

GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Skill Development & Training Department - Technical Education – Academic Calendar and Guidelines for the Commencement of Academic Year 2020 – 21 for Polytechnics- Commencement of class work and reopening of Polytechnics - Orders – Issued.

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SKILL DEVELOPMENT & TRAINING (TE) DEPARTMENT

G.O.Rt.No._____

Dated: 16 -11-2020

Read the following:

1. G.O.Rt.No.433, H.M. & FW (B2) Department, Dt. 05/10/2020.
2. Letter No. SBTET.AP/Academic/011, Dt.11/10/2020 from the Special Commissioner of Technical Education, Andhra Pradesh, Vijayawada.
3. Letter No.Rc.980/CH & FW/Peshi/2020, of the Commissioner of Health and Family Welfare, dt.27.10.2020.
4. G.O.Rt. No. 650, H.M. & FW (B2) Department, Dt. 01/11/2020.
5. UGC/AICTE Guidelines, November'2020.
6. F.No. 16-12/2020-U1(A)(Part 2), GoI, Ministry of Education, Department of Higher Education, New Delhi.

ORDER:

The Government of Andhra Pradesh have decided to open all the Polytechnics under the control of Department of Technical Education in the State on 23rd November'2020 for the academic year 2020-21.

2. In the reference 1st read above, the Special Commissioner of Technical Education has proposed common Academic Calendar & guidelines to be followed based on the guidelines of UGC/AICTE issued in Sept' 2020 and revised SOPs of Ministry of Health & Family Welfare, Government of India, New Delhi as well as G.O.2nd read above.

3. Government, after careful examination of the matter, hereby accord the permission to open all Polytechnics in the State on 23rd November' 2020 for the academic year 2020-21.

4. The Government have also approved the common Academic Calendar & guidelines to be followed for commencement of Academic Year- 2020 – 21 for Polytechnics. The details of the Academic Calendar and guidelines & Standard Operating Procedures (SOPs) for the commencement of Academic Year 2020-21 is annexed-I & II respectively.

5. The Special Commissioner Technical Education and Chairman, SBTET shall take necessary action accordingly in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**G ANANTHA RAMU I A S
SPECIAL CHIEF SECRETARY TO GOVT**

To
The Special Commissioner of Technical Education, Vijayawada.
The Secretary, SBTET, A.P.
Copy to:
PS to Spl. Chief Secretary to Hon'ble Chief Minister.
Addl. P.S to M (IT&Industries)
PS to Chief Secretary to Govt.,
P.S to Spl.C.S, Skill Development and Training Dept,
PS to Spl. Chief Secretary to HM&FW Dept
Sf/Sc.

//FORWARDED :: BY ORDER//

SECTION OFFICER

ANNEXURE-I

ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2020 -21

S. No	COURSES	COMMENCEMENT OF CLASS WORK	LAST WORKING DAY
3-YEAR REGULAR DIPLOMA COURSES			
1.	a) 1 st Year	14/12/2020	26/07/2021
	b) III &V Semesters	23/11/2020	15/03/2021
	c) IV Semester	30/03/2021	19/07/2021
	d) VI Semester (First batch)	02/01/2021 (attended Industrial training from 01/07/2020)	28/04/2021
	e) VI Semester (Second batch- Industrial Training)	30/03/2021	29/09/2021
D.PHARMACY COURSE			
	a) 1 st Year	14/12/2020	26/07/2021
	b) 2 nd Year	23/11/2020	05/07/2021
INDUSTRIAL TRAINING			
2.	a) One-Semester (6 months) Industrial Training for C-16 Sandwich Diploma Courses for the academic year 2020-21 is as per the schedule given in due course (for V semester & VI semester students).		
	b) One-year Industrial Training for 3 ^{1/2} year Sandwich Diploma courses for the academic year 2020-21 is as per the Schedule given in due course		
HOLIDAYS/VACATION			
a.	Pongal Holidays - 3 Days (bdi)	From	To
		13/01/2021	15/01/2021
NOTE:			
i.	During Semester examinations period, class work for 1 st Year regular courses and D. Pharmacy 1 st year shall be conducted.		
ii.	The Principal shall make efforts to conduct extra-classes so as to complete the minimum working days norm: 90days/semester; 180 days/year, in case ifthe regular class work disturbed due to unavoidable circumstances (strikes/natural calamities etc).		
iii.	For the current academic year the class work shall be conducted on 2 nd Saturdays also.		
iv.	Consent from the parent of the student to attend the institution shall be taken.		
v.	Undertaking by the students to abide the COVID-19 guidelines shall be taken.		

ANNEXURE-II

Guidelines and Standard Operating Procedures for the Commencement of Academic Year 2020 - 21

The Polytechnics are expected to implement blended learning system integrating conventional offline and online teaching and learning. They have also to introduce evaluation system using online and offline methods. The new challenges due to the prevailing situation can be better faced through blended learning systems. **The plan for academic continuity provided by SBTET may be followed to introduce blended (Online and Offline)Teaching-learning system.** The institutions are expected to develop workable models to continue the academic process without compromising quality and standards. Extra efforts are needed to ensure smooth functioning and to engage students, teachers and other staff to perform their duties and responsibilities effectively. The following are the SOPs and guidelines for making all the required facilities and services available for the effective functioning.

The**Standard Operating Procedure** outlines various generic precautionary measures to prevent spread of COVID-19, when Polytechnics are permitting students on the campus for the academic year 2020 – 21. All the Polytechnics are expected to comply with the COVID-19 related guidelines issued by the Ministry of Home Affairs and Ministry of Health & Family Welfare, Government of India and also the guidelines issued by the UGC/AICTE on 29/04/2020 and 06/07/2020 regarding the modes of teaching, conduct of examinations, importance of physical distancing etc. Every Polytechnic must be prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, MHRD or UGC or AICTE from time to time to prevent the spread of COVID-19. Each institution shall prepare detailed SOP in addition to the present one based on local conditions. A district-level, regional level task force shall be constituted to ensure compliance of SOP.

The Regional Joint Director shall be vigilant and interact with Principals of all the Polytechnics on a continuous basis and take appropriate academic and administrative decision depending on the situation.

1. Generic Preventive Measures:

The generic preventive measures include basic public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (Staff and students) in their places of work and study at all times. These include:

- i. Seating arrangements to ensure physical distance of 6 feet to the possible extent.
- ii. Mandatory use of face covers/masks.
- iii. Frequent hand washing with soap (for at least for every 40-60 minutes) or use of alcohol-based hand sanitizers (for at least 20 minutes). Thoroughly sanitize the institute premises and provide non touch hand sanitizers, dispensers as well as thermal scanners.

- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of AarogyaSetu App.

2. Preparatory work for opening up of the Institutions

a) Planning:

Conduct of online classes to the possible extent with once in a week doubts sessions duly ensuring physical distancing.

- i. Scheduling the class room sessions such a way that 10-15 persons per hour per class with proper sanitation, mask wearing and maintaining physical distance. All sessions should be slotted with staggered attendance of the students.
- ii. All work areas intended for teaching/demonstrations etc., including laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with special attention to frequently touched surfaces.
- iii. Institutions, Hostels that were used as quarantine centres shall be properly sanitized and deep cleaned before functioning is resumed. Guidelines issued by Ministry of Health & Family Welfare for disinfection of common public places including offices may be referred to in this regard). Practical sessions/Lab sessions shall also be conducted in similar manner with thorough disinfection of the tools and apparatuses. [https://www.mohfw.gov.in/pdf/ Guidelines on disinfection of common publicplaces including offices.pdf](https://www.mohfw.gov.in/pdf/Guidelines%20on%20disinfection%20of%20common%20public%20places%20including%20offices.pdf)
- iv. Wherever skill based/laboratory training on equipments is to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in varandah, courtyard, shed, etc.
- v. At all times, the faculty and students shall maintain a physical distancing of 6 feet apart. Scheduling of activities and seating plan shall be made accordingly.
- vi. Ensure hand washing facilities along with provision of soap/hand wash liquids.
- vii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet shall be made. Similarly, physical distancing shall also be maintained in staff rooms, office areas (including reception area), and other places (mess, libraries, canteens, etc.)
- viii. Weather permitting, outdoor spaces may be utilized for conducting faculty student interactions, keeping in view the safety and security of students and physical distancing protocols.

b) Scheduling of activities:

All employees who are at higher risk, especially older employees, pregnant employees and employees who have underlying medical conditions like Diabetes, Hypertension and other acute respiratory syndromes are to take extra precautions and should preferably not be exposed to any front-line work requiring direct contact with the students.

c) Availability and management of supplies:

Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available to the staff.

- i. Provide an adequate supply of thermal scanners, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials.
- ii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iii. Ensure availability of sufficient covered dustbins and trash cans.
- iv. Provision for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMWGUIDELINES-COVID_1.pdf).
- v. Housekeeping employees to be informed & trained about norms for waste management & disposal.

After opening of the Institutions:

The institutions should train their staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in their campuses. Students should be allowed in campuses only after wearing of masks and gloves. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.

a) At the entry point:-

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple entries and exits, if feasible, should be used for entry and exit.
- ii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength should be allowed with 10 minutes interval to each section and they should not be permitted to congregate outside the Institution.
- iii. Only asymptomatic persons (faculty, employees and students) to be allowed in the premises. If a faculty/employee/student is found to be symptomatic, he/she should be referred to nearest health care centre.
- iv. Posters/standees on preventive measures about COVID-19 to be displayed in prominent places of the Institution.
- v. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- vi. Entry of visitors should be strictly regulated/restricted. In case complete contact details of the visitor should be maintained along with the names of the persons whom he/she meets.
- vii. Institutions shall set up a proper high visibility campaign with signages, symbols, posters and hoardings at appropriate places by indicating and the importance of proper mask usage, physical distancing and hand sanitizing to control and prevent COVID -19.
- viii. The details of COVID – 19 cell established by the institution be prominently displayed containing the emergency number, help line number, contact details of persons to be contacted in case of any emergency in the Institution.

b) Conduct of guidance activities in the rooms or open spaces within the campus:

- i. Seating arrangement to ensure a distance of 6 feet between chairs desks in classes, workshops, libraries etc., should be clearly marked. At least one seat should be left vacant between two seats.
- ii. Staggering of guidance activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
- iii. Teaching faculty shall ensure that they themselves and their students wear masks throughout the conduct of the teaching/guidance activities.
- iv. Sharing of items like notebook, pens/pencil, eraser, water bottle etc. amongst students should not be allowed.

c) Conduct of skill based training in workshops/laboratories:

- i. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- ii. Ensure that the equipment have been disinfected, particularly the frequently touched surfaces before and after each use.
- iii. Ensure a floor area of 4sq.mper person is available for working on equipment/work station.

- iv. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at laboratories/workstations/simulation labs etc.

d) Activities in common areas – library, mess/canteen, common rooms, gymnasium etc.

- i. Physical distancing of 6 feet needs to be maintained.
- ii. Persons using the common areas need to use mask/face cover all the time.
- iii. Cafeteria/mess facility, if any within the premises, shall remain closed.
- iv. All programs and extracurricular activities should be avoided where physical distancing is not possible.
- v. Adequate arrangements for safe drinking water at every section should be made available in the institution.

e) Transportation to and from the institution:

Students need to be encouraged to use bicycles or to come on foot to the institution. If transportation facility is provided by the institution, proper physical distancing, sanitization of buses/other transport vehicles (with 1% Sodium hypochlorite or fumigation with suitable disinfectant) shall be ensured. Staggered timings of commutation need to be practiced. For example, the institution timings need to be staggered. For some batches the institution may start at 09:00am and for others at 10:00 am to avoid overcrowding during commutation.

4. Teaching Learning Activities after reopening

a) Instruction Methodology:

The institutions are advised to follow blended learning system i.e. the combination of conventional class room teaching and online teaching shall be implemented.

- At any given point of time, there shall be only 1/3rd strength on the institution campus and in hostels. The students who are not permitted to the campus for conventional class room teaching shall be engaged through online teaching and learning methods until they get their turn to the institution campus.
- Flipped mode of learning need to be practiced, a combination of both in person classroom teaching and learning at home.

The instruction shall be for a period of 10 days for 1/3rd of students, for 1st/2nd/3rd year of study as the case may be. Thus, the institutions have to run classes on the campus for 1/3rd of the Diploma courses at a given point of time and the class work shall be planned in such a way that COVID guidelines are followed without any compromise. For the first 10 days, only 1st year students shall attend the classroom instruction. 2nd and 3rd year students shall be engaged online. For the next 10 days, only 2nd year students shall attend the classroom instruction, 1st and 3rd year students shall be engaged online. Similarly, for the next 10 days, only 3rd year students shall attend the classroom instruction, 1st and 2nd year students shall be engaged online. The cycle shall be repeated after the first three 10-day duration of instruction is completed.

*Even for a particular class, say, 1st year, the students shall be split into 3 or more groups and staggered timetable shall be followed. For example: Let us consider **I year Diploma course having Mathematics, Physics and Chemistry**. For one group if Mathematics is taught in the 1st period, for the second group **Physics** is taught in the same 1st period and for the third group Chemistry is taught. For the 2nd period the subject taught shall be swapped.*

- However, it is not mandatory that the students should attend the institution. An option is to be given to the student either to attend the institution or learn from home through online. The institution administration shall make arrangements for broadcasting live/recorded lectures or to make learning material available to the students not attending the classes.
- In this 10-day instruction, an over view of at least 2 or 3 units/1/3rd of the syllabus shall be given to the students.
- Students of a particular class can be divided into two sections and teachers can be drafted to teach both sections simultaneously, wherever feasible.
- The laboratory work also shall be completed simultaneously, giving due weightage.
- After completion of the 10 days of instruction, the students of the batch will leave the campus.
- Staggered timetable shall be worked out for different semesters. The respective institutions shall facilitate the instruction as per the available infrastructural facilities.
- The duration of each class shall be 45 minutes with a break of 5 to 10 minutes between the classes.
- After the end of each class, the students shall be asked to leave the class and to go into the open, by maintaining social distance and come back after 5 or 10 minutes for next class after cleansing their hands with soap/liquid hand wash.
- Toilets shall be cleaned/disinfected once in every hour.
- After the end of the 10 days of instruction on campus, the students need to be given the entire learning content as lecture notes as well as the schedule to be followed for the next 20-days on a day-to-day basis.
- Students should be made to actively engage with the teaching-learning process even when they are at home, till they come for the next round of classes. The faculty presence should be ensured by way of Whatsapp groups or through asynchronous learning using Google classroom or through video conferences using free software like Zoom or Google meet etc.
- Assignments/Quizzes, etc, are to be administered through email for the students for the next 20 days and evaluation is to be done and communicated promptly. Assessment records shall be maintained periodically.
- The detailed video / audio lectures shall be uploaded on the institution website to facilitate learning while at home.
- Student attendance shall be recorded and monitored to satisfy 90 working days per semester/180 days per year end.

- The second 1/3rd of the students shall attend physical classes after the first 10-days of instruction is completed for the first 1/3rd batch of students and then followed by the last 1/3rd batch of students, until the syllabus is completed.
- Class Time-Tables need to be worked out accordingly.
- The same cycle shall be continued till the end of the semester.
- Physical distancing and other health-and-safety precautions need to be followed.
- Students of one class shall not mingle with students of another class. While attending institution, a congregation of more than 3 people outside the classroom shall not be allowed.
- Proper ventilation shall be ensured in the classrooms. Doors and windows shall be kept opened.
- Sports and other extracurricular activities are strictly banned.
- Students, after going home shall take bath and keep away from old people and people with co-morbid conditions.
- All students shall be explained the importance of not spreading the infection to the family members at home, particularly to people at high risk.
- For Engineering Diploma courses, the revised curriculum with effect from 2020-21 shall be followed.

Emergency Protocol:

An emergency protocol will have to be defined in case a student is found symptomatic or has tested positive for COVID-19, to ensure calm is maintained and necessary actions are taken to quarantine and test peers living in the same accommodation.

5. Hygiene and Sanitation:

- i. Daily cleaning of the floors shall be taken up with suitable disinfectants
- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, other common areas etc. before beginning of classes and at the end of the day.
- iv. Teaching materials, computers, laptops, printers, shall be disinfected with 70% alcohol wipes.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Students and employee should be advised to dispose of used face covers / masks in separate covered bins placed in classrooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed off as dry general solid waste after cutting/shredding.

- vii. Students should not be involved in any of the cleaning activities for health safety reasons.
- viii. The institution shall build capacity of lecturers/teachers to sensitize them about SOPs for preventing spread of COVID-19 infection.

6. Risk Communication:

- i. Create awareness to ensure the students do not gather when leaving the Institute and in their free time.
- ii. Sensitize students, parents, faculty and employees to create awareness on COVID appropriate behaviour, as detailed under generic measures above.
- iii. If a student, faculty or employee is sick, they should not come to the Institute and follow necessary protocols in this regard.

7. Psycho-social wellbeing:

- i. Ensure regular counselling is done for students and faculty reporting mental health issues such as anxiety and depression.
- ii. It is recommended that mentorship assignments are put in place formally and mentor-mentee discussions are recorded into an action plan and shared with the mentee.
- iii. It is advisable that faculty, counsellors and/or mentors should work in unison to ensure emotional safety of the students.

8. SOP to be followed in case a student/faculty/employee develops COVID symptoms (fever, headache, cough, cold, sneezing and difficulty in breathing):

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the State or District helpline.
- v. Following all COVID- 19 guidelines (testing all symptomatic cases, compulsory and proper wearing of masks, proper hand sanitization and maintenance of physical distance) to be followed by the teachers, demonstrators and students.
- vi. A risk assessment shall be undertaken by the designated public health authority (District RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vii. Disinfection of the premises to be taken up if the person is found positive.

ANNEXURE-III

CHECKLIST FOR SAFE COLLEGE ENVIRONMENT

1. Checklist for College Administrators, Teachers and other Staff:

S.No.	Task	Yes/No
A	Healthy Hygiene Practices are promoted and ensured	
1	Students and Staff have been sensitized on good personal hygiene practices and proper hand washing technique (minimum 40 minutes)	

2	<p>Signage's on Healthy Hygiene Practices have been displayed at prominent places in the Institute like classrooms, corridors, washrooms, reception area, etc.</p> <ul style="list-style-type: none"> • Stop handshaking – use other noncontact methods of greeting • Wash hands at regular intervals (wash for at least 40 seconds) • Avoid touching face cover coughs and sneezes 	
3	Adequate, clean and separate toilets for girls and boys	
4	Soap and safe water are available at age appropriate hand washing Stations	
5	Key supplies like thermometers (calibrated contact-less infrared digital thermometer), disinfectants, soaps, hand sanitizers, masks, etc., are available in adequate quantity in the Institute	
6	Health and hygiene lessons are integrated in every day teaching	
7	College building, classrooms, kitchen, water and sanitation facilities, College transport facilities, surfaces that are touched by many people (desks, railings, door handles, switches, lunch tables, sports equipment, window handles, toys, teaching learning material etc. are cleaned and disinfected at least once a day	
8	Adequate cleaning staff is available in the Institute	
9	There is enough air flow and ventilation in the Institute premises and that all windows are kept open during the Institute time	
10	Regular health screening of all staff and students in the Institute	
11	Trash is removed daily and disposed of safely	
12	There is full time nurse or doctor and counsellor available in the Institute.	
13	The Institute has tie up with the nearby hospital for dealing with emergency.	
B	Physical / Social distancing Measures have been implemented	
1	Institute arrangements have been adjusted to avoid crowded conditions.	
2	Enough space has been created between the desks of the students.	

2. Check list for Parents:

S.No.	Task	Yes/No
1.	Regular monitoring of child's health.	

2.	Keeping of child at home if she/he is ill or has any specific medical condition that may make them more at risk.	
3.	Teach and model good hygiene practices at home: <ul style="list-style-type: none"> • Wash your hands with soap and water frequently or use an alcohol-based hand sanitizer with at least 70%alcohol. • Ensure availability of safe drinking water • Ensure clean and safe toilets at home • Ensure safe collection, storage and disposal of waste • Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose 	
4.	Ensure emotional safety of your child through different means.	
5.	Prevent stigma by using facts and teach your children to be considerate of one another.	
6.	Coordinate with Institute to receive information.	
7.	Offer support to the Institute to strengthen Institute safety efforts.	

1. Checklist for Students:

S.No.	Task	Yes/No
1	You avoid stressful situation by talking and sharing with others and help keep yourself and your Institute safe and healthy.	
2	You protect yourself and others by: <ul style="list-style-type: none">• Washing hands frequently, always with soap and safe water for at least 40 seconds	
3	Not touching face by <ul style="list-style-type: none">• Not sharing cups, eating utensils, food or drinks with others	
4	You act as a leader in keeping yourself, your Institute, family and community healthy by: <ul style="list-style-type: none">• Sharing what you have learnt about preventing disease with your family and friends, especially with younger children• Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members.	
5	You don't stigmatize your peers or tease anyone about being sick.	
6	You tell your parents, another family member, or a caregiver, if you feel sick, and ask to stay home.	

**G ANANTHA RAMU, IAS
SPECIAL CHIEF SECRETARY TO GOVT**

//TRUE COPY//

SECTION OFFICER