Divyangjan*).
- xi. No discrimination based on caste, creed or gender should be allowed to take place.
- xii. Sharing of books, other learning material and eatables be discouraged.

## **5. Role of Stakeholders**

### **5.1 Central/ State Government(s)**

- i. The Government should help educational institutions to prepare an effective plan for reopening their campuses. The plan may vary from institution to institution, keeping in view the situation regarding spread of COVID-19 pandemic in a particular area/region/zone.
- ii. The Governments may issue clear instructions to the universities and colleges to ensure the safety and health of all concerned. This may include instructions for wearing of face masks, physical distancing, and the number of students in a class, library, hostels, and dining halls etc.
- iii. State governments, in consultations with higher education institutions, should prepare an estimate of requirement in each of their districts and zones, of disinfectants, facemasks and prepare a plan in advance for their procurement and distribution. Universities and colleges should ensure sufficient supplies of these items to their students, faculty and staff.
- iv. Keeping in view the varying conditions in any state at district and zonal levels, the Government concerned should prepare a region-specific plan, instead of a uniform plan for the entire state.
- v. State health departments should remain in touch with the universities and colleges and work to ensure that the campuses are well prepared to maintain the safe and healthy conditions and also to deal with the COVID-19 related unexpected situations.
- vi. The Governments should keep a constant touch with the universities and colleges regarding the status of COVID-19. The government may call information regarding COVID-19 related condition in the campuses and also call meetings at appropriate intervals with the Head of institutions through video conferencing.

### **5.2 Head of the Institution**

- i. Vice- Chancellors/ Principals may get Standard Operating Procedures(SOPs) worked out in view of COVID-19 outbreak, in accordance with the Government orders and guidelines.
- ii. A detailed institutional plan which may, inter alia, include sanitization, safety and health measures should be prepared and kept ready, before reopening of campus. Proper implementation of the institutional plan should be ensured and regular monitoring should be done with the help of faculty and the staff.
- iii. Tie-ups may be established with nearby hospitals, health centres, NGOs, health experts for help and support in fighting COVID-19.

- iv. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.
- v. A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist of senior persons from faculty and staff, students, volunteers from communities, NGOs, health organisations and Government officials etc. as the case may be.
- vi. Teachers, students and staff should be made aware of all relevant plans and activities on the campus.

### **5.3 Teachers**

- i. Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.
- ii. Every teacher should prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end- semester evaluation etc.
- iii. Teachers should keep themselves updated with the latest teaching- learning methods and availability of e-resources.
- iv. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- v. Teachers should monitor and keep track of the physical and mental health of their students.

### **5.4 Parents**

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

## 5.5. Students

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

## 6. In view of the present scenario and future uncertainties:

- i. The universities may adopt and implement these Guidelines in a transparent manner by making alterations/ additions/ modifications/ amendments to deal with particular situation(s) in the best interest of students, educational institution and the entire education system, except in respect of those guidelines that are mandatory.
- ii. In case of educational institutions located at places where the Government (Centre/ State) have imposed restrictions on gathering of public, the institutions may plan accordingly. In any case, the above recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/ competent authority.

*Notwithstanding the above Guidelines, every university/ college has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, Ministry of Education (earlier referred to as MHRD) or UGC from time to time to prevent the spread of COVID-19.*

**SCHEDULE FOR JOINING THE COURSE / COLLEGE (OPTIONAL)**

Name of the constituent unit	Course	Class	Date of joining to the course / college
Jawaharlal Nehru Medical College, Belagavi	MBBS	Phase-I Phase-III, Part-II	26-11-2020
		Phase-II Phase III, Part-I	02-12-2020
		I Year (2020-21)	15-12-2020
KLE VK Institute of Dental Sciences, Belagavi	BDS	III and IV	26-11-2020
		II BDS	02-12-2020
		I Year (2020-21)	15-12-2020
KLE Shri B.M.K.Ayurveda Mahavidyalaya, Belagavi	BAMS	4 <sup>th</sup> Prof. (2016 Sr. Batch)	26-11-2020
		2 <sup>nd</sup> Prof. (2019 Batch)	26-11-2020
		4 <sup>th</sup> Prof. (2017 Jr. Batch)	02-12-2020
		3 <sup>rd</sup> Prof. (2018 Batch)	02-12-2020
KLE College of Pharmacy, Belagavi / Hubballi / Bengaluru	B.Pharm	Phase-I 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester (Due for University Term-end Examination)	01-12-2020
	Pharm D and 1 <sup>st</sup> Year D.Pharm.	Phase-II 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Semester (Due for University Term-end Examination)	10-12-2020
	B.Pharm, Pharm D, M.Pharm and D.Pharm (2020-21)	Phase-III 1 <sup>st</sup> Year Batch (Freshers)	15-12-2020
KLE Institute of Physiotherapy, Belagavi	BPT	3 <sup>rd</sup> and 4 <sup>th</sup> Year	01-12-2020
		2 <sup>nd</sup> Year	10-12-2020
		1 <sup>st</sup> Year Batch (Freshers)	15-12-2020



# KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Formerly known as KLE University)

[Deemed-to-be-University established u/s 3 of the UGC Act, 1956]

Name of the constituent unit	Course	Class	Date of joining to the course / college
KLE Institute of Nursing Sciences, Belagavi	B.Sc. / P.B. Nursing	4 <sup>th</sup> Year	01-12-2020
		3 <sup>rd</sup> Year	10-12-2020
		2 <sup>nd</sup> Year	10-12-2020
		1 <sup>st</sup> Year Batch (Freshers)	15-12-2020
KLE Homoeopathic Medical College, Belagavi	BHMS	3 <sup>rd</sup> Year	01-12-2020
		2 <sup>nd</sup> Year	07-12-2020
Allied Health Science Courses	UG courses	All students, All Batches	01-12-2020 to 03-12-2020



To

The Principal,

Dear Sir / Madam,

I, \_\_\_\_\_ D/o / S/o  
 \_\_\_\_\_ Age: \_\_\_\_\_ years, residing at  
 \_\_\_\_\_ bearing  
 Registration No. \_\_\_\_\_ Name of the course \_\_\_\_\_ Class \_\_\_\_\_  
 pursuing at \_\_\_\_\_

(College name) do hereby undertake as under:

- a) I am given to understand that the KLE Academy of Higher Education and Research, Deemed-to-be-University, Belagavi has decided to re-open the colleges in a phased manner.
- b) I have read the guidelines / SOPs of the UGC, Government of India, Government of Karnataka and KAHER.
- c) I hereby undertake that I shall strictly follow the guidelines with all precautionary and preventive measures.
- d) I have joined the course / college at my risk and responsibility.
- e) I am aware that it is mandatory to have COVID-19 insurance done. However, in case the insurance against COVID-19 is not taken, the expenses towards medical treatment will be borne by me / parent / guardian. The Institution is not liable for any compensation / calamity.
- f) I hereby undertake to follow any of the guidelines which will be issued from time to time.

Date:

Signature of the parent / guardian

Signature of the Student

**ADDRESS**

**A) LOCAL**

Address :

Tel. No.

STD

Mobile No. :

:

**B) PERMANENT:**

Address :

Tel. No.

STD

E-mail :



**K. L. E. SOCIETY'S  
HOSTELS & RESIDENTIAL QUARTERS,  
J. N. M. C. CAMPUS.  
BELAGAVI - 590 010, KARNATAKA (INDIA.)**

Annexure V

E-Mail: [kleshostelsjnmcc@gmail.com](mailto:kleshostelsjnmcc@gmail.com)  
[domejnmcc@sancharnet.in](mailto:domejnmcc@sancharnet.in)  
[jnmcc@sancharnet.in](mailto:jnmcc@sancharnet.in)

Hostel Office: 0831 - 2474886  
Principal Office: 0831-2471701  
FAX No: 91-0831-2470759

Ref: JNMC/H/

Date: 20 -11-2020.

**STANDARD OPERATING PROCEDURES (S.O.P) FOR CAMPUS ENTRY**

- 1. Students should arrive to the Hostel Campus as per stipulated dates given by their respective Colleges. Contact Hostel Office ( 0831- 2474886) in case of any difficulty.**
- 2. Students should bring the following documents:**
  - a) Covid Negative certificate ( RT - PCR Report from ICMR Approved Lab)
  - b) Student Identity Card.
  - c) Install Arogya setu-App in Mobile.
- 3. Students who are arriving to the Campus should get an an RT-PCR Test done at their Home Town prior to their departure, which should have been reported within 48 Hours of arrival to the Campus.**
- 4. Please avoid bringing the parents /Guardian along with you for rejoining.**
- 5. On arrival Students will be kept under observation for 5 Days in their respective Hostel Rooms only. During this period if a student develops symptoms he/she has to undergo repeat RT-PCR Test at K.L.E Hospital at their own cost as per Hostel Rules.**
- 6. Please wear mask, maintain social distance and hand hygiene at all times.**
- 7. All rules pertaining to quarantine are subject to change as per KAHER Guidelines.**
- 8. Necessary fees for Testing and quarantines facilities will be levied as per University Rules.**
- 9. Students should get themselves insured against Covid-19.**
- 10. Students travelling from abroad may be subjected to district administration supervised quarantine or testing. If the district administration does not quarantine or conduct the test, such students will have to undergo testing at the hospital as per Norms.**
- 11. Students should be in touch with their Mentors**



**K. L. E. SOCIETY'S  
HOSTELS & RESIDENTIAL QUARTERS,  
J. N. M. C. CAMPUS.  
BELAGAVI - 590 010, KARNATAKA (INDIA.)**

E-Mail: [kleshostelsjnmc@gmail.com](mailto:kleshostelsjnmc@gmail.com)  
[domejnmc@sancharnet.in](mailto:domejnmc@sancharnet.in)  
[jnmc@sancharnet.in](mailto:jnmc@sancharnet.in)

Hostel Office: 0831 - 2474886  
Principal Office: 0831-2471701  
FAX No: 91-0831-2470759



## **ON ARRIVAL**

1. Produce the Documents at Campus Gate
2. Go to your Respective Hostel & show all the Documents to Supervisor
3. Stay inside your Room for 5 Days

**KLE HOSTELS AND RESIDENTIAL QUARTERS, JNMC CAMPUS, BELAGAVI**

**Permission for Arrival UG/PG Students**

I)	Name of the student	Dr. /Mr. /Ms.
II)	Name of the Institution	
III)	Name of the course & Year of Study ( UG)	
IV)	Name of the Dept. ( PG)	
V)	KAHER Regn. No.	
VI)	Name of the Hostel	
	Room No.	
	Mobile Number	Student : _____ Parent : _____
	Email ID	Student : _____ Parent : _____
	<b>Particulars of the return journey Time</b>	
	a) Arrival Form	
	b) City / Town /Place	
	c) Taluka	
	d) District	
	e) State	
	f) Country	
	<b>Mode of Journey</b>	
	a) Flight	International / Domestic
	b) Train	
	c) Bus	
	d) Car or any other transport, please specify	

**I herebySelf declare:**

1. I am tested for COVID-19 in the last 48 hours – Yes / No
2. I have been tested for COVID-19 and found positive - Yes / No
3. I am not suffering from any Cough / Fever / SARI/ILI – Yes / No
4. If I develop any of the symptoms mentioned in point 2 above, I will contact the Supervisor/Warden without any delay / Hostel office, JNMC for treatment.
5. I will make my mobile number /contact details available to authorities for contact tracing, if necessary.
6. I undertake to strictly adhere to the COVID-19 protocol as prescribed by the University/College Authorities without any deviation.
7. I will wear face mask in all the public places and maintain social distance (except in the room / home) and practice frequent hand wash / use sanitizer.
8. I will strictly abide by all the rules and regulations / norms for institutional / home (hostel) .
9. I have down-loaded Arogya Setu App in my smart phone as per the direction of Government of India, till further notice.
10. If symptomatic (cough / fever / severe ARI / Pneumonia / Influenza like illness, etc.) for COVID-19, I will voluntarily undergo clinical assessment at FLU / Fever Clinic (local) and undergo necessary lab testing for COVID-19 (Swab test) at the approved lab at my own cost.
11. If I am tested and confirmed for COVID-19 during the observation period, I will strictly follow Isolation guidelines.
12. If I develop any Covid-19 Symptoms even after taking all precautionary measures. I will not hold the Hostels, Institutions, KAHER or Dr P.K.Hospital & MRC, Belagavi responsible for the same.

Date:

Signature of the student:

Place:

Signed in the presence of

1. Staff in the concerned Hostel Office  
Name and signature
2. Warden of the concerned Hostel Office  
Name and signature

SIGNATURE OF THE PRINCIPAL