



Kalyani Charitable Trust's  
**RAVINDRA GAMBHIRRAO SAPKAL COLLEGE OF  
PHARMACY**

Kalyani Hills, Anjaneri, Nashik 422 212



## Internal Exam Committee 2020-2021

Sr. No	Name of Staff	Designation	Contact Number
1	Prof. Dr. Rishikesh S Bachhav	Chairman	9420695487
2	Prof. Smita S. Aher	Academic Incharge & HOD- Pharmaceutical Chemistry	9960700510
3	Prof. Prashant B. Patil	Exam Incharge	8087563343
4	Prof. Sheetal B. Gondkar	HOD- Pharmaceutics	9422757157
5	Dr. Nitin B. Aher	HOD- Pharmaceutics	9960873297



  
Principal

**PRINCIPAL**  
R G. Sapkal College of Pharmacy  
Anjaneri, Nashik - 422213



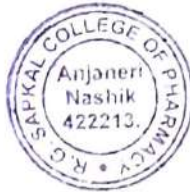
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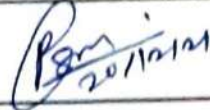
Kalyani Charitable Trust's  
**R. G. SAPKAL COLLEGE OF PHARMACY**  
Anjaneri, Nashik - 422 213.

I/II/III/IV Sessional Examination 2021-2022

Signature of the Invigilator

Date: 

D	D	M	M	Y	Y	Y	Y
2	0	1	2	2	0	2	1

  
20/11/21

Name: Ashutosh Sadashiv Bawade

Class: T.Y. B. pharmacy Roll No. 13

Paper (Code No.): BP504T Subject: pharmacogeny and phytochemistry-II


Question No.	1	2	3	4	5	6	7	8	Total Marks Obtained/out of
Obtained Marks	08	04	06						18/30

A

RGSCOP

Signature of the Examiner

Main Answer Book  + No. of Suppliments  = Total



(Start writing from here)

## ① Gentian -

Synonyms - Gentiana root or, Gentiana.

### Biological Source -

Gentian is dried partially fermented rhizomes and root of yellow gentian i.e. *Gentiana lutea*. It is belonging to Family ~~Gentio~~ Gentianaceae.

### Uses -

- It is used in digestive system.
- It is tonic and stimulant in gastric secretion of ~~liver~~.
- It is improving circulation.

## ② Tannins -

Tannins are complex solution of ~~polyphenols~~ phenolic or phenolhydroxy acid.

### Classification of tannins

#### 1) True tannins

1) Hydrolysable tannins - Hydrolysis of substance.

2) Non-hydrolysable tannins

#### 2) Pseudo tannins

- They have lower molecular weight.

3)

7

The Goldbeater's skin test are untreated substance and membrane of intestine animal at 0X. The membrane of hydrochloric acid treated and rinsed in 5 minutes of tannic solution. Further are washed in distilled water and putting at Ferric sulphate solution. The black or brown colour are developed on the skin.

1)

Synonyms - Indian Kino tree, Kino, Malabar Malber Kino.

Biological Source: It consist of dried ~~juice~~ juice of plant ~~from~~ *Pithecellobium* ~~maripidum~~ *maripidum* belonging to Family Leguminosae. The obtained of steam and dried part.

### 9) Turbidity test -

The caffeine as in reddish in hydrochloric acid and potassium chloride are added in caffeine the solution are heated and further the end result of the test are product are brown in color are found.

Sharma test: The solution are add 90% of alcohol (sol) and add 10% conc. HCl acid to heated and it gives the product are pink colour.

- 1) Antiquinine glycoside.
- 2) Cardiac stimulant
- 3) stimulant in (if).
- 4) Glycoside are used in flowering agent.
- 5) Glycoside are the Saponin.
- 6) Glycoside are in menthol in about are drugs.
- 7) Glycoside are in

### 10) Terpenoids -

are the complex of derivative of polymers of isoprene ( $C_5H_8$ ).  
Terpenoids are synthesized in volatile oil.  
They are include in aldehydes, alcohols, ketones, acid and ester.  
They are oxygenated, dehydrogenated and hydrogenated.

### Classification -

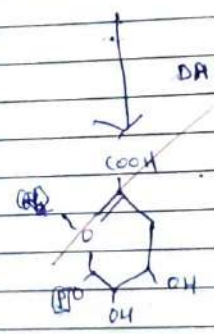
- Monoterpene -  $C_{10}H_{16}$
- Sesquiterpene -  $C_{15}H_{24}$
- Diterpene -  $C_{20}H_{32}$
- Triterpene -  $C_{30}H_{48}$
- Tetraterpene -  $C_{40}H_{64}$
- pentaterpene -  $C_{50}H_{80}$
- polyterpene or rubber  $(C_{5}H_8)_n$

Shikimate acid pathway  
 The shikimate acid pathway are key intermediate  
 of carbohydrates group are called.  
 The shikimate acid are stored in phosphoryl phosphate  
 and ethyrose-4-phosphate to end in  
 Amino acid is leucine.

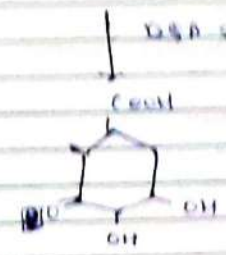


phosphoryl phosphate

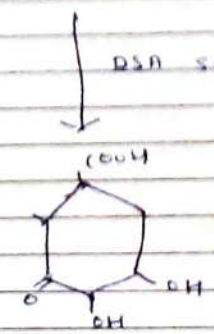
Ethyrose-4-phosphate



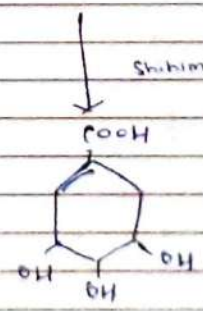
3-deoxy-0-aminopyruvate-7-phosphate



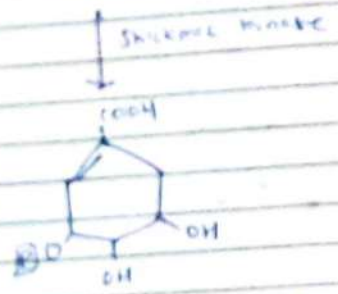
3-deoxyglucosate



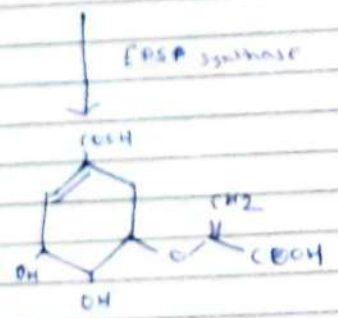
3-deoxyshikimate



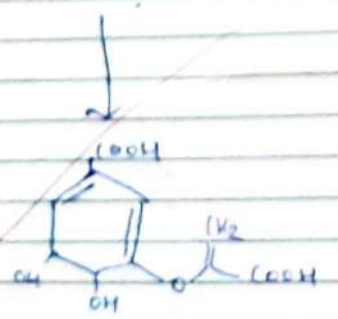
shikimate



shikimate 3-phosphate



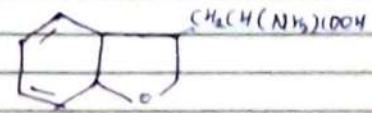
5-vinyl-3-phenylshikimate phosphate



Cinnamic acid



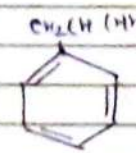
Anthranilic acid



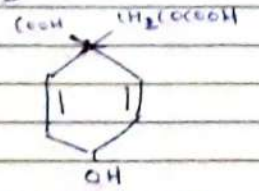
Tryptophan



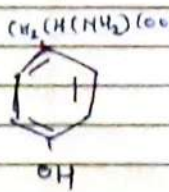
p- amino benzoic acid



phenylalanine



p-tyrosine



tyrosine

The shikimate acid pathway starts from phosphoenolpyruvate and erythrose-4-phosphate and as added to the gives 3-deoxy-arabino heptulose 7-phosphate as given in enzymes PEP synthase and as the are these product are formed for tryptophan, tyrosine and phenylalanine as they as amino acid are formed.



## Utilization

The radioactive isotopes in investigations of biosynthetic studies are

- h
- Tracer techniques
- Fractionation techniques
- used in isotopes
- 

Q3.

Black catechu -

Synonym :-

Katha, Cutch, catechu.

Biological Source :-

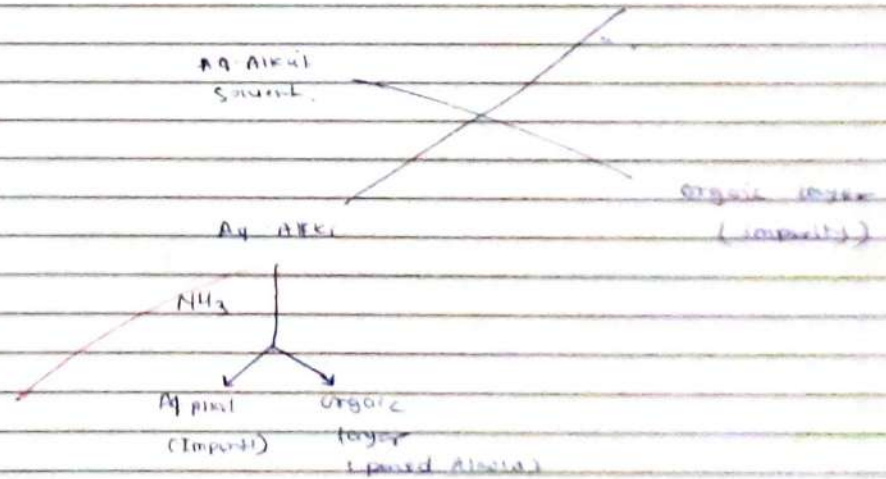
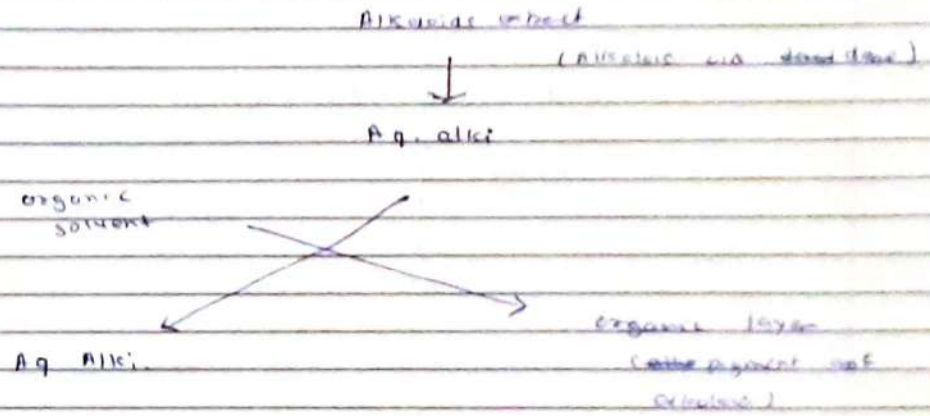
It consist of dried of galls extract prepared from heart-wood of *Acacia catechu* and *acacia Chundra* to becom belonging to family ~~Legum~~ Leguminosae.

Manufacturing -

In traditional method the heart wood of catechu are boiled and sap wood is ~~dried~~. The ~~wood~~ ~~are~~ ~~boiled~~ ~~and~~ ~~boiled~~ ~~in~~ ~~water~~ are separated in. The barkwood is injected in vessel and sap wood are drained. The bill of the vessels are heated on temperature they are cooling in naturally. The ball of the cooled are ~~soild~~ clay sand and clay structure are placed. The plaster are few days are in dish the clay or semi-solid are found in vessel. Then they are extract Bivalent in. The clay or semi-solid are was katha and are found. The katha was found in extraction of catechu.

In modern method, the best wood of the plant  
 and sap are separated and main part of  
 the catechu are separated. Then further  
 wood are chemical and exhaustion is placed  
 in substance and then ~~at~~ water are  
 found. They are sand and clay in nature  
 are semisolid in nature and sub-suff.  
 The kuttha are found in bark catechu.

## 2) Alkaloids



Aq. Alkali solution

- Dil mineral solution

Aq. Alkali solution

or  $\text{CHCl}_3$

- Empty of organic

Aq. Alkali solution

Excess alkali

Aq. Alkaloid

Aq. Alkali  
(impure)

Aq. alkali  
(purity)

Chemical test.

1) Dragendorff test.

Drug solution + Dragendorff reagent (potassium chromate iodide) formation of orange red precipitate.

2) Meyer's test

Drug solution + few drop of Meyer's solution (potassium mercuric iodide) formation of creamy white precipitate.

3) Meyer's tests -

Drug solution + few drop of Meyer's solution formation of white crystalline yellow precipitate.

4) Wagner's test

Drug solution + few drops of Wagner's solution.

3

5) Tannic acid test.

Drug solution + few drop of tannic acid solution. To formation of colored flocculent formed.

Q

Extraction method of tannins

powdered drug



Extract with methyl alcohol



Filtrate and crystallization



Extract with chloroform  
(remove + extract)



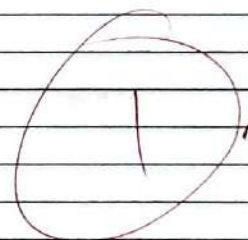
Crystallisation and filtrate



Examination



extract etc





**Academic Calendar 2020-21 for U.G.& P.G**

**Revised Syllabus of F.Y. /S.Y.-(2019 Credit Pattern) T.Y./Final Year B. Pharm(2018, 2015 Pattern)& M.Pharm (2019 pattern) as Per Savitribai Phule Pune University Circular**

**1) Term Schedule**

**S.Y./T.Y./Final Year B.Pharm**

Term	Duration	Days
I <sup>st</sup> term	15-06-2020 to 05/12/2020 As [per SPPU ] 20.7.2020-05.12.2020	108
II <sup>nd</sup> Term	01/01/2021 to 15/05/2021	107
Total No of Working Days(excluding Sundays and Holidays)		215
Minimum No. of Theory Hours per Subject per Semester(15 weeks/semester)		45Hrs(3Hrs/week)
Minimum No. of Practical's terms per Subject per Semester(15 weeks/semester)		15 terms (01 Practical's/week)

Dates of Commencement and conclusion of First Year of academic session 2020-21 will be declared later.

**2) M.Pharm**

Term	Duration	Days
I <sup>st</sup> term	01-07-2020 to 24-12-2020	140
II <sup>nd</sup> Term	19-01-2021 to 31-05-2021	104
Total No of Working Days(excluding Sundays and Holidays)		244
Minimum No. of Theory Hours per Subject per Semester(15 weeks/semester)		45Hrs(3Hrs/week)
Minimum No. of Practical's terms per Subject per Semester(15 weeks/semester)		15 terms (01 Practical's/week)

The term schedule for F. Y. M. Pharm. will commence after admissions procedure is complete.



**Sessional Examination for. S.Y./T.Y/Final .B. Pharm**

<b>First term</b>	<b>Semester III &amp; V</b>	<b>Semester VII</b>
Theory Sessional Exam (I)	20/10/2020 to 27/10/2020	27/11/2020 to 05/12/2020
Theory Sessional Exam (II)	27/11/2020 to 05/12/2020	-
<b>Second Term</b>	<b>Semester II &amp; IV, VI</b>	<b>Semester- VIII</b>
Theory Sessional Exam (I)	22/02/2021 to 26/02/2021	22/03/2021 to 30/03/2021
Theory Sessional Exam (II)	22/03/2021 to 26/03/2021	-

**Sessional Examination for M. Pharm**

<b>Examination</b>	<b>Semester I (First Term)</b>	<b>Semester-II(Second Term)</b>
Theory Sessional Exam (I)	19/08/2020 to 24/08/2020	24/02/2021 to 29/02/2021
(II)	23/09/2020 to 28/09/2020	23/03/2021 to 28/03/2021

<b>Week Days</b>	<b>Holidays of First Term</b>	<b>DATE</b>	<b>DAY</b>	
<b>Monday to Saturday (6 days/week)</b>  <b>College Timing: 10:00-05:30</b>  <b>Library Time: 08:00 am to 06: 00 pm</b>  <b>Lunch Time: 01:30-02:00 pm</b>  I <sup>st</sup> term holiday as per Sppu circular no 09/2020	Bakri-Id	01-08-2020	Saturday	
	Independence Day	15-08-2020	Saturday	
	Parashi New Year	16-08-2020	Sunday	
	Ganesh Chaturthi	22-08-2020	Saturday	
	Moharum	30-08-2020	Sunday	
	Annant Chaturdashi	01-09-2020	Tuesday	
	Mahatma Gandhi Jayanti	02-10-2020	Friday	
	Dussehra	25-10-2020	Sunday	
	Id-E-Milad	30.10.2020	Friday	
	Gurunanak Jayanti	30.11.2020	Monday	
	Diwali Vacation	12-11-2020 to 17-11-2020	Thursday to Tuesday	
	II <sup>nd</sup> term holiday as per Sppu	Republic day	26.01.2021	Tuesday

circular no 362/2020	Chatrapati shivaji maharaja jayanti	19.02.2021	Friday
	Mahashivaratri	11.03.2021	Thursday
	Holi	29.03.2021	Monday
	Good Friday	02.04.2021	Friday
	Goodi padawa	13.04.2021	Tuesday
	Dr. Babasaheb Ambedkar jayanti	14.4.2021	Wednesday
	Ramnavami	21.04.2021	Wednesday
	Ramajan ID	13.05.2021	Thursday
	Budha pornima	26.05.2021	Wednesday

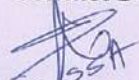
**Tentative Date for various activities and event for the academic Year 2020-2021**

Sr.No.	Activities and Event	Tentative Dates
1.	International Yoga Day	June 2020
2.	Guest Lecture	July 2020
3.	Founder's Day celebration	July 2020
4.	Medicinal Tree Plantation	July 2020
5.	Blood Donation	July 2020
6.	Welcome Function for Fresher's	August 2020
7.	Entrepreneurship Awareness camp	August.2020
8.	State Level Conference/Seminar	August.2020
9.	National Level Seminar	August.2020
10.	Industrial Visit	September,2020
11.	Botanical Garden Visit	September,2020
12.	World Pharmacist Day	September,2020
13.	Parent-Teacher Meet	October,2020
14.	National Pharmacy Week Celebration	November2020
15.	World AIDS Day	December2020
16.	NSS Camp	January 2021
17.	Guest Lecture-Industry Academic Person	January 2021
18.	Annual Sports activity	January 2021
19.	Traditional Day's	January 2021
20.	Astitva -2021	January 2021
21.	Guest Lecture-Industry Academic Person	March 2021
22.	Farewell Programme	April 2021
23.	Alumni Meet	April 2021
24.	Participation of student in various activities like Avishkar, Conferences, Seminar, Paper Presentation and Competitions	Throughout the year
25.	VMEDU Life Online Assignment	Throughout the year

Module for U.G.& P. G. Course
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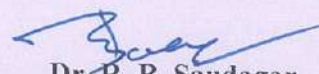
Sr.No	Designation	Contact Person
1.	Principal	Dr. R. S . Bachhav
2.	Office	Mr.S.N.Patil
	Head of the Department (UG)	
3.	Pharmaceutics	Prof.S.B.Gondkar
4.	Pharmaceutical Chemistry	Prof.S.S.Aher
5.	Pharmacology	Prof.R,S.Bachhav
6.	Pharmacognosy	Prof.N.B.Aher
7.	M.Pharm,(Pharmaceutics) M. Pharma(QA)	Prof.S.B.Gondkar
8.	Final year- Class Teacher	Prof. Prof.S.D.Pingale
9.	Third year- Class Teacher	Prof.A.J.Jadhav
10	Second Year- Class Teacher	Prof.Rui Jamal
11	First Year- Class Teacher	Prof.P.G.Thete

**Contact Person**



S.S.Aher

Academic In-Charge



Dr. R. B. Saudagar

(M. Pharm., Ph.D.)

(Principal)



**SAVITRIBAI PHULE PUNE UNIVERSITY**  
(Formerly University of Pune)



**Circular No. 03/2021**  
**Important Notification**

**Regarding Commencement and Conclusion of Teaching of First & Second terms for the Academic Year 2020-2021**

In continuation with Circular No. 284 and 285 dated 15/10/2020 regarding Commencement & Conclusion for First and Second terms for the Academic Year 2020-21 and Circular No. 323/2020 dated 03/12/2020, it is hereby informed to all the concerns that the University issues following guidelines to conduct theory and practical classes in offline mode:

**P.G. Programme:**

1. The practical / Summer Internship Project / Dissertation (Theory if required) classes of Odd Semesters of second year and onwards of Engineering / Architecture / Pharmacy / Management / Hotel Management / Education / Physical Education / Law and other similar programs shall begin from 11<sup>th</sup> January 2021 in offline mode.
2. The practical/ Dissertation / Industrial Training Project (Theory if required) classes of Odd Semesters of second year and onwards of Arts / Fine Arts / Science / Commerce/ Social Sciences / Library Science / Communication & Journalism and other similar programs shall begin from 11<sup>th</sup> January 2021 in offline mode.
3. The Theory and Practical classes of odd semesters of First year of Arts / Fine Arts / Science / Commerce / Social Sciences / Library Science / Communication & Journalism and other similar programs shall begin from 11<sup>th</sup> January 2021 in offline mode.
4. The Theory and Practical classes of even semesters of all programs shall be conducted in offline mode immediately after completion of odd semester examination in accordance with the guidelines issued by University Grants Commission, Government of Maharashtra and Local Authorities from time to time.

**U.G. Programme:**

1. Practical classes of Odd Semesters of Second year and onwards of Engineering / Architecture / Pharmacy / Management / Hotel Management / Education / Physical Education / Law and other similar programs shall begin from 11<sup>th</sup> January 2021 in offline mode.
2. Practical classes of Odd Semesters of Second year and onwards for Science courses shall begin from 11<sup>th</sup> January 2021 in offline mode.
3. Practical of Odd Semesters of Second year and onwards of Arts / Fine Arts / Commerce / Social Sciences / Library Science / Communication & Journalism and other similar programs (if applicable) shall begin from 11<sup>th</sup> January 2021 in offline mode.  
The practical of T Y. B. A. and T Y B. Com. (Annual Pattern), if applicable shall also begin from 11<sup>th</sup> January 2021 in offline mode.
4. Theory and Practical classes of even semesters of all programs shall be conducted immediately after completion of odd semester examination shall be conducted in offline mode in accordance with the guidelines issued by University Grants Commission, Government of Maharashtra and Local Authorities from time to time.

**First year of P.G. / U.G. of Non-Professional Programs:**

1. Commencement of theory and practical classes of all P.G. programs of the First year (whose admissions were not made under the Common Entrance Test (CET) Examination conducted by Government of Maharashtra or Competent Authority) shall begin from 11<sup>th</sup> January 2021 in offline mode.
2. Commencement of practical of all U.G. programs of First year (whose admissions were not made under the Common Entrance Test (CET) Examination conducted by Government of Maharashtra or Competent Authority) shall begin from 11<sup>th</sup> January 2021 in offline mode.

**First year of P.G. / U.G. of Professional Programs:**

Commencement of theory and practical classes of first year of Professional programs (whose admissions are being made under the Common Entrance Test (CET) Examination conducted by the Competent Authorities) shall begin in offline mode as per the dates declared by the competent authorities.

**M. Phil. / Ph.D. Programs:**

The research work of M. Phil. / Ph.D. program shall begin from 11<sup>th</sup> January 2021 in offline mode.

**General Instructions:**

1. The Principals / Directors and Heads of the University Departments should follow the guidelines issued by the University Grants Commission vide its letter No. F.2-30/14 (General Circular/WRO) dated 6<sup>th</sup> November 2020 for Re-opening the Universities and Colleges Post Lockdown due to COVID-19 pandemic, Govt. Circular No. Sankirna2020/Pra.Kra.140/SD-6 dated 10<sup>th</sup> November 2020 and guidelines issued by Local Authorities from time to time. Attached herewith copies for ready reference.
2. The schedule of Commencement and Conclusion of Academic Year 2020-21 as per Circular No. 284/2020 and 285/2020 dated 15/10/2020 shall remain unchanged. Attached herewith copies for ready reference.

  
Deputy Registrar  
(P.G. Admissions)

Ganeshkhind, Pune  
Ref. No. PGS/13  
Date: 04/01/2021

Copy to: for information & necessary action

The Members of the Management Council, SPPU, Pune.

The Deans of Faculties, SPPU, Pune.

The Registrar, Savitribai Phule Pune University, Pune.

The Director, Examinations & Evaluation, SPPU, Pune.

The Heads of all University Departments, Savitribai Phule Pune University, Pune.

The Principals of all Affiliated Colleges, Savitribai Phule Pune University, Pune.

The Directors of all Recognized Institutes, Savitribai Phule Pune University, Pune.

The Heads of all the Administrative Sections of the University Office.

Office of the Hon. Vice-Chancellor, Savitribai Phule Pune University, Pune.

Office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University, Pune.



डॉ. आर. मनोज कुमार  
संयुक्त सचिव  
Dr. R. Manoj Kumar  
Joint Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)  
पश्चिम क्षेत्रीय कार्यालय, गणेशखिंड, पुणे- ४११००७  
Western Regional Office, Ganeshkhind, Pune - 411007  
Ph: 020 - 25696896, 25696897  
Email: wrougc@gmail.com

By Email

No.F.2-30/14(General Circular/WRO)

November 6, 2020

To,

The Vice Chancellors/Directors of  
(All the Universities/HEIs in the States of  
Maharashtra, Gujarat, and Goa) and

The Principals of  
(All the Colleges of Maharashtra, Gujarat, Goa and  
UTs of Daman & Diu and Dadra & Nagar Haveli)

Subject : UGC Guidelines for Re-opening the Universities and Colleges Post  
Lockdown due to COVID-19 Pandemic - reg.

Dear Madam/Sir,

Please find enclosed herewith a copy of letter D.O.No.14-8/2020(CPP-II) dated 5<sup>th</sup> November, 2020 from the Secretary, UGC regarding UGC Guidelines for Re-opening the Universities and Colleges post Lockdown due to COVID-19 Pandemic. The attached letter is self-explanatory. You are requested to comply with the instructions contained in the letter and take necessary action in this regard.

A copy of UGC Guidelines for Re-opening the Universities and Colleges post Lockdown due to COVID-19 Pandemic is also attached herewith.

With regards,

Yours sincerely,

(Dr. R. Manoj Kumar)  
Joint Secretary

Encl:-

1. Letter of Secretary, UGC, dated 05/11/2020
2. UGC Guidelines



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)

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**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 to 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

**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 29<sup>th</sup> April, 2020 and then, on 6<sup>th</sup> 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=iuKhtSchp24&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.*

राज्यातील शाळा सुरक्षितपणे सुरु  
करण्यासाठी मार्गदर्शक सूचना  
निर्गमित करण्याबाबत.

महाराष्ट्र शासन  
शालेय शिक्षण व क्रीडा विभाग  
शासन परिपत्रक क्रमांक संकीर्ण २०२०/प्र.क्र.१४०/एसडी-६  
मादम कामा मार्ग, हुतात्मा राजगुरु चौक,  
मंत्रालय, मुंबई-४०० ०३२.  
दिनांक :- १० नोव्हेंबर, २०२०

- बाचा :-** १) शासन परिपत्रक क्र.संकीर्ण २०२०/प्र.क्र.८६/एसडी-६; दिनांक १५ जून, २०२०.  
२) शासन परिपत्रक क्र.संकीर्ण २०२०/प्र.क्र.८६/एसडी-६; दिनांक २४ जून, २०२०.  
३) शासन परिपत्रक क्र.संकीर्ण २०२०/प्र.क्र.८६/एसडी-६; दिनांक २२ जूलै, २०२०.  
४) शासन परिपत्रक क्र.संकीर्ण २०२०/प्र.क्र.८६/एसडी-६; दिनांक १७ ऑगस्ट, २०२०.  
५) शासन परिपत्रक क्र.संकीर्ण २०२०/प्र.क्र.८६/एसडी-६; दिनांक २९ ऑक्टोबर, २०२०.  
६) केंद्र शासनाच्या दि.०८.०९.२०२० रोजीच्या मार्गदर्शक सूचना.

**पार्श्वभूमी :-**

या विभागाच्या संदर्भ क्र. ०१ येथील शासन परिपत्रकानुसार राज्यात कोव्हीड- १९ च्या प्रादुर्भावामुळे उद्भवलेल्या परिस्थितीत राज्यातील शाळा प्रत्यक्षात सुरु करणे शक्य नसल्याने दि.१५ जून, २०२० पासून शैक्षणिक वर्ष सुरु करून स्थानिक परिस्थितीनुसार प्रत्यक्ष शाळा टप्प्या-टप्प्याने सुरु करण्याबाबत निर्णय घेण्याचे अधिकार संबंधित जिल्हाधिकारी, महानगरपालिका आयुक्त यांच्या सहाय्याने संबंधित शाळा व्यवस्थापन समिती यांना प्रदान करण्यात आले आहेत. त्याचबरोबर शाळांमध्ये शिक्षकांच्या उपस्थितीबाबत दिनांक २४ जून, २०२० रोजीच्या परिपत्रकान्वये मार्गदर्शक सूचना निर्गमित करण्यात आल्या आहेत. कोरोनाच्या प्रादुर्भावामुळे विद्यार्थ्यांचे शिक्षण थांबू नये यासाठी वरील संदर्भ क्रमांक ०३ येथील परिपत्रकान्वये पूर्व प्राथमिक ते इयत्ता १२ वी पर्यंतच्या विद्यार्थ्यांसाठी ऑनलाईन शिक्षणाचा कालावधी व शिक्षणाच्या स्वरूपाबाबत मार्गदर्शक सूचना निर्गमित करण्यात आल्या होत्या.

राज्यात Mission Begin Again अंतर्गत राज्यातील सर्व आस्थापना टप्प्या - टप्प्याने सुरु करण्यासाठी मार्गदर्शक सूचना (SOP) निर्गमित करण्यात येत आहेत. त्याच धर्तीवर शैक्षणिक वर्ष दि.१५ जून, २०२० पासून सुरु झाले असले तरी प्रत्यक्ष प्रथम: इयत्ता ९ वी ते इयत्ता १२ वी साठी शाळा सुरु करण्याबाबतचा प्रस्ताव शासनाच्या विचाराधीन होता.

**परिपत्रक:-**

१. राज्यातील इयत्ता ९ वी ते इयत्ता १२ वी चे वर्ग दिनांक २३ नोव्हेंबर, २०२० पासून सुरु करण्यास मान्यता देण्यात येत आहे. तसेच इयत्ता ९ वी ते १२ वी चे वसतिगृह व आश्रमशाळा विशेषतः आंतरराष्ट्रीय विद्यार्थ्यांचे वसतिगृह सुरु करण्यास मान्यता देण्यात येत आहे. शाळा सुरु करण्यापूर्वी व शाळा सुरु झाल्यानंतर आरोग्य, स्वच्छता व इतर सुरक्षाविषयक उपाययोजनांबाबतच्या मार्गदर्शक सूचना सोबत जोडलेल्या परिशिष्ट-अ व परिशिष्ट-ब मध्ये देण्यात आल्या आहेत.

२. कोविड-१९ बाबत केंद्र व राज्य शासनाच्या सूचनांचे पालन करण्यात यावे. विद्यार्थ्यांच्या उपस्थितीबाबत पालकांकडून आवश्यक ती लेखी संमती घेण्यात यावी.

३. या विभागाच्या संदर्भाधीन दिनांक १५ जुन, २०२० व दिनांक २९ ऑक्टोबर, २०२० रोजीच्या परिपत्रकातील सूचनांचे पालन करण्यात यावे.

४. सदर शासन परिपत्रक महाराष्ट्र शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या संकेत स्थळावर उपलब्ध करण्यात आले असून त्याचा संगणक संकेतांक २०२०१११०१६४२४८३६२१ असा आहे. सदर परिपत्रक डिजिटल स्वाक्षरीने साक्षांकित करुन निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

**RAJENDRA  
SHANKARRAO PAWAR**

Digitally signed by RAJENDRA SHANKARRAO PAWAR  
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SPORTS DEPARTMENT, postalCode=400032, st=Maharashtra,  
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(राजेंद्र पवार)

उप सचिव, महाराष्ट्र शासन

प्रति,

- १) मा. राज्यपालांचे सचिव, राजभवन, मुंबई.
- २) मा. मुख्यमंत्री, महाराष्ट्र राज्य यांचे प्रधान सचिव.
- ३) मा. उप मुख्यमंत्री, महाराष्ट्र राज्य यांचे सचिव.
- ४) मा. अध्यक्ष व मा. उपाध्यक्ष, विधान परिषद, विधान भवन, मुंबई.
- ५) मा. सभापती व मा. उपसभापती, विधान सभा, विधान भवन, मुंबई.
- ६) मा. मंत्री, ( शालेय शिक्षण ) यांचे खाजगी सचिव.
- ७) मा. राज्यमंत्री, ( शालेय शिक्षण ) यांचे खाजगी सचिव.
- ८) आयुक्त (शिक्षण), महाराष्ट्र राज्य, पुणे.
- ९) राज्य प्रकल्प संचालक, महाराष्ट्र प्राथमिक शिक्षण परिषद, मुंबई.



- १०) संचालक, राज्य शैक्षणिक संशोधन व प्रशिक्षण परिषद, महाराष्ट्र, पुणे.
- ११) शिक्षण संचालक (माध्यमिक व उच्च माध्यमिक), शिक्षण संचालनालय, महाराष्ट्र राज्य, पुणे.
- १२) शिक्षण संचालक (प्राथमिक), शिक्षण संचालनालय, महाराष्ट्र राज्य, पुणे.
- १३) प्रभारी संचालक, बालभारती,
- १४) सर्व विभागीय शिक्षण उपसंचालक.
- १५) मुख्य कार्यकारी अधिकारी, जिल्हा परिषद, सर्व
- १६) शिक्षणाधिकारी प्राथमिक/माध्यमिक (सर्व)
- १७) प्राचार्य, जिल्हा शिक्षण व प्रशिक्षण संस्था (सर्व).
- १८) प्रशासन अधिकारी, महानगरपालिका (सर्व)
- १९) निवडनस्ती(कार्या.एसडी-६)

शासन परिपत्रक क्रमांक संकीर्ण २०२०/प्र.क्र.१४०/एसडी-६; दि. १० नोव्हेंबर, २०२० सोबतचे

### परिशिष्ट-अ

## शाळा सुरु करण्यापूर्वी आरोग्य, स्वच्छता व इतर सुरक्षाविषयक उपाययोजनांबाबतच्या मार्गदर्शक सूचना

### १) शाळेत स्वच्छता व निर्जंतुकीकरण विषयक सुविधा सुनिश्चित करणे:-

- शाळेत हात धुण्यासाठी सुविधा उपलब्ध करून देणे.
- Thermometer, Thermal Scanner/Gun, Pulse Oxymeter, जंतूनाशक, साबण, पाणी इत्यादी आवश्यक वस्तुंची उपलब्धता तसेच शाळेची स्वच्छता व निर्जंतुकीकरण स्थानिक प्रशासनाने (ग्रामीण व शहरी) सुनिश्चित करावी. वापरण्यात येणारे thermometer हे calibrated contactless infrared digital thermometer असावे.
- शाळा वाहतुक सुविधांचे निर्जंतुकीकरण सुनिश्चित करावे.
- एखाद्या शाळेत क्वारंटाईन सेंटर असल्यास स्थानिक प्रशासनाने ते इतर ठिकाणी स्थानापन्न करावे. स्थानिक प्रशासनाने अशा शाळेचे हस्तांतरण शाळा व्यवस्थापनाकडे करण्यापूर्वी त्याचे पूर्णतः निर्जंतुकीकरण करावे.
- क्वारंटाईन सेंटर इतर ठिकाणी नेणे शक्य नसल्यास शाळा खुल्या परिसरात किंवा इतर ठिकाणी भरवावी.

### २) शिक्षकांची कोविड-१९ बाबतची चाचणी:-

- शाळेतील सर्व शिक्षक व शिक्षकेत्तर कर्मचाऱ्यांनी दि. १७ ते २२ नोव्हेंबर, २०२० या दरम्यान कोविड-१९ साठीची RTPCR चाचणी करणे बंधनकारक असेल. शिक्षक व शिक्षकेत्तर कर्मचाऱ्यांनी सदर चाचणीचे प्रयोगशाळेने दिलेले प्रमाणपत्र शाळा व्यवस्थापनास सादर करावे. सदर प्रमाणपत्राची शाळा व्यवस्थापनाने पडताळणी करावी.
- ज्या शिक्षक व शिक्षकेत्तर कर्मचाऱ्यांचे चाचणी अहवाल positive असतील त्यांनी डॉक्टरांनी प्रमाणित केल्यानंतरच शाळेत उपस्थित राहवे.
- ज्या शिक्षक व शिक्षकेत्तर कर्मचाऱ्यांचे चाचणी अहवाल negative आहेत त्यांनी शाळेत उपस्थित राहताना कोविड-१९ संदर्भातील सर्व मार्गदर्शक सूचनांचे पालन करणे आवश्यक राहिल. तसेच कोविड-१९ बाबतची लक्षणे आढळल्यास त्यांनी त्वरीत चाचणी करावी.

### ३) कार्यगट गठीत करणे:- सर्व भागधारकांचे त्यांच्या विशिष्ट जबाबदाऱ्यांसाठी विविध कार्यगट गठित करावे जसे आपत्कालीन गट, स्वच्छता पर्यवेक्षण गट, इत्यादी. शिक्षक, विद्यार्थी व इतर भागधारक या गटांचे सभासद म्हणून सहकार्याने काम करतील.

### ४) बैठक व्यवस्था :-

- वर्गखोली तसेच स्टाफ रुम मधील बैठक व्यवस्था शारीरिक अंतर (Physical Distancing) च्या नियमानुसार असावी.
- वर्गामध्ये एका बाकावर एक विद्यार्थी याप्रमाणे नावानिशी बैठक व्यवस्था असावी.

५) शारीरिक अंतर (Physical distancing) च्या नियमांच्या अंमलबजावणीकरिता विविध चिन्हे व खुणा प्रदर्शित करणे :-

- शाळेत दर्शनी भागावर Physical distancing, मास्कचा वापर इत्यादी संदर्भात मार्गदर्शक सूचना असणारे posters/stickers प्रदर्शित करावे.
- थूंकण्यावरील बंदीची काटेकोरपणे अंमलबजावणी करावी.
- शाळेच्या अंतर्गत व बाह्य परिसरामध्ये रांगेत उभे राहण्याकरिता किमान सहा फूट इतके शारीरिक अंतर (Physical distance) राखले जाईल याकरिता विशिष्ट चिन्हे जसे चौकोन, वर्तुळ इत्यादींचा वापर गर्दी होणारी ठिकाणे जसे पाणी पिण्याच्या सुविधा, हात धुण्याच्या सुविधा, स्वच्छतागृहे इत्यादी ठिकाणी करण्यात यावा.
- शारीरिक अंतर (Physical distance) राखण्यासाठी येण्या व जाण्याचे वेगवेगळे मार्ग निश्चित करणाऱ्या बाणांच्या खुणा दर्शविण्यात याव्यात.

६) शाळेतील कार्यक्रम आयोजनावरील निर्बंध :- परिपाठ, स्नेह संमेलन, क्रीडा व इतर तत्सम कार्यक्रम ज्यामुळे अधिक गर्दी होऊ शकते अशा कार्यक्रमांच्या आयोजनावर कडक निर्बंध असेल. शिक्षक-पालक बैठका ऑनलाईन घ्याव्यात.

७) पालकांची संमती:-

- विद्यार्थ्यांनी शाळेत उपस्थित राहण्यापूर्वी त्यांच्या पालकांची लेखी संमती आवश्यक असेल. शाळा व्यवस्थापन समितीने पालकांशी वरील विषयी चर्चा करावी.
- आजारी असलेल्या मुलांना पालकांनी शाळेत पाठवू नये.
- विद्यार्थ्यांना त्यांच्या पालकांच्या संमतीने घरी राहुन देखील अभ्यास करता येईल. अशा विद्यार्थ्यांच्या शैक्षणिक प्रगतीच्या मुल्यांकनाकरिता विशिष्ट योजना राज्य शैक्षणिक संशोधन व प्रशिक्षण परिषद, महाराष्ट्र यांनी तयार करण्यात यावी.

८) विद्यार्थी, पालक, शिक्षक व समाजातील सदस्य यांना कोविड-१९ च्या संदर्भातील आव्हाने व त्याबाबतची त्यांची भूमिका याबाबत जागरूक करणे:-

- शाळा सुरु करण्यापूर्वीच विद्यार्थी, पालक, शिक्षक व समाजातील सदस्य यांच्यात जागरूकता निर्माण करण्याकरिता शाळा व्यवस्थापन समितीने पत्रके, पत्रे व सार्वजनिक घोषणांच्या माध्यमांचा वापर करून पुढील मुद्द्यांबाबत कार्यवाही करावी:-
  - i. वैयक्तिक स्वच्छता व नेहमी वापरण्यात येणारे पृष्ठभागांचे निर्जंतुकीकरण इत्यादीबाबत काय करावे किंवा काय करू नये याबाबतच्या सुचना.
  - ii. शारीरिक अंतर पालनाचे (Physical distancing) चे महत्त्व.
  - iii. कोविड-१९ च्या प्रतिबंधासाठी आवश्यक स्वच्छताविषयक सवयी.
  - iv. कोविड-१९ बाबतच्या गैरसमजूती.
  - v. कोविड-१९ ची लक्षणे आढळल्यास शाळेत जाणे टाळणे.
- केंद्रीय आरोग्य व कुटुंब कल्याण मंत्रालय यांच्या सुचनांनुसार, सर्वच कर्मचारी जे (कोविड-१९च्या अनुषंगाने) अधिक उच्च धोक्याच्या पातळीमध्ये आहेत, जसे वयोवृद्ध कर्मचारी, दिव्यांग कर्मचारी, गरोदर महिला कर्मचारी व जे कर्मचारी औषध-उपचार

घेत आहेत, त्यांनी अधिक काळजी घ्यावी. त्यांनी शक्यतो विद्यार्थ्यांच्या प्रत्यक्ष संपर्कात येऊ नये.

९) शाळेतील उपस्थिती व वैद्यकीय रजा याबाबतच्या धोरणांमध्ये सुधारणा करणे:-

- विद्यार्थ्यांची शाळेतील उपस्थिती बंधनकारक नसून पूर्णतः पालकांच्या संमती वर अवलंबून असेल.
- पूर्ण उपस्थितीबाबतची पारितोषिके बंद करण्यात यावी.
- शाळेतील कर्मचाऱ्यांना त्यांना नेमून दिलेल्या कामाव्यतिरिक्त आणिबाणीच्या प्रसंगी इतर कर्मचाऱ्यांची कामे करण्यासाठी प्रशिक्षित करावे.

१०) माहितीचे एकत्रिकरण :-

- विद्यार्थी, पालक व शिक्षकांकडून पुढील माहिती रचयंघोषित करून घ्यावी:-  
त्यांची आरोग्याची स्थिती, आरोग्य सेतू ॲप वरील तपासणी अहवाल, तसेच अलीकडील आंतरराष्ट्रीय व आंतरराज्य प्रवासाची माहिती.
- स्थानिक प्रशासनाकडून राज्य व जिल्हा helpline तसेच जवळील कोविड सेंटर बदलची माहिती.

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शासन परिपत्रक क्रमांक संकीर्ण २०२०/प्र.क्र.१४०/एसडी-६; दि. १० नोव्हेंबर, २०२० सोबतचे

**परिशिष्ट-ब**

**शाळा सुरु झाल्यानंतर आरोग्य, स्वच्छता व इतर सुरक्षाविषयक उपायोजनाबाबतच्या मार्गदर्शक सूचना:-**

**१) शाळेत व शाळेच्या परिसरात स्वच्छता व आरोग्यदायी परीस्थिती सतत राखणे:-**

- शाळेचा परीसर दररोज नियमितपणे स्वच्छ केला जावा.
- शाळेतील वर्गखोल्या व वर्गखोल्यांच्या बाहेरील नेहमी स्पर्श होणारा पृष्ठभाग जसे लॅचेस, अध्ययन-अध्यापन साहित्य, डेस्क, टॅबलेट्स, खुर्च्या इ.वारंवार स्वच्छता व निर्जंतुकीकरण करण्यात यावे.
- शाळेतील व शाळेच्या परिसरातील सर्व कचरा नियमितपणे विल्हेवाट लावण्यात यावी.
- हात धुण्याच्या सर्व ठिकाणी साबण, हॅन्डवॉश व स्वच्छ पाण्याची व्यवस्था करण्यात यावी. शक्य झाल्यास अल्कोहोल मिश्रित हॅन्ड सॅनिटायझर सर्व महत्त्वाच्या ठिकाणी ठेवण्यात यावा.
- शाळेतील स्वच्छतागृहाचे वारंवार निर्जंतुकीकरण करण्यात यावे.
- सुरक्षित व स्वच्छ पिण्याचे पाणी विद्यार्थ्यांना उपलब्ध होईल याची दक्षता घेण्यात यावी. विद्यार्थ्यांनी सोबत वॉटर बॉटल आणण्यासाठी त्यांना प्रोत्साहित करावे.
- शाळा सुरु होण्यापूर्वी व शाळा सुटल्यानंतर शाळा व वर्ग खोल्यांचे नियमितपणे निर्जंतुकीकरण करण्यात यावे.
- वरील सर्व स्वच्छतेमध्ये विद्यार्थ्यांना सहभागी करून घेऊ नये.

**२) शाळेत विद्यार्थ्यांना सुरक्षित ठेवणे :-**

- सर्व विद्यार्थी, शिक्षक व कर्मचारी वर्ग यांनी शाळेत येताना व शाळेत असेपर्यंत तसेच, शाळेत कोणतीही कृती करताना मास्कचा वापर करावा. तसेच, विद्यार्थी मास्कची अदलाबदल करणार नाहीत याची दक्षता घ्यावी.
- विद्यार्थी, शिक्षक व कर्मचारी वर्गाची दररोज साधी आरोग्य चाचणी जसे Thermal Screening घेण्यात यावी.
- विद्यार्थी, शिक्षक व शाळेतील कर्मचाऱ्यांव्यतिरिक्त इतर कोणत्याही व्यक्तिला शाळेचा आवारात व शाळेच्या प्रवेशद्वारावर प्रवेश देऊ नये.
- काही विद्यार्थी सूचनांचे पालन करत नसल्यास ते त्यांच्या पालकांच्या निदर्शनांस आणावे.

**३) विद्यार्थ्यांच्या सुरक्षित प्रवासाची सोय करणे :-**

- कोविड-१९ संसर्ग टाळण्यासाठी पालकांनी शक्यतो विद्यार्थ्यांना स्वतः त्यांच्या वैयक्तिक वाहनाने शाळेत सोडावे.

- शाळा वाहतुकीच्या वाहनाचे दिवसातून किमान दोनवेळा ( विद्यार्थी वाहनात येतांना व वाहनातून उतरल्यानंतर ) निर्जंतुकीकरण करण्यात यावे.
- वाहनचालक व वाहक यांनी स्वतः तसेच विद्यार्थी शारीरिक अंतराचे पालन करतील, याची दक्षता घ्यावी. किमान ६ फुट अंतर राखण्यात यावे.
- बस / कार यांच्या खिडक्यांना पडदे नसावेत. सामान्यतः खिडक्या उघड्या ठेवण्यात याव्यात.
- वातानुकूलित बसेस मध्ये २४ ते ३० डिग्री सेल्सिअस तापमान राखावे.
- शक्य असल्यास वाहनात हॅन्ड सॅनिटायझर ठेवण्यात यावे.

४) शिक्षक व शिक्षकेत्तर कर्मचारी व विद्यार्थी यांचा सुरक्षित प्रवेश व गमन (Entry and Exit) :-

- विद्यार्थ्यांनी शाळेने निश्चित केल्याप्रमाणे शाळेत उपस्थित रहावे. शाळेत वावरताना त्यांनी किमान ६ फुट अंतराचे पालन करावे.
- विद्यार्थी व कर्मचारी वर्गांचे आगमन व गमन (Entry and Exit) यांचे वेळापत्रक अशा प्रकारे निश्चित करावे, ज्यामुळे शाळेत होणारी गर्दी टाळली जाईल.
- विविध इयत्तांचे वर्ग सुरु होण्याच्या व संपण्याच्या वेळामध्ये किमान १० मिनिटांचे अंतर असावे.
- शाळेच्या परिसरात चार पेक्षा जास्त विद्यार्थी एकत्र जमणार नाहीत, ही मुख्यध्यापकांची जबाबदारी असेल.
- शाळेस एकापेक्षा अधिक प्रवेशद्वार असल्यास शाळेत येताना व जाताना सर्व प्रवेशद्वारांचा वापर करावा.
- शाळेच्या बाहेरील वाहनांची गर्दी टाळण्यासाठी वाहतुक पोलिस किंवा समाजातील स्वयंसेवकाची मदत घ्यावी.
- शाळेच्या प्रमुखांनी आजारी असल्याच्या कारणामुळे कर्मचाऱ्यास रजेवर राहण्याची परवानगी देण्यात यावी.
- कुटुंबातील एखादा सदस्य किंवा घराजवळील एखादी व्यक्ती ताप / खोकला यांनी आजारी असल्यास आपल्या मुलांना शाळेत न पाठविण्याबाबत पालकांना अवगत करावे.

५) वर्गखोल्या व इतर ठिकाणी सुरक्षिततेच्या मानकांची खात्री करावी :-

- शाळेत प्रात्यक्षिक कार्ये (Practicals) घेताना विद्यार्थ्यांचे लहान लहान गट करून घेण्यात यावेत म्हणजे शारीरिक अंतराचे (Physical Distancing) पालन करणे सुलभ होईल.
- विद्यार्थ्यांनी कोणतेही साहित्य जसे पुस्तके, वही, पेन, पेन्सिल, वॉटर बॉटल, इत्यादींची अदलाबदल करू नये.
- ज्या विद्यार्थ्यांनी ऑनलाईन शिक्षणाचा पर्याय स्वीकारला असेल त्यांच्यासाठी ऑनलाईन गृहपाठाची व्यवस्था करावी.

- शक्य असल्यास वर्ग खुल्या परिसरात घ्यावेत. शक्य नसल्यास वर्गखोल्यांची दारे व खिडक्या उघड्या ठेवण्यात याव्यात. कोणत्याही परिस्थितीत बंद खोल्यांमध्ये वर्ग भरवण्यात येऊ नये.
- उदवाहन (lift) व व्हरांड्यांतील उपस्थित व्यक्तीच्या संख्येवर निर्बंध आणावेत.
- स्वच्छतागृहामध्ये अधिक गर्दी होऊ नये, याची दक्षता घ्यावी.
- विद्यार्थ्यांनी प्रत्येक कृती केल्यानंतर हात स्वच्छ धुवावेत.
- वातानुकूलित वर्ग खोल्यांचे तापमान २४ ते ३० डिग्री सेंटिग्रेड ठेवावे.

६) अभ्यासवर्गांची व्यवस्था:-

- शाळा व्यवस्थापन समितीने शाळेतील गर्दी टाळण्यासाठी एक दिवसआड विद्यार्थ्यांना शाळेत बोलवावे (५० टक्के विद्यार्थी एका दिवशी व उर्वरित ५० टक्के विद्यार्थी दुसऱ्या दिवशी). अशाप्रकारे एकाच दिवशी ५० टक्के विद्यार्थी ऑनलाईन वर्गात व उर्वरित ५० टक्के विद्यार्थी प्रत्यक्ष वर्गात उपस्थित राहून शिक्षण घेतील.
- इयत्ता निहाय ऑनलाईन व ऑफलाईन वर्गांचे वेळापत्रक, शिक्षकांची जबाबदारी निश्चिती याची जबाबदारी संबंधित शाळेच्या मुख्याध्यापकांची असेल. शक्यतो मुख्य विषय (Core Subjects) जसे गणित, विज्ञान व इंग्रजी शाळेत शिकवावेत व उर्वरित विषय शासनाने वेळोवेळी निर्गमित केलेल्या सूचनांप्रमाणे ऑनलाईन पद्धतीने शिकवावेत.
- प्रत्यक्ष वर्गांचा कालावधी ३ ते ४ तासांपेक्षा अधिक असू नये. प्रत्यक्ष वर्गाकरिता जेवणाची सुट्टी नसेल.

७) कोविड-१९ संशयित आढळल्यास करावयाची कार्यवाही :-

- शिक्षक, कर्मचारी वर्ग किंवा विद्यार्थी संशयित आढळल्यास त्यास एका खोलीत इतरांपासून वेगळे ठेवावे.
- तात्काळ रुग्णालय किंवा जिल्हा व राज्य संपर्क क्रमांकास (Helpline) कळवावे. त्यानंतर सर्व परिसराचे व त्या जागेचे निर्जंतुकीकरण करावे. राज्य व जिल्हा helpline क्रमांक तसेच जवळील कोविड सेंटर बदलची माहिती मुख्याध्यापक व प्रत्येक शिक्षकांच्या मोबाईलमध्ये असावी.

८) मानसिक व सामाजिक कल्याण :-

- चिंता आणि निराशा यासारख्या मानसिक आरोग्याच्या समस्या नोंदविणाऱ्या किंवा सांगणाऱ्या विद्यार्थी आणि शिक्षकांसाठी नियमित समुपदेशन केले जाईल, याची सुनिश्चिती करावी.
- शिक्षकांनी, शालेय समुपदेशकांनी आणि शालेय आरोग्य कर्मचाऱ्यांनी विद्यार्थ्यांचे व आपले मानसिक स्थिरता निश्चित करण्यासाठी एकत्रितपणे कार्य करावे.

उपरोक्त सूचनांव्यतिरिक्त स्थानिक परिस्थितीनुसार शाळांनी आवश्यक मार्गदर्शक सूचना निश्चित कराव्यात.

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# SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)



**Circular No. 323 / 2020**

## **Important Notification**

### **Regarding Commencement and Conclusion of I<sup>st</sup> & II<sup>nd</sup> terms for the Academic Year 2020-2021**

It is hereby informed that the provision of the circular 284 & 285 of 2020 dated 15 October 2020 regarding the dates of Commencement and Conclusion of the I<sup>st</sup> and II<sup>nd</sup> terms for the Academic Year 2020-2021 is applicable for all Under Graduate/ Post Graduate courses under all Faculties for whom the admissions were NOT made under the Common Entrance Examination (CET) conducted by the Government or SPPU. The same is applicable for all such Under Graduate / Post Graduate courses for which the teaching commenced in August or September 2020.

The date of Commencement and Conclusion of the academic session of the first year of all those courses whose admission was made/ will be made under Common Entrance Examination (CET) conducted by the Government or SPPU will be announced shortly.

  
Deputy Registrar  
(P.G. Admissions)

Ganeshkhind, Pune  
Ref. No. PGS/2275  
Date: 03/12/2020

Copy to: for information & necessary action  
The Members of the Management Council.  
The Deans of Faculties.  
The Registrar, Savitribai Phule Pune University, Pune.  
The Director, Examinations & Evaluation, Savitribai Phule Pune University, Pune.  
The Heads of all University Departments.  
The Principals of all Affiliated Colleges.  
The Directors of all Recognized Institutes.  
The Heads of all the Administrative Sections of the University Office.  
Asstt. Registrar, office of the Hon. Vice-Chancellor, Savitribai Phule Pune University  
Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University



**Savitribai Phule Pune University**  
( Formerly University of Pune)



**Circular No. 284 of 2020**

**Important Notification**

**Dates of Commencement and Conclusion of I<sup>st</sup> & II<sup>nd</sup> terms for the Academic Year 2020-2021  
For affiliated Colleges/recognised Institutes Only.**

It is hereby informed that, the dates of Commencement and conclusion of the I<sup>st</sup> and II<sup>nd</sup> term of for the Academic Year 2020-2021 University Courses, under various faculties shall be as under :

**Dates of Commencement and conclusion of First Year of academic session 2020-21 will be declared later.**

Sr. No.	Name of the Courses and Faculties	2020-2021			
		First Term		Second Term	
		Commencement	Conclusion	Commencement	Conclusion
1	<b>Science &amp; Technology</b>				
	Science	15/06/2020	05/12/2020	01/01/2021	15/05/2021
	Engineering : SE,TE,BE	15/06/2020	05/12/2020	01/01/2021	15/05/2021
	Engineering :ME - II Year. MCA- II & III Year	01/07/2020	24/12/2020	19/01/2021	31/05/2021
	B.Architecture II, III, IV & V Year.	15/06/2020	05/12/2020	01/01/2021	15/05/2021
	M. Architecture II Year.	01/07/2020	24/12/2020	19/01/2021	31/05/2021
	B. Pharmacy	15/06/2020	05/12/2020	01/01/2021	15/05/2021
M. Pharmacy	01/07/2020	24/12/2020	19/01/2021	31/05/2021	
2	<b>Commerce &amp; Management</b>				
	Commerce	15/06/2020	05/12/2020	01/01/2021	15/05/2021
	Management	01/07/2020	24/12/2020	19/01/2021	31/05/2021
3	<b>Humanities</b>				
	Arts & Fine Arts	15/06/2020	05/12/2020	01/01/2021	15/05/2021
	Mental Moral and Social Sciences				
Law : UG & PG ( II/III/IV/V Year.)	01/07/2020	24/12/2020	19/01/2021	31/05/2021	
4	<b>Inter-disciplinary Studies</b>				
	Education II Year. (B.Ed., M.Ed.)	01/07/2020	24/12/2020	19/01/2021	31/05/2021
	Physical Education II Year. (B.P.Ed., M.P.Ed.)	01/07/2020	24/12/2020	19/01/2021	31/05/2021

NOTE

1. In view of prevailing COVID-19 situation in the Country, Colleges / Institutes shall required to follow the guidelines / instructions issued by the Government of Maharashtra time to time.
2. In case, the Principal of the affiliated Colleges require to give additional holiday in exceptional circumstances, he may do by the compensating the same by keeping the College working on Sunday.
3. The Term & holidays for the Post-Graduate courses conducted in the Colleges/Institutes will be as per the University Department.

  
Deputy Registrar  
(P.G.Admission)

Ganeshkhind, Pune-07  
Ref. No. PGS/ 1817  
Date: 15/10/2020

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- The Members of the Management Council.
- The Deans of Faculties.
- The Registrar, Savitribai Phule Pune University, Pune.
- The Director, Examinations & Evaluation, Savitribai Phule Pune University, Pune.
- The Heads of all University Departments.
- The Principals of all Affiliated Colleges.
- The Directors of all Recognized Institutes.
- The Heads of all the Administrative Sections of the University Office.
- Asstt. Registrar, office of the Hon. Vice-Chancellor, Savitribai Phule Pune University
- Asstt. Registrar, office of the Hon. Pro-Vice-Chancellor, Savitribai Phule Pune University

**Savitribai Phule Pune University**  
( Formerly University of Pune)



**Circular No. 285 of 2020**

**Important Notification**

**Dates of Commencement and Conclusion of I<sup>st</sup> & II<sup>nd</sup> terms for the Academic Year 2020-2021  
U. G. / P. G. Courses for University Departments**

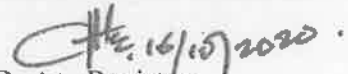
It is hereby informed that, the dates of Commencement and Conclusion of I<sup>st</sup> & II<sup>nd</sup> terms for the Academic Year 2020-2021 University Courses, under various faculties shall be as under :

**Dates of Commencement and conclusion of First Year of academic session 2020-21 will be declared later.**

Sr. No.	Name of the Courses and Faculties	2020 - 2021			
		First Term		Second Term	
		Commencement	Conclusion	Commencement	Conclusion
1	<b>Science &amp; Technology</b>	01/07/2020	05/12/2020	01/01/2021	15/05/2021
	Science				
Technology					
2	<b>Commerce &amp; Management</b>				
	Commerce				
3	<b>Humanities</b>				
	Arts & Fine Arts				
3	Mental Moral and Social Sciences				
	Law				
4	<b>Inter- disciplinary Studies</b>				
	Education				
	Physical Education				

**NOTE**

- In view of prevailing COVID-19 situation in the Country, Colleges / Institutes shall required to follow the guidelines / instructions issued by the Government of Maharashtra time to time.**
- In case, the Head of Departments require to give additional holiday in exceptional circumstances, he may do by the compensating the same by keeping Department working on Sunday.**

  
Deputy Registrar  
(P.G. Admission)

Ganeshkhind, Pune-07

Ref. No. PGS/ 1818

Date: 15/10/2020

Copy to: for Information and necessary action

The Members of the Management Council.

The Deans of Faculties.

The Registrar, Savitribai Phule Pune University, Pune.

The Director, Examinations & Evaluation, SPPU, Pune

The Heads of all University Departments.

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The Heads of all the Administrative Sections of the University Office.

Asstt. Registrar, office of the Hon. Vice-Chancellor SPPU, Pune

Asstt. Registrar, office of the Hon. Vice-Chancellor SPPU, Pune

