



**OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY**

Vidyaranyaपुरi, WARANGAL – 506 009
Telangana, INDIA

From:
The Registrar
Kakatiya University
Warangal

To

1. The Principals of University, Constituent, Dist. PG Colleges and Affiliated Colleges (Professional & Non-Professional) under jurisdiction of Kakatiya University
2. The Director, SDLCE, Kakatiya University (for MBA & MCA Full-Time Courses)

Memo. No. 054 /A2/KU/2021; dated: 30/01/2021

Sub: COVID-19 – Reopening of Colleges with effect from **1st February, 2021** – Instructions – Issued – Regarding.

- Ref: 1. Memo. No. 5640/SE.Prog.II/A1/2020, dated 12.01.2021 of the Spl. Chief Secretary to Government, School Education Department, Govt. of Telangana.
2. F. No. CTE-ACD1/ACAD/4/2021-ACADEMIC-I, dt. 29.01.2021 of the Commissioner of Technical Education, Govt. of Telangana.

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I am to inform that the Special Chief Secretary to Government, School Education Department, Government of Telangana, through letter 1st cited has issued instructions/guidelines for reopening of Colleges from 1st February, 2021.

Further, the Commissioner of Technical Education, Government of Telangana, through letter 2nd cited has requested the Registrar to issue suitable instructions to the Principals of Professional Colleges (Engineering/Pharmacy/MBA/MCA) to re-open all the years of the Colleges, w.e.f. 01.02.2021, in terms of the instructions issued by the Government vide reference 1st cited.

Therefore, all the Principals of University, Constituent, District PG Colleges, Affiliated (Professional & Non-Professional) Colleges are hereby informed to re-open the Colleges w.e.f. 01.02.2021 and conduct physical classes to **all the years** of Courses, by following Standard Operating Procedures (SOPs) mandatorily, issued by the State Government (enclosed) and the University Grants Commission

(https://www.ugc.ac.in/pdfnews/4423963_UGC-Guidelines-for-Re-Opening-Universities-Colleges.pdf)
and also the following:

1. The students willing to attend the physical classes should submit an undertaking (consent) from Parents/Self-Declaration (for PG courses) that they have no objection to attend the physical classes, they have tested negative for COVID-19 and they would follow all the COVID-19 guidelines as prescribed by the Government for prevention of COVID-19. The undertaking should be supported with CORONA NEGATIVE report.
2. To conduct the interactive sessions and practicals during the month of February, 2021 followed by Semester Examinations in the month of March, 2021.
3. Minimum Attendance will not be required for appearing in the Examinations of the Current Semester of the academic year 2020-2021.
4. A maximum of 50% classrooms capacity strength shall be permitted to attend Physical classes on rotation basis.
5. The Principals are responsible for following the UGC SOPs and the guidelines given by the State Government.
6. The Principals shall upload a customized plan for their educational institutions, indicating all the above (www.admnkakatiya@gmail.com).

Therefore, you are informed to take action accordingly.

Encl: as stated above


REGISTRAR

Copy to:

1. The Spl. Chief Secretary to Government, Higher Education Department, Govt. of Telangana, Hyderabad.
2. The Commissioner of Collegiate/Technical Education, Government of Telangana, Hyderabad.
3. The Secretary, Telangana State Council of Higher Education, Hyderabad.
4. All the Deans of Faculties, KU.
5. The Dean, College Development Council, KU.
6. The Dean, Academic Audit, KU.
7. The Controller/Addl. Controllers of Examinations, KU.
8. All the Heads of Departments, KU.
9. The Director, University Hostels, KU.
10. The Director, Computer Centre, University Website and for Campus Networking, Kakatiya University.
11. The Finance Officer, KU.
12. The Member-in-Charge, University Library, KU.
13. The Public Relations Officer, KU.
14. The Secretary to the Vice-Chancellor, KU.
15. The SF.

**GOVERNMENT OF TELANGANA
SCHOOL EDUCATION DEPARTMENT**

Memo.NO.5640/SE.Prog.II/A1/2020, dated:12.01.2021

Sub:- Education Department - Reopening of Schools and Colleges from 1st February, 2021 - Instructions /guidelines - issued.

All the officers mentioned in the address entry are invited to the subject cited and they are informed that in the Collectors Conference held on 11.01.2021, the Hon'ble CM has instructed to prepare a action plan for reopening of Schools and Colleges from 1st February, 2021 in the following manner: 1) Schools - 9th and 10th Classes only. Students from other classes shall not attend schools (no physical School for 1 to 8th classes). 2) Intermediate - 1st and 2nd year. 3) Collegiate Education- Degree and Post Graduate Courses. 4) Technical Education- All Technical Educational institutions, duly following standard operating procedures (SoP) of GOI guidelines for Health and safety protocols for reopening of schools /UGC guidelines etc.

2. Keeping in view of hardship caused due to Covid-19 pandemic, and as physical classes could not be started as scheduled, Government as a part of e-learning and distance education have permitted to start online classes on various digital/TV/T-Sat platforms from 1st September, 2020, in all Schools and Junior Colleges and other Colleges in the State vide Govt.Memo.dt.24.08.2020.

3. Since, it is decided to open Educational Institutions now, as per the instructions of the Hon'ble CM, in the meeting held on 11.01.2021, it is proposed to form a District level Education Monitoring Committee (DLEMC) with the following Members to prepare a action plan for re-opening of Schools and Colleges from 1st February 2021 in the State, duly following SOP guidelines:

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| 1. District Collector | ----- | Chairman. |
| 2. Project Officer, ITDA, | ----- | Member |
| 3. District Medical Health Officer (DMHO) | ----- | Member. |
| 4. Municipal Commissioner's | ----- | Member. |
| 5. District Panchayat Officer (DPO) | ----- | Member |
| 6. District Intermediate Education Officer(DIEO) | -- | Member. |
| 7. District Educational Officer | --- | Member. |
| 8. Identified Principals from Collegiate Education | | -Member. |
| 9. Other Officer to be nominated by the District Collector (if any) | | - Member |

4. The above Committee will prepare an action plan for re-opening of Schools and Colleges from 1st February 2021 in the State by 18.01.2021 and submit to the concerned HoDs. In case of Government Education Hostels special care shall be taken with concerned departments i.e., Social welfare/Tribal welfare/ B.C Welfare/ Minority Welfare etc.

1. Sanitization Plan:

- Ensure proper cleaning and sanitation facilities in the school /College by 20th January positively.
- The DPO to organize and maintain regular sanitation as instructed in Collector conference especially with regard to Toilets, tanks/Drinking water and General cleanliness.

P.T.O

- The Principal / HM of the Education Institution arrange for thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, kitchens, canteen, laboratories, libraries, etc., on school /College campus and ensure sufficient air flow in indoor space.
- The Principal /HM of the Educational Institutions ensure availability of key supplies like thermometers, disinfectants, soaps etc., and arrange for availability of these essentials. The thermometer to be used should be a calibrated contact-less infrared digital thermometer.
- Ensure sanitization of school/College transport before they start plying especially by private managements.

2. Logistic Plan:

- As suggested by the Ministry of Health, there must be at least 6 feet distance between students in the revised seating plan. It is advisable to mark the seating that students should occupy.
- Government of India have mandated in their SOP that written consent of parents should be obtained from students who wish to attend physical classes. Digital Learning, other social media teaching will continue.
- For this year there will be no prescribed compulsory attendance mandated to appear for exams.
- If there are single-seating desks, simply providing space between the desks in the classrooms to maintain physical/social distancing of 6 feet will be effective. If benches are used, one student one bench norm may be considered.
- Similarly, physical distancing shall also be maintained in the staff rooms, office area, and other places of public interaction.
- If available, temporary space or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes, keeping in view the safety and security of the Students and physical distance protocols.
- Seats may be designated with adequate distance for teachers in the staff room and other available rooms /halls.

3. Medical Plan:

- Make arrangement for providing atleast two isolation rooms in every School /College for any COVID related emergencies with necessary supplies and DMHO to frequently monitor.
- Ensuring that sufficient sanitizers should be available.
- Make a plan of action in case suspected case of COVID occurs in School /College. A SoP as to how to deal with such incidents including immediate isolation, protection to other students, necessary and medical attention to be received, with dedicated staff etc., is to be prepared in consultation with DMHO by each Principal /HM.
- Ensure physical distancing at the entry and exit points of the School /College. No outsiders to be allowed on premises strictly.
- A list of Medical staff should be prepared who will be attached to each Educational institutions with their Telephone Numbers with all concerned such as HM/Principals/ SMCs etc.,

4. A customized plan of logistic plan/ seating plan /Medical plan / Sanitation plan should be obtained from each HM/Principal by 18.01.2021 and submitted to the DLEMC for their approval with copies to concerned HoD.

5. Collectors may appoint Nodal Officers to inspect as required periodically in order to maintain protocol as mentioned in SoP issued by GOI as attached.
6. Detailed individual instructions are being issued to each HoD separately, compliance of which may be reviewed with the concerned District Officers.
7. The SOP issued by GOI is available in website of Ministry of Home affairs, Govt. of India and www.education.gov.in/en/sop-guidelines-reopening-schools, which may kindly be seen and scrupulously followed.
8. No political meetings /functions will be allowed in all the Educational institutions without permission of District Collectors concerned.
9. These instructions apply to All Educational Institutions in all Sectors in the State.

CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT

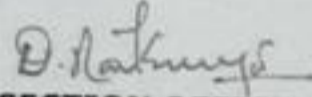
To

All the District Collectors
All the District Medical Health Officers
All the Project Officers, ITDA.
All the District Educational Officers.
All the District Intermediate Educational Officer.
All the District Panchayat Officers.

Copy to:

The Principal Secretary to Government, B.C. Welfare Department.
The Secretary to Government, SCD Department.
The Secretary to Government, Tribal Welfare Department.
The Secretary to Government, Minority welfare Department.
The Commissioner of Collegiate Education, Telangana, Hyderabad.
The Commissioner of Technical Education, Telangana, Hyderabad.
The Commissioner, Intermediate Education, Telangana, Hyderabad.
The Director of School Education, Telangana, Hyderabad
The Secretary, TREIS/TSWREIS/TSMWREIS/TSBCWRS/
TSTWREIS

FORWARDED BY ORDER


SECTION OFFICER

GUIDELINES ON RE-OPENING OF DEGREE AND PROFESSIONAL COLLEGES
W.E.F. 01-02-2021

As per Government of India guidelines, all Degree and Professional Colleges have remained physically closed for students and classes due to the prevailing Covid-19 pandemic situation. The Government of Telangana has taken several unprecedented measures for conducting online classes for students, as no physical classes could have been conducted. Further, Government of Telangana has issued instructions, in the Memo No.3552 / S.E. Prog.II / 2020, dt: 11.09.2020, for continuation of online / distance learning and 50% of teaching and non-teaching staff have been permitted to be called to the Colleges at a time for online teaching/tele-counselling and related work, in areas outside the Containment Zones only, w.e.f. 21-09-2020, as follows:-

- I. Online /distance learning shall continue to be permitted and shall be encouraged
- II. A maximum of 50% of teaching and non-teaching staff are permitted to attend the Colleges at a time for Online Teaching and other related work, in areas outside the Containment Zones only with effect from 21st September 2020.

Thus, for continuation of academic activity notwithstanding the prevailing Covid-19 pandemic situation, online classes have been conducted on various digital/TV/T-SAT platforms for all Degree, PG and Professional Colleges from 1st September, 2020, as part of e-learning and Distance Education. The faculty of Government Polytechnics have been asked to conduct online lectures through the available open platforms like Zoom conferencing, Skype, Google class rooms, Microsoft meetings etc., using the links of relevant teaching learning resources available in various digital platforms such as SWAYAM online courses, MOOCS, T-SAT Nipuna etc. Further, Lecturers have also prepared e-content, lesson plans etc.

The Government of India has issued orders, vide Lr.No.40-3/2020-DM-I(A), Ministry of Home Affairs, dated 30.09.2020, wherein the State/UT Government may take a decision in reopening of Educational Institutions after 15th October 2020 in a graded manner.

Meanwhile, the Member Secretary, AICTE, New Delhi has communicated the Revised Academic Calendar for the A.Y.2020-21, mentioning that due to prolonged emergent conditions in the Country and requests from various State Governments and ongoing admission process of IIT's and NIT's, the Council has extended the last date of admission to first year Engineering courses (UG and Diploma lateral entry) to 31st December, 2020. Further, University Grants Commission, New Delhi has also issued guidelines in November 2020 for re-opening the Universities and Colleges post lockdown due to Covid - 19 pandemic, indicating generic preventive measures / Covid - 19 appropriate behaviour to reduce the risk of Covid - 19 for faculty members, employees, students and visitors.

In this connection, the Government has decided to start physical classes for all Degree, PG and Professional Colleges from 1st February, 2021, subject to the following conditions:-

- (i) As per Government of India - Standard Operating Procedure, the consent of parents / students will have to be obtained in writing with signatures by the Principals of the respective Degree and Professional Colleges for attending the physical classes, prior to opening as mandated.
- (ii) Minimum attendance will not be required for appearing in the examinations of the current semester of the Academic Year 2020-21.

- (iii) A maximum of 50% classrooms capacity strength shall be permitted to attend physical classes on rotation basis.
- (iv) Principals of the respective Colleges shall prepare a customized plan for the conduct of physical classes in accordance with the guidelines now being issued herewith, duly keeping the premises of the Colleges clean and tidy by 18-01-2021. This will compulsorily include a status report of facilities available on the following:-
 - a. Sanitation plan
 - b. Medical plan
 - c. Logistic Plan which will include seating / shift system arrangements etc., as per SOP etc.
 - d. Academic Plan
- (v) The Commissioner of Collegiate & Technical Education shall issue a revised Academic Calendar for the Year 2020-21 in respect of Degree and Professional Colleges.
- (vi) Wearing of masks by all the students, staff, visitors etc., in College premises is mandatory. Only students, administrative staff and teachers will be allowed in the premises. No other gathering will be allowed.
- (vii) Maintaining physical distancing in classes, College premises, during lunch hours by all students, staff, visitors etc., is mandatory.
- (viii) Frequent sanitization of all classrooms, College premises, toilets, common areas etc. is mandatory.
- (ix) In case of Residential Colleges, special care at dining/dormitories/washrooms in addition to the above measures.

Every Principal shall submit a customized plan for their educational institution, indicating all the above.

Colleges, which are allowed to open, will have to mandatorily follow the Standard Operating Procedure.

The Principals of Colleges shall be responsible for following the UGC SOPs and the guidelines given above.

The above guidelines will apply to all Degree and Professional Colleges in the State.

CHITRA RAMCHANDRAN
SPECIAL CHIEF SECRETARY TO GOVERNMENT