

सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)



परिपत्रक क्र.१०१/२०२०

विषय : COVID-19 च्या आपत्तीकाळात शैक्षणिक संस्थात्मक नियोजनाबाबत.

COVID-19 च्या महामारीच्या आपात्काळात सर्वच देशांचा दैनंदिन व्यवहार आणि त्यांच्या संस्थात्मक कामकाजावरही विपरीत परिणाम झाला आहे. परिणामी आजवर कल्पनेत वा अपेक्षित नसलेल्या उपाययोजनांची अंमलबजावणी करण्याची गरजही सातत्याने अधोरेखित होत आहे. नागरिक, विविध समूह, विविध संस्था, प्रशासकीय यंत्रणा हे सर्व घटक सुरक्षित राहावेत आणि त्याचवेळी ह्या सर्वांचे आर्थिक, सामाजिक, सांस्कृतिक व शैक्षणिक पुनर्रचन व्हावे यासाठी जगभरातील अनेकविध संसाधन व्यक्ती आपापल्या स्तरावर नवे रचनात्मक पर्याय शोधत आहेत. या अनुषंगाने सार्वजनिक विद्यापीठे व संलग्नित वा स्वायत्त महाविद्यालये व परिसंस्थांनाही या पुढील काळात आपल्या कार्यपध्दतीत आमुलाग्र बदल करत विद्यार्थी, पालक, शिक्षक सहभागी व सहयोगी भागीदार व समाज या अविभाज्य घटकांच्या सहभागाची आणि कल्याणाची व विकासाची काळजी घ्यावी लागेल.

या जाणिवेतून COVID-19 Preventive Protocol for Educational Institutes हा ग्रंथ निर्माण झाला आहे. डॉ.महेश अबाळे आणि डॉ.कुलदीप चरक या लेखतद्वयांनी शिक्षण, आरोग्य, सामान्य प्रशासन, संशोधन, उद्योग अशा विविध क्षेत्रातील अनुभवी संसाधन व्यक्तींशी व विमर्श करून या ग्रंथातून COVID-19 च्या आपत्तीकाळात शैक्षणिक संस्थांनी आपले संस्थात्मक नियोजन कसे करावे याबाबत आपल्या सर्वांच्या विचारार्थ अनेक उपक्रम व उपाययोजना प्रस्तावित केल्या आहेत. असा समयोचित ग्रंथ अनेकविध क्षेत्रातील तज्ज्ञांशी संवाद साधून निर्माण केले आहे आणि तो अल्पावधित सर्वांसाठी विनामूल्य उपलब्ध करून दिला आहे.

या ग्रंथात सूचविलेल्या विविध उपाययोजनाची यथाशक्ती अंमलबजावणी करण्याचा प्रयत्न सावित्रीबाई फुले पुणे विद्यापीठाच्या कार्यक्षेत्रातील विद्यापीठाशी संलग्नित सर्व महाविद्यालये / मान्यताप्राप्त सर्व परिसंस्था यांनी करावा, असे आवाहन करण्यात येत आहे.

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आपणास विनंती की, सदर परिपत्रक सर्व संबंधितांच्या निदर्शनास आणावे.



Covid-19: The Preventive Protocol for Educational Institutions



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Covid-19: The Preventive Protocol for Educational Institutions

Written By :

Prof. (Dr) Mahesh Abale

mahesh.abale@gmail.com

Prof. (Dr) Kuldip S. Charak

drkscharak@gmail.com

For

University Departments and Affiliated Colleges & Institutes

Pune, (India)

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Editorial

Aligning aims and objectives of our lives with designs of the Nature will always result in smooth and pleasant accomplishments. True wisdom is not merely the acquisition of knowledge but its internalization and reflection through our deeds. Nature is considered supreme not because it is described so in our scriptures but it has potency to humble the entire mankind without alarm bells.

Covid-19 has proved to be one such simple example. Interestingly the same Nature also provides the spirit and energy to fight back the catastrophe. Thus citing another example of its supremacy.

On professional front, till the time we are able to lay our hands on a reliable medical cure including any vaccine, we will be required to stay extra watchful about this ‘unknown’ devil. This extra carefulness would be for collective good, perhaps exhibiting additional selflessness for self-survival.

It is with this intention in mind, this document has been designed. Also expecting that at no level or occasion, any laxity will be allowed to creep in our minds while implementing well laid down preventive protocol by different authorities – from WHO, to National, State and Organizational levels.

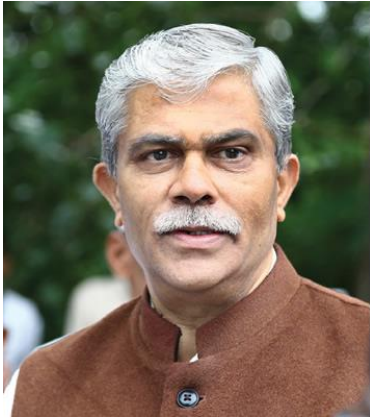
Since the preventive protocol listed in most of the chapters looks similar, the readers are urged to go through the contents of the chapter on Introduction, that contains common guidelines; and the chapter pertaining to their specific operations to make best use of this book. Sections/ groups listed in this book are illustrative and not exhaustive, therefore, related preventive protocol may be applied for the unlisted areas of operation. Wishing you all good luck and early normalcy.

May, 2020

Prof. (Dr) Mahesh Abale

Prof. (Dr) Kuldip S Charak

Message by the Vice Chancellor



Covid-19 is considered to be the deadliest pandemic that has engulfed entire humanity at the global level. More than 185 countries of the world are affected today and each one is handling it in her own way. Besides the human loss, the world will also keep reeling under the economic downturn for the years to come. Industries those were busy scaling new heights, developing new technology, finding better ways of quality life, all of a sudden stuck to grinding halt and this graph abruptly declined to the bottom.

Change is the only thing that is permanent, goes as the old adage. But the entire humanity will be subject to this sudden change, was never expected. This pandemic has exposed our unimaginable vulnerabilities. We have largely been pushed to two situations: one, resurrection from the lost ground at the earliest possible time; two, riding back on the growth highways – a much needed position. All this can happen depending upon the degree of adaptability and our acceptance to the change. The faster we change, earlier we will start reaping the fruits.

Our education sector, being indispensable cog in the wheel, needs to exhibit this change at much faster pace. We will, probably, have to leverage existing technology in our deliverables almost in all domains.

In the process of deliverables, we need to exercise extra caution and carefulness. The defined preventive protocol needs to be strictly adhered to – not as personal safety but also for your colleagues, students, organization and the society at large. This book, I am sure, will help you follow the desired preventive measures at your workplace. I sincerely urge you all to religiously follow them.

I must also convey my thanks and good wishes to both the authors of this book.

Prof. (Dr) Nitin Kamalkar

Vice Chancellor, SPPU, Pune

Message by the Pro-Vice Chancellor



Entire world was on its vertical trajectory in exploring new dimensions in finding new technology across sectors facilitating the quality of the life. This exploration across the globe was happening every moment. Never ever it was imagined that a catastrophic situation will emerge and entire humanity will start struggling for its existence.

Covid-19 has pushed all of us with our backs to the wall. This has halted every activity and the life become a standstill caricature. Everything to a locked-down state, was never expected. Pandemic became all-powerful and all-existent making us mute spectators with no powers left to exercise. Writing on the wall, with every passing day, became much clearer and evident.

While our scientific community is working overtime to dig out solution to this problem, we should strictly follow the preventive protocol at least at every level of our functioning – at home, in the market place, in our institutions and organizations. This is how, I believe, the spread of this pandemic can be restricted or eliminated.

I am sure, our academic activity will restart soon and the losses that our students and other stakeholders have suffered, in the bargain, will be able to make up. In fact we have already green-signaled our colleges and institutes to extensively use hybrid models by using technology to impart the curricula.

Once again being in your respective colleges and institutes, I will emphatically stress upon using the preventive protocol described in this book in your areas of operations. This has to be accepted and made as new Normal, henceforth. I am sure, nothing will be taken casually in whatever the environment you are in.

Both the authors of this book deserve due applause as they have covered all possible sections/ groups in any department/ college/ institute.

Prof. (Dr) N. S. Umarani

Pro-Vice Chancellor, SPPU, Pune

Message by the Registrar



The sudden spread of Covid-19 across continents has exposed big holes in our administrative preparedness. In fact this was considered to be another routine influenza virus that keeps mutating almost every season. However, it has attained an enormity world-wide that was not envisaged and has become an unfortunate reality. The entire world is in a lockdown state. There is minimum economic activity and thus every nation is on the verge of exhausting its reserves. The crucial decision before the administration is to choose between life and economics. Every such choice has its inbuilt cost – life without funds or funds for none. Mankind perhaps has never been put to such a collective dilemma.

Social distancing and related preventive protocol has become the new normal. We will have to learn to live with this new normal and adjust our social and professional lives accordingly. Workplaces will undergo huge restructuring and economic activities will have to pick up their momentum. No nation can afford its existence without industrial vigour.

Educational institutions will have to ensure that they bring back their sheen. In the process of implementing academic endeavours, utmost care at every juncture will have to be enforced. We can't afford to get governed by laid-back attitude hereafter. Necessary preventive protocol will be put in place to ensure safety of all stakeholders – students, faculty, non-teaching & administrative staff and all concerned.

This book has been written keeping in view almost all areas of operations and governance of an educational institution. I request all stakeholders of education institutions to follow the standard operating procedures and preventive protocol envisaged in different chapters of this book. I personally congratulate Dr. Mahesh Abale and Dr. K S Charak, in penning down the most sought go-to literature at this critical moment.

Prof. (Dr) Prafulla Pawar

Registrar, SPPU, Pune

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We are also thankful to Prof. (Dr) Prafulla Pawar, the Registrar of Savitribai Phule Pune University in extending his possible administrative support in bringing out the booklet at its much needed time space.

We acknowledge the contents displayed on WHO website in describing in detail the contents pertaining to Covid-19.

Besides information based on certain international studies and websites have also been brought in here, though not verbatim.

Introduction

Corona virus named as COVID-19 emanated from Wuhan, China and as of today it has its footprints in more than 185 countries across the globe. There are over 3.5 million people who have been reported infected and more than 2,50,000 people who have died across the world (as of 1st week of May 2020). This has been considered one of the fastest growing influenza virus.

In terms of WHO, COVID-19 is a respiratory disease and most infected people will develop mild to moderate symptoms and might recover without requiring special treatment. People who have underlying medical conditions like diabetes, cardiovascular issue, lungs infections, kidney problems etc. and those over 60 years old have a higher risk of developing severe disease and death. **Common Symptoms are:**

- Fever
- Sneezing
- Tiredness
- Dry Cough.
- Shortness of Breath
- Aches and Pains
- Sore throat
- Few people will report diarrhea, nausea or a runny nose, as well.
- Chill • Even failing to have Taste & Smell.
- Chilling fever

Prevention : To prevent infection and to slow transmission, do the following:

- Wash your hands regularly with soap and water, or clean them with alcohol-based hand rub/ sanitizer.
- Maintain at least 1 meter distance between you and people coughing or sneezing.
- Avoid touching your face.

- Cover your mouth and nose when coughing or sneezing.
- Stay home if you feel unwell.
- Refrain from smoking and other activities that weaken the lungs.
- Practice physical distancing by avoiding unnecessary travel and staying away from large groups of people and gathering.

COVID-19, has already been declared as pandemic, and is spreading rapidly taking the world by surprise, causing a great deal of uncertainty for the next phase of the disease as well as for the global economy. Epidemiologists suggest that the virus is highly transmissible and can cause nationally incapacitating epidemics once transmission within the community is established. Every Industry thus needs to chalk out strategic approach to tackle its further spread.

Irrespective of the nature of the operations we are engaged in our industry, certain preventive protocol will have to put into practice. This idea is sourced from the fundamental that we belong to varied and different environmental conditions. In these circumstances, like in the war, no one can be considered above the law and yes, this formulation of understanding has always paid the results. It is more so when the survival and existence of the entire humanity is at stake. Therefore, as good netizens, we must submit ourselves to this much needed scrutiny.

For our collective health assurance and preventive protocol, few examples of such preventive equipment needed to be installed at our workplaces – refer to Appendix - 1. First example (as illustration) is of a full body sanitization machine that can be installed at the main entrance of the department/ college/ institute to ensure that every visitor – existing or new, senior or junior, necessarily, has to pass through this machine.

Besides, we also need to provide PPE – Personal Protection Equipment, to certain category of employees who are constantly operating in vulnerable conditions and need

extra protection from any undue exposure to harmful environment. To all such employees we need to provide personal protective gear. An example of PPE is placed at Appendix – 2, that can be procured by all departments/ colleges/ institutes.

We at Savitribai Phule Pune University (SPPU) cannot operate in isolation, thus need to follow a comprehensive and well-structured preventive approach. An elaborate department/ section-wise preventive approach to be followed by our university departments and affiliated colleges/ institutes has been compiled and placed in the chapters hereafter for strict compliance by all stakeholders. Meanwhile a **generic** list of common points is also enumerated below for adherence:

- Every higher educational institution has to follow Social Distancing guidelines besides avoiding large gathering for next academic year
- The medical history of each and every staff member and students is required to be maintained for safety reasons and this should be done by submitting the self-disclosure on the day of their resuming the duty/ classes. Self-disclosure form placed at **Annexure – 1**.
- Students and staff should submit self-disclosure related to any one from their family members having been affected / treated with corona treatment.
- Sanitization and Fumigation of entire campus/ classrooms and college premises should be carried out scrupulously.
- All staff and visitors should be subjected to non-contact thermal scanner check or temperature check at the time of entry
- For initial few months colleges/ Institutes should install a gate with sanitizer spray machine at the entrance of college and each and every staff should enter through that gate.
- Use of Hand sanitizer and face masks should be made compulsory until the end of December 2020 or till further order
- Each institute should introduce and run health and hygiene awareness program and every student must undergo such program

- First aid kits in the department/ college/ institute should be fully equipped at all times including certain medicines related to flu and fever.
- Every Department/ College/ Institute should keep their Ambulance always in alert/ ready mode with its driver and assistant always available.
- Institutions should incorporate disaster mitigation and post disaster training programs primarily to NSS and NCC students.
- Departments/ Colleges/ Institutes need to be vigilant in observing and identifying any Corona like symptoms amongst their faculty and students. If found, they should be immediately reported to the respective health centres.

Every challenge throws up new opportunities and it is up to the wise men how they take everything in their stride. This lockdown because of Covid-19 has also opened plethora of new windows of learning provided we are ready for the change – the change that will take us to untrodden highways. Thus, to mitigate any academic loss to students, university additionally emphasizes on the teaching fraternity to look for new horizons and devise innovative ways and means of imparting learning. Following steps therefore, are suggested for **academic** persuasion to teaching fraternity:

- All teachers are supposed to prepare e-content along with their course file and submit/ upload on their college/ institute website before the starting of academic year
- All teaching staff must be trained with use of ICT and online teaching tools and they should use these tools to complete min 1/3 of the syllabus
- IQAC committee should be empowered to coordinate, train and monitor this teaching-learning progress
- Savitribai Phule Pune University will prepare a separate link for uploading course wise and topic-wise video sessions and e-content material through teacher login.
- Students who are interested in participating and completing a course on counseling should be allowed to complete such course and they can help college students in resolving and handling the psychological and mental issues post lockdown

- Every institute should have facility like virtual classroom and video conferencing facility ready and all teaching staff should be trained with the use of this technology
- Every institute/ college should closely observe and support students with their personal issues (like stress/ family issues/ unemployment fear) with the help of regular counseling sessions.
- We all have to review and revise the schedule for beginning of academic year and ensure the completion of syllabus along with concurrent evaluation with added use of ICT
- Innovative technology-based teaching learning methodology should be adopted and we have to keep upgrading students on certain skills (in addition to syllabi) to make them better equipped for Post Corona employment
- Teachers have to extensively use Google classrooms and other similar virtual platforms for college-level concurrent evaluations.
- A periodic review of the students database needs to be done and updated accordingly

To summarize, we, teaching and non-teaching staff in the university departments and in our affiliated colleges/ institutes, have collective responsibility to be united and deal with such pandemic head-on. This is not an attack on an individual or a small selected group but a challenge of existence on entire humanity. This war has to be fought collectively with no caste, creed, religion, colour in our minds. Interestingly this war against the humanity is winnable but we need to exhibit the collective grit and well structured & disciplined approach. University, thus encourages you all to play proactive role and become part of the winning team.

Section/ department-wise preventive protocols are listed in the following pages for your guidance and compliance.

Security

Following preventive protocol will be followed by the Security Section/ Department:

- Immediately after opening the main door/ gate of the department/ college/ institute, he will reach out for hand sanitizer/ thoroughly washing his hands with soap under running water for at least 20 seconds.
- Spray disinfectant provided by the department/ college/ institute on all the keys hung on the key-board and security cabins/ rooms.
- After wearing the face masks and hand-gloves, he will proceed to unlock/ open the remaining internal doors/ gates.
- He will also spray the disinfectant on the doors before opening and unlocking internal doors/ gates
- Once all doors/ internal gates opened/ unlocked, he will again use the sanitizer/ thoroughly wash his hands with soap under running water for at least 20 seconds.
- He will also spray the disinfectant on the hooks/ ropes used for barriers manned by him
- He will also make sure, before the visitor(s) writing in the visitors' Book, uses the hand sanitizer kept handy there
- He will also maintain a reasonable distance of about 3 to 4 feet from such visitor(s) to ensure his own safety
- Even otherwise also, he will keep using sanitizer after every 3 to 4 hours while being on duty
- He will also ensure during his duty hours that he does not touch any item/ goods/ furniture/ veh. etc. that has not been disinfected by using spray provided to him.

Reception:

Following preventive protocol will be followed by the staff manning the Reception:

- Receptionist will invariably use the protective gears like face mask, gloves, sanitizer etc.
- Entire reception area/ room/ hall including the furniture/ equipment/ other items held therein will be extensively fumigated and sanitized at the start of the day by spraying the disinfectant.
- As far as possible guests/ visitors should have pre-fixed appointments to meet the authorities.
- Human body non-contact thermal scanner will be used for every visitor.
- As far as possible all visitors/ guests approaching the Reception should walk through Full-Body Sanitizer compartment put up by the department/ college/ institute.
- Receptionist will follow the standard laid down protocol before entertaining the visitors/ guests by making them to use the sanitizer before they enter their details in the visitors' book
- Reception desk/ counter will be sanitized every 3 to 4 hours by spraying the disinfectant
- Sofa/ chairs/ other furniture used in the reception area/ hall/ room will also be sanitized on the same frequency
- Other staff assisting the receptionist will also adhere to strict preventive protocol – wearing face masks, frequently using sanitizer, maintaining social distance procedure

Administrative/ Main Office/ Accounts Section

Following preventive protocol will be followed by the staff in the main office/ account section/ similar support offices:

- All staff working in the office should be subject non-contact thermal scanner check and walk through Full-Body Sanitizer compartment put up by the department/ college/ institute before going to their respective office rooms/ compartments/ sections.
- Before commencement of the day entire office area/ furniture/ counters/ equipment like desk top computers/ printers/ telephone sets etc. will be fumigated or sprayed with disinfectant.
- Disinfectant spay protocol will be carried out at least twice a day i.e. 1st at the opening of the day and 2nd during lunch hours
- All staff in the office will invariably use face masks
- Their seating arrangement will be made in such a way that they maintain at least 3 to 4 feet distance from each other as social distancing protocol.
- Visitors in the office like students/ their parents/ representatives will be entertained only during pre-declared/ fixed timings
- No crowding of students etc. will be allowed in the office.
- No student/ their parent/ representative without wearing face mask will be permitted to enter the office
- Before entering the office, they will invariable use the hand sanitizer kept at the entrance of the office
- Most of the queries/ issues related to the students/ other staff will be addressed through e-mode i.e. by using telephone calls/ emails/ sms etc. thus reducing their physical visit to the office.
- All departments/ colleges/ institutes will promote e-payment methods for students to pay their tuition fee/ other dues/ exam form fee etc. \

Principals'/ Directors' Cabin and Board Rooms

In the current environment, irrespective of the position held, this preventive protocol will be applied. The Principal's/ Director's cabin and the Board room will follow the following protocol:

- Similar to other teaching and non-teaching staff, Principal/ Director will also be subject to non-contact thermal scanner check and walk through Full-Body Sanitizer compartment put up at the main entrance by the department/ college/ institute before going to their respective cabins.
- Their cabins will also be subject to extensive fumigation/ disinfectant spray. This will be carried out twice a day – start of the day and during lunch breaks.
- All the furniture & fixture, equipment, common touch points (door handles, light/ fan/ AC switches) etc. will be extensively disinfected.
- They will also use the face masks during their stay in the campus.
- Nobody without wearing face mask will enter their cabins.
- A bottle of hand sanitizer will always be kept handy in their cabins.
- As far as possible, official work will be carried out in e-mode manner – by using email, telephones, intranet etc.
- Unless really necessary, regular meetings will continue to be in distance mode.
- During the regular meetings, if any, safe distancing norms (maintaining a distance of 3 to 4 feet from each other) will be strictly followed.
- Board rooms – furniture, equipment etc. will be sanitized with disinfectants before and after all such meetings.
- Meeting with outsiders/ visitors will be strictly restricted and this will be permitted only on prior appointment where there is utmost such necessity.

Faculty Rooms

Following preventive protocol will be followed for faculty members/ teaching staff:

- Area/ rooms/ chambers earmarked for the teaching faculty members will be thoroughly disinfected before commencement of the day. This should be carried out twice during the day i.e. morning and during lunch breaks.
- This will also include the furniture/ equipment used by them.
- All teaching staff should be subject to non-contact thermal scanner check and walk through Full-Body Sanitizer compartment put up by the department/ college/ institute before going to their respective chambers/ rooms/ compartments.
- All faculty members will invariably use the face masks even while they handle their teaching sessions.
- Faculty will also be required to use the hand sanitizer every 3 to 4 hours while they are in their departments/ colleges/ institutes
- Faculty will significantly reduce personal interaction with students which means they will extensively use e-modes i.e. emails/ WhatsApp groups/ similar tools for interacting with their students when not in the classroom.
- Handling assignments/ projects/ other such submissions will be largely through e-modes than on physical copies
- Faculty will also ensure that students while sitting in the classrooms maintain required distance of 3 to 4 feet from each other maintaining social distance.
- Faculty will also considerably restrict their movements in walking into student area while in classroom.
- Before entering/ coming out of the classroom and using any teaching aids inside the classroom, faculty will invariably sanitize their hands
- Faculty will regularly promote and preach required preventive protocol inside and outside the classroom

- Faculty should select smart students from amongst the class to work as ambassadors for promoting preventive protocol both inside and outside the departments/ colleges/ institutes.

Classrooms

Following preventive protocol will be followed for classrooms/ teaching areas:

- All classrooms/ teaching areas earmarked for such purpose will be thoroughly disinfected viz. entrance doors, windows, desks, other furniture & fixture, teaching aids, equipment etc. before commencement of the day.
- This should be carried out twice during the day i.e. morning and during lunch breaks.
- All students should be subject to non-contact thermal scanner check and made to walk through Full-Body Sanitizer compartment put up by the department/ college/ institute before going to their respective areas.
- If full-body sanitizer is not available in the department/ college/ institute, students should invariably be made to sanitize their hands by using sanitizing lotion so provided and kept outside every classroom
- All students invariably will wear face masks during their presence in the department/ college/ institute.
- Furniture/ sitting arrangements in the classrooms will be made in such manner that students maintain at least 3 to 4 feet distance from each other to ensure social distancing protocol.
- In case of large number of students for the session(s), the same should be arranged/ conducted in seminar halls or similar bigger teaching areas to ensure required distance from each student.
- Students' gathering or such functions/ events will Not be encouraged till further order or situation getting normal.
- Students' support in enforcing preventive protocol, inside and outside the classrooms will be desired.
- Students' lunch break should be worked out on staggered time schedule as far as possible or crowding at one place should be strictly restricted.

Library

Following preventive protocol will be followed in the library/ reading rooms:

- Entire library and reading room areas will be thoroughly disinfected viz. entrance doors, windows, book-racks, other furniture & fixture, learning aids/ equipment etc. before commencement of the day.
- This should be carried out twice during the day i.e. morning and during lunch breaks.
- Library staff will always and necessarily use the face masks during their duty hours.
- Hand sanitizer bottles will be kept at the entrance of the library/ reading room area to be used by the visitors in the library.
- All students entering the library/ reading rooms areas should use hand sanitizer before reaching to books-rack area.
- Seating arrangements will be made in such a manner to ensure 3 to 5 feet distance from other student(s) as social distancing protocol.
- Librarian will ensure no over-crowding of students at one place or counter.

Computer Centers/ Labs / Workshops

Following preventive protocol will be followed for Computer Centers/ Laboratories (Labs):

- All Computer Centers/ Laboratories (Labs)/ Workshops will be thoroughly disinfected i.e. entrance doors, windows, computer platforms, equipment, machines, other furniture & fixture, teaching aids, including the UPS and Networking areas/ switches/ control panels etc. before commencement of the day.
- This will be carried out twice during the day i.e. morning and during lunch breaks.
- All students and staff entering such areas will invariably use face masks, hand sanitizer, social distancing protocol laid down and prominently displayed by the department/ college/ institute.
- If possible, the in-charge of the computer center/ lab should wear Personal Protective Equipment (PPE) during his entire duration there.
- In-charge of the Computer Center/ Labs will ensure that seating arrangement is made in such way that a distance of 3 to 4 feet created for each student/ user of such facilities.
- Computer Centre/ Labs should have adequate ventilation provision to ensure free flow of fresh air, if AC provision is not there and at no point there should be suffocating environment inside these areas.
- Students should be allowed to use such facilities only in small batches and no crowding will be permitted. Size of the batch can be decided by the in-charge based on the capacity of the computer center/ lab.
- In-charge of the computer/ lab will also strictly ensure proper discipline amongst students by not allowing them to lean on each other/ closely physically interacting with each other.

Canteen/ Dining Areas

Following preventive protocol will be strictly followed in Canteens/ Dining areas:

- Canteen/ Dining areas will be thoroughly disinfected viz. entrance doors, windows, tables, chairs, disbursal platforms, equipment, other furniture & fixture, before commencement of the day.
- This will be carried out 3 to 4 times during the day to ensure proper hygiene and cleanliness.
- All the utensils will be thoroughly washed and cleaned in hot water or Alum-mixed (phitkari-wala) water before put to use for the day.
- Vegetables will be washed in Alum-mixed (phitkari-wala) water or under running water before preparation.
- All cooking staff engaged there will invariable use face masks, frequently wash their hands with soap, and wear thoroughly cleaned and sanitized aprons.
- Kitchen and dining areas will be have enough ventilation to ensure there is no suffocation experienced.
- Waiters will use full PPE gear and will try to maintain reasonable distance while serving the visitors.
- If there is self-serving system, the platform used as pick-up point should be repeatedly and thoroughly cleaned with disinfectants.
- In-charge of the canteen should invariable use PPE during his presence there.
- He should also ensure arrangement of furniture in a manner that social distancing is maintained.
- Keeping in view of the capacity of the canteen/ dining area, visitors will be allowed in reasonable batches to ensure laid down preventive protocol.
- Canteen in-charge will also promote and maximize the use of digital transaction system than handling the currency.
- Rules of preventive protocol will be displayed at prominent place.
- Hand sanitizers are kept at various places to promote their use by the visitors.

Hostel

Following preventive protocol will be strictly followed in Hostels:

- All open and common areas like entrance areas, corridors, socializing/entertainment areas, staircases, dining halls, corridor walls, door & windows opening in the corridors/ walk through etc. will be thoroughly disinfected at least twice a day.
- All the residents in the hostels will be necessarily using face masks when moving out of their rooms.
- If possible, Full Body Sanitization (automatic) machines will be installed at the entrance of the hostel building to ensure full hygiene and cleanliness.
- Protocol of social distancing will be ensured in the entertainment areas by the hostel Rector.
- Non-residents/ visitors will be allowed to meet the hostelites only in the socializing areas than going to the rooms of the residents.
- Automatic machines to detect body temperature of the residents will be used by the hostel Rector at the entrance while they get back to the hostel at the end of the day.
- The hostel Rector will also maintain the first-aid medical kit fully equipped all the times.
- He will also have sufficient stock of extra bottles of hands sanitizer.
- If the hostel has dining area, maximum hygiene will be maintained by periodically using the disinfectants, as per the laid don preventive protocol.
- Necessary Dos & Don'ts will be displayed at prominent places and at each floor for better view and understanding of the residents.
- The hostel Rector will ensure that all desired preventive protocol are adhered by the hostel occupants and necessary discipline/ order is maintained.

Transport – Buses/ Wagons

Following preventive protocol will be strictly followed for Transport – Buses/ Wagons:

- As far as possible use of college/ institute buses for transportation should be minimized and students should use their private mode of conveyance.
- College buses/ wagon should be thoroughly cleaned viz. entrance doors, seats, bus ceilings, holding rods/ hooks etc. by spraying disinfectants before deployed for transportation of students. The same process also needs to be followed in the afternoon/ evening while transporting the students back home/ hostel.
- Seating arrangements in the buses should be so made that no 2 students sit on the same seat.
- The conductor of the bus need to ensure all preventive protocol i.e. all students using face masks, hand sanitizer given, sufficient gap maintained while boarding etc. followed by the students before boarding the bus.
- Both driver and conductor wear face masks while operating the transport.
- The conductor of the transport will also ensure complete discipline/ order as envisaged in the preventive protocol SOP.

Sports

Following preventive protocol will be strictly followed for Games/ Sports Wing:

- As far as possible, department/ college/ institute should not allow games and sports to happen till the time everything gets to normal; and it may take months together.
- Under very closely monitored circumstances the only games that can be allowed to be conducted are where the teams are very small viz. badminton, table tennis, even lawn tennis, or other indoor games like, 2-player carom, chess etc. that too after going through full sanitization process.
- Players will always use face masks and keep them well hydrated and clean.
- Playing equipment will also be duly sanitized before using it.
- No public gathering for such events will be allowed.
- Only players and referee can be permitted, if at all any game has to be conducted organized.
- Protocol of sanitizing and social distancing however will be strictly adhered to.

Miscellaneous and Other Sections/ Depts.

Most of the prominent sections/ sub-departments have been covered in this document. However, there are certain Misc. groups/ sections/ sub-sections/ set of activities those also play important role in the entire functioning of our Departments/ College/ Institutes and those cannot be ignored. Listed below are such other activities/ sub-groups/ sub-section where preventive protocol will be strictly followed:

- **Biometric Booth** : Face recognition system will be installed instead of using the thumb/ finger print impressions at such booths.
- **Exam Rooms** : Similar preventive protocol will be followed as envisaged in the sections on Class-room/ Faculty Rooms.
- **Central Store Room** : The in-charge of the store room will follow the procedure enumerated in the section Admin/ Main Office.
- **ManpowerSection** : All peons/ MTS (Multi-Tasking Staff) will also follow the same preventive protocol as listed for the office staff viz. sanitizing process followed at the start of the day, using face masks all through the day, frequently washing their hands during the day, maintaining social distancing norms while discharging their routine duties.
- **Powerhouse Section** : Staff deployed in this section will also follow the preventive norms as laid down for the staff deployed in Computer centers/ Labs.
- **House-keeping** : House-keeping staff will be provided with gloves and face masks to wear all through the day. Since they will also be deployed for spraying the disinfectant in the campus, they will be provided with special protection gears while they engage in spraying exercise.
- **Wash -rooms** : extra care will be taken to ensure proper cleanliness throughout the day for both male & female washrooms.
- **Water drinking booths** : Extra care for ensuring cleanliness will be undertaken.
- **Boys' & Girls' Common Rooms**: The rooms will be disinfected twice a day for their use. However to ensure social distancing, restrictions will be imposed to minimize the number of students using it at a given point of time.

Appendix – 1

Full Body Sanitization Machine (Automatic) From Heals Healthcare

Headings	Details
Name	Full Body Sanitization Machine(Automatic)
Features	Sanitization exposure time:20-30sec
	LPD activated missing system to avoid easting of sanitizer disinfection solution
Specifications	Dimension: Length-5ft Width-5ft Height-8ft
	MS fabricated frame Pipe : 1*1.5
	Covering Material : Medicated Poly vinyl Film
	Tank capacity: 18lts
	Diaphragm pump, 8.3AMP
	Particular size in mint spray system: 20-50 microns @7kgs/cm2
	LPLPD (Low Pressure leakage prevention device)



Term and Conditions for payment:



- Full Body Sanitization Machine(Automatic): 20,000 INR
- 5% extra GST is applicable
- Transportation charges as per the location of delivery.
- Lead Time for Expected delivery is 7-10 day's
- 60% advance payment with purchase order and
- Remaining 40% payment within 48 hours of delivery.

Account Details:

Type of Account : Current Account Bank
 Name : ICICI Bank
 Account No : 418005000438
 IFSC Code: ICIC0004180
 Branch Name : ICICI Bank Nehru Place, New Delhi

Appendix – 2

PPE 102 (Low Risk) Coverall from Heals Healthcare, New Delhi

Item Code	Item Specification	
Coverall (medium and large)*	<ul style="list-style-type: none"> • Full Body Suit(Covering full body including head till ankle) : • Head cover : Yes • Material: Laminated Nonwoven/ Nonwoven • GSM:70 • Water proof Taffeta :Yes • Opening: Zipper • Tighter by: Elastic • Color : White/Blue • Color coding: NA 	
Goggles	<ul style="list-style-type: none"> • Good seal with the skin of the face: Yes • Flexible frame: Yes • Covers the eyes and the surrounding areas: Yes 	
Gloves	<ul style="list-style-type: none"> • Nitrile gloves/ Latex • Non-powdered gloves • Non-sterile 	
Fluid-resistant medical/	3 Ply Surgical Face Mask 2 Pieces	
Hood or head cover	<ul style="list-style-type: none"> • With elastic attached with coverall 	
Shoe covers	<ul style="list-style-type: none"> • Made up of impermeable fabric to be used over shoes 	
Certification	ISO certification : Applied	

Product Code	Variant	Color available	Pricing (INR)
PPE102	Laminated Nonwoven	White(image1)	775
PPE102	Nonwoven	Blue(Image2)	690
Term and Conditions for payment: 5% extra GST is applicable for all PPE items. Transportation charges as per the location of delivery			

Self-Disclosure Form

I am

Teaching Faculty

Non-Teaching Staff

Contact Information:

Name: Mobile Number:

E-mail Address:

Address:

College/ Institute Name :

If the answer to question 1 to 4 below is yes, access to the facility will be denied.

1. Are you showing any signs of one or more of the following symptoms?

Temperature > 37.3°C/99.14°F, body ache, cough, shortness of breath, difficulty in breathing, tiredness?

Yes

No

2. Is anyone in your family and/ or close relationship/ friend circle is quarantined?

Yes

No

3. Is anyone in your family and/ or close relationship/ friend circle is identified as COVID-19 suspect case?

Yes

No

4. Have you travelled to any COVID-19 infected area/ locality in last 14 days?

Yes

No

5. Is the information you provided on this form true and correct to the best of your knowledge?

Yes

Directions to follow

- If you feel any of the symptoms of COVID-19 appearing in you/ your colleague, you must inform your Supervisor/ Principal/ Director immediately.
- If anyone in your family, close relation, friend circle is identified with COVID-19 symptom, inform immediately to your supervisor/ Principal/ Director as soon as possible through Phone/ personally whichever is quicker.

Signature of the Employee

Date:..... Time:



About Authors



Professor Dr. Mahesh Abale is working with Pune's renowned Educational Group Shikshan Prasarak Mandali. He is an approved Professor of Savitribai Phule Pune University formerly known as University of Pune and presently working at Prin. N. G. Naralkar Institute of Career Development and Research, Pune. He has more than 21 years of full time teaching experience. He has done M.Com; MBA and Ph.D. At present, **he is Management Council Member of Savitribai Phule Pune University (SPPU) and Chairman of Board of Studies in Financial Management.**

He is a **recognized Ph.D. Guide in Financial Management and Organization Management** at Savitribai Phule Pune University. 2 students are pursuing their Ph.D. under his able guidance and 5 students have completed their Ph.D. successfully. He has also presented and published 20 Research Papers in different National and International Conferences and 8 Papers in different International Journals with good impact factors. He has also authored books in the field of Management.

He has received research grants from B.C.U.D., Savitribai Phule Pune University. He has attended several Seminars, Workshops, Conferences and Faculty Development Programmes at renowned Institutions from all over India. He has worked on various assignments for the Savitribai Phule Pune University such as, Senate Member, Chairman–Board of Studies Financial Management, Paper Setter, Examiner, Moderator, etc.



Prof. (Dr.) Kuldip S Charak is working as Director, Faculty of Management – MBA, Navsahyadri Group of Institutes, Pune. He is an approved Director of Savitribai Phule Pune University formerly known as University of Pune. He has more than 38 years of total experience – in Defence, Industry and academia. He has done MBA (HRM) and Ph.D.

He is a **recognized Ph.D. Guide in HR Management** at Savitribai Phule Pune University. Four candidates have successfully completed their Ph.D and 5 candidates are currently pursuing their Ph.D. under his able guidance. He has presented and published more than 50 Research Papers in different National and International Conferences, many of them published in UGC listed Journals. He has also authored books in the field of Management.

In addition, he is also Founder Member of Innovation Society of India, World Academy of Informatics and Management Studies and Asia-Africa Development Council. He has organized several National and International Conferences as Chairman and has been the Key Note speaker. He has conducted many web-training for the communities in Nigeria and South Sudan.

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