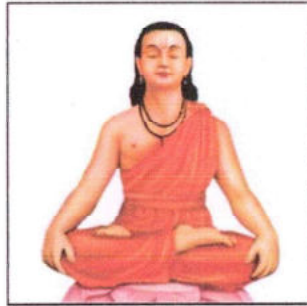




**MAEER's  
Saint Dnyaneshwar B.Ed College, Alandi**

ISO 9001:2015 Certified

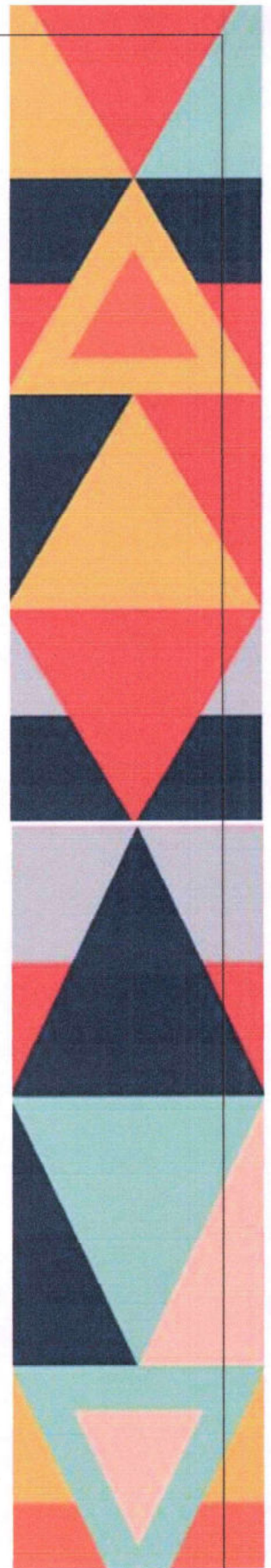


# Code of Conduct

**Academic Year -2020-21**



*[Signature]*  
**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



**MAEER's  
Saint Dnyaneshwar B.Ed College, Alandi**

ISO 9001:2015 Certified

Our College's Code of Conduct is based on 'Vasudhaiva Kutumbakam'. Which translates to "the world is one family," it can be highly relevant for students and teachers.

Embracing this idea promotes inclusivity, empathy, and a global perspective, fostering a sense of interconnectedness and understanding among diverse cultures. It encourages students and teachers to value and respect differences, ultimately contributing to a more harmonious and cooperative learning environment. Vasudhaiva Kutumbakam lies in its ability to promote unity, compassion, and interconnectivity in an increasingly globalized and diverse world.

Sr. No.	Particular	Code of Conduct about																				
1	<b>CODE OF CONDUCT FOR STUDENTS</b>	<table border="1"> <tr><td style="text-align: center;">1</td><td>Attendance</td></tr> <tr><td style="text-align: center;">2</td><td>I card</td></tr> <tr><td style="text-align: center;">3</td><td>Human Values</td></tr> <tr><td style="text-align: center;">4</td><td>Dress Code</td></tr> <tr><td style="text-align: center;">5</td><td>Use of Mobile</td></tr> <tr><td style="text-align: center;">6</td><td>Ragging</td></tr> <tr><td style="text-align: center;">7</td><td>Discipline</td></tr> <tr><td style="text-align: center;">8</td><td>Examination</td></tr> <tr><td style="text-align: center;">9</td><td>General Rule</td></tr> <tr><td style="text-align: center;">10</td><td>Code of conduct for Practical submission</td></tr> </table>	1	Attendance	2	I card	3	Human Values	4	Dress Code	5	Use of Mobile	6	Ragging	7	Discipline	8	Examination	9	General Rule	10	Code of conduct for Practical submission
1	Attendance																					
2	I card																					
3	Human Values																					
4	Dress Code																					
5	Use of Mobile																					
6	Ragging																					
7	Discipline																					
8	Examination																					
9	General Rule																					
10	Code of conduct for Practical submission																					
2	<b>CODE OF CONDUCT FOR TEACHING STAFF</b>																					
3	<b>CODE OF CONDUCT FOR LIBRARY</b>																					
4	<b>PROFESSIONAL ETHICS</b>	a. Teacher b. Teachers and Students c. Teachers and Colleagues d. Teachers and Authorities e. Teachers and Non-teaching staff f. Teachers and Guardians g. Teachers and Society																				



**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE  
ALANDI DEVACHI, PUNE - 412105 (MH)



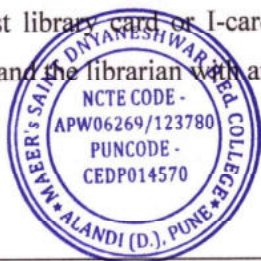
## INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

### ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 80% attendance in the Lectures of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken. The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Tutorial Guide/ Principal.
- On no account will students be allowed to remain absent for any mid-semester, term- end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practicals and Term – work such as Assignments and Projects as prescribed in the syllabus and as per the Subject teacher.

### I-CARD

- Every student must carry with him / her college I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her I- Card within 15 days from the date of admission. The college will not be responsible for the issue of the same later.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the Tutorial Guide / Principal and the librarian with an application.



**PRINCIPAL**  
MAER's SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI-DEVACHI, PUNE - 412105 (MH)

## DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of the Principal.
- Any act of indiscipline or misbehavior by any student will be liable for severe punishment.
- Damage to Institute & campus property due to negligence/lack of care will be liable for severe punishment and compensation for loss caused.
- No outsider is allowed to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus.
- Disciplinary action will be initiated against students indulging, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents / Guardian of the students' and with the written consent of the Principal.
- Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
- It is necessary to follow all the rules of covid-19 (as per the UGC guideline)

## HUMANE VALUES

- Be honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.



**PRINCIPAL**  
MAEER's SAINT DNYANESHWAR B.Ed. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



## DRESS CODE


- Students are expected to wear Uniform regularly while in the college campus.
- Girls should avoid wearing tight trousers/ jeans/ tops/shorts.
- Boys can wear jeans/ t-shirt/ shirt/ pant. Boys should avoid wearing shorts/ capri/ tightt-shirt.
- During practice teaching and Internship period all students should wear College Uniform only.

## MOBILE PHONE

Use of Cell phones is strictly prohibited during lecture hours, In the Library, Computer Laboratory, Reading hall, Seminar Hall & Examination Hall.

Students should give a written letter in case of loss/ theft of mobile phone.



  
**PRINCIPAL**  
MAEER's SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)

## RAGGING

### UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009

Ragging is a criminal offense and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". These regulations are mandatory for all universities/ institutions.

### ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING

IN Ragging as per the Directions of Hon'ble Supreme court of India.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

### RAGGING MENACE

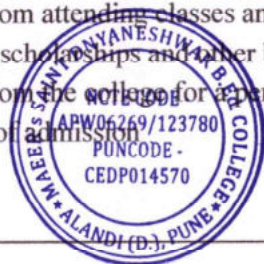
Ragging is a disturbing reality in the higher education system of our country. Despite the fact that over the years, ragging has claimed hundreds of innocent lives and has ruined the careers of thousands of bright students, the practice is still perceived by many as a way of 'familiarisation' and an 'initiation into the real world' for young college-going students.

The Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student. Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student. Asking the students to do any act or perform something that such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student. This can lead to adverse effects such as depression, anxiety, and sometimes even suicide.

### Punishment Provisions

Any student or group of students found guilty of ragging on campus or off campus shall be liable to one or more of the following punishments

- Debarring from appearing in any sessional test/ university examination or withholding results
- Suspension from attending classes and academic privileges
- Withdrawing scholarships and other benefits
- Suspension from the college for a period of one month
- Cancellation of admission




*[Signature]*  
**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc
- Suspension/expulsion from the hostel
- Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
- Expulsion from the institution and consequent debarring from admission to any other institution
- Fine up to twenty five thousand rupees
- Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both
- Collective punishment - When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers

Any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with the Regulations or fails to punish perpetrators or incidents of ragging suitably is liable to the penalties and punishments as per the provisions of the Regulations.



  
**PRINCIPAL**  
MAEER's SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)

## EXAMINATION

Candidates must appear at the examination hall half an hour before the commencement of the examination.

- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by the examination committee, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All stationery brought to the examination must be placed on the candidate's desk and kept in view during the examination.

## CODE OF CONDUCT FOR PRACTICE SUBMISSION

Students are instructed to follow the information and guidelines given by the subject teacher from time to time and make the timely submission of their projects completed in all respect in own handwriting only.



  
**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE  
ALANDI DEVACHI, PUNE - 412105 (MH)

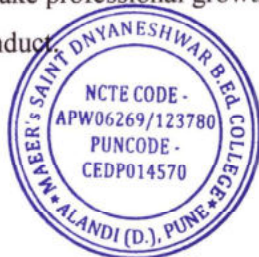


## PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.
- Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

### A teacher shall :

- (i) adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
- (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.
- (iii) seek to make professional growth continuous through study and research, writing and decent conduct.



  
**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.Ed. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)

(iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.

(v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

(vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.

(vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and

(viii) participate in extension, co-curricular and extracurricular activities including community service.

**(b) Teachers and the students : The teacher shall**

(i) Respect the right and dignity of the student in expressing his/her opinion.

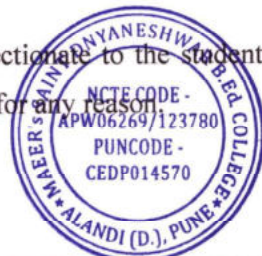
(ii) Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.

(iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

(v) Inculcate among students scientific, progressive and rational outlook and respect for physical labor and ideals of democracy, patriotism and peace.

(vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.



**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE  
ALANDI DEVACHI, PUNE - 412105 (MUM)



(vii) Pay attention to only the attainment of the student in the assessment of merit.

(viii) Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.

(ix) Refrain from inciting students against other students, colleagues or administration.

**(c) Teachers and Colleagues:**

The teachers shall always

(i) Treat other members of the profession in the same manner as they themselves wish to be treated,

(ii) Speak respectfully of other teachers and render assistance for professional betterment,

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,

(iv) be thoroughly social and humane, democratic and rational, towards other teachers,

(v) Strive at any cost to remove and wash out the local tensions and controversies and disputes.

(vi) Believe in union and unity of the colleagues.



*[Handwritten Signature]*  
**PRINCIPAL**  
MAER'S SAINT DNYANESHWAR B.ED. COLLEGE  
ALANDI DEVACHI, PUNE - 412105 (MH)

**(d) Teachers and authorities:**

The teachers shall

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) not undertake any other employment and commitment including private tuitions and coaching classes;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (v) should adhere to the conditions of contract;
- (vi) give and expect due notice before a change of position is made; and
- (vii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**(e) Teachers and non-teaching employees:**

- (i) The teachers should treat the non-teaching employees as colleagues and equalpartners in a co-operative undertaking, within every educational institution.
- (ii) The teachers should help in the function of joint staff council covering bothteachers and the nonteaching employees.

**(f) Teachers and guardians:**

- (i) The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their



*[Handwritten Signature]*  
**PRINCIPAL**  
MAER'S SAINT DNYANESHWAR B.Ed COLLEGE  
ALANDI DEVACHI, PUNE - 412105 (MH)



performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

**(g) Teachers and Society: The teachers shall**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) Be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- (v) Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.



*[Signature]*  
**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



MAEER's  
SAINT DNYANESHWAR B.ED. COLLEGE, ALANDI, PUNE  
ISO 9001:2015 Certified

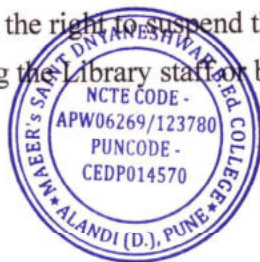
## Code of Conduct for Library

### General Rules

- ❖ Identity card is mandatory for getting benefit of the library.
- ❖ Scan your I card at the counter while entering in the library
- ❖ Personal belongings are not allowed inside the library.
- ❖ Personal textbook, issued books and printed or Xerox copy of reading materials are not allowed inside the library.
- ❖ Eatables and drinks are not allowed inside the library and reading hall.
- ❖ Use of mobile or any audio instruments is strictly prohibited inside the library.
- ❖ Library book/s will issue only his/her I Card.
- ❖ Take proper care of library resources.
- ❖ Librarian may recall any book at any time from the member and he/she should return that book immediately.
- ❖ Readers must maintain the discipline in the library.
- ❖ The members caught tearing pages/stealing of books (Taking out the books /CD's without issuing) will be suspended forthwith from using the Library facilities and further disciplinary action will be initiated against them by the institute.

### Reading Hall Rules

- ❖ Group discussions is not permissible in reading hall.
- ❖ Do not disturb reading hall chair arrangement.
- ❖ Do not write anything on the table in the reading hall.
- ❖ Keep your mobiles on silent mode.
- ❖ The Library reserves the right to suspend the membership of any member found misbehaving, abusing the Library staff or behaving in an indecent manner



  
**PRINCIPAL**  
MAEER's SAINT DNYANESHWAR B.Ed. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)

### Circulation Section Rules

- ❖ All the students, teaching and non-teaching staff of MAEER's S.D. B.Ed college are the members of the library.
- ❖ Identity card is must to all members while using the library.
- ❖ Outsiders can use the Library facilities on the recommendation of the Principal only.

### Process of Library Membership

- ❖ No need to do any process for library membership.
- ❖ By default all students, teaching and non-teaching staff are the members of the library.

### Borrowing Privilege

Sr.No.	Category	No of Books Issue	Loan Period	Fine (Per day)
1	Students	02	15 days	Student would have to sit 1Hr in the library for self study
2	Teaching	04	15 days	Teacher would have to sit for extra 1Hr in the library beside the college hrs.
3	Non-Teaching	02	15 days	Non teaching staff would have to sit for extra 1Hr in the library beside the college hrs.

### Borrowing Privilege Rules

- ❖ Loss of any book by a borrower should be reported to the Circulation counter immediately to avoid further fine. Borrower will have to replace the lost books with the latest edition of the same or pay one and half times cost of the book to the library.
- ❖ If a book in multi volume set is damaged or lost, the users will be liable to replace the whole set of the latest edition or pay current price of the book and half times the cost of book as fine.
- ❖ A book may be re-issued for 1 time, if it is not in demand.
- ❖ Book/s will be renew only in the presence of that member.
- ❖ A borrower shall replace a book if it is lost while in custody.
- ❖ In case borrower fails to replace a lost or damage book within a month from the due date of its return, he/she shall pay to the library the cost of the book.



**PRINCIPAL**

MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



### No Dues Rules

- ❖ Last year students (TY pass out) are required to clear the library dues on/before their result. The other members of library are required to clear their record on/before leaving/termination from the institute.

### Rules for using E-Library

- ❖ The Internet facility is provided to the registered users of the Library only. Outsiders will not be allowed to use this facility.
- ❖ Computers in the library are meant for browsing library databases and to access e-resources only. Use of these computers for social networking or entertainment is prohibited.
- ❖ Users should enter the name and other details in the register before browsing the e-resources. Maximum time for browsing is restricted to one hour only when, the number of users is more than five.
- ❖ Users are advised to make use of this facility only to support their academic and research activities.
- ❖ It is our collective responsibility, as far as the safety of the systems is concerned. Any misuse of the systems should be brought to notice of the Librarian.
- ❖ All the computers are equipped with the Electronic Surveillance Software to detect the Internet sites visited and searched by each user.
- ❖ Librarian reserves the right to stop extending this facility to a person found misusing,
- ❖ E-mail and chatting on the Net is prohibited.



**PRINCIPAL**  
MAEER's SAINT DNYANESHWAR B.ED. COLLEGE  
ALANDI DEVACHI, PUNE - 412105 (MH)

### E-Resources

Sr. No.	E-Resources	Web site
1	OPAC	<a href="http://11.11.2.249/AutoLibWebOPAC/Login.aspx">http://11.11.2.249/AutoLibWebOPAC/Login.aspx</a>
2	SWAYAM	<a href="https://swayam.gov.in/">https://swayam.gov.in/</a>
3	DELNET	<a href="http://delnet.nic.in">http://delnet.nic.in</a>
4	INFLIBNET N-LIST	<a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>
5	National Digital Library	<a href="https://ndl.iitkgp.ac.in">https://ndl.iitkgp.ac.in</a>



  
**PRINCIPAL**  
MARER'S SAINT DNYANESHWAR B.ED. COLLEGE  
ALANDI DEVACHI, PUNE - 412105 (M)

## E-Learning

### SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all. This is done through a platform that facilitates hosting of all the courses, taught in classrooms from Class 9 till post-graduation to be accessed by anyone, anywhere at any time. All the courses are interactive, prepared by the best teachers in the country and are available, free of cost to any learner.

The courses hosted on SWAYAM are in 4 quadrants – (1) video lecture, (2) specially prepared reading material that can be downloaded/printed (3) self-assessment tests through tests and quizzes and (4) an online discussion forum for clearing the doubts. Steps have been taken to enrich the learning experience by using audio-video and multi-media and state of the art pedagogy / technology.

### DELNET

DELNET-Developing Library Network, New Delhi is a major resource sharing library Network in India. DELNET has been actively engaged with the compilation of various Union Catalogues of the resources available in member-libraries. It has already created the Union Catalogue of Books, Union List of Current Periodicals, Union Catalogue of Periodicals, CD-ROM Database, Database of Indian Specialists, Database of Periodical Articles, Union List of Video Recordings, Urdu Manuscripts' Database, Database of Theses and Dissertations, sample databases of language publications using GIST technology and several other databases. The data is being updated in these databases and is growing rapidly. All the DELNET databases have been resident on DELSIS, an in-house software developed on BASISPlus, an RDBMS, the product of Information Dimensions Inc. of USA which has been provided to DELNET courtesy National Informatics Centre, New Delhi.



  
**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)




## N-LIST

"National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", being jointly executed by the e-ShodhSindhu Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi provides for i) cross-subscription to e-resources subscribed by the two Consortia, i.e. subscription to INDEST-AICTE resources for universities and e-ShodhSindhu resources for technical institutions; and ii) access to selected e-resources to colleges. The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The authorized users from colleges can now access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre.

## National Digital Library

National Digital Library of India (NDLI) is a virtual repository of learning resources. It is sponsored and mentored by Ministry of Education, Government of India, through its National Mission on Education through Information and Communication Technology (NMEICT). Filtered and federated searching is employed to facilitate focused searching so that learners can find the right resource with least effort and in minimum time. NDLI provides user group-specific services such as Examination Preparatory for School and College students and job aspirants. Services for Researchers and general learners are also provided. NDLI is designed to hold content of any language and provides interface support for 10 most widely used Indian languages. It is built to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently-abled learners.



  
**Dr. Pravin Chitambar**  
Principal  
MAEER's SAINT DNYANESHWAR B.ED. COLLEGE  
ALANDI DEVACHI, PUNE - 412105 (MH)



ज्ञान-विज्ञान विमुक्ताये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax: 011-2323 8858

E-mail: secy.ugc@nic.in

D.O. 14-8/2020(CPP-II)

5<sup>th</sup> November, 2020

**Subject: UGC guidelines for Re-Opening the Universities and Colleges Post Lockdown due to COVID-19 Pandemic**

Respected Madam /Sir,

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. Keeping in view of the COVID-19 pandemic and subsequent lockdown, the University Grants Commission issued "Guidelines on Examinations and Academic Calendar for the Universities in View of Covid-19 pandemic and subsequent Lockdown" on 29th April, 2020 and then, on 6th July, 2020. The universities and colleges have put in their best efforts to continue their academic programmes and complete the syllabi using various ICT tools of teaching and learning since their closure from mid-March onwards.

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 to the COVID -19 before resuming the activities on campuses. The top priority, while opening the institutions, should be the safety, health and well-being of the students, teachers and staff. In view of this, UGC has framed "Guidelines for Re-Opening the Universities and Colleges Post Lockdown due to COVID-19 Pandemic" (**Annexure-I**) which provide in detail the measures to be taken before re-opening of campuses. These Guidelines have also 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.

You are requested to adopt these guidelines and take necessary steps to implement them accordingly. Further, the universities/colleges have 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 (MoE) or UGC from time to time to prevent the spread of COVID-19.

With kind regards,



  
**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)

Yours sincerely,



(Rajnish Jain)

Encl : As above

To

1. The Vice-Chancellor of All Universities
2. The Principals of all Colleges

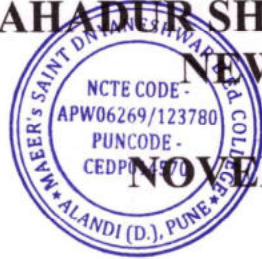


**UGC GUIDELINES  
FOR  
RE-OPENING THE UNIVERSITIES AND COLLEGES  
POST LOCKDOWN DUE TO COVID-19 PANDEMIC**

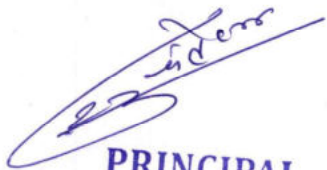


ज्ञान-विज्ञान विमुक्तये

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



**NOVEMBER 2020**

  
**PRINCIPAL**  
MAEER's SAINT DNYANESHWAR B.Ed. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



## 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>
3.1	<b>Pre-requisites</b>	<b>5</b>
3.2	<b>Modalities for Physical Opening of Colleges/Higher Education Institutions</b>	<b>5</b>
3.3	<b>Measures</b>	<b>6</b>
3.4	<b>Safety concerns</b>	<b>6</b>
<b>4.</b>	<b>Institutional Planning</b>	<b>8</b>
4.1	<b>Safety Measures at Entry/ Exit Point(s)</b>	<b>9</b>
4.2	<b>Safety Measures during Working Hours</b>	<b>9</b>
4.2.1	<b>Classrooms and other Learning sites</b>	<b>9</b>
4.2.2	<b>Inside the Campus</b>	<b>9</b>
4.2.3	<b>Hostels</b>	<b>11</b>
4.2.4	<b>Regular Monitoring of Health</b>	<b>12</b>
4.2.5	<b>Counselling &amp; Guidance for Mental Health</b>	<b>12</b>
4.2.6	<b>Measures for Containment</b>	<b>13</b>
4.2.7	<b>Sensitization of Students, Teachers and Staff</b>	<b>14</b>
<b>5.</b>	<b>Role of Stakeholders</b>	<b>15</b>
5.1	<b>The Central/ State Government</b>	<b>15</b>
5.2	<b>Head of the Institution</b>	<b>15</b>
5.3	<b>Teachers</b>	<b>16</b>
5.4	<b>Parents</b>	<b>16</b>
5.5	<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.



  
**PRINCIPAL**  
MAEER's SAINT DNYANESHWAR B.Ed. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



## 1. Introduction

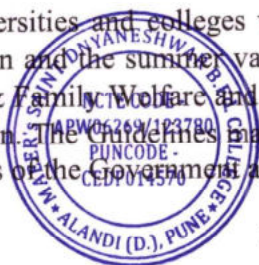
Universities and other educational institutions across the country have been closed since 16<sup>th</sup> March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak. The Government of India through its Ministries, viz., Ministry of 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 29th April, 2020 and then, on 6th July, 2020. These Guidelines covered important dimensions related to examinations, academic calendar, admissions, online teaching-learning and provided flexibility for adoption by the universities. Later "UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in View of COVID-19 Pandemic" were issued on 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.





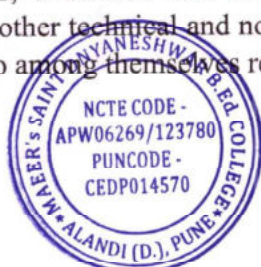
## 2. Re-Opening the Campuses - Issues and Challenges

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.



  
**PRINCIPAL**  
MAER'S SAINT DNYANESHWAR B.Ed. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)

### 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 himself/himself regarding the feasibility of the opening of physical classes and decide accordingly.



  
**PRINCIPAL**  
MAHER'S SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



- 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.

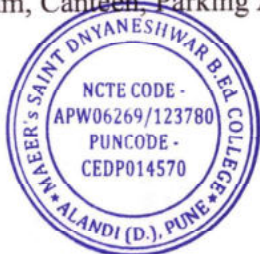
### 3.4 Safety concerns

- 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.



  
**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)

#### 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 swipe.
- ii. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

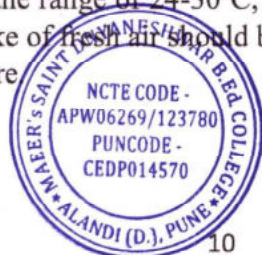
##### 4.2.2 Inside the Campus

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





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



  
**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)

- 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.



**PRINCIPAL**  
MAEER'S SAINT DRYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



- 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.

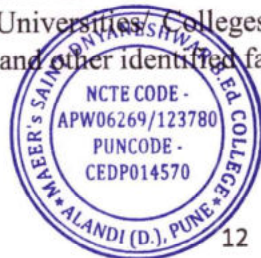
#### 4.2.4 Regular Monitoring of Health

- 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.



**PRINCIPAL**  
MAEER's SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



- 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>

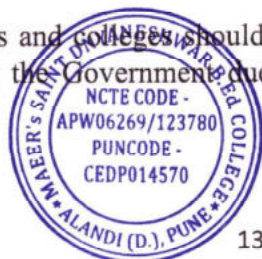
Minding our minds during the COVID-19  
<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>

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

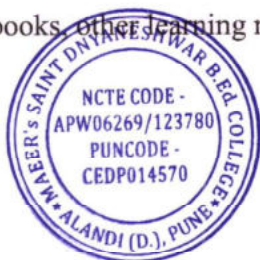
#### 4.2.6 Measures for Containment

- 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.



**PRINCIPAL**

MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)



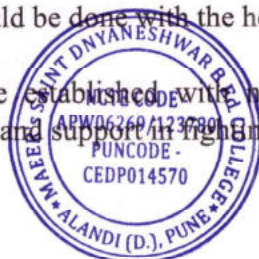
## 5. Role of Stakeholders

### 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.





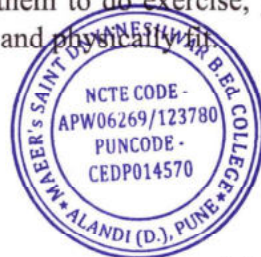
- iv. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.
- v. A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist 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.



  
**PRINCIPAL**  
 MAEER's SAINT DNYANESHWAR B.ED. COLLEGE,  
 ALANDI DEVACHI, PUNE - 412105 (MH)

## 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.*



*[Signature]*  
**PRINCIPAL**  
MAEER'S SAINT DNYANESHWAR B.ED. COLLEGE,  
ALANDI DEVACHI, PUNE - 412105 (MH)