



Sant Baba Bhag Singh UNIVERSITY

Village: Khiala: PO: Padhiana, Distt: Jalandhar 144030.

Website: www.sbbsuniversity.ac.in Phone: 0181-2711163 Fax: 0181-2711555

Ref. No. SBBSU/DA/20/094

Dated: 13.11.2020

OFFICE ORDER

Subject: RE-OPENING THE SANT BABA BHAG SINGH UNIVERSITY POST LOCKDOWN DUE TO COVID-19 PANDEMIC (As per the Guidelines/Orders of Government of Punjab Endst No. HED-EDU10UNIV/65/2020-4edu/3533/21 dated 12.11.2020 for reopening of Universities and Colleges post COVID-19 lockdown)

1. Sant Baba Bhag Singh University shall re-open for physical interaction in phased manner with effect from November 16, 2020 (Monday). Students and staff shall also be advised not to visit areas falling within containment zones. SBBSU shall be opened in phased manner, ensuring that **not more than 50% student strength shall be present at any point of time** and necessary guidelines/protocols to prevent the spread of COVID-19 are observed. Further, nearly 50% students of each class/programme (on the basis of sanctioned strength/intake) shall be allowed to attend SBBSU on alternate days.
2. All the faculty and staff members will be tested with **RT-PCR for COVID-19** in the campus by the medical team of Adampur Civil hospital.
3. All the students, faculty and staff members should download, check and regularly update the COVA App and Aarogya Setu App. The faculty, staff and students of the university should encourage the students to download and use COVA App and Aarogya Setu App.
4. The order of precedence for re-opening of SBBSU shall be pursued in the phased manner as per the following roster/schedule:

S.NO	NAME OF INSTITUTE	SCHEDULE FOR COMMENCEMENT OF CLASSES IN CAMPUS/ RE-OPENING OF SBBSU	CLASSES
1.	UISH & UIET	16.11.2020 to 20.11.2020	All Final Year Classes.
2.	UICM, UIL, UICA	23.11.2020 to 25.11.2020	All Final Year Classes.
3.	UIE	26.11.2020 to 30.11.2020	All Final Year Classes.

5. After the assessment/review of the above-mentioned schedule SBBSU shall propose roster for rest of the classes. Thereafter, SBBSU shall set the order of precedence for rest of the classes.
6. In addition to this schedule the Deans/Dy. Deans of the Institutes shall set their own order of precedence for other classes of their Institutes and should prepare the roster for all the departments



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and batches in various programmes. In case of more strength of students in a class/section, the students can be divided into sub-groups and the time-tables shall be prepared accordingly. At the institute level, the plan shall be work-out by the Deans/Dy. Deans in association with the Heads/Coordinators/in-charges of the departments. The class size may be reduced by breaking them in multiple sections to maintain physical distancing during the classes. Depending on the **availability of space in class rooms, up to 50% students may be allowed on a rotation basis** to attend the classes.

7. The Deans/Dy. Deans of the Institutes are requested to collect the self-declaration/Undertaking form from the students declaring that student shall abide by the regulations of Govt. and shall support SBBSU regarding Social distancing etc. during Covid19 situation.
8. The approved Academic Calendar is already available on the SBBSU website and has been sent to all the concerned members so that the number of teaching days as mentioned by UGC shall be followed strictly. Accordingly the winter break has been minimized and shifted.
9. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face masks and gloves.
10. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.
11. SBBSU shall ensure the norms of physical distancing or appropriate/specific markings, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area etc. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
12. Wearing face cover/ mask is a must at all times and at all places inside the campus.
13. Generic Preventive Measures/COVID-19 Appropriate Behavior /public health measures as per the guidelines of Punjab Government/ UGC (directions, instructions, guidelines and orders issued by the State Government concerned regarding safety and health in view of COVID-19) must be fully abided by all (faculty members, employees, students and visitors) to reduce the risk of Covid-19.
14. Spitting shall be strictly prohibited.
15. To avoid the risk of transmission, the students, faculty and staff should be screened and symptomatic ones be advised to get clinically assessed before allowing them entry into the campus.
16. The study tours, field works (outside campus), educational tours etc., keeping in mind the COVID-19 situation, should be restricted.
17. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
18. Students (Day-scholars) shall be advised to bring home-made/home-cooked food/tiffins, water-bottles and sanitizers along with them.
19. The Deans/Dy. Deans of the Institutes are requested to ensure that the teachers of the SBBSU shall devote full working hours as per UGC rules for teaching practices.



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20. Strict adoption of **Hybrid/Blended mode of teaching (both online and offline) shall be adopted to ensure the complete coverage of syllabus.** The content of the subject should be delivered to the students through various learning management system both online and offline. In case of need, the teachers may be allowed to take online classes in weekends for covering their syllabus, if required (as per request of students, if any). Because as per UGC regulations, "Some students may opt not to attend classes and prefer to study online while staying at home. Institutions may provide online study material and access to e-resources to such students for teaching-learning." The regular classes for both practical and theory subjects to be ensured by Heads/Coordinators and Deans/Dy. Deans.
21. All the Deans/Dy. Deans of the various Institutes are instructed to ensure the following conditions:
- That not more than 50% student should be physically present in the classes. To prevent overcrowding and to maintain social distancing in the practical laboratories and workshops the schedule of practical work should be staggered.
 - That the duration of class be reduced by 10 minutes so that the students gets time to move in open space and reassemble for the following class. The amended time-tables are requested to be deposited till 25.11.2020 in the office of Dean Academics.
 - Keeping in view the SOPs issued by the government the time table of the departments should be displayed at appropriate places to avoid overcrowding and effective internet facility will be provided for the delivery of the lecture. The time-tables shall be shared with all the students through social media platforms/email/SBBSU website. Proper record of each lecture delivered/academic related activities shall be maintained by each teacher.
 - The Deans/Dy. Deans of Institutes shall ensure that each teacher must follow the professional ethics, integrity, social distancing etc. and guidelines of Govt. of Punjab/UGC/SBBSU regarding teaching-learning during Covid-19 situation.
 - As per the practice of SBBSU, it must be ensured that mentors should be appointed for each class in every department to provide mentorship to the students.
 - Each Dean/Dy. Dean of Institute shall make a task-force at Institute level to review/assess the teaching practices/students response etc. for further assessment/policy-making at SBBSU level.
 - Awareness program shall be organized at least bi-weekly by each institute to make students aware about latest guidelines issues by Government of Punjab and/or India regarding Covid-19 situation and also about the latest SOPs/information.
 - The discipline duty chart at department/Institute level shall be implemented as per requirement and the ongoing practice of SBBSU.
22. The Chief warden and Wardens of boys and girls hostels should ensure:



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- i. To start with single student in each hostel room so that single student should be placed in single room.
- ii. Proper hygiene should be maintained.
- iii. Social Distancing should be followed in the hostel kitchens, washrooms, mess/dining halls and common rooms should be under their strict supervision.
- iv. The mess shall serve food for longer periods so that the students can eat in a staggered manner.

23. Registrar should ensure that:

- i. The basic facilities like wi-fi/seamless internet services and computers etc. shall be ensured for blended mode of teaching-learning practices during this pandemic situation.
- ii. Proper signages, symbols, posters etc. should be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing.
- iii. Clean and hygienic conditions, as per safety and health advisories of the Punjab government are to be maintained at all places including washrooms, libraries, class rooms, laboratories, administrative and academic blocks, canteens etc.
- iv. The areas frequently used should be sanitized on regular basis.
- v. Adequate supply of sanitizers, sodium hypochlorite and thermal sensors should be ensured.

24. Registrar and Dy. Director Student Welfare should ensure that:

- i. Proper sanitization and thermal screening is done at the main gate and at the entrance of all the departments. On the main gate and entrance of each block, thermal screening must be ensured.
- ii. The campus should be sanitized on regular basis with 1% Sodium Hypochlorite
- iii. Wearing of masks and frequent use of sanitizer will be the individuals' responsibility.

25. Librarian and Deputy Director Student welfare should ensure overcrowding is prevented and social distancing is maintained at common places as library, canteen in true sense.

26. Dr. Amrik Singh, Assistant to Medical Officer is requested to set up an isolation ward in the dispensary. Medicines required for the treatment of COVID 19 should be available in the dispensary. He is requested to be in touch with District Administration for any (in case of) emergency and approved laboratories for COVID testing. Isolation facilities for symptomatic persons and quarantine facilities for those who were in contact with the positively tested persons should be there on campus or a tie-up may be made in advance with some Government hospital or approved premises or as advised by the local authorities so that, in case of necessity, prompt action may be taken. Proper arrangement of safety, health, food, water etc. should be ensured for those in quarantine and isolation facilities.



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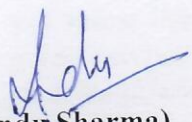
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27. Manager facility is requested to ensure that the in case of emergency Ambulance service should be readily available and proper SOPs should be followed in the University buses.
28. Director Sports is requested to ensure proper social distancing is maintained during sporting and extra-curricular activities as per the Central/Punjab Govt. guidelines.
29. **Psychological counselling centre** is established in room no 209, first floor, Block no 3 and Dr. Sarla Nirankari will be the Psychological counsellor for the students of the University.

The above guidelines should be followed in true spirit by one and all so that the safety and adherence to COVID-19 shall be ensured at all costs.

This is issued with the approval of the competent authority.


(Dr. Indur Sharma)
Dy. Dean Academics

To:

1. Secretary, SBBSMCS (For kind information, please)
2. Vice-Chancellor, SBBSU (For kind information, please)
3. Registrar
4. Director (Administration)
5. Director R&D
6. Director NAAC
7. Controller of Examination
8. Dy. Director (Admissions and Student Welfare)
9. Dean, UIET & UIE
10. Dy. Deans, SBBSU
11. All HoD and CoD/in-charge (For circulation amongst faculty & staff members)
12. *Director Sports*
13. *Manager facility*
14. *Dr. Sarla Nirankari*
15. *Dr. Amrik Singh*
16. *Librarian, SBBSU.*
17. *Wardens, Boys and Girls Hostel*
18. *All Notice boards of SBBSU.*