



Office of the
DIRECTORATE OF ACADEMIC AUDIT
TELANGANA UNIVERSITY

Dichpally, Nizamabad – 503 322, T. S.

(Established under the Act 28 of 2006. A.P.)

Recognized by UGC under 2(f) and 12(B) of UGC Act, 1956, Accredited by NAAC at "B+" Grade

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Date: 21.01.2021

C I R C U L A R

It is hereby informed to all the Principals of UG / PG and Professional Colleges affiliated to Telangana University, to be prepared to open Colleges for physical classes as per the instructions and guidelines issued by the Government through its Memo No.5640/SE, Prog.II/A1/2020, dt: 12.01.2021. The Memo is attached along with this circular.

Sd/-

DIRECTOR

**GOVERNMENT OF TELANGANA
SCHOOL EDUCATION DEPARTMENT**

Memo.NO.5640/SE.Prog.II/A1/2020,

dated:12. 01.2021

Sub:- Education Department - Reopening of Schools and Colleges from 1st February, 2021 – Instructions /guidelines - issued.

All the officers mentioned in the address entry are invited to the subject cited and they are informed that in the Collectors Conference held on 11.01.2021, the Hon'ble CM has instructed to prepare a action plan for reopening of Schools and Colleges from 1st February, 2021 in the following manner: 1) Schools – 9th and 10th Classes only. Students from other classes shall not attend schools (no physical School for 1 to 8th classes). 2) Intermediate – 1st and 2nd year. 3) Collegiate Education- Degree and Post Graduate Courses. 4) Technical Education- All Technical Educational institutions, duly following standard operating procedures (SoP) of GOI guidelines for Health and safety protocols for reopening of schools /UGC guidelines etc.

2. Keeping in view of hardship caused due to Covid-19 pandemic, and as physical classes could not be started as scheduled, Government as a part of e-learning and distance education have permitted to start online classes on various digital/TV/T-Sat platforms from 1st September, 2020, in all Schools and Junior Colleges and other Colleges in the State vide Govt.Memo.dt.24.08.2020.

3. Since, it is decided to open Educational Institutions now, as per the instructions of the Hon'ble CM, in the meeting held on 11.01.2021, it is proposed to form a District level Education Monitoring Committee (DLEMC) with the following Members to prepare a action plan for re-opening of Schools and Colleges from 1st February 2021 in the State, duly following SOP guidelines:

- | | | |
|--|-------|-----------|
| 1. District Collector | ----- | Chairman. |
| 2. Project Officer, ITDA, | ----- | Member |
| 3. District Medical Health Officer (DMHO) | ----- | Member. |
| 4. Municipal Commissioner's | ----- | Member. |
| 5. District Panchayat Officer (DPO) | ----- | Member |
| 6. District Intermediate Education Officer(DIEO) | -- | Member. |
| 7. District Educational Officer | --- | Member. |
| 8. Identified Principals from Collegiate Education | | -Member. |
| 9. Other Officer to be nominated by the
District Collector (if any) | | - Member |

4. The above Committee will prepare an action plan for re-opening of Schools and Colleges from 1st February 2021 in the State by 18.01.2021 and submit to the concerned HoDs. In case of Government Education Hostels special care shall be taken with concerned departments i.e., Social welfare/Tribal welfare/ B.C Welfare/ Minority Welfare etc.

1. Sanitization Plan:

- Ensure proper cleaning and sanitation facilities in the school /College by 20th January positively.
- The DPO to organize and maintain regular sanitation as instructed in Collector conference especially with regard to Toilets, tanks/Drinking water and General cleanliness.

P.T.O

- The Principal / HM of the Education Institution arrange for thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, kitchens, canteen, laboratories, libraries, etc., on school /College campus and ensure sufficient air flow in indoor space.
- The Principal /HM of the Educational Institutions ensure availability of key supplies like thermometers, disinfectants, soaps etc., and arrange for availability of these essentials. The thermometer to be used should be a calibrated contact-less infrared digital thermometer.
- Ensure sanitization of school/College transport before they start plying especially by private managements.

2. Logistic Plan:

- As suggested by the Ministry of Health, there must be at least 6 feet distance between students in the revised seating plan. It is advisable to mark the seating that students should occupy.
- Government of India have mandated in their SOP that written consent of parents should be obtained from students who wish to attend physical classes. Digital Learning, other social media teaching will continue.
- For this year there will be no prescribed compulsory attendance mandated to appear for exams.
- If there are single-seating desks, simply providing space between the desks in the classrooms to maintain physical/social distancing of 6 feet will be effective. If benches are used, one student one bench norm may be considered.
- Similarly, physical distancing shall also be maintained in the staff rooms, office area, and other places of public interaction.
- If available, temporary space or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes, keeping in view the safety and security of the Students and physical distance protocols.
- Seats may be designated with adequate distance for teachers in the staff room and other available rooms /halls.

3. Medical Plan:

- Make arrangement for providing atleast two isolation rooms in every School /College for any COVID related emergencies with necessary supplies and DMHO to frequently monitor.
- Ensuring that sufficient sanitizers should be available.
- Make a plan of action in case suspected case of COVID occurs in School /College. A SoP as to how to deal with such incidents including immediate isolation, protection to other students, necessary and medical attention to be received, with dedicated staff etc., is to be prepared in consultation with DMHO by each Principal /HM.
- Ensure physical distancing at the entry and exit points of the School /College. No outsiders to be allowed on premises strictly.
- A list of Medical staff should be prepared who will be attached to each Educational institutions with their Telephone Numbers with all concerned such as HM/Principals/ SMCs etc.,

4. A customized plan of logistic plan/ seating plan /Medical plan / Sanitation plan should be obtained from each HM/Principal by 18.01.2021 and submitted to the DLEMC for their approval with copies to concerned HoD.

5. Collectors may appoint Nodal Officers to inspect as required periodically in order to maintain protocol as mentioned in SoP issued by GOI as attached.
6. Detailed individual instructions are being issued to each HoD separately, compliance of which may be reviewed with the concerned District Officers.
7. The SOP issued by GOI is available in website of Ministry of Home affairs, Govt.of India and www.education.gov.in/en/sop-guidelines-reopening-schools, which may kindly be seen and scrupulously followed.
8. No political meetings /functions will be allowed in all the Educational institutions without permission of District Collectors concerned.
9. These instructions apply to All Educational Institutions in all Sectors in the State.

**CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To
All the District Collectors
All the District Medical Health Officers
All the Project Officers, ITDA.
All the District Educational Officers.
All the District Intermediate Educational Officer.
All the District Panchayat Officers.

Copy to:

The Principal Secretary to Government, B.C. Welfare Department.
The Secretary to Government, SCD Department.
The Secretary to Government, Tribal Welfare Department.
The Secretary to Government, Minority welfare Department.
The Commissioner of Collegiate Education, Telangana, Hyderabad.
The Commissioner of Technical Education, Telangana, Hyderabad.
The Commissioner, Intermediate Education, Telangana, Hyderabad.
The Director of School Education, Telangana, Hyderabad
The Secretary, TREIS/TSWREIS/TSMWREIS/TSBCWRS/
TSTWREIS

FORWARDED BY ORDER


SECTION OFFICER

GUIDELINES FOR PARTIAL REOPENING OF SCHOOLS

Sub: School Education – COVID-19 Pandemic – Guidelines for Reopening of Schools in the State of Telangana – Certain instructions – Issued.

- Ref: 1. Govt.Memo.No.3552/SE.Prog.II/A1/2020, dt: 24.08.2020.
2. This office Procs.No.100/Genl/2020, Date: 24.08.2020.
3. From the Ministry of Home Affairs, Govt. of India, New Delhi Order No.40-3/2020-DM-I(A), Dt. 20.08.2020.
4. G.O.Rt.No.120, General Administration Dept., Dt.31.08.2020.
5. Govt.Memo.No.3552/SE.Prog.II/A1/2020-1, dt: 11.09.2020.
6. Standard Operating Procedure (SOP) for partial reopening of Schools issued by MoH & FW (EMR) Division, GoI, New Delhi, Dt:08.09.2020.
7. F.No.NCPCR/2020-21/REC/EDU-122601, Dt:07.07.2020.
8. F.No.11-16/2020-Sch.4, Govt. of India, Ministry of Education, Dept. of School Education & Literacy, Dt: 05.10.2020.

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In view of the COVID-19 pandemic, the Ministry of Home Affairs, Govt. of India and in turn the state government have issued instructions for closure of schools during the academic year 2019-20 and there has been a shift in the mode of schooling i.e. from physical, one-to-one mode, to remote learning, through TV, computers, telephone etc.

The Ministry of Human Resource Development has communicated PRAGYATA Guidelines issued by Govt. of India on online teaching and the NCERT has communicated Alternative Academic Calendar (AAC) vide reference 7th cited. Accordingly, the Government of Telangana in the reference 5th cited have issued instructions for commencement of online classes from 1st September, 2020 through Doordarshan, TSAT and other digital platforms and instructed 50% of the teachers to attend schools, on rotation basis and monitor digital education. Further, the AAC and Worksheets for all subjects for 16 weeks have been hosted on the SCERT website.

Govt. of India vide reference 6th cited, have issued Standard Operating Procedure (SOP) for partial reopening of Schools. Accordingly, the following guidelines are presently being issued to the RJDSEs and DEOs for partial reopening of schools from classes 9 to 12 and Diploma in Elementary Education (D.El.Ed.) colleges for strict compliance.

1. Schools under all managements shall be physically reopened for students of classes 9, 10 and 11, 12 in KGBVs, TREIs, Model Schools and Diploma in Elementary Education (D.El.Ed.) colleges from 1st February, 2021. No other classes shall reopen physically for the students.
2. The present digital classes being conducted through Doordarshan and TSAT, and other digital platforms shall continue and a blended form of learning through both online and offline platforms, shall be made available to students.
3. The Headmasters shall permit students after obtaining the **written consent** from parents/ guardians which is mandated by Govt. of India for students to attend physical classes.
4. All teachers handling classes 9, 10, 11 and 12 shall attend school daily. Students willing to study from home with the consent of the parent, may be allowed to do so. Students of other than above mentioned classes shall not attend school.
5. The schools shall function **as per regular school timings**.
6. The Headmasters shall prepare a customized seating plan **as per the classroom size** to ensure physical distance of **atleast 6 feet** between any two students.

7. The Headmasters shall ensure that all the students and staff wear masks.
8. Students suffering from cold, cough, fever shall not be allowed to attend school.
9. Children shall be provided Mid Day Meal while attending the schools.
10. Project-work, assignments upto 30% of the syllabus has already been communicated and it shall be completed at home under the guidance of teachers and parents and the remaining upto 70% syllabus shall be taught in schools by the teachers.
11. The last working day of the school shall be last day of the SSC examination.
12. Headmasters/ Teachers shall ensure the following:
 - Create learner-friendly school and classroom environment.
 - Teachers shall be prepared for teaching in classroom as well as follow-up of students studying from home through online mode.
 - The Headmasters shall prepare customized timetable to ensure availability of teachers as per the customized seating plan.
 - Address concerns of Children with Special Needs along with other children.
 - Project-work, assignments to be done at home under the guidance of teachers and parents.
13. A District Level Committee is constituted under the Chairmanship of the District Collector by Government. The DEO shall report to the District level Committee as and when called upon to do so, with complete information.
14. The following **Standard Operating Procedures (SOPs)** shall be strictly adhered to

a) Sanitation Plan - Ensure proper cleaning and sanitation facilities in the school

- Arrange for thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, kitchens, canteen, washrooms, laboratories, libraries, etc. on school campus and ensure air flow in indoor space.
- The District Panchayat Officers (DPOs) and Municipal Commissioners concerned shall take necessary action for maintenance of sanitation, drinking water, water tanks, and toilet maintenance in government schools on a daily basis.
- Ensure working hand washing facilities in the school.
- Ensure availability of key supplies like thermometers, disinfectants, soaps, etc., and arrange for availability of these essentials.
- Ensure sanitization of school transport before they start plying, at least twice a day.
- Teachers, students and other stakeholders as found relevant shall form Task Teams such as, Emergency Care Support/ Quick Response Team, General Support Team for all stakeholders, Commodity Support Team, Hygiene Inspection Team, etc. with earmarked responsibilities.
- The Headmaster shall monitor the same and report to the DEO periodically.

b) Logistic plan

- **The Headmasters shall prepare customized seating plan** as per the classroom size to ensure physical distance of atleast 6 feet among students and not more than 20 students per classroom. It is advisable to mark the seating that students should occupy.
- If there are single-seater desks, simply providing space between the desks in the classrooms to maintain physical/social distancing of 6 feet will be effective. If benches are used, 'one child-one

- bench' norm shall be followed.
- Similarly, physical distancing shall also be maintained in the staff rooms, office area, and other places of public interaction.
- The customized seating plan for every school in the district shall be submitted to the DEO by the concerned Headmasters. DEOs shall submit the consolidated report of the district to the DSE by **18th January, 2021.**

Ensure Physical distancing at the Entry and Exit Points of the School:

- The timing of entry and exit for students of different classes may be staggered.
- Different lanes for entry and exit may be earmarked.
- The Headmaster shall prepare their own customized plan for seating, use of playground, library and laboratory, break time, regular cleaning and disinfection of school infrastructure, use of transport, keeping in view the safety and physical/social distancing norms, and ensuring that the notices/ posters/ messages/ communication to parents in this regard are prominently displayed/ disseminated.

Ensuring safe transport:

- Since students may be coming from different locations by using public transports such as buses, trains, etc., it is important that they minimize their contact and interaction with others on arrival at hostel, and effectively. Their health status shall be monitored regularly.
- Sanitization of school transportation on regular basis at least twice a day - once before children board the transport and once after, before the next use.
- All commuters shall wear face cover/ masks in the bus/ cab.
- Students commuting through public transport shall be adequately guided by schools to take all precautions such as – physical distancing, covering nose and mouth with face cloth/ masks, sanitizing hands etc.

Display of Signages and markings for enforcing physical/ social distancing and safety protocols:

- Displaying posters/messages/stickers and signage at appropriate places in the school reminding students about maintaining physical/social distancing.
- Ban on spitting shall be strictly enforced.
- Marking circles on ground at different places like reception, water facility stations, hand washing stations, area outside washrooms, and other areas.
- Attendance must not be enforced, and must depend entirely on parental consent.

c) Medical plan

- The Headmaster shall prepare a medical plan for every school / hostel.
- The Headmaster shall keep the phone numbers of the nearest Primary Health Centre / any other reliable medical facility, which shall be contacted for medical aid/ emergency.
- There shall be isolation rooms for staff / students having symptoms of COVID.
- The Headmaster shall ensure that transportation is available to take the child to the nearest Primary Health Centre / any other reliable medical facility.
- In case the child has symptoms of COVID, the parents shall be contacted and shall arrange transport to send the child back to their residence with proper escort.

The DEO shall consolidate and furnish the District-wise sanitation, logistic and medical plan to the Director of School Education by 18th January, 2021.

d) Mid Day Meal

- The Headmasters shall ensure that kitchen, the place of serving mid day meals, utensils are cleaned and maintained in hygienic condition and ensure that the rice, provisions etc. are clean and available so that Mid Day Meals can be provided.
- Physical distancing norms shall be observed in the kitchen as well. No other person shall be allowed in the kitchen except minimum essential staff. Cleanliness of kitchen and its staff shall be ensured.
- Staggered timings may be put in place for having midday meals, to avoid crowding.
- Physical distancing at water taps shall be ensured.

e) Ensure Safe Residential Stay at Hostel

- Temporary, makeshift partitions may be erected to separate inmates/ boarders. Adequate distance between beds may be ensured.
- Physical distancing shall be maintained all the times in hostels. Signage and messaging at prominent places is important and shall be consciously followed.
- Since students may be coming from different locations by using public transport such as buses, trains, etc., it is important that they minimize their contact and interaction with others on arrival at hostel.
- Arrangement for a regular visit of Counselor teacher or a Counselor shall be ensured to take care of any psychological or emotional health issues of the students.
- The Headmaster and the concerned staff should inspect as frequently as required the kitchen, mess and lodging areas of hostels, dining area and ensure maintenance of hygiene.
- Hostel staff to be trained on physical distancing norms, health and hygiene measures, consuming clean and nutritious food, etc., for the hostelers.

f) Examinations

- As per RTE Act, there is no Detention Policy upto class 8 which shall be strictly followed. The schedule for class 10 exams will be issued separately.
- Every child who is willing to write the relevant exam shall be allowed to do so without insisting on minimum attendance.

The Headmasters/ Teachers shall scrupulously follow the SOPs issued by the Ministry of Health & Family Welfare, Govt. of India which are available in the website of SCERT and any other guidelines issued from time to time.

**CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

GUIDELINES FOR REOPENING OF JUNIOR COLLEGES

All the Educational institutions have been closed since March due to Corona pandemic and the Lockdown announced by the Government of India. The colleges could not be re-opened from 1st June, 2020 and are continuing to be closed till date. The Ministry of Health & Family Welfare, Government of India has issued certain Standard Operating Procedure (SOP) on 8th September, 2020 itself for reopening of the Schools and Colleges for the students 9th to 12th classes on voluntary basis.

Accordingly, the Government of Telangana has decided to reopen 9th, 10th, Intermediate, Degree and other Higher Educational institutions from 1st February onwards. In view of the above the following instructions are issued to the DIEOs and Principals for strict implementation of all Covid Safety Protocols, Sanitation, Physical distancing, cleanliness, etc., in the Colleges.

1. Reopening of Junior Colleges:-All the Junior Colleges will reopen from 1st February, 2021.
2. Consent of Parents:- As per SOP issued by Government of India, no student will be permitted to attend the college unless he/she produces an express written and signed consent from the parents to attend the college. It clearly indicates that the parents are aware of prevailing Covid situation and has no objection to send their ward to the college.
3. Entry into College:-No person including Lecturers, Staff and students will be permitted to enter the college without masks.
4. a) Sanitation Plan :- All the Principals are instructed to arrange for cleaning of the college premises by taking assistance of local bodies before the reopening of the colleges on February 1st, 2021. Report shall be submitted to HODs on a weekly basis on sanitation measures. The HOD will prescribe uniform formats for furnishing periodical reports.
b) Daily Sanitation:-The college principal shall arrange for daily sanitation cleaning of each class room, tables and chairs, boards, door handles every day with soap water or sanitizer. Every person who enters the college shall be screened by Thermal Screener. No person having symptoms of cold, cough, fever or any other Covid symptoms will be permitted to enter the college and any person with such symptoms should be referred to the local PHC. No outsider except Students/Lecturers/Administrative staff to be allowed into the premises. At least two isolation rooms should be kept ready with emergency supplies. DIEO must ensure dedicated tie up with local government medical agencies to advise during emergencies.
5. (a) Shift System Logistic Plan :-All colleges having strength of students below 300 and having sufficient accommodation shall be permitted to run in the regular shift i.e., 9.30 AM to 4.00 PM. All colleges having strength above 300 will be run in two shifts namely morning shift 8.30 AM to 12.30 PM. Afternoon shift – 1.30 PM to 5.30 PM. The principals should make a local customized logistic plan for teaching based upon available accommodation and number of students which in turn shall be approved by the District Committee.
The second year can be run in first shift and the first year in afternoon shift otherwise classes can be arranged optional -wise in the morning and afternoon shifts. The Principal is permitted to take a decision and implement the same duly informing the concerned DIEO and District Committee. All Principals are directed to submit their preferred program by 16th January.
(b) Physical Distancing:- All the Principals are informed that six feet physical distancing shall be ensured in all the class rooms and One Bench One Student rule shall be applied to ensure physical distancing. Normally not more than 30 students shall be allowed in single class. If necessary, the sanctioned section may be broken up and run in different class rooms. However No. of students class may change based on size of the lecture hall.

6. Academic Calendar and Curriculum:The Board of Intermediate has notified the Academic Calendar from 1st September, 2020 to 30th April, 2021. Online classes by way of Audio Visual Lecturers have been arranged from 1st September and the major portion of the syllabus is already completed.The Principals are instructed to complete the balance syllabus by utilizing the regular physical classes.
7. Syllabus:-It is informed that the Intermediate Annual Exams will be conducted by utilizing the 70% of the syllabus. The balance 30% of the syllabus will be imparted to students by way of assignments/projects by the concerned lecturers.
8. Examinations:-There will be no change in Pattern of exams. However, considering the difficulties faced by the students, it is decided to give vast and additional choices in the relevant sections of the question paper to make them more simple.
9. Telecast of Lectures:- The colleges are reopening for physical classes for the benefit of the students. The audio visual lectures will continue to be telecasted at suitable revised timings till March 31st.
10. Computer Lab:-All the colleges will be equipped with computer lab having Internet connectivity and containing all the audio visual lectures which have been telecasted till date for benefit of the students who are not having connectivity or Smart Phones. The students can utilize the computer lab for accessing Digital Lesson Content etc,.
11. Hostels/Residential Colleges:-Where there are Residential colleges/Hostels, it shall be the responsibility of the concerned Department Principals/Hostel Warden to ensure physical distancing, cleanliness/sanitation and Covid safety protocols in their premises.
12. District Level Monitoring Committee (DLMC):- The District Level Monitoring Committee constituted under the chairmanship of the District Collector will consists of Municipal Commissioner , DIEO, DEO, DMHO, DPO and identified Principal of the college of the concerned District. The DIEO will report all action taken including customized action plan of Principals to the DLMC for their perusal and review.
13. All the above instructions which are issued for the Government Junior Colleges shall also apply in toto to the private colleges too. The Private College Managements shall be personally responsible for implementing the above instructions for the safety, security and health of their students.
14. Annual Examinations:- The Time Table for the 2nd year Intermediate Annual exam will be issued separately.

CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT

GUIDELINES ON RE-OPENING OF DEGREE AND PROFESSIONAL COLLEGES
W.E.F. 01-02-2021

As per Government of India guidelines, all Degree and Professional Colleges have remained physically closed for students and classes due to the prevailing Covid-19 pandemic situation. The Government of Telangana has taken several unprecedented measures for conducting online classes for students, as no physical classes could have been conducted. Further, Government of Telangana has issued instructions, in the Memo No.3552 / S.E. Prog.II / 2020, dt: 11.09.2020, for continuation of online / distance learning and 50% of teaching and non-teaching staff have been permitted to be called to the Colleges at a time for online teaching/tele-counselling and related work, in areas outside the Containment Zones only, w.e.f. 21-09-2020, as follows:-

- I. Online /distance learning shall continue to be permitted and shall be encouraged
- II. A maximum of 50% of teaching and non-teaching staff are permitted to attend the Colleges at a time for Online Teaching and other related work, in areas outside the Containment Zones only with effect from 21st September 2020.

Thus, for continuation of academic activity notwithstanding the prevailing Covid-19 pandemic situation, online classes have been conducted on various digital/TV/T-SAT platforms for all Degree, PG and Professional Colleges from 1st September, 2020, as part of e-learning and Distance Education. The faculty of Government Polytechnics have been asked to conduct online lectures through the available open platforms like Zoom conferencing, Skype, Google class rooms, Microsoft meetings etc., using the links of relevant teaching learning resources available in various digital platforms such as SWAYAM online courses, MOOCS, T-SAT Nipuna etc. Further, Lecturers have also prepared e-content, lesson plans etc.

The Government of India has issued orders, vide Lr.No.40-3/2020-DM-I(A), Ministry of Home Affairs, dated 30.09.2020, wherein the State/UT Government may take a decision in reopening of Educational Institutions after 15th October 2020 in a graded manner.

Meanwhile, the Member Secretary, AICTE, New Delhi has communicated the Revised Academic Calendar for the A.Y.2020-21, mentioning that due to prolonged emergent conditions in the Country and requests from various State Governments and ongoing admission process of IIT's and NIT's, the Council has extended the last date of admission to first year Engineering courses (UG and Diploma lateral entry) to 31st December, 2020. Further, University Grants Commission, New Delhi has also issued guidelines in November 2020 for re-opening the Universities and Colleges post lockdown due to Covid - 19 pandemic, indicating generic preventive measures / Covid - 19 appropriate behaviour to reduce the risk of Covid - 19 for faculty members, employees, students and visitors.

In this connection, the Government has decided to start physical classes for all Degree, PG and Professional Colleges from 1st February, 2021, subject to the following conditions:-

- (i) As per Government of India - Standard Operating Procedure, the consent of parents / students will have to be obtained in writing with signatures by the Principals of the respective Degree and Professional Colleges for attending the physical classes, prior to opening as mandated.
- (ii) Minimum attendance will not be required for appearing in the examinations of the current semester of the Academic Year 2020-21.

- (iii) A maximum of 50% classrooms capacity strength shall be permitted to attend physical classes on rotation basis.
- (iv) Principals of the respective Colleges shall prepare a customized plan for the conduct of physical classes in accordance with the guidelines now being issued herewith, duly keeping the premises of the Colleges clean and tidy by 18-01-2021. This will compulsorily include a status report of facilities available on the following:-
 - a. Sanitation plan
 - b. Medical plan
 - c. Logistic Plan which will include seating / shift system arrangements etc., as per SOP etc.
 - d. Academic Plan
- (v) The Commissioner of Collegiate & Technical Education shall issue a revised Academic Calendar for the Year 2020-21 in respect of Degree and Professional Colleges.
- (vi) Wearing of masks by all the students, staff, visitors etc., in College premises is mandatory. Only students, administrative staff and teachers will be allowed in the premises. No other gathering will be allowed.
- (vii) Maintaining physical distancing in classes, College premises, during lunch hours by all students, staff, visitors etc., is mandatory.
- (viii) Frequent sanitization of all classrooms, College premises, toilets, common areas etc. is mandatory.
- (ix) In case of Residential Colleges, special care at dining/dormitories/washrooms in addition to the above measures.

Every Principal shall submit a customized plan for their educational institution, indicating all the above.

Colleges, which are allowed to open, will have to mandatorily follow the Standard Operating Procedure.

The Principals of Colleges shall be responsible for following the UGC SOPs and the guidelines given above.

The above guidelines will apply to all Degree and Professional Colleges in the State.

CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT