



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR

(Established by Govt. of A.P., Act.No. 30 of 2008)

ANANTHAPURAMU 515 002 (A.P), INDIA.

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Director of Evaluation

ANNEXURE – 1

Guidelines and Standard Operating Procedures (SOPs) to resume the classes from 02.11.2020

1. Guidelines on teaching and learning:

- a. The Higher education has proposed blended learning with 1/3rd strength (programmes) on the college campus and in hostels.
- b. This blended learning with 1/3rd strength will be a period of 10 day classroom instruction on overview of 2 or 3 units so that 1/3rd of the syllabus will be covered.
- c. If the class strength is high, it can be divided into 2 groups and staggered time table is to be followed.
- d. The same is to be followed for laboratory classes also.
- e. Classroom instruction is to be provided to overcome the problems of internal and other technical glitches.
- f. After completion of 10 days classroom instruction, the students of that batch will leave the campus and hostels. The concerned subject teacher has to provide a complete learning material and assignments for next 20 days and it should be monitored online on a day to day basis.
- g. The online classes will be facilitated throughout the semester to ensure access to students who are unable to attend classroom instruction.
- h. When students are at home active teaching-learning process should be ensured through WhatsApp groups, Google Classrooms, free video-conference facilities.
- i. Detailed video/audio lectures shall be uploaded on the college website.
- j. The evaluation of the students in a subject is evaluated through assignments/quizzes, etc. and is to be administered through email or Google Classroom to the students for the next 20 days.
- k. The attendance of the students should be recorded and monitored.
- l. The time table to be worked out by respective universities and colleges for all the programmes.
- m. Teachers should be advised to keep distance while teaching without mask.

2. Generic preventive measures:

- a. Physical distancing at least 6 feet between persons.
- b. Installation and Aarogya Sethu App.
- c. Splitting strictly prohibited
- d. Self-monitoring of health and reporting any illness at the earliest.
- e. Respiratory etiquettes
- f. Frequent hand washing with soap/use of alcohol-based hand sanitizers
- g. Mandatory use of face covers/masks

3. Before Opening HEIs:

- a. All work areas to be sanitized with 1% sodium hypochlorite solution.
- b. Quarantine centers in HEIs shall be properly sanitized and deep cleaned before putting them back for normal usage.
- c. Laboratory equipments are to be placed at least 6 feet apart.
- d. Outdoor space also should be utilized for teaching learning.
- e. Employees at higher risk are to take extra precautions and not to be exposed to any front line work.
- f. Management to provide stock of protection items (face covers/masks, hand sanitizers, etc.)
- g. Proper checking to be conducted at entry points
- h. No persons with symptoms of fever and cold are allowed on the campus.
- i. Provision for proper disposal of used personal protective items in accordance with CPCB guideline

4. After Opening HEIs:

- a. Seating arrangement ensuring distance of 6 feet between chairs/desks.
- b. Teaching faculty to ensure that everyone wear masks throughout the conduct of the teaching / guidance activities.
- c. Sharing of items (notebook, pen/pencil, water bottle, etc.) amongst students not to be allowed.
- d. In laboratories, maximum capacity per session based on redesigned spaces may be planned and scheduled.
- e. Cafeteria/mess facility shall strictly ensure physical distancing, staggered mess timetable shall be followed.

5. Hostel Facility:

- a. Only 1/3rd accommodation to be filled.
- b. Single room accommodation needs to be provided. No crowding, common hall/room, TV rooms can be used for this purpose.
- c. Hostel accommodation is provided only to students who are attending the classes in institute.
- d. However, hostel students who reside 100km away from the institute shall be provided hostel facility for the entire semester.

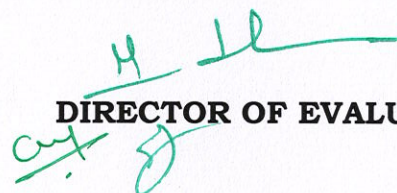
- e. Common area needs to follow sanitization guidelines for washrooms and communal gathering in common areas will be suspended.
- f. Hostel rooms and room provisions will be sanitized periodically.
- g. Emergency protocol will be defined in case a student is found symptomatic or tested positive for COVID-19.

6. Transportation facility:

- a. Students to be encouraged to use bicycles or reach college by walk
- b. If transpiration facility is provided by the institution, proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite solution) to be ensured.
- c. Staggered timings of communication to be practice.

7. Psycho-social wellbeing

- a. Ensure regular counseling for students and faculty for addressing mental health issues such as anxiety and depression
- b. Mentorship assignments should be put in place formally and mentor-mentee discussion shall be recorded into an action plan and shared with the mentee.
- c. Faculty, counselors and / or mentors should work in unison to ensure emotional safety of the students.


DIRECTOR OF EVALUATION