

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC Accredited Grade 'A' Institute

Ref. No.: TIAS/Dir. Off./2021-22/16

Date: 02.09.2021

NOTICE

To : All students of MBA/BBA/BA(JMC)/BCA Programme (Both Shift)

Subject : Reopening of Institute w.e.f. 06.09.2021 for Academic Activities of students (MBA/BBA/ BA(JMC)/BCA) as per SOP (Annexure-B)

Reference to GGSIPU Order No. GGSIPU/Registrar/Misc./2021/142 dated 01.09.2021 w.r.t. Delhi Disaster Management Authority, Govt. of NCT of Delhi has issued and Order No. F.60/DDMA/COVI-19/2021/463 dated 30.08.2021 along with **Annexures 'A' & 'B' (attached)** regarding guidelines for opening of colleges and other educational institutions.

The students of MBA/BBA/BA(JMC)/BCA are being permitted to visit their institutes, in areas outside the Containment Zones only, on voluntary basis. This will be subject to written consent of their Parents/ Guardians and will be permitted w.e.f. 06.09.2021 for which SOP has been issued.

Students are required to download Parents' Consent Form from the TIAS website, fill the same, get it signed from their parents and then submit it to their respective Class Incharges on or before 03.09.2021.

On the basis of parents/ guardians consent, institute will issue class schedule to the students. No student will be allowed to enter in the premises of the Institute without prior submission of their respective consent form. Students are required to strictly follow the schedule as well as COVID-19 guidelines issued.


Director

Copy to

1. IQAC
2. All Deans, Academic Cell, Incharge – Library, Labs, T & P, Exam etc. to update.
3. All Class Incharge through HoDs of MBA/BBA/BA(JMC)/BCA – for circulation in class.
4. Head-IT for uploading on the website (TIAS)
5. Admin Officer
6. Guard file

Copy enclosed:

1. GGSIP University Order dated 01.09.2021 along with Annexures 'A' & 'B'
2. Parents' Consent Form



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI

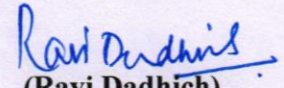
OFFICE OF THE REGISTRAR

No.GGSIPU/Registrar/Misc./2021/ 142

Dated: 01/09/21

ORDER

Delhi Disaster Management Authority, Govt. of NCT of Delhi has issued an Order dated 30.08.2021 alongwith Annexures 'A' & 'B' regarding guidelines for opening of colleges and other educational institutions. The same are circulated for immediate compliance by all the Head of Departments in the University alongwith directions of Directorate of Training & Technical Education dated 13.08.2021 which are regarding vaccination of teaching and non-teaching staff. These guidelines may be followed for strict compliance and school-wise action plan may be prepared accordingly.


(Ravi Dadhich)
Registrar

Copy to:

1. All Deans / Directors, GGSIPU
2. Chief Warden, GGSIPU
3. Proctor, GGSIPU
4. Controller of Finance, GGSIPU
5. Controller of Examinations, GGSIPU
6. Library (In-Charge), GGSIPU
7. Consultant, UWD
8. All Joint Registrars / Dy. Registrars / Assistant Registrar / Branch Heads, GGSIPU
9. Head, UITS – with the request to upload the same on the website of the University.
10. AR to VC, GGSIPU – for kind information of the Vice Chancellor
11. Guard File

**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

No. F.60/DDMA/COVI-19/2021/463

Dated: 30.08.2021

ORDER

Whereas, the Delhi Disaster Management Authority (DDMA) is satisfied that the NCT of Delhi is threatened with the spread of COVID-19 epidemic, which has already been declared as a pandemic by the World Health Organization and has considered it necessary to take effective measures to prevent its spread and issued various orders/instructions from time to time to all authorities concerned to take all required measures to appropriately deal with the situation in NCT of Delhi;


2. And whereas, Delhi Disaster Management Authority has issued Order No. 460 dated 08.08.2021 vide which the permitted / prohibited / restricted activities shall be as per levels of alert specified in the Graded Response Action Plan (GRAP) for effective management of COVID-19 in NCT of Delhi. Clause 14 of the said GRAP order also provides that DDMA may make necessary amendments / modifications in respect of aforesaid plan or any other activities as per the situation assessed from time to time to meet exigencies in the interest of management of COVID-19 situation;

3. And whereas, Delhi Disaster Management Authority has issued Order No. 462 dated 21.08.2021 with regard to prohibited/restricted activities with effect from 24.08.2021 to 31.08.2021 in the territory of NCT of Delhi;

4. And whereas, the status of COVID-19 in NCT of Delhi has again been reviewed and it has been observed that though the overall number of COVID-19 patients & positivity rate has declined considerably and the overall situation has improved, due caution and care has to be continued so that adequate standards of COVID Appropriate Behavior continues to be followed and any such activity, that can lead to surge in cases, is allowed only after rigorous and due diligence.

5. Now, therefore, in exercise of powers conferred under section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD, hereby directs that in the territory of NCT of Delhi (outside Containment Zones), the prohibited/restricted activities shall be as specified in the **Annexure-A** enclosed with this order, **w.e.f. intervening night of 31st August, 2021 and 1st September, 2021 (00:00 hrs) till intervening night of 15th September, 2021 and 16th September, 2021 (00:00 hrs) or till further orders, whichever is earlier.**

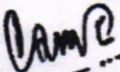
6. It is directed that all District Magistrates, District DCPs, Deputy Commissioners of Municipal Corporations / Officers of NDMC and Delhi Cantonment Board, Vice Chairman, DAMB & Secretaries of APMCs and all other authorities concerned shall be responsible for ensuring COVID Appropriate Behaviour viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer, maintaining health hygiene, no spitting etc. in all Shops, Malls, Markets, Market complexes, Weekly Markets, Restaurants & Bars, Mandis, ISBTs, Railway platforms / Stations, Public Parks & gardens, Entertainment Parks, Swimming Pools, Gymnasiums & Yoga Institutes, Spa & Wellness clinics, Cinemas / Theaters / Multiplexes, Auditoriums / Assembly Halls, Banquet Halls / Marriage Halls, Stadia / Sports Complexes, Slum areas, Schools, Colleges, Educational / Coaching Institutes, Libraries etc. as well as at all areas identified as hotspots for transmission of COVID-19 virus. It should be ensured that the people who visit these places strictly follow COVID Appropriate Behaviour and are wearing masks, maintaining social distancing etc. without fail. If the aforesaid norms of COVID Appropriate Behaviour are not maintained at any establishment/ business premises/weekly market/ schools, colleges, educational / coaching institutes, libraries etc, then such premises/ weekly market shall be liable to be closed for containing the spread of COVID-19 virus and the defaulter shall also be liable for criminal prosecution under the relevant laws.


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7. It is further directed that the Market Trade Associations (MTAs), Banquet Halls / Marriage Halls Associations, Gymnasiums & Yoga Institutes Associations, Weekly Market Associations, other Trade Associations and Resident Welfare Associations (RWAs) shall also be responsible for ensuring compliance of COVID Appropriate Behavior by all shops, malls, markets, market complexes, offices, weekly markets, restaurants & bars, public parks & gardens, Gymnasiums & Yoga Institutes, Spa & Wellness clinics, Banquet Halls / Marriage Halls and residents within their respective areas. All District Magistrates, District DCPs and other authorities concerned shall take strict action against the defaulting persons, as per the applicable laws and rules, including closure of such establishments / business premises / weekly markets/ public parks & gardens.

8. Additional Chief Secretary (H&FW), GNCTD, Commissioner, Delhi Police, Pr. Secretary (Revenue), Director (Education), Director (Higher Education), Director (TTE), all District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all other authorities concerned are directed to ensure strict compliance of this order and to take all requisite actions for effective implementation of the extant directions of MHA, Govt. of India issued vide Order dated 29.06.2021 [extended upto 31.08.2021 vide Order dated 28.07.2021 and further extended upto 30.09.2021 vide Order dated 28.08.2021 (copy enclosed)] to ensure compliance to the containment measures for COVID-19, as conveyed vide MoHFW, GoI DO No. Z.28015/85/2021-DM Cell dated 28.06.2021 as well as any further orders / directions issued by MHA, GoI. The authorities concerned shall adequately inform and sensitize the field functionaries about these instructions for strict compliance, in letter and spirit.

9. In case any person is found violating the aforesaid instructions, the defaulting person(s) shall be proceeded against as per the provisions of section 51 to 60 of the Disaster Management Act, 2005, Section 188 of IPC and other applicable laws.


(Vijay Dev)

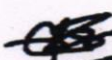
Chief Secretary, Delhi

Copy for compliance to:

1. All Addl. Chief Secretaries/Principal Secretaries/Secretaries/HODs of Govt. of NCT of Delhi.
2. Chairman, New Delhi Municipal Council.
3. Addl. Chief Secretary (Health), GNCTD.
4. Commissioner of Police, Delhi.
5. Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD.
6. Pr. Secretary (Education), GNCTD
7. Pr. Secretary-cum-Commissioner (Transport), GNCTD.
8. Commissioner (South DMC/East DMC/North DMC).
9. Secretary (I&P) for wide publicity in NCT of Delhi.
10. Secretary (Higher Education) / Secretary (TTE), GNCTD
11. Director (Education) / Director (Higher Education) / Director (TTE), GNCTD
12. Vice- Chairman, Delhi Agriculture Marketing Board, GNCTD.
13. CEO, Delhi Cantonment Board.
14. All District Magistrates of Delhi.
15. All District DCPs of Delhi.
16. Director, DGHS, GNCTD.

Copy for kind information to:-

1. Secretary to Hon'ble Lt. Governor, Delhi
2. Secretary to Hon'ble Chief Minister, GNCTD
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD


Addl. CEO

4. Secretary to Hon'ble Minister of Health, GNCTD
5. Secretary to Hon'ble Minister of Revenue, GNCTD
6. Secretary to Hon'ble Minister of General Administration, Development, GNCTD
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD
9. Staff Officer to Cabinet Secretary, GoI
10. Secretary (Department of School Education & Literacy), Ministry of Education, GoI
11. Secretary (Department of Higher Education), Ministry of Education, GoI
12. Special Secretary (UT), MHA, GoI
13. Addl. Chief Secretary (UD), GNCTD
14. Addl. Chief Secretary (Home)/ State Nodal Officer for COVID-19, GNCTD
15. All members of State Executive Committee, DDMA, GNCTD
16. System Analyst, O/o Divisional Commissioner, Delhi for uploading of the order on website –
ddma.delhigovt.nic.in
17. Guard file

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**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

Annexure-A

1. The following activities shall be prohibited throughout the NCT of Delhi:

- (i) All schools / institutes for students upto 8th class shall remain closed. However, Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries for the students from class 9th onwards, with maximum 50% of the seating capacity of classroom, are allowed to open in NCT of Delhi subject to strict compliance of SOP enclosed as **Annexure-B**. Online / distance learning shall continue to be permitted and should be encouraged.
- (ii) All social / political / sports / entertainment / cultural /religious / festival related gatherings and congregations.
- (iii) Banquet Halls (except for marriages as per condition prescribed below in point No. 2).


2. The following activities shall be permitted with restrictions as specified below. No permission is required from any authority for undertaking the following permitted activities:

- (i) Restaurants are allowed upto 50% of the seating capacity.
- (ii) Bars are allowed upto 50% of the seating capacity.

The owners of the Restaurants and Bars shall be responsible for strict adherence to the prescribed SOPs and all instructions / guidelines issued by Gol / GNCTD from time to time as well as compliance of COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus. In case, any violation is found, strict penal /criminal action shall be taken against the owner of the restaurant / bar.


- (iii) Cinemas/Theaters/Multiplexes are allowed upto 50% of the seating capacity.
- (iv) Auditoriums / Assembly Halls are allowed upto 50% of the seating capacity.
- (v) Business to Business (B2B) exhibitions will be allowed only for business visitors.
- (vi) Transportation by Delhi Metro shall be allowed with 100% seating capacity of coach. No standing passenger shall be allowed.
- (vii) Transportation by buses: Intra-State (within NCT of Delhi) movement of buses (DTC as well as Cluster) shall be permitted with 100% seating capacity. In the case of buses, boarding shall be allowed only from the rear door while de-boarding shall be allowed only from the front door. No standing passenger shall be allowed.
- (viii) Public transport such as Autos & e-rickshaws (upto 2 passengers) / Taxis, Cabs, Gramin Sewa & Phat phat Sewa (upto 2 passengers) / Maxi cab (upto 5 passengers) / RTV (upto 11 passengers) shall be allowed.
- (ix) Funeral / last rites related gatherings shall be permitted with a ceiling of 100 persons.
- (x) Marriage related gatherings shall be permitted with a ceiling of 100 persons.

The owners of the banquet halls, marriage halls, hotels etc. shall be responsible for ensuring strict compliance of COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus. In case, any violation is found, strict penal /criminal action shall be taken against the


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owner of the premises as well as against the individual and the premises shall be sealed forthwith.

- (xi) Religious places shall be permitted to open but no visitors will be allowed.
- (xii) Stadia / Sports complexes will be permitted to open without spectators, subject to strict compliance SOP dated 29.01.2021 issued by Govt. of India and other instructions/guidelines issued by Gol / GNCTD from time to time as well as strict adherence of COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus.
- (xiii) Spas will be permitted to open subject to following conditions / restrictions:
- a) There shall be strict compliance of the conditions specified in the Office Memorandum dated 18th November, 2020 of MoH&FW in respect of Spas. Six (6) feet distance shall be in general maintained between clients and employees. Insofar as the service providers i.e., therapists etc. are concerned, they shall maintain all standards of hygiene, masking etc., as set out below.
 - b) In addition, considering the nature of services provided in spas, all employees in such establishments shall undergo two dose of COVID-19 vaccination or fortnightly RTPCR test, especially the therapists who are likely to come in close contact with the clients.
 - c) All therapists and other employees, as also the visitors, shall be subjected to thermal temperature checks and if anyone shows any symptoms, they would not be permitted entry in the establishment.
 - d) All service providers shall wear face shields and masks while providing therapy. For treatments which are longer than 30 minutes, a PPE kit should also be worn in addition.
 - e) Clients should preferably wear masks to the extent possible, considering the nature of services which are availed of.
 - f) All visitors/clients shall sign a declaration form to the effect that they have not contracted COVID-19 and if they have, they have tested negative. The establishments are permitted to take a written consent form accepting the risks that may be involved for clients/visitors.
 - g) Tools including clothing, other apparel, towels etc., used for clients shall be sanitized after each and every treatment.
 - h) It shall be ensured that hygienic conditions are maintained in the spas and other safeguards in force for salons shall also be adhered to by the spas.
- The owners of the Spas shall be responsible for ensuring strict compliance of aforesaid conditions as well as COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus. In case, any violation is found, strict penal /criminal action shall be taken against the owner of the Spa as well as against the individual and the premises shall be closed forthwith.
- (xiv) All authorized weekly markets shall be allowed subject to the strict compliance of SOP (already circulated) and all instructions / guidelines issued by Gol / GNCTD from time to time to contain the spread of COVID-19. No unauthorized weekly market shall be allowed to function. If in case it is found by any field officer of DDMA that COVID Appropriate Behaviour or prescribed SOPs / Guidelines are not being followed in any Weekly Market then such Weekly Market shall be closed forthwith by District Magistrate / Zonal Deputy Commissioner of Municipal Body concerned without any loss of time so as to completely avoid and prevent any upsurge and likelihood of next wave in NCT of Delhi.


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RT-PCR / RAT test of vendors / customers of weekly markets shall be conducted on random basis by the District Magistrate concerned regularly. In case of positive test report, action should be taken as per the protocol prescribed by the Health Department, GNCTD with regard to quarantine, contact tracing, treatment etc.

3. **All other activities will be permitted, except those which are specifically prohibited / restricted. However, in Containment Zones, only essential activities shall be allowed.**
4. There shall be no restriction on inter-state and intra-state movement of persons and goods including those for Cross-land border trade under Treaties with neighboring countries. No separate permission / approval / e-pass will be required for such movements.
5. In the containment zones, all measures shall be taken strictly as prescribed by MoHFW, Gol as well as H&FW Department, GNCTD, in letter & spirit by all authorities concerned.
6. The permitted / restricted activities shall be allowed subject to strict compliance of SoPs issued by Gol and GNCTD from time to time.


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Standard Operating Procedure (SOP) for Re-opening of Schools, Colleges, Educational/ Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.


This SOP outlines various precautionary measures to be adopted while the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. are opened for students in addition to compliance of measures / guidelines issued by Government from time to time.

1. Readiness of Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.

- i. Head of School / Institute should hold a meeting with SMC/PTA members to finalize the readiness plan for opening of School, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. for students. SMC/PTA should encourage vaccination among the parents.
- ii. Head of School / Institute are also advised to convene SMC/PTA meeting as and when required to review the compliance of COVID protocols, attendance of students and other confidence building measures.
- iii. Head of School / Institute to ensure thorough sanitization of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. premises and ensure adequate availability of key supplies like thermal scanners, disinfectants, sanitizers, soaps, masks, etc.
- iv. Head of School / Institute to ensure that all the eligible teaching & non-teaching staff as well as support staff of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. are vaccinated and it should be done at the top priority.
- v. Head of School / Institute to ensure that checklist (**Annexure-2**) be prepared on daily basis.

2. Preparation and Guidelines for permitted activities.

- i. Head of School / Institute to plan a Time-Table as per the capacity/occupancy limit of the Classrooms/Labs following COVID appropriate behavior. The availability of sufficient wash basins/ washing area to provide proper arrangement of hand washing for the students should also be kept in mind while preparing the time table. Maximum 50% students per classroom may be called depending upon the capacity / occupancy limit for seating of the students to maintain proper social distance. As the situation varies from school to school / college to college and Institute to Institute, the schedule of the Schools, Colleges, Educational / Coaching Institutes/ Libraries etc. may be staggered to avoid crowding in the classrooms & at the main entrance/exit gate. The Lunch breaks may also be staggered to avoid crowding of students and held preferably in an open area particularly as the students will be removing their masks while having food.


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- ii. Head of School / Institute is also advised to use all the entry/exit gates of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. building to avoid crowding at the time of entry and exit of students. There should be a gap of at least 01 hour between exit of last group of Morning shift and entry of first group of Evening shift in double shifted schools /colleges. Similarly all other Educational / Coaching Institutes shall maintain a gap between batches / shifts. Help of volunteers may be taken to avoid crowding and maintaining of COVID Appropriate Behavior (CAB) at the entry/exit gates of the building / premises.
- iii. Students may be guided not to share lunch, books, copies and stationery items etc.
- iv. **Students, teachers and employees living in the containment zone will not be allowed to come to Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.**
- v. Heads of School /Institute are also advised to ensure the following:
 - Increased facility for cleaning and sanitization especially in common areas and high touch surfaces.
 - Proper and regular cleaning and sanitization of class rooms.
 - Sanitizing facility should be available at the entry gates.
 - Provision for adequate soap (solid, liquid), wash basin and running water in all washrooms.
 - Seating arrangement should be done in such a way that seat/chair are occupied in alternate manner.
 - Sufficient availability of thermal scanners, sanitizers, disinfectants and masks etc.
 - All vehicles (buses, vans etc.) used for transportation of students / staff should be sanitized regularly and Head of School / Institute shall ensure that all eligible transportation staff (driver, attendant etc.) are vaccinated and it should be done at the top priority.

3. Regarding Vaccination and Ration Distribution centers running in schools

The area or part of the school / Institute building being used for the Vaccination or Ration Distribution should be properly separated/ demarcated from the area/part of the school / Institute building that will be used for Academic Activities. In this regard, District Administration shall cordon off the area demarcated for the Vaccination or Ration Distribution Center, make separate Entry/Exit for this purpose and deploy sufficient number of Civil Defense Volunteers to avoid mingling of students with the persons coming to Vaccination or Ration Distribution Centers.

4. Counseling / Guidance Program

- i. On campus counseling/ guidance of students and teachers to be conducted to give emotional / trauma support for their readiness with new normal of stringent physical distancing, face mask guidelines and hygiene guidelines.

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- ii. Teachers are to ensure that they speak to each student and enquire about their well-being. They should provide counseling, emotional support to students & mentally prepare children for teaching learning activities and thereafter resume academic activities. Teachers are expected to:
 - Understand the current academic level of their students.
 - Establish deep connect with their students and then initiate the learning process.
 - Gradually prepare students for Teaching Learning Activities by providing emotional support.
 - Bridge the learning gaps to strengthen and recapitulate the foundational subject specific competency of previous class.

5. Health & Safety Guidelines

- i. Staff should be deployed at the entry gates to ensure that no symptomatic student/staff/guest enter the school / Institute campus.
- ii. Mandatory Thermal Screening at school / Institute entry gates. No student, teachers, staff or guest should be allowed to enter the school / Institute premises without proper thermal scanning.
- iii. No entry for any student/ staff/ guest without mask on the face in a proper way.
- iv. Compulsory hand sanitization at entrance of school / Institute, Class Room, Labs, Library and Public Utility etc.
- v. Proper ventilation in all the classrooms and covered places should be ensured.

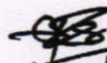
6. Parental Consent

- i. The Head of School / Institute should ensure that students attend the school / Institute with written consent of their parents (**Annexure-1**).
- ii. If the child or any of the family members shows COVID symptoms, parents should avoid sending the child to the school / Institute.
- iii. Parents should be advised not to send their ward to school / Institute if he/she is suffering from any critical illness/ co-morbidity.

7. Daily Symptoms Check Guidelines

People with COVID-19 have reported a wide variety of symptoms ranging from mild to severe illness. These include:

- Fever or chills
- Cough
- Shortness of breath or difficulty in breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat


Addl CEO

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student or staff member shows any of the above symptoms whilst at the school / Institute, they should be moved away from other people and into an outdoor / well ventilated space/ quarantine room. Teachers are also directed to report the Head of School / Head of Institute immediately if any student in their class found with COVID symptoms.

8. Quarantine Room

The Head of school / Institute should ensure availability of a Quarantine Room in the school / Institute in case of any emergency.

9. Face Mask Guidelines

- i. All members of school / Institute must wear a mask in the proper way.
- ii. Head of School / Head of Institute to ensure that spare masks are available in school / Institute.

10. Physical Distancing Guidelines

All School / Institute authorities have to maintain physical distancing at all times by ensuring that students do not assemble or gather near entry/ exit gates of the school / Institute.

11. Campus Guest Policy

Routine guest visits should be discouraged. However, during emergency, parent's visit with proper **COVID Appropriate Behavior (CAB)** protocol may be permitted.

12. Awareness Drive

Posters / standees on preventive measures about COVID-19 to be displayed at all prominent places like class rooms, washrooms, parking, entry and exit etc. to ensure **COVID Appropriate Behavior (CAB)** like physical distancing and mask guidelines etc. Students should also be made aware of this through available online modes.

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