



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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KTU/ASST(ACADEMIC)/6490/2018

23.12.2020

CIRCULAR

As per the academic calendar of the University, the regular online classes was completed on 18.12.2020. However, University is in receipt of:

- i. Representations from students (especially from states like Jammu and Kashmir) regarding poor/restricted net connectivity
- ii. Representations from Institutions stating that practical classes could not be effectively conducted using software modes
- iii. Representations stating that online classes are ineffective for many quantitative/numerical oriented subjects

After deliberations, the Academic Council suggested to develop a system to permit students in the campus semester-wise for doing project/ practicals/discussions of core theory subjects etc. The lab and practical sessions are so arranged that there will be **only one fourth of students in all Institutions at a time**. The Vice Chancellor of the University has endorsed the recommendations of the Academic Council of the University for the commencement of practicals/laboratory sessions with effect from **04.01.2021** and forward the recommendation to the Government for approval. By considering all such requests and UGC guidelines for re-opening the Universities and Colleges, permission is accorded by the Government to re-open all colleges on 04.01.2021 with less than 50% strength on a rotational basis. Accordingly a revised schedule is prepared by the University for the Various Semesters which is attached as **Annexure 1**.

In accordance with the guidelines from UGC and other regulatory bodies, the University has prepared a detailed SOP to be followed by all Institutions, which is attached as **Annexure 2**.

Dr. Bijukumar R

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



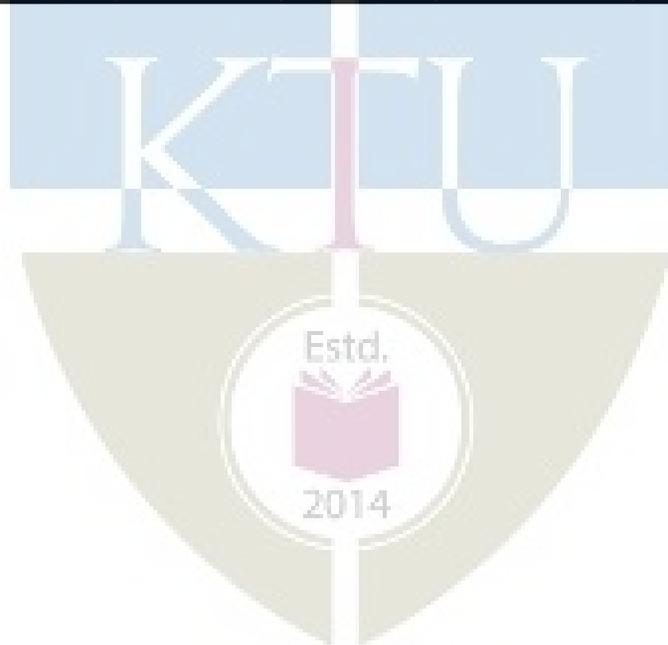
APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Annexure 1: REVISED SCHEDULE FOR ONGOING ACADEMIC SEMESTER

Semester/Program	Test 2 to be completed	Contact Class	Online Revision and Discussion	Consider attendance upto	Publish IA and Attendance Marks	Last Date for Evaluation of Jury	Submission of IA and Attendance to University	Last date of uploading Jury marks	End Sem Exam	commencement of next semester
T4 MBA	18.12.2020				19.12.2020		23.12.2020		29.12.2020	11.01.2021
S3 M.Tech/ MArch/Mplan	18.12.2020	04.01.2021 to 16.01.2021	28.12.20 to 1.1.21 & 18.01.21 to 30.1.21	25.01.2021	27.01.2021		02.02.2021 to 06.02.2021		15.02.2021	01.03.2021
S5 MCA/S9 Int MCA	18.12.2020	04.01.2021 to 16.01.2021	28.12.20 to 1.1.21 & 18.01.21 to 30.1.21	25.01.2021	27.01.2021		02.02.2021 to 06.02.2021		15.02.2021	01.03.2021
S9 B.Arch	18.12.2020	04.01.2021 to 16.01.2021	28.12.20 to 1.1.21 & 18.01.21 to 30.1.21	25.01.2021	27.01.2021	Design - 18.01.21 to 22.01.21 Dessertation - 01.02.21 to 05.02.21	02.02.2021 to 06.02.2021	10.02.2021	15.02.2021	01.03.2021
S7 B.Tech	18.12.2020	04.01.2021 to 16.01.2021	28.12.20 to 1.1.21 & 18.01.21 to 30.1.21	25.01.2021	27.01.2021		02.02.2021 to 06.02.2021		15.02.2021	01.03.2021
S5 B.Tech / BHMCT / B.Arch	18.12.2020	18.01.21 to 06.02.21	28.12.20 to 16.1.21 & 08.02.21 to 15.02.21	10.02.2021	12.02.2021	12.02.2021 to 14.02.2021	16.02.2021 to 19.02.2021	22.02.2021	01.03.2021	01.04.2021
S7/S5 Int MCA	18.12.2020	18.01.21 to 06.02.21	28.12.20 to 16.1.21 & 08.02.21 to 15.02.21	10.02.2021	12.02.2021		16.02.2021 to 19.02.2021		01.03.2021	01.04.2021



S7 B.Arch						10.03.2021		14.03.2021		01.04.2021
S3 B.Tech/ BHMCT / B.Des/ B.Arch	18.12.2020	01.02.2021 to 20.02.2021	28.12.2020 to 31.01.2021	20.02.2021	28.02.2021	01.03.2021 to 05.03.2021	03.03.2021 to 05.03.2021	11.03.2021	15.03.2021	01.04.2021
S3 B.Tech LeT	31.01.2021	01.02.2021 to 20.02.2021	21.02.2021 to 28.02.2021	28.02.2021	28.02.2021		03.03.2021 to 05.03.2021		15.03.2021	01.04.2021
S3 MCA/ Int MCA	18.12.2020	01.02.2021 to 20.02.2021	28.12.2020 to 31.01.2021	20.02.2021	22.02.2021		26.02.2021 to 02.03.2021		15.03.2021	01.04.2021
S1 UG	28.02.2021	01.03.2021 to 13.03.2021		13.03.2021	15.03.2021	15.03.2021 to 18.03.2021	18.03.2021 to 23.03.2021	25.03.2021	01.04.2021	15.04.2021
S1 PG	20.02.2021	22.02.2021 to 06.03.2021		06.03.2021	08.03.2021		13.03.2021 to 16.03.2021		22.03.2021	15.04.2021



Annexure 2

Guidelines for Re-Opening of the Colleges

1. GENERIC PREVENTIVE MEASURES/COVID-19 APPROPRIATE BEHAVIOR

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.

2. MEASURES REQUIRED BEFORE RE-OPENING OF CAMPUSES

As the 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:

Pre-requisites

- (i) 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.
- (iii) The 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 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.

(v) 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.

(vi) 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.

Safety concerns

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.

(i) Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves.

(ii) Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.

(iii) Regular visits of a counsellor may be arranged so that students can talk with the counsellor about their anxiety, stress or fear.

(iv) 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.

(v) 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.

(vi) 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.



(vii) 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.

(viii) The college should restrict study tours, field works etc., keeping in mind the COVID-19 situation. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.

(ix) 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.

(x) Proper signages, symbols, posters etc. should be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing.

(xi) 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.

(xii) 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.

3. 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 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) The institutions must ensure appropriate sanitization and disinfection process and procedures.

(ii) It should be made mandatory for the Teachers, Officers, Staff and Students to wear the ID cards.

(iii) The faculty, student, staff should be screened regularly to protect and avoid infecting one another.

(iv) 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.



(v) College timings shall be from 8.30 AM to 5.30 PM. Each college Principal shall work out the schedule of classes with the faculty so that sessions can be held in 2 shifts, if necessary to accommodate students. The focus of the classes shall be laboratory sessions and other critical areas that cannot be covered by online sessions.

(vi) Saturdays shall be working days and the seating arrangement be made keeping in view the requirements of physical distancing.

(vii) Attendance for classes shall not be compulsory for the time being.

(viii) After 10 days, the arrangements will be evaluated by the Principals.

(ix) Colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.

(x) 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.

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.

Crowding must be avoided at entry/ exit points.

(ii) 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.

(iii) In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.

(iv) Monitoring of the entry and exit of the students should be done.

(v) Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.

(vi) Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

4. SAFETY MEASURES DURING WORKING HOURS

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.

(ii)Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.

(iii)Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing.

(iv)At least one seat should be left vacant between two seats.

(v)Wearing face cover/ mask is a must at all times and at all places inside the campus.

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. 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.

(vii)An adequate supply of water in toilets and for hand- washing should be ensured.

(viii)Proper sanitization of buses, other transport and official vehicles of the institution should be done.

(ix)Spitting in the campus must be made a punishable offence.

(x)Dustbins must be cleaned and covered properly. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals



should be ensured as per safety norms.

(xi) 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).

(xii) 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.

(xiii) Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).

(xiv) 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.

5. HOSTELS

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. 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). 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.

(i) They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.

(ii) Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.



(iii) Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.

(iv) 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. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.

(v) Utensils should be properly cleaned.

(vi) Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.

(vii) Resident students and staff should avoid or limit visiting the markets.

(viii) As far as possible, essential items may be made available within the campus.

(ix) Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

6. REGULAR MONITORING OF HEALTH

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

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, Colleges should take the following measures for the mental health, psychological aspects and well-being of the students:

(i) All the faculty members, students and staff should be made aware of the Web page named "Manodarpan" – created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set



up which will provide tele-counselling to address their mental health and psychosocial issues.

(ii) Set up helplines for mental health, psychological concerns and well-being of students in Universities/ Colleges which need to be regularly monitored by Counsellors and other identified faculty.

(iii) Regular mentoring of students through interactions, and appeals/letters by the 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 College website and with students and faculty via e-mail, through social media like Facebook, WhatsApp and twitter etc.

(vi) Practical tips to take care of your Mental Health during the Stay In <https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>

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

(viii) 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>

(ix) Behavioural Health: Psycho-Social toll free helpline – 0804611007

7. MEASURES FOR CONTAINMENT

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.

Universities and colleges should have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.

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. Colleges should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

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)** Sharing of books, other learning material and eatables be discouraged.



8. ROLE OF STAKEHOLDERS

Head of the Institution

- (i)** 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, 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.

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.



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.

Parents may be advised that the 'AarogyaSetu App' has been downloaded by their children.

(iii) Parents should sensitize them of healthy food habits and measures to increase immunity.

(iv) Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

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. May consider installing 'AarogyaSetu App' in the mobile.

(iii) 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.

(iv) 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.

(v) Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.

(vi) Give support to your friends under stress due to COVID-19 pandemic.

(vii) 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.

