



**DR. K.N. MODI UNIVERSITY**  
**NEWAI (NEAR JAIPUR), RAJASTHAN**

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**REOPENING GUIDELINES FOR  
STUDENTS, FACULTIES AND STAFF  
OF THE UNIVERSITY  
POST LOCKDOWN**

**January 2021**

### **General Preventive Measures**

- Physical distancing of at least 6 feet to be followed as far as feasible. Use of face covers/masks to be made mandatory.
- 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.
- Self-monitoring of health by all and reporting any illness at the earliest.
- Spitting shall be strictly prohibited.
- Installation & use of Aarogya Setu App shall be advised wherever feasible.

### **Measures Required before Re-Opening of Campuses Pre-requisites**

- 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 complied by the University.
- The University required making adequate arrangements to ensure the safety and health of students, faculty and staff.
- The University re-opens in phase-wise manner.
- The faculty, staff and students of the university should all download 'Aarogya Setu App'.
- The University 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.

### **Modalities for Physical Opening of University:**

- The following modalities regarding the physical opening of University, in a graded manner, may be adopted:
  - University may plan opening the campus 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, laboratories and library etc.
  - Thereafter, for didactic lectures, students may also be taught on-line by using Google Classroom, Zoom, Googol meet, Cisco Webex Meeting, YouTube streaming, SWAYAM platform ([www.swayam.gov.in](http://www.swayam.gov.in)), etc. In those departments, where it is feasible to hold classes, for large group or small group teaching classes, a minimum distance of 6 feet between every 2 students must strictly be adhered to. If required students may be called in batches as per the availability of class room size and all other modalities.
  - As and when required, students may be instructed to visit their respective departments in small groups for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.
  - Institutions should have a plan ready for students who cannot join the programme due to travel
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restrictions. Online teaching-learning arrangements should also be made for them.

### **Departmental Planning**

Departmental planning is the key for the successful reopening of the campus and smooth conduct of the teaching-learning process during these difficult times. The plan may, include the following points:

- Departments should prepare a complete roster for all batches of students in different programmes.
- The departments must ensure appropriate sanitization and disinfection process and procedures.
- It should be made mandatory for the Teachers, Officers, Staff and Students to wear the ID cards.
- The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- Teaching hours in a day may be extended, as per requirements of the department.
- 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.
- Departments may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.
- 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.

### **Safety Measures at Entry/ Exit Point(s)**

- 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. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- 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.
- Monitoring of the entry and exit of the students should be done.
- Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

### **Inside the Campus**

- 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.
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- Adequate arrangements for safe drinking water should be made on the campus.
- Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- 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.
- Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- An adequate supply of water in toilets and for hand- washing should be ensured.
- Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- Spitting in the campus must be made a punishable offence.
- 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. Provision for proper disposal of used personal protection items and general waste.
- 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.

### **Hostels**

- Hostels may be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures.
  - All Students must bring all a RT-PCR report that is negative at the time of re- joining the hostels and they must be re-called in batches.
  - 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 07 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 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.
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- Thermal Screening of all resident students should be ensured.
- They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding overcrowding. 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.
- Utensils should be properly cleaned.
- Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

### **Library**

- Library should be sanitized or disinfected or fumigated once it starts functioning. Prescribed social/physical distances should be maintained at reading area. Avoid gathering or overcrowding in library.
- Encourage students and faculty to borrow books and go back to their respective residence/class room for reading.
- Clean all the surfaces and shelves with disinfection solution. Encourage to use digital library provided by DKNMU.

### **Head of the Departments:**

- Deans, Principals and HoDs may get Standard Operating Procedures(SOPs) worked out in view of COVID-19 outbreak, in accordance with the Government orders and guidelines.
- A detailed departmental plan which may, include sanitization, safety and health measures should be prepared and kept ready, before reopening of campus. Proper implementation of the departmental plan should be ensured and regular monitoring should be done with the help of faculty and the staff.
- Tie-ups may be established with nearby hospitals, health centres, NGOs, health experts for help and support in fighting COVID-19.

- A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.
- 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.
- Teachers, students and staff should be made aware of all relevant plans and activities on the campus.

### **Teachers**

- Teachers should make themselves fully aware of departmental plans and Standard Operating Procedures.
- 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.
- Teachers should keep themselves updated with the latest teaching- learning methods and availability of e-resources.
- Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- Teachers should monitor and keep track of the physical and mental health of their students.

### **Parents / Guardians**

- The parents/ guardians should ensure that their children observe safety norms at home and whenever they go out.
- Parents should not allow their children to go out, if they are not feeling well. Parents may be advised that the 'Aarogya Setu App' has been downloaded by their children.
- Parents should sensitize them of healthy food habits and measures to increase immunity.
- Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

### **Students**

- Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- All students should wear face covers/ masks and take all preventive measures.
- May consider installing 'Aarogya Setu App' in the mobile.
- 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.

- 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.
- Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- Give support to your friends under stress due to COVID-19 pandemic.
- Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the University regarding health and safety measures in view of COVID-19 pandemic.

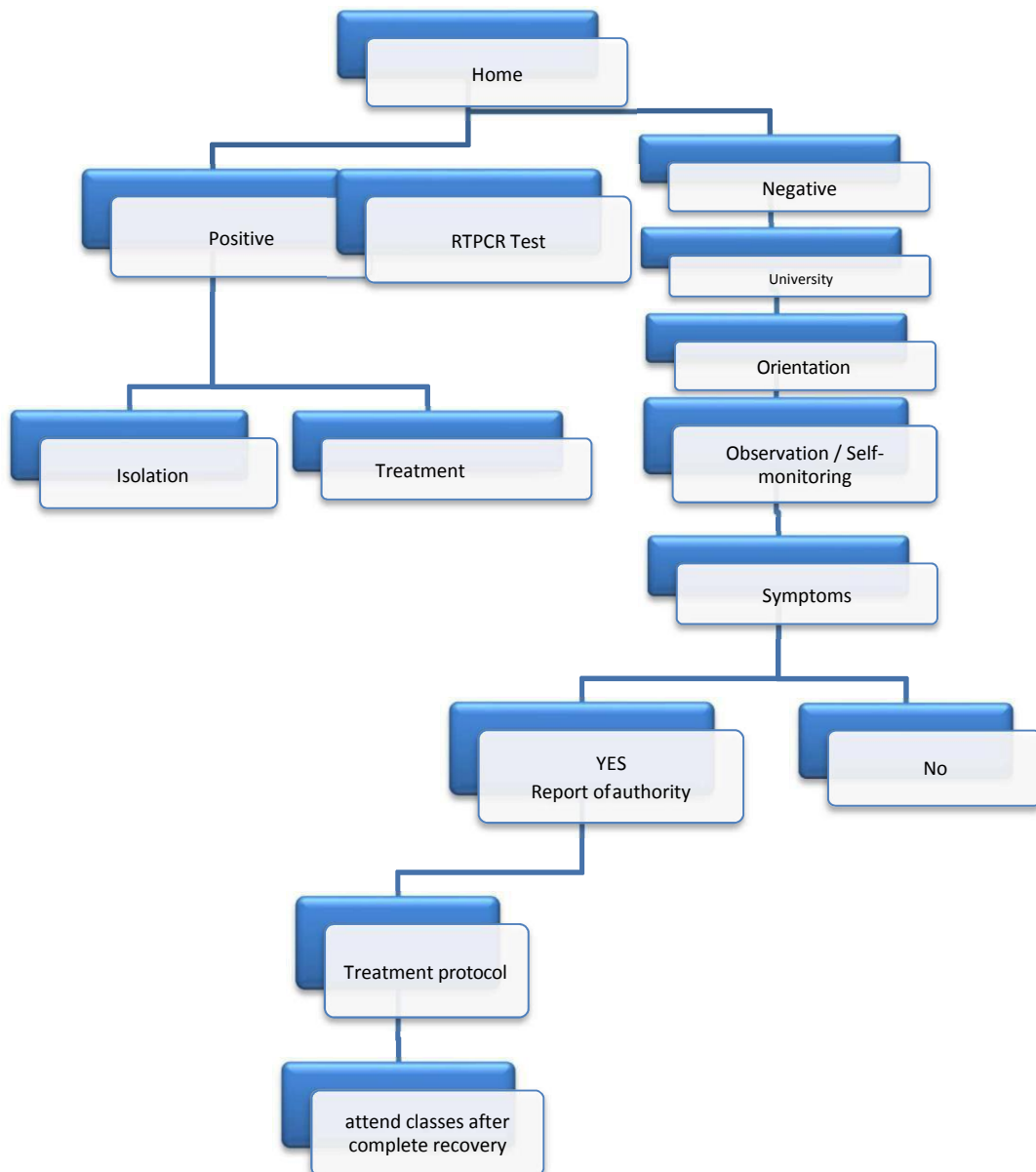


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### Flow Chart for Teachers and Students





### Instructions for Students

- Students should have an RTPCR test done before coming to the University, if any family member has tested positive for COVID or if the student has come in contact with COVID positive case in the previous 14 days. They should report to Dr. K.N. Modi University.
- All the students staying outside should follow the rules laid down by the Govt. of Rajasthan and accordingly report.
- All the students should follow the protocols laid down by Government/ University authorities from time to time.
- All the students should give a self-declaration on reporting that they are not having symptoms related to COVID and that they will follow all the rules and regulations with regards to pandemic. **(Annexure I)** They will also submit a letter from parents stating that they are permitting their ward to join University. **(Annexure II)**
- Students should wear mask and follow social distancing during classes/practical's/tutorials. Students should maintain **hand hygiene**. Hand wash/Soap will be available at all places. However, as a precautionary measure student may carry personal sanitizer.
- They should avoid being in groups as far as possible.
- Student should not attend classes if he/she is suffering from cold/cough/fever or any other Influenza like symptom.
- Respiratory etiquettes are 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 off used tissues properly.
- Students should maintain their health by doing regular exercise, having good nutritious food and avoiding crowded/ public places till the pandemic is over.
- Student should NOT use social media for propagating fake news and should not spread rumors that may affect University/society in general.
- They should be aware of all rules and regulations stipulated by Government (Central/State) regarding use/misuse of social media.
- As per suggestion of Government/UGC all students should download AarogyaSetu app Student should go out only for purchase of essentials and in case of emergency.
- If students need any kind of help, they can contact their Mentor.
- If students become ill your personal details- name, mobile number, current residential address will be shared with Public health authorities as per the Epidemic act.