No. KTU/ASST(ACADEMIC)/6490/2018

Thiruvananthapuram

Dated: 19.08.2021

CIRCULAR

Sub:- APJAKTU - Academic - Resuming of Academic session - as approved by the Academic Council - regarding.

Ref :- Minutes of the 12th meeting of the Academic Council held on 17/08/2021, Part 4.

Vide reference cited above, the matter of **Resuming of academic session in affiliated institutions under the University** was placed in the Academic Council for approval. The Academic Council, after discussion, approved the proposal, with modifications, as detailed below, for implementation.

The classes for S4 UG and S2 PG started soon after the S3 UG and S1 PG end semester examinations. As per the academic calendar, the last working day is 30th September 2021. The regular class is extended till 8th October 2021. Since the conduct of laboratory sessions in the conventional offline mode is much essential in the Engineering curriculum for instilling the professional and technical competencies in the students, **contact classes will be arranged for around two weeks** from 22/09/2021 to 08/10/2021. **The class timings during these days** shall be from 9 AM to 4 PM, both FN/AN session, exclusively dedicated for conducting laboratory courses and its evaluation. **Attendance shall be mandatory for all sessions.**

The detailed schedule is as follows:

Programme	Current Status	Commencement of classes	Remarks
B.Arch (S9)	S8 examination till 11/08/2021.	01/09/2021.	
MCA (S5)	S4 examination till 12/08/2021.	01/09/2021.	
Int. MCA (S9/S7/S5)	S8/S6/S4 examination till 13/08/2021.	01/09/2021.	
Arch (S7)	S6 examination	06/09/2021	

B.Arch (S7)	till 01/09/2021.	06/09/2021.	
B.Tech (S7)	S6 examination till 08/09/2021.	27/09/2021.	S6 Practical and Evaluation to be conducted online from 09/09/21 to 23/09/21.
BHMCT (S7)	S6 examination till 09/09/2021.	13/09/2021.	
BHMCT, B.Des (S5)	regular class of S4 till 10/09/21.	11/10/2021.	End Sem Exam for S4 from 22/09/21 to 07/10/21.
B.Tech, B.Arch (S5)	regular class of S4 till 30/09/21.	08/11/2021.	Contact classes for S4 from 22/09/21 to 08/10/21 & End sem exam from 18/10/21 to 03/11/2021.
MCA,M.Tech, Int.MCA, M.Arch, M.Plan (S3)	regular class of S2 till 30/09/2021.	08/11/2021.	Contact classes for S2 from 22/09/21 to 08/10/21, and End sem exam from 18/10/21 to 03/11/21.
B.Arch, MBA, BHMCT, B.Tech, B.Des (S3)	regular class of S2 till 30/09/2021.	01/11/2021.	End semester examination for S2 from 11/10/2021 to 28/10/2021.

The regular classes for B.Arch S9, MCA S5, Int MCA S9/S7/S5 and B.Arch S7 shall commence from **1st September** after Onam holidays **in online mode.**

The end semester theory examinations for **S6 B.Tech** will be completed on 8th Sept 2021. It is proposed to have a 2 weeks schedule **from 9th to 23rd September for conducting laboratory classes and its evaluation in online mode**. The regular class for S7 B.Tech will commence in online mode from 27th Sept 2021.

It is also planned to arrange **contact classes for all programmes** in a phased manner for two to three weeks **from 15th October onwards for conducting of laboratory courses, project works, jury work and for discussion of numerical oriented courses.**

Faculty members shall plan their academic sessions (S4 B.Tech/B.Arch and S2 MCA,M.Tech, Int MCA, M.Arch, M.Plan) so as to complete the theory classes on or before 20th Sept 2021.The period from **22nd Sept to 8th Oct shall be utilized for conducting the contact classes (in offline mode)**

for completing the lab sessions. The evaluations (both internal and external) of these lab classes shall also be completed during this period. It is to be noted that the offline sessions for conducting lab classes shall be treated only as an extension of the ongoing online sessions. Students may be given all possible details pertaining to the conduct of each lab experiment well in advance, including the course materials, design, simulation, demonstration, etc. through the online mode itself. This will help speedy completion of the offline lab sessions within the stipulated period. Faculty members are requested to make sure that at least 60% of the total lab experiments are completed satisfactorily through these offline sessions.

The Institutions/Departments shall divide the total students into appropriate number of batches for conducting the lab sessions adhering to Covid protocols. All students reporting for the offline lab sessions **shall either produce certificate showing that they are fully vaccinated or a valid negative RTPCR certificate**. As far as possible, arrange the sessions in such a way that a student need remain **only for a maximum of 6 days in the campus** for completing the offline lab sessions.

A senior faculty in the stream shall be assigned as External examiner for lab examination. Students, who are unable to attend the lab evaluation due to Covid infections or due to primary contacts, shall be permitted to attend the evaluation at a later date immediately after their theory examination as per the convenience of the Institution. However, Institute shall give permission to such students only on the basis of relevant supporting documents, which shall be produced during the Academic auditing.
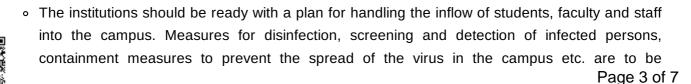
All the contact sessions (in offline mode) said above shall be conducted subject to the concurrence of the Government and regulatory agencies on account of the Covid pandemic.

GUIDELINES FOR RE-OPENING OF THE COLLEGES

Practical sessions, discussion classes and all examinations shall be conducted strictly adhering to Covid protocols including safe distancing, frequent hand sanitization and use of masks, gloves and face shields.

It is **mandatory that all students attending offline contact classes shall produce certificate showing fully vaccinated or a valid negative RTPCR certificate**. Live or digital sessions to improve the mental health of students are also to be planned. Sessions on meditation, mindfulness, yoga, and deep breathing etc, shall also be conducted.

1. **Institutional Planning**

    - The institutions should be ready with a plan for handling the inflow of students, faculty and staff into the campus. Measures for disinfection, screening and detection of infected persons, containment measures to prevent the spread of the virus in the campus etc. are to be

developed.

- Institutions shall verify and confirm that all students reporting to hostels/ classes have received at least the first dose of COVID- 19 vaccine.
- Adequate arrangements with thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- **Crowding must be avoided at all points.** For ensuring queue management, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- It should be mandatory for the teachers, officers, staff and students to wear ID cards.
- Persons with symptoms shall not be permitted to enter the campus and should be advised to contact the nearest hospital.
- Regular visits of a counselor may be arranged in campus and hostels.
- 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 nearby hospitals or approved premises or as advised by the local authorities.
- Visitors shall be permitted only under strict surveillance. Complete contact details of the visitors shall be maintained along with the names of persons whom they meet.
- Colleges may consider reducing the class size and group them in multiple sections to maintain physical distancing during the classes.
- The college should restrict study tours, field works etc. All programmes and extracurricular activities that cannot guarantee physical distancing shall be avoided.
- Proper signages, symbols, posters etc. shall be displayed at appropriate locations reminding to adhere to Covid SoPs and to maintain 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.
- Use of face covers/masks to be made mandatory.
- Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- 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.
- Self-monitoring of health by all and reporting any illness at the earliest.
- Adherence to Covid SoPs and protocols are to be reviewed every 5 days, by the Principal/Covid cell.

2. **Safety Measures During Working Hours**

- 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, common areas other etc.

- Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- 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.
- Wearing face cover/mask is a must at all times and at all places inside the campus.
- Adequate arrangements for safe drinking water should be made on the campus.
  - Hand washing stations with facilities of liquid soap shall be provided.
  - Regular and sufficient supply of face covers/masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers shall be ensured.
  - Proper sanitization of buses, other transport and official vehicles of the institution shall be done.
- Dustbins must be cleaned and covered properly. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals shall be ensured as per safety norms.
  - 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 24-30oC, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible ensuring adequate cross ventilation.

3. Hostels

Hostels may be opened only in situations of absolute necessity. Residential students from different locations **shall bring a negative RTPCR test report.** Sharing of rooms shall not be permitted in hostels. Symptomatic students should not be permitted to stay in hostels under any circumstances. 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.

- Thermal Screening of all hostlers shall be ensured.
- Suspected cases shall be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- Density in dining halls, common rooms, playing areas shall be limited, keeping in view the requirement of physical distancing.
- Hygienic conditions of kitchens, dining halls, bathrooms and toilets are to be monitored etc.
- Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options shall be available for students and staff.
- Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the

preparation and distribution of meals shall be ensured.

4. **Counseling & Guidance for Mental Health**

Colleges should take the following measures to ensure mental health, psychological balance and well-being of students:

- Set up helplines for seeking assistance/advices from experts in mental health, psychological concerns and well-being of students.
- Regular mentoring of students by advisory system and counselors.
- Form COVID-19 help groups of students headed by hostel wardens / senior faculty

5. **Role of Stakeholders**

a) **University**

- Issue guidelines for vaccinating the students.
- Take feedback once in every 15 days regarding the status of vaccination.
- Collect feedback regarding contact classes and related issues once in every 15 days.

b) **Head of the Institution**

- Principals shall ensure that Standard Operating Procedures(SOPs) are being scrupulously followed, in accordance with Government orders and guidelines.
- All students shall be frequently reminded for vaccination and progress of the vaccination drive shall be monitored.
- 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 shall be done with the help of faculty and staff.
- Tie-ups may be established with nearby hospitals, health centers, NGOs, health experts for emergency support.
- A Covid Task Group shall 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 organizations and Government officials etc.
- PTA meetings shall be convened to convey the messages of resuming regular academic sessions.

` **Students**

- Self discipline is highly essential for containing the spread of COVID- 19.
- All students should wear face covers/ masks and take all preventive measures. May consider installing 'AarogyaSetu App' in their mobiles.

- Students shall participate and promote activities that will increase immunity-boosting mechanisms like exercise, yoga, taking protein rich fruits ,healthy food and proper sleep.
  - Support peers who are under stress due to COVID-19 pandemic.
  - Follow all guidelines, advisories and instructions issued by Government authorities, University and colleges related with Covid protocols.

Dr. Sadiq A. *
Dean (Academic)

To

1. Principals of all affiliated colleges.
2. AD(IT), to publish in the website.
3. Controller of Examinations.
4. PS to VC/PVC, Dean(Acad)/IQAC Co-ordinator/ JR(Acad)/JD(Acad).
5. SF/FC.

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