

REVISED SOP FOR REOPENING

As per Gov't of Assam Assam order No. ASE.01/2020/Pt.-II/117 dated 28
December 2020

Effective from 1st
January 2021

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General Guidelines effective from 1st January 2021 as per Government of Assam order No. ASE.01/2020/Pt.-II/117 dated 28 December 2020

1. University shall function normally on day-to-day basis as per academic calendar w.e.f. 4/1/2021/ guidelines issued by UGC/AICTE. However, the Head of the Institution will ensure that all safety COVID-19 protocols are strictly followed.
2. The Residential Hostels will not function except for final year students.
3. Attendance of Students is not compulsory.
4. In addition to formal classes online classes will also continue if found necessary.
5. Meetings in the Educational Institution premises (formal and informal) will not be allowed.
6. There will be no cultural function, meetings etc., until further orders.
7. There will be sanitization on every Sunday.
8. On every Sunday there will be community mobilization involving the University authority, Village Headman (Gaonburha), Parents, Guardians, interested NGOs, SHG Volunteers regarding precaution and awareness on physical social / distancing about COVID-19 etc., maintaining health and hygiene, Yoga, Meditation and disseminate posters, banners, brochures, info graphics etc., on COVID-19 related issues.
9. Students should be made aware about proper and scientific use of Mask, frequent change of Mask, sanitization, maintenance of physical distance of minimum 6 ft inside and outside the classroom.
10. All the Teaching and Non-Teaching staffs of University and Cooks and helpers engaged in preparation and serving of Midday Meal among the students should be medically tested for COVID-19 after every 30 days and in case of symptomatic case the testing should be done immediately.
11. Regular cleaning and disinfection of the classroom's toilets corridor etc., shall have to be done.
12. Compulsory use of Masks/ Sanitizers by all.
13. Arrangements for potable water for hand washing with soaps. Install hand washing station, hygienic drinking water points, toilets and urinals to allow physical distancing of at least 1 to 2 meters and ensure these facilities are accessible to student with disabilities.
14. Temperatures check of all students/teachers etc. shall be done every day through thermo scanner.
15. Contact with the nearest PHC/CHC in case of fever, cough, difficulty in breathing/ medical emergency.
16. Whenever any single COVID-19 positive case is detected in the premises of University, thereafter the University would be opened next day only for COVID 19 testing (R.A.T) of the students teaching, non-teaching staff, cooks cum helper etc. The District Administration/ SMC/SMDC/Head of the Institution shall jointly take necessary steps for R.A.T.
17. Online mode of education will continue for students who prefer to attend online classes.

The STANDARD OPERATING PROCEDURE FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS are as follows.

Proper cleaning and sanitation facilities.

- a. Use of face covers/masks by students, teachers, staff and all stakeholders is mandatory,
- b. There would be arrangement for thorough cleaning and disinfecting of all areas, furniture equipment, stationary, storage space, water tanks, kitchen, canteen, washroom, laboratories, libraries, etc., on University campus.
- c. Working hand washing facilities in the University should be arranged.
- d. There should be availability of key supplies like thermometers, disinfectants, soaps, etc., and the thermometer to be used should be a calibrated contactless infrared digital thermometer.
- e. Ban on spitting shall be strictly enforced.
- f. All garbage should be disposed in dustbins and must not be allowed to be piled up anywhere in the University premises.
- g. Frequent cleaning and disinfecting of washrooms during the University hours should be ensured.
- h. Mandatory hand washing for all students and staff at regular intervals must be ensured. Hand washing time should be minimum of 40 seconds as health protocol.
- i. Availability of safe and clean drinking water for students must be ensured. Drinking from water bottles by students maybe encouraged.
- j. Cleanliness and hygiene should be maintained during mid-day meal preparation, serving, during eating and after eating. Utensils should be properly cleaned.
- k. University will constitute a Multi stakeholder Committee to address the Covid-19 related issues within the Institute, as Institutional Disaster Management Plan. Representative from DTE, Health & Family Welfare Department and District administration should also be included in the Multi-stakeholder Committee in addition to students, parents, guardians, faculties. The minutes and meeting of the Committee shall be uploaded in the public domain.
- l. A sub-Committee for Hostel Management may be formed from the members of the multi stakeholder Committee to address the hostel matters as and when permission is granted by the Govt, in due course for re-opening of Hostels

Seating plan

- a. Physical distancing of at least 6 feet has to be strictly followed.
- b. Physical and social distancing shall be maintained in the staff rooms, office area and other places of public interaction.
- c. Wherever available, temporary spaces or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes in view the safety and security of the children and physical distance protocols.

- d. Seats may be designated with adequate distance for teachers in the staff room and other available rooms/halls.
- e. The number of seats in the reception area may be limited with at least 6 feet distance between them.

Physical Distancing

- a. Earmarking different lanes for entry and exit of students/teachers/non-teaching staffs. Visit of outsiders should be strictly prohibited.
- b. Opening of all the gates at the time of entry and shall be done to avoid overcrowding.
- c. Displaying posters/signage/stickers at appropriate places reminding students about maintaining physical/social distancing must be ensured.
- d. Display communication materials (info-graphics) etc. on COVID-19 prevention in different areas within the University premises and the community.
- e. No outside vendors should be allowed to sell any eatables inside the University premises or at the entry/exit gate points.
- f. Ensure Soap (Liquid) is available at each hand washing station, near every door of toilets and entrance points.

Parents/Guardians consent

- a. Students will come to the University provided their parents have no objection and as such written undertaking/confirmation from the parents should be produced in original
- b. Parents should ensure that their ward goes to University wearing a mask and sensitize them not to exchange mask with others.
- c. Students willing to study from home through online mode may be allowed to do so.
- d. Attendance must not be enforced and must depend entirely on parental consent.

University events, meetings, etc.

- a. University should not undertake any University events.
- b. Functions and celebration of festivals should be avoided in the University.

Formation of different Task teams.

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

Health checkup

Regular health checkup of students and teachers may be organized.

Ensure safe commuting of students who use University transport.

- a. Sanitization of University transport should be done on regular basis at least twice a day- once before children board the transport and once after,
- b. Driver and conductor should ensure physical distance at all times along with students.
- c. If possible, thermal screening of students may be done by the bus conductor at the time of their boarding.
- d. All commuters are to wear face cover/masks. University authority should not permit students without masks and as per as possible provide them with masks.
- e. No curtains should be there in the windows of the University bus. Preferably all windows should be kept open.
- f. Students should be oriented not to touch surfaces unnecessarily.

Ensure Safety Inside Classrooms

- a. Teacher must ensure that students sit at allocated spaces wearing masks.
- b. Teachers too wear face masks' in case of practical works, it should be done in small groups maintain distance.
- c. Students should not share any material (textbooks, notebooks, pen, pencil, tiffin box, water bottle, etc.) with each other.
- d. All the necessary learning material may be kept in the classroom.
- e. No sharing of food among students should be allowed.
- f. Overcrowding in washrooms should be discouraged.

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

- a. The sick student or the sick staff should be placed in a room or area where they are isolated from others.
- b. The nearest medical center should be contacted.
- c. A risk assessment will be undertaken by the treating physician.
- d. Disinfection of the premises to be taken up if the person is found positive.
- e. The University authority should coordinate with the nearest health center/Joint Director of Health Services, in case of emergency.
- f. All protocols as advised by Health and Family Welfare Department/ NHM should be followed.

SOP regarding re-opening of Hostels

Residential hostel for final year students has started functioning w.e.f 15/12/2020 as per Govt, order No. ASE.01/2020/Pt-III/99, dated 4/12/2020 and the same will continue until further order. A copy of the said SOP related to the Hostel is available on the University Website.