



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH  
TECHNICAL EDUCATION & SKILL DEVELOPMENT DEPARTMENT**

Tel. No:01982-258365, Fax No.258366 E-mail: - [secretarypaladakh@gmail.com](mailto:secretarypaladakh@gmail.com)

**Subject: - SOP/Guidelines for opening of Polytechnic Colleges in Ladakh.**

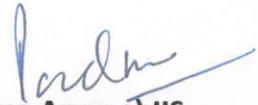
**Order No. 27-TE&SD(UTL) OF 2021.  
Dated:30.07.2021.**

It is hereby ordered that the Polytechnic Colleges in Ladakh shall reopen for onsite classes from the **2<sup>nd</sup> of August 2021**, with strict adherence to the SOP/Guidelines regarding COVID-19 management, issued from time to time by the Ministry of Health & Family Welfare Government of India, Ministry of Home Affairs Government of India, and Ladakh Disaster Management Authority (LDMA), UT Administration.

The copy of the COVID-19 Management guidelines/instructions of the LDMA and UGC (UGC Guidelines for re-opening the universities and colleges post lockdown due to Covid-19 pandemic-Nov 2020 & Guidelines on Examinations and Academic Calendar in view of the COVID-19 Pandemic-July 2021) is enclosed.

Academic calendar shall be planned in a manner to avoid overcrowding, congregation at all time and classes to be scheduled in a staggered manner. All the students and faculty/staff shall make use of Arogya Setu application.

**By Order of the Lieutenant Governor Ladakh.**

  
**(Padma Angmo), IIS**  
Secretary  
Technical Education & Skill Development

No: M/35/2021- (TE and SD)/540-550

Dated:30/07/2021

Copy to the: -

1. Secretary Disaster Management, Relief, Rehabilitation & Reconstruction Department (Member Secretary, State Executive Committee, LDMA)
2. Deputy Commissioner/Chairman, DDMA/CEO, LAHDC, Leh/Kargil
3. Principal, Govt. Polytechnic College, Leh/Kargil
4. OSD with Hon'ble Lieutenant Governor UT Ladakh for kind information of the Hon'ble Lieutenant Governor, UT Ladakh
5. Private Secretary to Advisor to Hon'ble Lieutenant Governor for kind information of the Advisor
6. Private Secretaries to Hon'ble CEC, LAHDC, Leh/Kargil for kind information of the Hon'ble CEC, LAHDC Leh/Kargil
7. Private Secretary to Divisional Commissioner Ladakh for kind information of the Divisional Commissioner, UT Ladakh
8. District Informatics Officer Leh for uploading the order on the UT Ladakh website



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax: 011-2323 8858

E-mail: secy.ugc@nic.in

D.O. 14-8/2020(CPP-II)

5<sup>th</sup> November, 2020

**Subject: UGC guidelines for Re-Opening the Universities and Colleges Post Lockdown due to COVID-19 Pandemic**

Respected Madam /Sir,

Universities and other educational institutions across the country have been closed since 16<sup>th</sup> March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak. Keeping in view of the COVID-19 pandemic and subsequent lockdown, the University Grants Commission issued "Guidelines on Examinations and Academic Calendar for the Universities in View of Covid-19 pandemic and subsequent Lockdown" on 29th April, 2020 and then, on 6th July, 2020. The universities and colleges have put in their best efforts to continue their academic programmes and complete the syllabi using various ICT tools of teaching and learning since their closure from mid-March onwards.

The new academic session is going on and the universities and colleges need a customized plan, as per the local conditions where they are located, to deal with any eventuality arising due the COVID -19 before resuming the activities on campuses. The top priority, while opening the institutions, should be the safety, health and well-being of the students, teachers and staff. In view of this, UGC has framed "Guidelines for Re-Opening the Universities and Colleges Post Lockdown due to COVID-19 Pandemic" (**Annexure-I**) which provide in detail the measures to be taken before re-opening of campuses. These Guidelines have also been vetted by the Ministry of Health & Family Welfare and approved by the Ministry of Home Affairs and the Ministry of Education. The Guidelines may be adopted by the institutions as per the local conditions and directives of the Government authorities.

You are requested to adopt these guidelines and take necessary steps to implement them accordingly. Further, the universities/colleges have to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories / guidelines / directions issued by the Central / State Government, Ministry of Education (MoE) or UGC from time to time to prevent the spread of COVID-19.

With kind regards,

Yours sincerely,

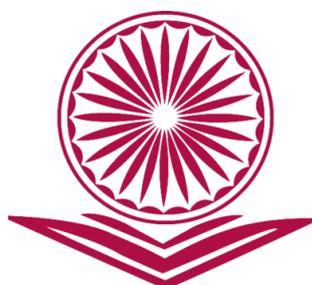
(Rajnish Jain)

Encl : As above

To

1. The Vice-Chancellor of All Universities
2. The Principals of all Colleges

**UGC GUIDELINES  
FOR  
RE-OPENING THE UNIVERSITIES AND COLLEGES  
POST LOCKDOWN DUE TO COVID-19 PANDEMIC**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI**

**NOVEMBER 2020**

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## **Generic Preventive Measures/COVID-19 Appropriate Behaviour**

**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.**

## 1. Introduction

Universities and other educational institutions across the country have been closed since 16<sup>th</sup> March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak. The Government of India through its Ministries, *viz.*, Ministry of Home Affairs, Ministry of Health, Ministry of Ayush and Ministry of Education took several initiatives to contain the spread of the virus and issued directives and advisories to educate the people about the gravity of the infection from Coronavirus and the measures to protect from it. Specific instructions were also issued to the universities and colleges by the Ministry of Education and the UGC in this regard.

The University Grants Commission issued "Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown" on 29th April, 2020 and then, on 6th July, 2020. These Guidelines covered important dimensions related to examinations, academic calendar, admissions, online teaching-learning and provided flexibility for adoption by the universities. Later "UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in View of COVID-19 Pandemic" were issued on 24<sup>th</sup> September, 2020.

In order to contain the spread of COVID-19 pandemic in the educational institutions and to ensure continuity in teaching- learning process, Ministry of Education and UGC issued several directives/ advisories/ guidelines to the universities and colleges, including the one to impart online education by making the best use of e-resources. Through all the communications made by Ministry of Education and UGC, it was emphasized to continue with teaching-learning processes using online modes such as Google Classroom, Cisco Webex Meeting, You Tube streaming, OERs, SWAYAM platform ([www.swayam.gov.in](http://www.swayam.gov.in)), Swayam Prabha ([www.swayamprabha.gov.in](http://www.swayamprabha.gov.in)) (available on Doordarshan (Free dish) and Dish TV), e-yantra ([www.e-yantra.org](http://www.e-yantra.org)), Virtual Labs ([www.vlab.co.in](http://www.vlab.co.in)), FOSSEE (<https://fossee.in>), application of spoken tutorials ([www.spoken-tutorial.org](http://www.spoken-tutorial.org)), National Digital Library (NDL) (<https://ndl.iitkgp.ac.in>), electronic journals (<https://ess.inflibnet.ac.in>) etc.

The new academic session is going on and the universities and colleges need a customized plan, as per the local conditions where they are located, to deal with any eventuality arising due the COVID -19 before resuming activities on campuses. Besides above, reopening of universities and colleges will relieve the students from uncertainties regarding their career, mode of functioning of universities and colleges, including the conduct of physical classes. Also, it will relieve teaching and other staff from any uncertainty regarding the continuity of their services and salary etc.

It is felt that even after the spread of Coronavirus is contained, certain preventive measures will be required to be followed for quite some time to avoid its recurrence. This will be all the more necessary for educational institutions as large numbers of students gather on the campuses. Keeping all these factors in view, the University Grants Commission has framed Guidelines for the universities and colleges which they may follow, while reopening their campuses after lockdown and the summer vacations. These Guidelines have been vetted by the Ministry of Health & Family Welfare and approved by the Ministry of Home Affairs and the Ministry of Education. The Guidelines may be adopted by the institutions as per the local conditions and directives of the Government authorities.

## **2. Re-Opening the Campuses - Issues and Challenges**

Indian higher education system is very large and diverse. There are various types of universities, colleges and institutions offering programmes ranging from engineering, technical, medical, sciences, humanities and social sciences at undergraduate, postgraduate, and doctoral level, besides research and extension activities. Also, they vary in their geographical conditions, size, infrastructural capacity, types and duration of programmes etc. Therefore, the issues and challenges faced by them in reopening their campus also vary considerably.

Keeping in view the uncertainties of future due to COVID-19 pandemic and its impact on the functioning of universities and colleges, they may plan to reopen their campuses in a phased manner, ensuring safety, health and well-being of all students and staff. They should be flexible in their plan and should be ready to handle any eventuality arising due to COVID-19.

It may be difficult to comprehend all the challenges/ situations which the higher education institutions may be required to handle while they plan to reopen. However, some of the issues which they may be required to handle instantly are given below:

- i. To follow the advisories/guidelines/directions issued by the Central/State Government, Ministry of Education and UGC from time to time to prevent the spread of COVID-19.
- ii. Uncertainty among students regarding admissions, modes of teaching-learning, completion of courses, examinations, evaluation, declaration of results and the academic calendar, etc.
- iii. Anxiety, mental health and psychological issues of students developed during the lockdown period and fear of infection after the opening of campuses.
- iv. Safety measures including sanitisation of premises, thermal screening, ensuring physical distancing, face-cover/mask wearing, respiratory hygiene and hand-hygiene etc.
- v. Preparation for risk assessment and subsequent actions which may be required depending upon the residential status of the institution - whether fully residential, partially residential or non-residential.
- vi. Varied conditions of the pandemic in the state, area and environment where the students mainly live while making risk assessment and planning to address these challenges.
- vii. Besides students, a serious risk of infection will also be faced by the faculty, counsellors and other technical and non-teaching staff also who face/ interact with the students and also among themselves regularly.

### **3. Measures Required before Re-Opening of Campuses**

As the universities and 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:

#### **3.1 Pre-requisites**

- i. Before reopening of any campus, the Central or the concerned State Government must have declared the area safe for reopening of educational institutions. 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. The universities and colleges have to make adequate arrangements to ensure the safety and health of students, faculty and staff.
- iii. The universities and colleges shall be allowed to open only if they are outside the containment zones. Further, 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 faculty, staff and students of the university and college should be encouraged to download 'Aarogya Setu App'.
- v. 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.

#### **3.2 Modalities for Physical Opening of Colleges/Higher Education Institutions**

The following modalities regarding the physical opening of Colleges/Higher Education Institutions, in a graded manner, may be adopted:

The Colleges/Higher Education Institutions outside the containment zones may be opened in a graded manner after consultations with concerned State/UT Governments and subject to adherence to the guidelines/SOP for safety and health protocol prepared by UGC, duly incorporating the view/comments of the Ministry of Health & Family Welfare, as under:

- i. For Centrally Funded Higher Education Institutions, the Head of the Institution should satisfy herself/himself regarding the feasibility of the opening of physical classes and decide accordingly.

- ii. For all other Higher Educational Institutions, e.g., State Universities, Private Universities etc., opening of physical classes to be done as per the decision of the respective State/UT Governments.

### **3.3 Measures**

- i. Universities and colleges may plan opening the campuses 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, research laboratories and libraries etc.
- ii. Thereafter, students of all research programmes and post-graduate students in science & technology programmes may join as the number of such students is comparatively less and norms of physical distancing and preventive measures can be easily enforced.
- iii. Further, final year students may also be allowed to join for academic and placement purposes, as per the decision of the head of the institution.

*However, for (i), (ii) and (iii) above, it should be ensured that not more than 50% of the total students should be present at any point of time and necessary guidelines/protocols to prevent the spread of COVID-19 are observed.*

- iv. For the programmes, other than those mentioned in paras 3.3 (ii) and (iii) above, online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged.
- v. However, if required, students may visit their respective departments in a small number for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.
- vi. 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.
- vii. 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.

### **3.4 Safety concerns**

- i. 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. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.

- ii. Regular visits of a counsellor may be arranged so that students can talk with the counsellor about their anxiety, stress or fear.
- iii. 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.
- iv. 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.
- v. 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.
- vi. Universities and colleges should prepare a policy for restricting the outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation.
- vii. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
- viii. 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.
- ix. Proper signages, symbols, posters etc. should be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing. 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.
- x. 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.

#### **4. 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 universities and 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. Institutions should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes. Para 3.2 (i) & (ii) of the Guidelines may be referred.
- ii. The institutions must ensure appropriate sanitization and disinfection process and procedures.
- iii. It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- iv. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- v. 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.
- vi. Teaching hours in a day may be extended, as per requirements of the institution.
- vii. 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.
- viii. Universities and colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.
- ix. 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.
- x. Faculty should be trained for online teaching-learning practices.
- xi. 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.
- xii. 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.

#### **4.1 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.
- ii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- iii. 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.
- iv. In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.
- v. Monitoring of the entry and exit of the students should be done.
- vi. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- vii. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

#### **4.2 Safety Measures during Working Hours**

##### **4.2.1 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. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- ii. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

##### **4.2.2 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.
- vii. 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.
- viii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- ix. An adequate supply of water in toilets and for hand- washing should be ensured.
- x. Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- xi. Spitting in the campus must be made a punishable offence.
- xii. Dustbins must be cleaned and covered properly.
- xiii. 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 should be followed in accordance with CPCB guidelines (available at: [https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID\\_1.pdf](https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)).
- xiv. 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.

- xv. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- xvi. Swimming Pool (wherever applicable) shall remain closed.
- xvii. 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.

#### **4.2.3 Hostels**

- i. 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.
- ii. 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).
- iii. 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.
- iv. Thermal Screening of all resident students should be ensured.
- v. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- vi. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- vii. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- viii. 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.
- ix. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.

- x. Utensils should be properly cleaned.
- xi. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- xii. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- xiii. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

#### **4.2.4 Regular Monitoring of Health**

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

#### **4.2.5 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, Universities and 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 Universities/ 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 University/ College website and with students and faculty via e-mail, through social media like Facebook, WhatsApp and twitter etc.

Practical tips to take care of your Mental Health during the Stay In

<https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>

Minding our minds during the COVID-19

<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>

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>

Behavioural Health: Psycho-Social toll free helpline - 0804611007

#### **4.2.6 Measures for Containment**

- i. 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.
- ii. Universities and colleges should have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.
- iii. 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.
- iv. Universities and colleges should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

#### 4.2.7 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. No discrimination based on caste, creed or gender should be allowed to take place.
- xii. Sharing of books, other learning material and eatables be discouraged.

## **5. Role of Stakeholders**

### **5.1 Central/ State Government(s)**

- i. The Government should help educational institutions to prepare an effective plan for reopening their campuses. The plan may vary from institution to institution, keeping in view the situation regarding spread of COVID-19 pandemic in a particular area/region/zone.
- ii. The Governments may issue clear instructions to the universities and colleges to ensure the safety and health of all concerned. This may include instructions for wearing of face masks, physical distancing, and the number of students in a class, library, hostels, and dining halls etc.
- iii. State governments, in consultations with higher education institutions, should prepare an estimate of requirement in each of their districts and zones, of disinfectants, facemasks and prepare a plan in advance for their procurement and distribution. Universities and colleges should ensure sufficient supplies of these items to their students, faculty and staff.
- iv. Keeping in view the varying conditions in any state at district and zonal levels, the Government concerned should prepare a region-specific plan, instead of a uniform plan for the entire state.
- v. State health departments should remain in touch with the universities and colleges and work to ensure that the campuses are well prepared to maintain the safe and healthy conditions and also to deal with the COVID-19 related unexpected situations.
- vi. The Governments should keep a constant touch with the universities and colleges regarding the status of COVID-19. The government may call information regarding COVID-19 related condition in the campuses and also call meetings at appropriate intervals with the Head of institutions through video conferencing.

### **5.2 Head of the Institution**

- i. Vice- Chancellors/ 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, examinations, 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.

### **5.3 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.

### **5.4 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.
- iii. Parents may be advised that the 'Aarogya Setu App' has been downloaded by their children.
- iv. Parents should sensitize them of healthy food habits and measures to increase immunity.
- v. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

## 5.5. 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.
- iii. May consider installing 'Aarogya Setu App' in the mobile.
- iv. 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.
- v. 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.
- vi. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vii. Give support to your friends under stress due to COVID-19 pandemic.
- viii. 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.

## 6. In view of the present scenario and future uncertainties:

- i. The universities may adopt and implement these Guidelines in a transparent manner by making alterations/ additions/ modifications/ amendments to deal with particular situation(s) in the best interest of students, educational institution and the entire education system, except in respect of those guidelines that are mandatory.
- ii. In case of educational institutions located at places where the Government (Centre/ State) have imposed restrictions on gathering of public, the institutions may plan accordingly. In any case, the above recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/ competent authority.

*Notwithstanding the above Guidelines, every university/ college has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, Ministry of Education (earlier referred to as MHRD) or UGC from time to time to prevent the spread of COVID-19.*

**UGC Guidelines on Examinations and  
Academic Calendar in view of  
the COVID-19 Pandemic**



**University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi**

**July, 2021**

## **UGC Guidelines on Examinations and Academic Calendar in view of the COVID-19 Pandemic – July, 2021**

### **I. Introduction**

Keeping in view the prevailing situation due to the COVID-19 pandemic; the order of the Hon'ble Supreme Court of India regarding the cancellation of School Board examinations for class/grade-XII; the earlier order of the Hon'ble Supreme Court upholding the UGC's guidelines of July 6, 2020 regarding terminal semester/ final year examinations; the earlier UGC guidelines on examination and academic calendar dated April 29, 2020, July 6, 2020 and September 24, 2020; and, the larger interest of students, the following guidelines are being issued by the UGC in respect of examinations and the academic calendar for universities, colleges and institutions deemed to be universities (who are collectively called "**Higher Education Institutions**" in these guidelines) in continuation of the earlier guidelines.

### **II. Examinations**

The provisions as contained in the guidelines issued earlier as mentioned above shall apply for the current academic session 2020-21. Further, the Terminal Semester/ Final Year Examinations (2020-2021) be compulsorily conducted in offline (pen & paper)/ online/ blended (online + offline) mode by no later than August 31, 2021 following the prescribed protocols/ guidelines related to the COVID-19 pandemic.

For intermediate semester/year students, assessment shall be based on internal evaluation and previous semester as suggested in 2020 guidelines.

### **III. Academic Calendar**

The provisions contained in the UGC Guidelines dated 24.09.2020 shall be applicable for the academic session 2021-2022. For students of the intermediate semester/year, the Higher Education Institutions may start their academic session (in online/offline/blended mode) as early as possible, following the guidelines/directions related to the COVID-19 pandemic issued by the appropriate government/competent authority.

In addition, the following guidelines shall also apply regarding the academic calendar for the first-year under-graduate and post-graduate students in Higher Education Institutions:

1. The Hon'ble Supreme Court of India's order dated June 22, 2021 in Writ Petition(s) (Civil) No. 522 of 2021 (Mamta Sharma versus Central Board of Secondary Education & Others) has noted as follows:

*“....Attorney General for India by pointing out that U.G.C. will be issuing necessary instructions to ensure that the admission process by the colleges and institutions should commence only after the declaration of results by the C.B.S.E. and I.C.S.E., including the State Boards.”*

Accordingly, Higher Education Institutions shall ensure that the admission process for undergraduate courses/programmes for the academic session 2021-2022 commences only after the declaration of results by the CBSE, ICSE and State Boards. It is expected that all the School Boards will declare their results for the class/grade-XII examinations by July 31, 2021.

2. Admissions to the first year courses/programmes for the session 2021-2022 shall be completed by no later than September 30, 2021. The last date for admissions to fill up the remaining vacant seats shall be October 31, 2021. The relevant documents of the qualifying examination can be accepted up to December 31, 2021.
3. The academic session 2021-2022 shall commence latest by October 1, 2021 for first semester/year students.
4. Accordingly, Higher Education Institutions shall follow the calendar given below for the academic session 2021-2022:

Admission Process for Undergraduate Level Programmes (in view of point no. 1 of Academic Calendar)	To Commence only after the declaration of results by the C.B.S.E. and I.C.S.E., including the State Boards. It is expected that School Boards will declare the results of the class/grade-XII examinations by 31.07.2021.
Completion of Admission Process for Undergraduate and Postgraduate Programmes in online/offline/blended mode	30.09.2021
Commencement of Classes for intermediate semester/year students in online/offline/blended mode	As early as possible
Commencement of Classes of Undergraduate and Postgraduate students' Fresh batch (First Semester/Year)	*Latest by 01.10.2021
Preparatory Break	**To be planned by the Higher Education Institutions
Conduct of Examinations	
Semester Break	
Commencement of Classes for Even Semester	
Preparatory Break	
Conduct of Examinations	
Semester Break begins	
Semester Break ends	31.07.2022
Commencement of Next Academic Session for this batch	01.08.2022

\*If there is a delay in declaration of result of the qualifying examinations, Higher Education Institutions may plan and start the academic session by October 18, 2021. The teaching-learning process may continue in offline/ online/ blended mode.

\*\*Higher Education Institutions may plan for classes, breaks, conduct of examinations, semester break etc. during the period October 1, 2021 to July 31, 2022 following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments and competent authorities from time to time, in view of the COVID-19 pandemic.

5. In view of the financial hardships being faced by parents due to lockdowns and related factors, a full refund of fees should be made on account of all cancellations of admissions/ migrations of students up to October 31, 2021 for the academic session 2021-2022 as a special case. It is made clear that the entire fee, including all charges, should be refunded (i.e. there should be zero cancellation charges) on account of cancellations/ migrations up to October 31, 2021. Thereafter, on cancellation/ withdrawal of admissions up to December 31, 2021, the entire fee collected from a student should be refunded in full after deducting not more than Rs.1000/- as processing fee.
6. The guidelines issued by the UGC on April 29, 2020 and July 6, 2020 highlighting the modes of teaching, conduct of examinations, importance of physical & social distancing etc. should be read along with the present guidelines and shall remain mandatory, but the present guidelines shall prevail in the event of any conflict.
7. The present guidelines are subject to the advisories/directives issued by the apex statutory bodies/councils concerned, e.g., AICTE, NCTE, BCI, NMC, DCI, INC, PCI, AYUSH etc. regarding examinations and academic calendars.

Notwithstanding the present guidelines regarding the conduct of examinations and commencement of the next academic session, every Higher Education Institution shall ensure that it is prepared in all respects to carry out the academic activities following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments or competent authorities from time to time, in view of the COVID-19 pandemic.



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**Disaster Management, Relief, Rehabilitation &**  
**Reconstruction Department**  
**(State Executive Committee, Ladakh Disaster Management Authority)**  
 Tele/Fax: 01982-255567, 01982-255568; e-mail: ladakhdivcom@gmail.com

**Subject: - COVID-19 Management - Guidelines/instructions -reg.**

**Order No: - 24- DM(UTL) of 2021,**  
**Dated: - 30.06.2021.**

Whereas, the National Disaster Management Authority, (NDMA) vide Order No.40-3/2020-DM-I(A) dated: -27.05.2021 had issued guidelines for states /UTs to consider the containment measures for COVID-19, as conveyed vide MoHFW advisory dated, 25.04.2021, which were in force up to 30-6-2021.

Whereas, the National Disaster Management Authority, (NDMA) vide Order No.40-3/2020-DM-I(A) dated: -29.06.2021 has directed all the States/UTs authorities to consider containment measures for COVID-19, as conveyed vide Ministry of Health & Family Welfare (MoHFW) DO No. Z.28015/85/2021-DM Cell dated 28<sup>th</sup> June, 2021, for immediate implementation of targeted and prompt actions based on the assessment of the situation until 31-7-2021.

Now, therefore, under the directions of the aforesaid orders of NDMA, GoI and in exercise of the powers conferred under section 24 of the Disaster Management Act, 2005, the State Executive Committee, Ladakh Disaster Management Authority hereby directs that compliance to the aforesaid MoHFW advisory dated 28.06.2021 (**Annexure – I**) be enforced in the Union Territory of Ladakh for effective control of COVID-19, **until 31.07.2021** with the following COVID-19 containment guidelines.

**1. General instructions:**

- (i) All passengers arriving in Ladakh both by air and road are advised to get themselves tested for COVID-19, not earlier than 96 hours before their arrival in Ladakh from ICMR approved test laboratories. **The Tourists arriving in Ladakh both by air and road must have a negative RT-PCR report not older than 96 hours.** Such person(s)/Tourists who is/are without a valid COVID-19 test report of not older than **96 hours** before their arrival will undergo mandatory COVID-19 RTPCR/RAT test as mandated by the administration; and shall be quarantined at quarantine center or place of stay, at his/her own expenses till the time they are declared Covid negative.
- (ii) All Labours arriving in Ladakh both by air and road are advised to come through contractor(s) or labour agencies with COVID-19 test

report of **96 hours** before their arrival in Ladakh from ICMR approved test laboratories. Such labourers who arrive in Ladakh, without any COVID-19 test report shall be turned back at the cost of contractors/mates at the point of entry.

- (iii) Incoming passenger(s) who is/are declared suspects in the Aarogya Setu app will mandatorily be home quarantined for 14 days. In case, they develop any symptoms, they shall inform the District Surveillance Officer of the respective district immediately. Such persons will be administered a COVID-19 test by the District Surveillance Officer and till such time their test report is declared negative, they will have to stay under home quarantine along-with other family members.
- (iv) Any person(s) reported with severe COVID-19 symptom will be isolated by the District Administration along with their contacts irrespective of the mode of travel.
- (v) Persons arriving in Ladakh on official duty or duty which entails visiting offices or coming in contact with large number of people, or tourists, must strictly follow COVID-19 precautionary measures such as hand sanitization, social distancing, wearing of face mask at all times during the course of their stay in Ladakh. In case, they develop any symptoms, they shall inform the District Surveillance Officer of the respective districts immediately. Such persons will be administered a COVID-19 test by the District Surveillance Officer and till such time their test report is declared negative, they will have to stay under mandatory quarantine.
- (vi) The personnel of Defense and Central Armed Police Forces returning to duty by road or special flights are exempted from the above provisions and shall be allowed to proceed to their respective Units/Formations for necessary quarantine as per their internal procedures.
- (vii) All offices and workplaces in the Union Territory shall be sanitized on daily basis and in accordance with the SOP of the Ministry of Health & Family Welfare issued from time to time. Every Officer/Official/Employee will maintain sanitization facility outside their rooms and waiting areas, for each and every visitor and ensure compulsory wearing of face masks by each visitor. The office in-charge/head of the office will nominate an officer/official/employee by formal orders for ensuring that such hand sanitization and mask compliance by every visitor visiting their offices is ensured. Every office will ensure thermal temperature screening at the gate.
- (viii) All Hotels and other hospitality services will follow the SOP of Ministry of Health and Family Welfare, Government of India issued from time to time. Hotel/Guest house that accept bookings for guests (irrespective of their mode of arrival) will maintain details of guests with entire travel history, ensure daily screening of all their guests and report any guest

who is symptomatic to the District Surveillance Officer. Daily reports of screening will be submitted to the District Surveillance Officer by every Hotel/Guest house of both the Districts in a devised format to be circulated by the respective District Magistrates.

- (ix) The owners of Hotels/Guest houses/Home stays must also ensure social distancing, availability of hand sanitizer at their lobbies, restaurants, lawns and business centers and ensure frequent sanitization of common areas and spaces. The District Administration of the respective Districts shall get these facilities inspected periodically.
- (x) All shops, restaurants (including in hotels) including barber-shops, saloons and beauty parlors, will follow the SOPs of Ministry of Health & Family Welfare, Govt. of India issued from time to time. The District Magistrates will ensure regular inspections of shops/barbershops/restaurants/kitchens of restaurants etc.
- (xi) There shall be regulated parking on roads of bazaars, market areas by the respective District Administration to prevent congestion and ensure social distancing.
- (xii) Schools/educational institutes shall mandatory follow the Standard Operating Procedure (SOP), regarding health and safety precautions issued by School Education Department/Higher Education Department from time to time.
- (xiii) Swimming pools being used for training of sportspersons shall mandatory follow Standard Operating Procedure (SOP), regarding health and safety precautions issued by the Ministry of Youth Affairs & Sports, GoI.
- (xiv) Cinemas/theatres/multiplexes shall mandatory follow the Standard Operating Procedure (SOP), regarding health and safety precautions as per SOP issued by the Ministry of Information and Broadcasting, GoI.
- (xv) Entertainment parks and similar places shall mandatory follow the Standard Operating Procedure (SOP), regarding health and safety precautions issued by the Ministry of Health & Family Welfare (MoHFW), GoI.
- (xvi) Business to Business (B2B) Exhibitions shall mandatory follow the Standard Operating Procedure (SOP), regarding health and safety as per SOP issued by the Department of Commerce, GoI.
- (xvii) Religious places/places of worship will follow the Standard Operating Procedures (SOP) as per the precaution issued by the Ministry of Health & Family Welfare (MoHFW).
- (xviii) Social/ religious/ academic/ entertainment/ educational/ cultural/sports/ religious gathering/political functions and other congregations will be

permitted outside the containment zones up to a ceiling of 25 persons only or 50% of the hall capacity, whichever is less in case of indoor spaces and such gathering will be permitted up to a ceiling of 50 persons or 50% of the capacity of the space with social distancing, whichever is less in case of open space, only with the prior permission of the respective District Magistrates. Wearing of face masks, maintaining social distancing, provision of thermal scanning and use of hand wash or sanitizer will be mandatory.

- (xix) Marriages (attended by up to 50 persons) and funerals/last rites (attended by up to 20 persons) may be allowed outside the containment zone with the prior permission of the respective District Magistrates. Public transport (buses, taxis or any other authorized vehicle of public transport) will ply with a maximum of only 50% of its capacity as and when they are allowed to ply by respective DDMA, Leh and Kargil.
- (xx) The District Magistrates based on their assessment of the situation in their respective districts may impose night curfew, with a view to contain the spread of COVID-19.
- (xxi) The District Magistrates shall take all necessary measures to promote COVID-19 appropriate behavior within their respective Districts and shall also ensure strict enforcement of wearing of face masks, hand hygiene and social distancing norms. They shall also take necessary steps to regulate crowds in markets, public transport and various gatherings as per SOPs issued by MoHFW, GoI.

## **2. Guiding Principles**

- i. Monitoring of cases by District Magistrates in their respective districts be done on a regular basis. Necessary action for containment and health infrastructure up-gradation be done, by further micro analysis based on cluster of cases at the district level.
- ii. Case positivity to be calculated based on total positive cases vis-à-vis samples tested during the week as one of the prime indicators of spread of infection in district. Test positivity of 10% or higher case in the last one week would imply the need for stringent containment and restrictions so as to control the spread of infection.
- iii. The districts need to analyze bed occupancy oxygen and ICU beds vis-a-vis availability of health infrastructure to ensure that it doesn't get overwhelmed. It is important to emphasize on up-gradation of health infrastructure and district shall plan such upgrades after having duly analyzed the case trajectory on a regular basis or if bed occupancy is more than 60% on either oxygen supported or ICU beds.

- iv. Restriction once imposed will remain in force for a minimum period of 14 days.

## **2. Effective enforcement of the Test-Track-Treat protocol:**

### **➤ Test**

- a) There is need to ensure that the tests being conducted are uniformly distributed in both the districts, with adequate testing to be done in district reporting higher number of cases. The proportion of RT-PCR tests in the total mix should be scaled up, on best effort basis, to 70% or more. Districts where proportion of RT-PCR tests is less should rapidly increase testing through this protocol, to reach the prescribed level.

### **➤ Track**

- b) The new positive cases detected as a result of intensive testing need to be isolated/ quarantined at the earliest; and, their contacts have to be traced at the earliest, and similarly isolated/ quarantined. Containment Zones, accordingly, have to be demarcated and prescribed containment measures implemented within such Zones.
- c) Effective demarcation of Containment Zones, in vulnerable and high incidence areas, is key to breaking the chain of transmission and controlling the spread of the virus. Containment Zones shall be carefully demarcated by the district authorities, at the micro level, taking into consideration the guidelines prescribed by the Ministry of Health and Family Welfare (MoHFW) in this regard. The list of Containment Zones will be notified on the websites by the respective District Magistrates. This list will also be shared with MoHFW on a regular basis.
- d) Within the demarcated Containment Zones, containment measures, as prescribed by MoHFW, shall be scrupulously followed, as under:
  - Only essential activities shall be allowed in the Containment Zones.
  - There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services.
  - There shall be intensive house-to-house surveillance by surveillance teams formed for the purpose.
  - Testing shall be carried out as per prescribed protocol.
  - Listing of contacts shall be carried out in respect of all persons found positive, along with their tracking, identification, quarantine and follow up of contacts for 14 days (80% of contacts to be traced in 72 hours).

quarantine and follow up of contacts for 14 days (80% of contacts to be traced in 72 hours).

- Surveillance for ILI/ SARI cases shall be carried out in health facilities or outreach mobile units or through fever clinics in buffer zones.
- **It shall be the responsibility of District Administration, District Police and Municipal Authorities to ensure that the prescribed Containment measures are strictly followed.**

#### ➤ **Treat**

- e) Quick isolation of COVID-19 patients shall be ensured in treatment facilities/ home (subject to fulfilling the home isolation guidelines).
- f) Clinical interventions, as prescribed, shall be administered. Capacity building of health workers and professionals shall be an ongoing exercise, to be conducted at all levels, with a view to ensure that the prescribed clinical management protocol is understood clearly and administered accordingly.
- g) The concerned agencies- of the UT Administration shall ensure adequate availability of COVID dedicated health and logistics (including ambulatory) infrastructure and availability of adequate medical oxygen supply, based on their assessment of the case trajectory.
- h) Effective infection prevention and control practices shall be followed in treatment facilities and by health care workers and professionals.

### **3. COVID appropriate behavior:**

- i. District Magistrates shall take all necessary measures to promote COVID-19 appropriate behavior. Strict enforcement of wearing of face masks, hand hygiene and social distancing must be ensured.
- ii. Wearing of face masks is an essential preventive measure. In order to enforce this core requirement, administrative actions, including imposition of appropriate fines, on persons not wearing face masks in public and work spaces shall be enforced.
- iii. Observance of social distancing in crowded places, especially in markets, weekly bazaars and public transport, is also critical for containing the spread of the infection. SOP issued by Ministry of Health and Family Welfare (MoHFW) to regulate crowds in market places, shall be strictly enforced by States and UTs.

regulating travel in other modes of public transport, e.g., buses, taxis etc., and ensure that these are strictly complied with.

- v. The National Directives for COVID-19 Management, as specified in **Annexure I**, shall be strictly followed throughout the UT.

#### **4. Strict Adherence to the prescribed SOPs:**

- i. All activities have been permitted outside Containment Zones and SOPs have been prescribed for various activities. These include: movement by passenger trains; air travel; metro trains; schools; higher educational institutions; hotels and restaurants; shopping malls, multiplexes and entertainment parks; yoga centers and gymnasiums; exhibitions, assemblies and congregations, etc.
- ii. The SOPs, as updated from time to time, shall be strictly enforced by the authorities concerned, who shall be responsible for their strict observance.

#### **5. Vaccination:**

- i. Vaccination against COVID-19, in the present scenario, is critical to break the chain of transmission. Therefore, the District Magistrate shall rapidly step up the pace of vaccination, as recommended by NEGVAC and approved by the Central Government, urgently and in an expeditious manner.

#### **6. Local Restrictions:**

- i. The District Magistrates, based on their assessment of the situation, may impose local restrictions at district/ sub-district and city/ ward level, with a view to containing the spread of COVID- 19 by ensuring compliance on the focused containment measures as mentioned in MoHFW advisory vide DO no: Z.28015/85/2021-DM Cell dated 28.06.2021. (Annexure I)
- ii. There shall be no restriction on inter-State and intra-State movement of persons and goods including those for cross land-border trade under treaties with neighbouring countries. No separate permission/ approval/ e-permit will be required for such movements.

#### **7. Protection of vulnerable persons:**

- i. Persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years are advised to take necessary precautions.

**8. Use of Aarogya Setu:**

- i. Use of Aarogya Setu may continue on best effort basis on compatible mobile phones. This will facilitate timely provision of medical attention to those individuals who are at risk.

**9. Strict enforcement of the guidelines:**

- i. The District Magistrates shall strictly enforce the above guidelines/measures.
- ii. For the enforcement of social distancing, the District Magistrates may, as far as possible, use the provision of section 144 of the Criminal Procedure Code. (Cr.PC) of 1973.

**10. Penal provisions:**

- i. Any person violating the above guidelines/measures will be liable to be proceeded against as per the provision of section 51-60 of the Disaster Management Act, 2005, besides, legal action under Section 188 of IPC and other legal provisions as applicable.

**Sd/-****(Saugat Biswas), IAS**

Member Secretary,  
State Executive Committee,  
Ladakh Disaster Management Authority.

No:-DMRRR/UTL/SOP/COVID-19/2021/4959-82

Dated:- 30.06.2021

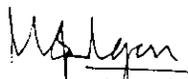
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1. Principal Secretary, Health & ME/Revenue Department, Ladakh.
2. Joint Secretary, Jammu, Kashmir & Ladakh, Ministry of Home Affairs, GoI.
3. Joint Secretary, Disaster Management, Ministry of Home Affairs, GoI.
4. Additional Director General of Police, Ladakh.
5. Commissioner/Secretary, GAD/R&B/H&UD/School Education Department Ladakh.
6. Divisional Commissioner, Ladakh.
7. Administrative Secretary, PDD/YS&S Department, Ladakh.
8. Secretary, Information/Higher Education/Social Welfare Department, Ladakh.
9. Secretary, Tourism/Labour & Employment Department, Ladakh.
10. Deputy Commissioner, Leh/Kargil.
11. Sr. Superintendent of Police, Leh/Kargil.
12. Director, Health & Medical Education, Ladakh.
13. All Heads of the Departments, UT of Ladakh.
14. Chief Medical Officer, Leh/Kargil.
15. OSD with the Lieutenant Governor for information of the Hon'ble Lieutenant Governor.
16. Pvt. Secretary to Advisor to the Hon'ble Lt Governor for information of the Advisor.
17. Pvt. Secretary to the Chairman/Chief Executive Councilor, LAHDC Leh/Kargil for information of the Hon'ble CECs.
18. Director, KBR Airport, Leh.
19. District Informatics Officer, Leh for uploading on the UT Ladakh website.

## M-17031(11)/21/2021-HR EDU SECTION

7403/2021/O/o OSD - HR EDU

19. District Informatics Officer, Leh for uploading on the UT Ladakh website.
20. Assistant Director Information, Leh/Kargil for necessary action.
21. President Hotel/Guest House owners Association, Leh/Kargil.
22. All Religious Heads of religious organizations of Leh/Kargil.
23. Order/Stock file. (w.2.s.c).

  
(Rigzin Spalgon) 30.6.21  
Deputy Secretary  
DMRRR, Ladakh.

**No. 40-3/2020-DM-I(A)**  
**Government of India**  
**Ministry of Home Affairs**

North Block, New Delhi-110001

Dated 29<sup>th</sup> June, 2021

**ORDER**

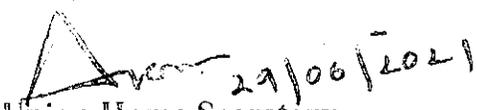
Whereas, an Order of even number dated 29<sup>th</sup> April 2021, was issued to ensure compliance to the containment measures for COVID-19, as conveyed vide Ministry of Health & Family Welfare (MoHFW) DO No. Z.28015/85/2021-DM Cell dated 25<sup>th</sup> April 2021, which was further extended for a period upto 30.06.2021 vide an Order of even number dated 27.05.2021;

And whereas, considering the need for containment of COVID-19 cases across the country, MoHFW vide DO No. Z.28015/85/2021-DM Cell dated 28<sup>th</sup> June 2021, has issued an advisory to all States and Union Territories (UTs), for implementing targeted and prompt actions for bringing the pandemic under control;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order, for containment of COVID-19 in the country;

Now therefore, in exercise of the powers, conferred under Section 10(2)(1) of the Disaster Management Act 2005, the undersigned, hereby directs the State/ Union Territory Governments and State/ Union Territory Authorities to consider implementation of targeted and prompt actions for COVID-19 management, as conveyed vide aforesaid MoHFW advisory dated 28.06.2021, as per **Annexure-I**, until 31.07.2021. States/ UTs, will take the necessary measures, under the relevant provisions of the Disaster Management Act 2005. It is further directed that:

- (i) The National Directives for COVID-19 Management, as specified in **Annexure II**, shall continue to be strictly followed throughout the country.
- (ii) All the District Magistrates shall strictly enforce the above measures. For the enforcement of social distancing, State/ UT Governments may, as far as possible, use the provisions of Section 144 of the Criminal Procedure Code (CrPC) of 1973.
- (iii) Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable.

  
 Union Home Secretary

and, Chairman, National Executive Committee (NEC)

**To:**

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories

(As per list attached)



GOVERNMENT OF INDIA  
 DEPARTMENT OF HEALTH AND FAMILY WELFARE  
 MINISTRY OF HEALTH AND FAMILY WELFARE  
 GOVERNMENT OF INDIA



GOVERNMENT OF INDIA  
 DEPARTMENT OF HEALTH AND FAMILY WELFARE  
 MINISTRY OF HEALTH AND FAMILY WELFARE  
 GOVERNMENT OF INDIA  
 D.O No. Z.28015/85/2021-DM Cell  
 28<sup>th</sup> June 2021

This is in reference to my earlier DO letter of even number dated 25<sup>th</sup> April, 2021 wherein Ministry of Health and Family Welfare had shared with all States/UTs an implementation framework for intensive action and local containment in specific and well defined geographic units, to break and suppress the chain of transmission of SARS COV-2. This was also later reiterated by the Ministry of Home Affairs and orders regarding the same were issued under the DM Act 205 vide letter no. 40-3/2020-DM-I(A) dated 29<sup>th</sup> April 2021.

2. With a rise in COVID 19 trajectory across the country in April and May 2021, many States and UTs have undertaken restrictions and containment measures as per the aforesaid implementation framework. As a result, the trajectory of COVID 19 pandemic in the country is presently showing a steady decline.

3. In view of the declining number of cases being reported many States have initiated the implementation of relaxation measures. In this context it is critical that the lifting of restrictions/providing relaxations be carefully calibrated with continued focus on containment efforts to curb the spread of infection.

4. In order to bring uniformity in implementing graded restriction/relaxation measures for COVID 19, the need for following the framework earlier shared with the States for either imposition of restrictions or allowing relaxations based on the burden of disease and strain on healthcare infrastructure still remain important. Prompt and targeted actions need to be implemented by the States as detailed below:

#### A. Guiding Principles:

- Monitoring of cases with districts as administrative units be done on a regular basis. Necessary action for containment and health infrastructure upgradation be done, by further micro analysis based on clusters of cases at the district level
- Case positivity calculated based on total positive cases vis-a-vis samples tested during the week is one of the prime indicators of the spread of infection in a district. Higher case positivity would imply the need for stringent containment and restrictions so as to control the spread of infection
- Similarly, each district needs to analyze bed occupancy (oxygen and ICU beds) vis-a-vis the available health infrastructure to ensure that it doesn't get overwhelmed and seamless patient admission and follow up can be done. Higher bed occupancy is an indicator that the district needs to undertake specific measures to upgrade the available beds while focusing on containment activities equally vigorously. It is important to emphasize that a lead time is required to upgrade health infrastructure (a month or more) and hence districts need to plan such upgrades after having duly analyzed the case trajectory on a regular basis

: 2 :

- In view of the above, for prioritizing districts which need intensive follow up, States may continue to utilize the classification of risk profile of districts as already communicated by Ministry of Health and Family Welfare on 25<sup>th</sup> April 2021. Accordingly:
  - i) States/UTs may identify districts which require highest level of restrictions
  - ii) Remaining districts may be allowed higher degree of relaxations based on **lower weekly case positivity or a relatively low Bed occupancy (Oxygen and ICU beds) rates.**
  - iii) District with **high weekly case positivity or a high Bed occupancy (Oxygen and ICU beds)** as detailed above, would need intensive monitoring and hence State may consider appointing a senior officer from State headquarter as the Nodal Officer for these districts.
  - iv) District Nodal Officer will work in coordination with District Collector /Municipal Commissioner to identify cluster of new cases and ensure implementation of required containment activities including intensive action in areas reporting higher cases
  - v) Restrictions once imposed will remain in force for a minimum period of 14 days
  - vi) In remaining areas of the district not under containment action, clearly defined relaxations/restrictions may be provided.

#### **B. Monitoring mechanism**

- State government may consider monitoring the status of classification parameters on a weekly basis and ensure their wide publicity so as to inform community at large and obtain their support in management of Covid-19 while restrictions are imposed or relaxations are allowed.
- While positivity rates and bed occupancy rates are vital criteria that need to be monitored for selection of high focus districts requiring intensive public health action, States/UTs shall also regularly monitor districts with higher numbers of active cases per million population as it is an important indicator to predict need for upgrading health infrastructure and logistics so as to manage the cases.

#### **C. Continued focus on 5-fold strategy for effective management of COVID-19**

- COVID-19 is an ongoing challenge and hence it is important that States continue working on five pillars of COVID-19 Management i.e. "Test-Track-Treat-Vaccinate and adherence to COVID Appropriate Behavior".
- Early identification of cases is important for curbing the spread, and for this **adequate testing is crucial.** RT-PCR machines and sufficient kits to ensure required level of testing should accordingly be maintained (both RT-PCR and RAT) in all districts.

: 3 :

- a. Tracking and tracing through active case search by special teams and contact tracing and screening should be undertaken proactively.
  - b. In addition to following **Clinical Management Protocol**, States should focus on **upgradation of health infrastructure, timely commissioning of PSA Plants in hospitals, adequate planning for availability of medical oxygen, availability of logistics, maintaining buffer stock of drugs and taking up necessary action for creation /redesigning of appropriate COVID dedicated healthcare infrastructure, especially in peri-urban, rural and tribal areas.**
  - c. There is need for **upskilling/reskilling of human resources on latest Clinical Management Protocol.**
  - d. Furthermore, **effective planning for vaccination focusing on prompt coverage of priority groups and hubs of economic activity should be prioritized.**
  - e. COVID-19 management can succeed only through a whole of government & whole of society approach. Community engagement is critical & **adherence to Covid appropriate behavior** is crucial to guard against any surge in infection. This involves diligent use of masks/face covers, following physical distancing (2 gaj ki doori) and practicing respiratory & hand hygiene.
5. This normative advisory will ask the States/UTs to clearly define their policies and streamline their approaches for implementing graded restrictions/calibrated relaxation for management of Covid-19.
6. States/UTs can also plan additional public health measures as deemed necessary, based on their local context and situational analysis at the field level.
7. I am sure under your able leadership; we will be able to keep the momentum going and build on the progress made so far, to bring the pandemic situation under control. Ministry of Health & Family Welfare will continue to provide requisite support to the States/UTs in this ongoing and collective effort.

Yours sincerely

(Rajesh Bhushan)

Additional Chief Secretary/Principal Secretary/Secretary (Health) of all States/UTs

Copy to : Chief Secretary/Administrator of all States and UTs

(Rajesh Bhushan)

Copy for information to : Cabinet Secretary, Cabinet Secretariat, New Delhi  
Home Secretary, Ministry of Home Affairs, New Delhi

(Rajesh Bhushan)

Annexure II**NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT**

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (*2 gaz ki doori*) in public places.  
Shops will ensure physical distancing among customers.

3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

*Additional directives for Work Places*

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
  5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
  6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
  7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
  8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers and other staff.
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