



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI-110078

No.F.1(5)(1)/2012/Misc. / 13353

Dated : 08/02/2021

C I R C U L A R

Subject : Plan of activities for academic and examinations of students of colleges affiliated with all 03 State Universities viz. –GGSIP University, AUD and NLU and one institutions viz DIHRM presently functioning under the administrative control of Directorate of Higher Education – issuing advisory/Standard Operating procedure(SOP) thereof.

Please find enclosed herewith a copy of Circular No.DHE4(2)/GGSIPU/SOP/ 2021/491-498 dated 04.02.2021 received from the Directorate of Higher Education, Govt. of NCT of Delhi, on the subject noted above, for information & necessary compliance.

(Brig. P.K. Upmanyu)
Joint Registrar (Pers.)

No.F.1(5)(1)/2012/Misc. /

Dated :

Copy forwarded to the following for information and necessary action :

1. All Deans/HODs, USS, GGSIP University.
2. Controller of Finance, GGSIP University.
3. All Directors, GGSIP University.
4. Directors/ Principals, Affiliated Institutions of the University.
5. COE/ Incharge-Exam., GGSIP University.
6. In charge Library, GGSIP University.
7. CVO, GGSIP University.
8. Proctor, GGSIP University.
9. Chief Warden, GGSIP University.
10. Superintending Engineer, UWD, GGSIP University.
11. All Branch In-charge (s)/ Joint Registrar (s)/ Dy. Registrar(s)/ Asstt. Registrar(s)/ PRO/ Medical Officer, GGSIP University.
12. Asstt. Registrar, Vice Chancellor Secretariat, GGSIP University.
13. Asstt. Registrar, O/o Registrar, GGSIP University.
14. Head, UITS, with the request to upload the order of University's website.
15. Notice Board.
16. Guard file.

(Ajay Kumar)
Asstt. Registrar (-II)

**DIRECTORATE OF HIGHER EDUCATION
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
B-WING, 5-SHAM NATH MARG, DELHI -110054**

File No. DHE 4(2)/GGSIPU/SOP//2021/491-498

Dated: 04/02/2021

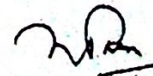
CIRCULAR

Subject:- Plan of activities for academic and Examinations of students of colleges affiliated with all 03 State Universities viz - GGSIP University, AUD and NLU and one Institution viz DIHRM presently functioning under the administrative control of Directorate of Higher Education — issuing advisory/Standard Operating Procedure(SOP) thereof.

COVID-19 Pandemic situation was unprecedented for the teachers, students and the parents. Directorate of Higher Education, Govt. of NCT of Delhi was committed to provide a conducive environment to the all the college students for improvement of the teaching / learning activities. To combat COVID-19 situation and keeping in view the health of all the students on top priority, all the colleges affiliated with the above mentioned 03 state universities and one institution, which are functioning under the administrative control of Directorate of Higher Education, Government of National Capital Territory of Delhi were ordered to be closed since 19th March 2020 till further orders.

Recently the number of active and new cases of Covid-19 has been declining steadily. However, there is a need of maintaining caution and strict surveillance so as to fully overcome the pandemic. As per Guidelines for Surveillance, Containment and Caution (Vide MHA Order No. 40-3/2020-DM-I(A) dated 27th January, 2021), all activities have been permitted outside Containment Zones. Further educational activities have been permitted subject to adherence of SOP of State/UT.

Accordingly, all the Registrars of 03 State Level Universities – GGSIP University, Ambedkar University Delhi (AUD), National Law University (NLU) and 01 Institute- Delhi Institute of Heritage Research & Management (DIHRM), functioning under the administrative control of Directorate of Higher Education, GNCTD, are advised to reopen the Universities/Colleges/Institutes w.e.f. 05.02.2021 for academic activities to provide necessary support to the students as required not only for examination purposes but also for overall academic and professional growth. All concerned are directed to comply with the instructions/guidelines issued by Ministry of Home Affairs, Govt. of India as well as Delhi Disaster Management Authority, GNCTD from time to time along with enclosed Standard Operating Procedure (SOP), in letter and spirit in the interest of students and staff of Universities/Colleges/Institutes. However, HODs/Principals may ensure that students are called only with the consent of the parents, following the SOP. Record of students coming to the University/College/Institute be maintained but the same should not be used for mandatory attendance requirement as attending the college is completely optional at this stage.



The above instruction and SOP will be applicable to all Universities/Colleges/Institutes functioning under the Administrative control of Directorate of Higher Education, GATE.

This issues with the prior approval of the Competent Authority



(Narender Passi)

Dy. Director (HE)

Encl. Standard Operating Procedure

Copy for circulation to:-

1. Registrar, GGSIPU.
2. Registrar, Ambedkar University, Delhi.
3. Registrar, National Law University
4. Registrar, Delhi Institute of Heritage Research & Management

Copy for information to:

1. Secretary to Hon'ble Dy. Chief Minister/MoHE
2. PS to Principal Secretary (HE/TTE)
3. PA to Director (HE)
4. Circular file



(NarenderPassi)

Dy. Director (HE)

Standard Operating Procedure (SOP) for Universities/Colleges/Institutes under DTTE

During Covid-19 unprecedented situation various alternatives of direct teaching have been developed in the Universities/Colleges/Institutes. However, direct teaching and face to face interaction among teachers and students has its own importance. In view of recent MHA guidelines, it has been decided that all the Universities/Colleges/ Institutes may be re-opened now and an optimum blend of online and offline methods of teaching-learning practices may be adopted in the institutions. For this purpose following Standard Operating Procedure (SOP) has been prepared that outlines various precautionary measures to be adopted in addition to specific measures to be taken for preparation of Universities/Colleges/Institutes for the purpose of reopening them for Teaching Learning practices, practicals, project assignments and BTE Examinations etc.

Permissible Activities

- i) Teaching Learning Activities as per curriculum
- ii) Only academic activities such as practicals, assignments, projects, Internal/External Assessment, viva-voce, Research related activities, etc. are permitted
- iii) No social events/extra-curricular or physical outdoor activities to be conducted.
- iv) Students may be guided not to share books, copies, stationery items, etc.

Health & Safety Guidelines

- i. No symptomatic student/staff to be allowed in the institute campus. Most people with COVID-19 are asymptomatic and those with symptoms have reported a wide variety, ranging from mild symptoms to severe illness. The common symptoms include Fever or chills (>99.5 F), Cough, Shortness of breath or difficulty in breathing, Fatigue, Muscle or body aches, Headache, Loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting and Diarrhea. If a student or staff member displays any of the above symptoms whilst at the institute, they should be encouraged to move away from other people and into an outdoor/well ventilated space/quarantine room.
- ii. Mandatory thermal screening at Institute Gate
- iii. Compulsory hand sanitization at entrance of institute, class rooms, labs and public utility etc.
- iv. All the members of the institute must wear a mask in the proper way while in the institute premises

Institute Readiness

- i) Universities/Colleges/Institutes outside the containment zone only are allowed to be opened. Further students, teachers and employees living in the containment zone will not be allowed to come to the institute.

- ii) Specific time table for academic activities as per capacity/occupancy limit of classroom/labs, following social distancing norms as per requirement and following COVID appropriate behavior, should be planned.
- iii) Staff may be called to the institute as per the requirement of the time table and following the guidelines of Delhi Disaster Management Authority (DDMA).
- iv) HODs/Principals may ensure that students are called only with the consent of the parents, following the SOP. Record of students coming to the University/College/Institute be maintained but the same should not be used for mandatory attendance requirement as attending the college is completely optional at this stage.
- v) Institution's timings may be adjusted to avoid crowding at the institute's main entrance/exit gate. Various gates (if available) may be used to avoid the crowding at the entry and exit.
- vi) Different lanes for coming and going may be earmarked in the institutions.
- vii) There should be reasonable gap or suitable arrangements that need to be made for appropriate sanitization between the entry/exit of different shifts(in case of double/triple shift institutions).
- viii) A Quarantine Room should be made available in the institute in case of any emergency.
- ix) Heads of Institutions should ensure:
 - Increased facility for cleaning and sanitization especially in common areas and high touch surfaces.
 - Proper and regular cleaning and sanitization of class rooms.
 - Provision for adequate soap (solid, liquid) and running water in all washrooms.
 - Key supplies of thermal scanners, sanitizers, disinfectants and masks, etc.
- x) Physical Distancing guidelines
 - It is advised that everyone does their best to maintain a safe physical distance of 6 feet or more in all settings.
 - Institute authorities should maintain physical distancing at all times by ensuring that students do not assemble or gather near entry/exit gates even during the breaks.
- xi) Campus Guest Policy – Routine guest visits should be discouraged. However, during emergency, parent's visit with proper COVID Appropriate Behaviour protocol may be permitted.
- xii) Congregating in common areas of institute campus must be prohibited.
- xiii) Awareness Drive
 - Posters/standees on preventive measures about COVID 19 should be displayed prominently.
 - Displaying posters/messages should be done at all prominent places like class rooms, washrooms, parking, entry and exit etc. to ensure COVID APPROPRIATE BEHAVIOR like physical distancing and mask guidelines etc.

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Orientation Programme

- i) On campus orientation of students and teachers to be conducted to give emotional/trauma support for their readiness with new normal of stringent physical distancing, face mask guidelines and hygiene guidelines.
- ii) Detailed guidelines regarding COVID Appropriate Behavior may be given as handouts to students/parents.

