

**GOVERNING BOARD MEMBERS**



# Maharashtra Cosmopolitan Education Society

2390-B, K.B. Hidayatullah Road, Camp, Pune 411 001. Tel.: 26452040, 26452288, 26449242; Fax : (020) 26459112  
Email : info@mcesociety.org, info@mardentalcollege.org Website : www.mcesociety.org  
secretary@azamcampus.org

**P. A. Inamdar**  
President

**Latif Magdum**  
Hon. Secretary

Ref. No. : *MCES/024/2018*

Date: *24-02-2018*

## List of Governing Body Members ( 2017-2020 )

Sr. No.	Name of the Member	Designation
1	Mr. P.A. Inamdar	President
2	Mrs. Abeda P. Inamdar	Vice President
3	Mr. Latif Magdum	Hon. Secretary
4	Mr. Muzaffar Shaikh	Treasurer
5	Mr. Irfan J.M. Shaikh	Joint Secretary
6	Mr. Abdul Qadeer Fakir Mohd. Qureshi	Joint Secretary
7	Mr. Majeed Usman Dawood	Member
8	Mr. Sayyed AliRaza A. Inamdar	Member
9	Mr. Mohd.Hanif Shaikh	Member
10	Mr. Mohd. Khalid Ansari	Member
11	Mr. Abbas Shaikh	Member
12	Mr. Badruddin Shaikh	Member
13	Mr. Mashkur Ahmed Shaikh	Member



*Latif Magdum*  
**Mr. Latif Magdum**  
First Appellate Authority and  
Secretary M.C.E. Society  
Pune-411 001.

S. R. A. Reg. No. 1727 - Pune / 1948-49

\* B.P.T. Act Reg. No. F-121-Pune/27-1-1953

Certificate U/S 80 G of the Income Tax Act 1961 Bearing No. Prv/CIT-I/80G/203/2009-10/6247 Dt. 23-12-2009.



# Maharashtra Cosmopolitan Education Society

2390-B, K. B. Hidayatullah Road, Azam Campus, Camp, Pune 411 001.

Email: secretary@azamcampus.org / president@azamcampus.org / mcesociety@azamcampus.org


Website : www.mcesociety.org / Toll Free : 1800-572-7151

Dr. P. A. Inamdar  
President

Irfan J. Shaikh  
Secretary

## List of Governing Board Members and office bearers of the Maharashtra Cosmopolitan Education Society, Pune (2020-2023)

Sr. No.	Name of the Member	Designation
1	Dr. Peerpasha Hussaini A. Inamdar	President
2	Mrs. Abeda Peerpasha Hussainy Inamdar	Vice President
3	Mr. Irfan Janmohamed Shaikh	Secretary
4	Mr. Muzaffar Peermohammed Shaikh	Treasurer
5	Mr. Abdul Qadir Fakir Mohd. Qureshi	Account Secretary
6	Mr. Sayyed Ali Raza Abdul Razak Inamdar	Member
7	Mr. Mohd. Hanif Noor Mohd. Shaikh	Member
8	Mr. Abbas Ismail Shaikh	Member
9	Mr. Mashkur Ahmed Shaikh	Member
10	Mr. Badruddin Imamuddin Shaikh	Member
11	Mr. Afzal Kader Khan	Member
12	Mr. Sabir Abdul Rehman Shaikh	Member

  
Irfan J. Shaikh  
Secretary  
M.C.E. Society, Pune

# THE MAHARASHTRA COSMOPOLITAN EDUCATION SOCIETY, PUNE

(PTR No. F-121/P)

Office : Trust Office Conference Hall, First Floor, Azam Campus, 2390, K. B. Hidayatullah Road, Camp, Pune - 411 001 Maharashtra

OFFICE OF THE RETURNING OFFICER

J. F. SHERKAR, Advocate

Ref.: Returning officer /MCES-Jan./028

Date :

25.01.2021

To,

Mr. Irfan Janmohamed Shaikh

Sir,

Please find enclosed herewith the copy of Declaration of Election Result of the Governing Board members for the term 2020-2023, of the Maharashtra Cosmopolitan Education Society, Pune.

Thanking you.



J.F. Sherkar  
(Advocate)

Returning Officer  
Returning Officer

The Maharashtra Cosmopolitan Education Society, Pune  
Camp, Pune

Encl: As above

# THE MAHARASHTRA COSMOPOLITAN EDUCATION SOCIETY, PUNE

(PTR No. F-121/P)

Office : Trust Office Conference Hall, First Floor, Azam Campus, 2390, K. B. Hidayatullah Road, Camp, Pune - 411 001 Maharashtra

OFFICE OF THE RETURNING OFFICER

J. F. SHERKAR, Advocate

Ref.: Returning Officer/MCES - Jan /2021

Date : 24/01/2021

## TRUE COPY

### DECLARATION OF ELECTION RESULT

TERM: 2020 - 2023

WHEREAS, the RETURNING OFFICER is entrusted with the function of holding elections for the GOVERNING BOARD of the Maharashtra Cosmopolitan Education Society, Pune for the term 2020-2023 in accordance with the Bye-laws and Election Rules of the Maharashtra Cosmopolitan Education Society;

AND WHEREAS, the ELECTION NOTIFICATION No. Returning Officer/MCES-Dec./003 was issued by the RETURNING OFFICER wherein the detailed election programme was duly notified to all the members by Post and Publication in various in the Prabhat Newspaper;

AND WHEREAS, in exercise of the powers conferred upon the RETURNING OFFICER the said Election Programme viz. Publication of Tentative Voter List, inviting Objections to the said list, final publication of the Voters List, issuance and receiving of the Nomination Forms, Scrutiny of the Nomination forms, Publication of Valid List of the Contesting Candidates and receiving of Withdrawals from the Candidates, Polling etc., was duly implemented by the RETURNING OFFICER;

AND WHEREAS, 61 (Sixty-one) Nominations were received under Non-life Benefactor Category and 2 (Two) Nominations were received under the Non-life Patron Category amounting to 63 (Sixty-three) Nominations in total;

AND WHEREAS, after the Scrutiny conducted on 09/1/2021 43 (Forty-Three) Nominations were held valid and under Stage No. 9 of the said Election Programme, 17 (Seventeen) Nominations came to be withdrawn by reason whereof 26 (Twenty-Six) Nominations were held as final contesting Nominations;

AND WHEREAS the polling was conducted by Secret Ballot on 24/01/2021 from 8.00 a.m. to 5.00 p.m. in three rooms i.e. in three polling booths at the Heritage Structure, Dr. A.R. Shaikh Assembly Hall Annex Azam Campus, Pune;

# TRUE COPY

Sr. No.	Name of the Candidate	Total no. of Votes Polled
1.	Abeda Peerpasha Hussainy Inamdar	942
2.	Peerpasha Hussaini A. Inamdar	962
3.	Magdum Latif Bakshu	938
4.	Prof. Shaikh Muzaffar Peermohammed	964
5.	Irfan Janmohamed Shaikh	957
6.	Qureshi Abdul Qadir Fakir Mohd.	964
7.	Sayyed Ali Raza Abdul Razak Inamdar	952
8.	Shaikh Abbas Ismail	954
9.	Mohd. Hanif Noor Mohd. Shaikh	958
10.	Shaikh Mashkur Ahmed	944
11.	Afzal Kader Khan	944
12.	Shaikh Badruddin Imamuddin	917
13.	Shaikh Sabir Abdul Rehman	905
14.	Shaikh Muzammil Haider	297
15.	Noor Mohammed Usman Dawood	274
16.	Mohd. Azim Islam Gudakuwala	325
17.	Abdul Karim Abdul Aziz Attar	354
18.	Shaikh Mohammed Salim Abdul Shakoor	280
19.	Abdul Wahid Abdul Majid Khan	292
20.	Shaikh Abbas Mohd. Imam	301
21.	Shaikh Abdul Sattar Hasan	278
22.	Shabbir Gulam Ghous Deshmukh	275
23.	Miss. Rubab Iqbal	284
24.	Miss. Bagwan Shahenaz Salim A. Razzak	270
25.	Qureshi Mohd. Saeed Mohd. Aquil	268
26.	Ishak Abbas Mulla	



AND WHEREAS, 13 (Thirteen) candidates, amongst the total 26 (Twenty-six) candidates, securing higher number of votes shall be declared as elected and such 13 (Thirteen) elected candidates shall constitute the New Governing Board of Maharashtra Cosmopolitan Education Society, Pune for the term 2020-2023.

NOW THEREFORE, I, J.F. SHERKAR, Advocate, the RETURNING OFFICER abovenamed hereby proceed to declare the result of the Elections to the Governing Board of the Maharashtra Cosmopolitan Education Society, Pune for the term 2020-2023 as under;

Sr. No.	Name of the Elected Candidate.	Number of Votes Secured (Thirteen Highest)
1.	Prof. Shaikh Muzaffar Peermohammed	964
2.	Qureshi Abdul Qadir Fakir Mohd.	964
3.	Peerpasha Hussaini A. Inamdar	962
4.	Irfan Janmohamed Shaikh	957
5.	Mohd. Hanif Noor Mohd. Shaikh	956
6.	Shaikh Abbas Ismail	954
7.	Sayyed Ali Raza Abdul Razak Inamdar	952
8.	Shaikh Mashkur Ahmed	944
9.	Afzal Kader Khan	944
10.	Abeda Peerpasha Hussainy Inamdar	942
11.	Magdum Latif Bakshu	936
12.	Shaikh Badruddin Imamuddin	917
13.	Shaikh Sabir Abdul Rehman	905

Hence this Election Result declared and Published by me under my seal and hand on this 24th Day of January 2021 at Pune.



  
Returning Officer  
The Maharashtra Cosmopolitan Education Society, Pune  
Camp, Pune



  
J.F. Sherkar  
(Advocate)  
Returning Officer

**CDC AND LMC**



## CDC Committee- Allana College of Architecture- 2017-2020

### B.Arch

- |                          |  |
|--------------------------|--|
| 1. Mr. P.A. Inamdar      | : President M.C.E. Society                 |
| 2. Mrs. Abeda P. Inamdar | : Chairman - CDC                           |
| 3. Mr. Latif Magdum      | : Member - CDC                             |
| 4. Mr. Irfan J. Shaikh   | : Member - CDC                             |
| 5. Mr. Muzaffar Shaikh   | : Member - CDC                             |
| 6. Mr. I. P. Inamdar     | : Member - CDC                             |
| 7. Mr. Imran Shaikh      | : Alumnus - Allana College of Architecture |
| 8. Ms. Rina Salvi        | : Teaching Faculty Representative.         |
| 9. Mrs. Dhvani Iyer      | : Teaching Faculty Representative.         |
| 10. Mr. Sayyed Ashfaque  | : Non-Teaching Staff Representative.       |
| 11. Ms. Nupur Tikle      | : President- College Student's council     |
| 12. Mr. Chetan Goyal     | : Secretary - College Student's council    |
| 13. Mrs. Lina Debnath    | : In-charge Principal - Member Secretary   |
| 14. Prof. R.T. Ghogale   | : Prof. Emeritus, Special Invitee          |

I/c Principal

Allana College of Architecture  
Azam Campus, Camp, Pune-411 001





M. C. E. Society's

# ALLANA COLLEGE OF ARCHITECTURE

(Approved by Council of Architecture - New Delhi, AICTE & Govt. of Maharashtra)  
(Affiliated to Savitribai Phule Pune University)

2390 - B, K. B. Hidayatullah Road, Azam Campus, Camp, Pune 411 001.  
Tele Fax : 020 - 26433202, E-mail : info@allanaarchitecture.org, Website : www.allanaarchitecture.org  
I.D. No. PU / PN / Arch / 142/1999, \* AISHE CODE : C - 42163

Date: 15/02/2021

## CDC Committee- Allana College of Architecture- 2021-2023

### B.Arch

- |                          |  |
|--------------------------|--|
| 1. Dr. P. A. Inamdar     | : President M.C.E. Society                 |
| 2. Mrs. Abeda P. Inamdar | : Chairman - CDC                           |
| 3. Dr. Latif Magdum      | : Member - CDC                             |
| 4. Prof. Irfan J. Shaikh | : Member - CDC                             |
| 5. Prof. Muzaffar Shaikh | : Member - CDC                             |
| 6. Mr. I. P. Inamdar     | : Member - CDC                             |
| 7. Mr. Imran Shaikh      | : Alumnus - Allana College of Architecture |
| 8. Prof. Rina Salvi      | : Teaching Faculty Representative.         |
| 9. Mrs. Dhvani Iyer      | : Teaching Faculty Representative.         |
| 10. Mr. Sayyed Ashfaque  | : Non-Teaching Staff Representative.       |
| 11. Mr. Sayyed Ubedali   | : President- College Student's Council     |
| 12. Mr. Imran Inamdar    | : Secretary - College Student's Council    |
| 13. Prof. Lina Debnath   | : In-charge Principal - Member Secretary   |
| 14. Prof. R. T. Ghogale  | : Prof. Emeritus, Special Invitee          |



  
Principal  
Allana College of Architecture  
Azam Campus, Camp, Pune-411 001



M. C. E. Society's

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Tele Fax : 020 - 26433202, E-mail : info@allanaarchitecture.org, Website : www.allanaarchitecture.org

## M.Arch. - Construction Management Course

Date: 25/11/2018

### CDC Committee- Allana College of Architecture- 2018-2020

#### M.Arch- Construction Management

- |                             |  |
|-----------------------------|--|
| 1. Mr. P. A. Inamdar        | : President M.C.E. Society                 |
| 2. Mrs. Abeda P. Inamdar    | : Chairman - CDC                           |
| 3. Mr. Latif Magdum         | : Member - CDC                             |
| 4. Mr. Irfan J. Shaikh      | : Member - CDC                             |
| 5. Mr. Muzaffar Shaikh      | : Member - CDC                             |
| 6. Mr. I. P. Inamdar        | : Member - CDC                             |
| 7. Mrs. Prachi Aiyer        | : Teaching Faculty Representative          |
| 8. Mrs. Naziya Mistry       | : Teaching Faculty Representative          |
| 9. Mr. Sayyed Ashfaque      | : Non-Teaching Staff Representative        |
| 10. Mrs. Dipti Bapat        | : President - College PG Student's council |
| 11. Mrs. Manisha Patil      | : Secretary - College PG Student's council |
| 12. Prof. Mrs. Lina Debnath | : In-charge Principal - Member Secretary   |
| 13. Prof. Mr. R. T. Ghogale | : Study Centre Head - Special Invitee      |

Principal, M.Arch-CM, DBATU  
Allana College of Architecture  
Azam Campus, Camp, Pune-1





M. C. E. Society's

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**M.Arch. - Construction Management Course**

Date: 15/02/2021

## CDC Committee- Allana College of Architecture- 2021-2023 M.Arch- Construction Management

- |                             |  |
|-----------------------------|--|
| 1. Dr. P. A. Inamdar        | : President M.C.E. Society                 |
| 2. Mrs. Abeda P. Inamdar    | : Chairman - CDC                           |
| 3. Dr. Latif Magdum         | : Member - CDC                             |
| 4. Prof. Irfan J. Shaikh    | : Member - CDC                             |
| 5. Prof. Muzaffar Shaikh    | : Member - CDC                             |
| 6. Mr. I. P. Inamdar        | : Member - CDC                             |
| 7. Prof. Prachi Aiyer       | : Teaching Faculty Representative          |
| 8. Mrs. Naziya Mistry       | : Teaching Faculty Representative          |
| 9. Mr. Sayyed Ashfaque      | : Non-Teaching Staff Representative        |
| 10. Ms. Neha Thosar         | : President - College PG Students' Council |
| 11. Ms. Gauri Patel         | : Secretary - College PG Student's Council |
| 12. Prof. Mrs. Lina Debnath | : In-charge Principal - Member Secretary   |
| 13. Prof. Mr. R. T. Ghogale | : Study Centre Head - Special Invitee      |



  
Principal, M Arch-CM, DBATU,  
Allana College of Architecture,  
Azam Campus, Camp, Pune-1

**INTERNAL COMPLAINT  
COMMITTEE**



# Maharashtra Cosmopolitan Education Society

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Email: info@mcgesellschaft.org, info@mardentalcollege.org, Website : www.mcgesellschaft.org

**P. A. Inamdar**  
President

**Latif Magdum**  
Hon. Secretary

Ref. No. MCES/ICC/ १४०/2013-14

dated: 17/01/2014

## Constituting of Internal Complaints Committee

The Management of **Allana College of Architecture**, Azam Campus, Camp, Pune-411001 is pleased to constitute Internal Complaints Committee (ICC) consisting of the following members for the college as per section 4 of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act 2013** for a period of 3 years from the Academic year 2013-14 to 2015-16 and shall be continued till it is reconstituted.

### **Names of Members of Internal Complaints Committee (ICC):**

Sr. No.	Name	Designation
1.	Ms. Jacinta Bastian, Asst. Professor, A. K. K. New Law Academy, Pune	Chairman
2.	Dr. V. N. Chaudhari, Asst. Professor, Allana College of Architecture	Member
3.	Dr. Reena Salvi, Asst. Professor, Allana College of Architecture	Member
4.	Prof. Prachi Aiyar, Allana College of Architecture	Member

  
(P. A. Inamdar)  
President

Copy To :

- 1) Principal, Allana College of Architecture, Pune
- 2) Chairman(LMC), Allana College of Architecture, Pune
- 3) Secretary, M.C.E. Society, Azam Campus, Camp, Pune



# Maharashtra Cosmopolitan Education Society

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secretary@azamcampus.org

**P. A. Inamdar**  
President

**Latif Magdum**  
Hon. Secretary

Ref. No. MCES/ICC/14(e)/2017


Date Dated : 1/1/2017

## Constituting Internal Complaints Committee

The Management of Allana College of Architecture, Camp, Pune - 411001 is pleased to constitute Internal Complaints Committee (ICC) of the college consisting of the following members as per Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 for a period of 3 years from the calendar year 2017 -2019 and shall be continued till it is reconstituted.

## Members of Internal Complaints Committee (ICC)

Sr.No.	Name	Designation	Mobile No.	Email id
1.	Ms. Nusarat S. Shaikh Associate Professor	Chairman	9881325707	nusarat_2002@yahoo.co.in
2.	Prof. Rina Salvi	Member	9420909656	reenasalvi@gmail.com
3.	Ar. Romeiro Silveira Assistant Professor	Member	9822863237	romeiro_silveira@gmail.com
4.	Mr. Sayyed Ashfaque Non- Teaching staff	Member	9921107866	sayyedashfaque1@gmail.com
5.	Mrs. Manisha Mohol Non- Teaching staff	Member	9881149939	moholmanisha@rediffmail.com
6.	Ms. Revu Suresh Student Representative (Undergraduate Course)	Member	9764599225	revusuresh62@gmail.com
7.	Mr.B.R. Choudhary	NGO	7798776099	brecivil5@gmail.com

  
(P.A. Inamdar)  
President

Copy To :

- ✓ Principal, Allana College of Architecture
- 2) Chairman, LMC, Allana College of Architecture
- 3) Secretary, M.C.E. Society, Azam Campus
- 4) Director, KSP Women's Studies Centre, Savitribai Phule Pune University



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secretary@azamcampus.org

**P. A. Inamdar**  
President

**Latif Magdum**  
Hon. Secretary

Ref. No. MCES/ICC/14(e)/2017


Date Dated : 1/1/2017

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2.	Prof. Rina Salvi	Member	9420909656	reenasalvi@gmail.com
3.	Ar. Romeiro Silveira Assistant Professor	Member	9822863237	romeiro_silveira@gmail.com
4.	Mr. Sayyed Ashfaque Non- Teaching staff	Member	9921107866	sayyedashfaque1@gmail.com
5.	Mrs. Manisha Mohol Non- Teaching staff	Member	9881149939	moholmanisha@rediffmail.com
6.	Ms. Revu Suresh Student Representative (Undergraduate Course)	Member	9764599225	revusuresh62@gmail.com
7.	Mr.B.R. Choudhary	NGO	7798776099	brecivil5@gmail.com

  
(P.A. Inamdar)  
President

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Website : www.mcasociety.org / secretary@azamcampus.org

**Dr. P. A. Inamdar**  
President

**Latif Magdum**  
Secretary

Ref. No. :

Date :

Ref. No. MCES/ICC/2021


Dated : 1/1/2021

## Constituting Internal Complaints Committee

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## Members of Internal Complaints Committee (ICC)

Sr.No.	Name	Designation	Mobile No.	Email id
1.	Dr.Snehal V. Kulkarni Associate Professor Dept. of Microbiology Abeda Inamdar Senior College	Chairman	9730456516	snehalvkulkarni@yahoo.com
2.	Prof. Rina Salvi Professor	Member	9420909656	reenasalvi@gmail.com
3.	Ar. Romeiro Silveira Associate Professor	Member	9822863237	romeirosilveira@gmail.com
4.	Mr. Sayyed Ashfaque Non- Teaching staff	Member	9921107866	sayyedashfaque1@gmail.com
5.	Mrs. Manisha Mohol Non- Teaching staff	Member	9881149939	moholmanisha@rediffmail.com
6.	Ms. Kulsum Momin Student Representative (Under Graduate Course)	Member	9765292266	momin.kulsum1@gmail.com
7.	Mr.B.R. Choudhary Retd. Civil Judge & CJM	NGO	7798776099	brcivil5@gmail.com

  
(Dr. P.A. Inamdar)  
President

Copy To :

1. Principal, Allana College of Architecture
2. Director, KSP Women's Studies Centre, Savitribai Phule Pune University

**CAREER  
GUIDANCE AND  
PLACEMENT CELL**



M. C. E. Society's  
**ALLANA COLLEGE OF ARCHITECTURE**

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Tele Fax : 020 - 26433202, E-mail : info@allanaarchitecture.org, Website : www.allanaarchitecture.org  
I.D. No. PU / PN / Arch. / 142/1999. \* AISHE CODE : C - 42163

Ref : ACA/CGPC/ 178(B) /2018

Date : 04/09/2018

**Career Guidance & Placement Cell  
(2018-19 onward)**

Sr.No.	Responsibility	Name of the Committee Member	Designation	Mobile No	E-Mail ID
1.	Chairman	Prof. Zoher Siamwala	Professor Design Chair	9890601893	zyscollege@gmail.com
		<b>B.Arch.</b>			
2.	Faculty Members	Ar. Dhvani Iyer	Associate Professor	9890248887	dhwani2710@gmail.com
3.		Ar. Shweta Sequeira	Assistant Professor	9890846184	shweta_sequeira@hotmail.com
		<b>M.Arch. (Construction Management)</b>			
4.		Prof. Prachi Aiyer	HOD-M.Arch.	9822355363	prachiaiyer@gmail.com
5.		Ar. Naziya Mistry	Associate Professor	9604290867	naziyamistry@gmail.com



  
I/c Principal  
Allana College of Architecture  
Azam Campus, Camp, Pune-411 001

# INDUSTRY DESIGN CELL



M. C. E. Society's

# ALLANA COLLEGE OF ARCHITECTURE

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(Affiliated to University of Pune)

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I.D. No. PU / PN / Arch./142/1999.

Ref:ACA/IDC/3502(A)/2017

Date: 03/06/2017

## INDUSTRY/DESIGN CELL

Sr. No.	Responsibility	Name of the Committee Member	Designation	Mobile No.	Email ID
1	Civic work	-Prof. Z. Siamwala -Ar. Romeiro Silveira -Engr. Aqueelur Rahman M. Haneef	Chairman Member Member	9890601893 9822863237 9923699447	zycollege@gmail.com romeirosilveira@gmail.com structurevizion16@gmail.com
2	Art and Sustainability Work	-Ar. Gautami Renuse -Ar. Shilpa Dhawale	Member Member	9890664967 9850182732	gautami@thethinarchitect.com shilpadhawale@yahoo.in
3	Workshop and Training	-Prof. Rina Salvi -Ar. Vinish Desai	Member Member	9420909656 7588448358	reenasalvi@gmail.com vinishd@gmail.com
4	Competition	-Ar. Dhvani Iyer -Ar. Naziya Mistry	Member Member	9890248887 9604290867	dhwani2710@gmail.com naziyamistry@gmail.com
5	Public Relation and Industry Communication	-Prof. Prachi Aiyer -Prof. Lina Debnath	Member Member	9822355363 9423040251	prachiaiyer@gmail.com LinaDebnath@azamcampus.org



I/o Principal  
Allana College of Architecture  
Azam Campus, Camp, Pune-411 001.

# COVID POLICY

**COUNCIL OF ARCHITECTURE**  
**STANDARD OPERATING PROCEDURE**  
for Resumption of Institutes & Offices after Lock down  
**ADVISORY**

---

The purpose of this Standard Operating Procedure (SOP) is to describe the procedure to follow for resuming work after lockdown due to COVID-19 outbreak and subsequent lockdown across the country to prevent its spread.

This SOP is prepared to resume work at all private offices of architects, administrative offices, academic classes and studios in architectural institutes. By taking adequate precautions we can together combat and prevent the spread of this COVID-19 pandemic. It is important that after the lockdown is lifted, work resumes gradually and all precautions are taken not only for the health and safety of the users but also contain and kill the subsequent spread. All precautionary measures are to be ensured at institutions, offices and establishments so that employees, workers, faculty and students feel safe and secure at respective work and learning places.

This SOP shall apply to:

1. Administrative offices of Institutes and practising professionals
2. Teaching wing including class rooms and studios
3. Studio section of practising architects
4. Workshops
5. Laboratories
6. Seminar halls
7. Conference rooms
8. Multipurpose halls
9. Construction yards
10. Library
11. Computer centres
12. Service areas
13. Office areas
14. Any other area not listed above

This SOP covers all employees and faculty-regular or contractual, students, trainees, architects, non architects, every person working in offices, daily wage labour if any, security guards and visitors.

## **Preparedness prior to resumption**

### **Area Disinfection :**

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums.

a. Entrance Gate of Building, Campus Office etc.

b. Meeting room, Conference halls, seminar rooms

c. Open areas available

d. Verandah

e. Equipment

f. Washroom, Toilet, Sink etc.

g. Walls

h. All other surfaces especially metallic, glass and other non-permeable surfaces.

i. All roads, lawns, gardens, playgrounds etc. shall be thoroughly disinfected before re-use and the procedure should be repeated atleast once a week.

2. Procedure shall be established for the disinfection method, type of medium, periodicity, log register shall be maintained and the same shall be supervised by the head of the establishment.

3. Appropriate personal protection equipment (PPE) like Face covers, Masks, Goggles, Gloves, Coats / Aprons, Shoes and also appropriate disinfecting gadgets like sprayer, brush, etc shall be encouraged and if possible sufficient set of masks shall be made available at the premises. Hand sanitisers shall be made available at all accessible and appropriate places.

4. The procedure of disinfection shall be displayed at prominent places, easily readable and displayed prominently and adequately.

5. Disinfection chambers or tunnels shall be erected or made at entry points for disinfecting of all. This is more pertinent in institutes.

6. Appropriate changes in the working methodology and procedure shall be made to avoid crowding and maintaining the concept of social distance while working and teaching.

7. ERP attendance or Bio-metric fingers print roster is to be discouraged as far as possible and temporarily dis-continued. Arrangement for signing of register or roster shall be made as an alternative method.

8. Work from home concept shall be encouraged and is to be implemented in all feasible spheres as far as possible. Alternatively, rotation schedule can be followed on alternate or weekly basis for the employees and faculty.

### **Advice to all**

Following instructions shall be communicated to all concerned for strict compliance.

1. As far as possible, usage of bulk public transport shall be avoided, at-least until further instruction or as deem fit by the head of the establishment.

2. Everyone to use own vehicle for commuting as far as possible and sharing of any mode of conveyance shall be discouraged, atleast until further notice or as deem fit by the head of the establishment.

3. In case of shared travel by students, like cabs or mini bus or three wheelers, the occupancy shall be half of what is permitted usually by the relevant authority.

4. Atleast one doctor, nurse and a medical attendant shall be on call, and accessible immediately for medial emergencies.

### **On resumption of work or teaching**

#### **A. Security procedure at entrances**

1. Compulsory screening of all persons, visitors, students etc. irrespective of the status, entering the gate or premises with thermal scanner or an appropriate instrument wherein the body temperature can be checked and recorded.

2. Stoppage of any person found having fever and cough and politely refused entry. If a breathing problem is discovered it has to be informed to the concerned department and the infected person shall be taken to nearest quarantine facility and later to govt hospital immediately for further testing. Here concerned department shall mean establishment of a Corona virus protection cell in all institutes having atleast two senior personnel from the establishment.

3. Any parcel, courier or food delivery person should be stopped at gate. Parcel or to be delivered item shall be collected from the entry point by the concerned individual.

4. Everyone entering into the premises shall be permitted inside only if they are using appropriate masks.
5. Everyone entering the premises shall be sanitized using sanitizers.
6. Hand sanitizers shall be kept ready the entrances and people after entry shall sanitize their hands before proceeding to their work places, classes, studios or elsewhere in the premises.

## **B. During working hours at Offices and teaching hours**

1. Employees shall work from their desks and avoid going to other's, as far as possible.
2. To minimise possible discussions & interactions, these can be held through hand phones, intercoms and mobile phones.
3. Meetings are to be avoided and VC, Conf. calls or other modes should be used as replacement.
4. Everyone to strictly adhere to the social distance of minimum 1 meter.
5. Avoid use and carrying of hard copy files where ever possible and soft copy correspondences, approvals and other procedures is to be encouraged.
6. Approving officers can seek required back up and supporting documents in soft copy for study before according approval in soft copy itself. The hard copy approval can be endorsed after the advisory is lifted. This is to avoid major contamination risk.
7. Special care is to be taken during theory classes where split in sections happen. Instead of a class or section of 40 it is advised that only 20 students be made to sit in a space appropriated for 40.
8. As far as possible air-conditioned spaces are to be avoided and discouraged.
9. Special attention is to be given to studio interactions where one to one discussions happen. Wearing of masks for both the faculty and the student is a must.
10. Workshops, seminars, conferences, convocations or similar activities should not be organised under any circumstances, until the advisory is lifted or further notification issued.

## **C. Upkeep of common places, facilities, utilities and service areas**

1. Ensure that all doors and windows are in open condition during working hours.

2. Avoid use of air-conditioning as far as possible and natural ventilation shall be used.
3. Ensure sanitization of all areas is done before start and after end of working hours.
4. Special attention is to be given to wash rooms, toilets and drinking water areas by periodical cleaning, swabbing, disinfecting and maintaining them dry.
5. All surfaces including Walls, Doors, Windows and all fittings and fixtures in wash rooms shall bebe disinfectd and cleaned thoroughly and appropriately atleast twice a day.
6. Soap solutions or hand sanitizers shall be placed and replenished periodically.

#### **D. Common accessible places and areas**

1. Lifts, escalators shall be cleaned and sanitized frequently.
2. Please ensure Lifts are not crowded and ensure social distancing is maintained inside the lift. To ensure this manual operator may be engaged temporarily.
3. Hand sanitizers shall be kept in the lifts.
4. All railings, hand rails or other such assistive elements be cleaned and sanitised periodically.
5. Common cooking and serving of food, tea, coffee & snacks shall be avoided.
6. Canteens shall be inspected twice a day by the head of the establishment, if not possible to be kept shut for the period of advisory. Extreme precaution is to be taken for the premises to be kept sanitised and dry at all times.
7. Avoid gathering of people in veranda, balcony, parking and other common places including canteen. A group of more than two is to be avoided in all above areas, canteens included.

#### **E. Hostels or residential areas in campus**

1. Employees, students or residents including their family members shall avoid unnecessary movements outside and adopt stay at home concept.
2. Follow above guidelines wherever applicable.

3. Restrict the movement of children, preferably remain home or in premises.
4. Avoid entertaining guests, vendors and others visiting homes.
5. Avoid gathering of more than two persons , functions or other similar group gatherings.
6. Restriction on the entry of outsiders
7. Avoid cash transactions as much as possible.
8. Avoid sharing of phones, or talking through someone else's mobile phones.

## **F. Disposals**

1. Face masks should not be reused.
2. The face masks shall be disposed off in closed bins or covered garbage boxes, preferably in independent ones and disposed off separately and treat as medical waste. Appropriate procedure shall be ensured for medical waste disposal as per standards laid.
3. Sanitizers are highly inflammable and care shall be taken to not light a match, lighter or any other fire near the same one after use.
4. For more information you can refer manual of the Ministry of Health, Govt.of India for further information, care and procedure.

Effective Date : As per each state government's notification

## **Habeeb Khan**

President

9.4.2020

*This advisory is issued in good faith for the welfare, health and safety of our citizens and is not mandatory.*

# सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)



परिपत्रक क्र.१०१/२०२०

विषय : COVID-19 च्या आपत्तीकालात शैक्षणिक संस्थात्मक नियोजनाबाबत.

COVID-19 च्या महामारीच्या आपत्कालात सर्वच देशांघा 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 वा पुढील काळात आपल्या कार्यपध्दतीत आमुलाग्र बदल करत विद्यार्थी, पालक, शिक्षक सहभागी व सहयोगी भागीदार व समाज या अविधान्य 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.कुलदोष चरक या लेखतट्ट्यांनी शिक्षण, आरोग्य, सामान्य प्रशासन, संशोधन, उद्योग अशा विविध क्षेत्रातील अनुभवी संसाधन व्यक्तींशी व विमर्श करून या ग्रंथातून COVID-19 च्या आपत्तीकालात शैक्षणिक संस्थांनी आपले संस्थात्मक नियोजन कसे करावे याबाबत आपल्या सर्वांच्य विचारार्थ अनेक उपक्रम व उपाययोजना प्रस्तावित केल्या आहेत, असा समर्थोचित ग्रंथ अनेकविध क्षेत्रातील तज्ज्ञांशी संवाद साधून निर्माण केले आहे आणि तो अत्यवधित मुवांसाठी विनामूल्य उपलब्ध करून दिला आहे.

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

गणेशखिड, पुणे ४११ ००७

जावक क्र.आर/२/११०

दिनांक : २० मे, २०२०

  
(डॉ.प्रफुल्ल पवार)  
कुलसचिव

प्रत माहिती व योग्य त्या कार्यवाहीसाठी :

१. सर्व विभागप्रमुख, सर्व शैक्षणिक विभाग
२. सर्व शाखाप्रमुख, सर्व प्रशासकीय विभाग
३. मा.प्राचार्य, विद्यापीठाशी सर्व संलग्नित महाविद्यालये
४. मा.संचालक, विद्यापीठाच्या मान्यताप्राप्त सर्व परिसंस्था

आयशास विनंती की, सदर परिपत्रक सर्व संबंधितांच्या निदर्शनास आणावे.



# **Covid-19: The Preventive Protocol for Educational Institutions**



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**Savitribai Phule Pune University  
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Institutes.**

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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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May 2020

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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 Karmalkar**  
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 remain deeply indebted to Prof. (Dr) Nitin Karmalkar sir, the Vice Chancellor of Savitribai Phule Pune University who has materially and administratively extended all desired support including review of the contents of this piece of literature.

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



# सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)



परिपत्रक क्र.२९१/२०२१

**विषय :** विद्यापीठ शैक्षणिक विभाग व संलग्नित महाविद्यालय/परिसंस्थांतील नियमित वर्ग सुरू करण्याबाबत मार्गदर्शक सूचना.

- संदर्भ :**
१. शासन निर्णय क्र. संकीर्ण २०२१/प्र.क्र.६/विशि-३ दि. १३ ऑक्टोबर, २०२१.
  २. मा. संचालक, उच्च शिक्षण, महाराष्ट्र राज्य पुणे यांचे पत्र क्र. युएनआय/(८२/२१) /विशि-१/११०८८ दि. १४ ऑक्टोबर, २०२१.
  ३. मा. आयुक्त, पुणे महानगरपालिका, पुणे यांचे पत्र क्र. मआ/साप्रवि/६०४८ दि. ०८ ऑक्टोबर, २०२१.
  ४. मा. आयुक्त, पिंपरी चिंचवड महानगरपालिका, पिंपरी, पुणे यांचे पत्र क्र. वैद्य/कावि/ ४८७१/२०२१ दि. ०१ ऑक्टोबर, २०२१.
  ५. विद्यापीठ परिपत्रक क्र. २८९/२०२१ दि. १८ ऑक्टोबर, २०२१.
  ६. UGC GUIDELINES FOR RE-OPENING THE UNIVERSITIES AND COLLEGES POST LOCKDOWN DUE TO COVID-19 PANDEMIC - NOVEMBER 2020.


कृपया, वरील सर्व संदर्भीय परिपत्रके/आदेश/मार्गदर्शक सूचना इत्यादींचे अवलोकन करावे.

शासनाने, वरील संदर्भीय क्र. १ अन्वये राज्यातील सर्व अकृषी विद्यापीठे, अभिमत विद्यापीठे, स्वयंअर्थसहाय्यित विद्यापीठे व त्यांच्याशी संलग्नित महाविद्यालयातील नियमित वर्ग दि. २० ऑक्टोबर, २०२१ पासून सुरू करण्याबाबत सूचना दिलेल्या आहेत. तसेच संदर्भ क्र. २ अन्वये मा. संचालक, उच्च शिक्षण, महाराष्ट्र राज्य पुणे यांनी संदर्भ क्र. १ अन्वये नमुद केल्यानुसार कार्यवाही करण्याबाबत कळविले आहे. त्याचप्रमाणे संदर्भ क्र. ३ व ४ अन्वये पुणे व पिंपरी चिंचवड महानगरपालिका कार्यालयाने कोरोना विषाणू (कोविड-१९) संसर्ग साखळी तोडण्यासाठी "Break the Chain" सुधारित मार्गदर्शक सूचना निर्गमित केलेल्या आहेत. संदर्भ क्र. १ ते ४ विचारात घेऊन संदर्भ क्र. ५ अन्वये विद्यापीठाने सर्व विद्यापीठ शैक्षणिक विभाग व संलग्नित महाविद्यालय/परिसंस्थांतील नियमित वर्ग सुरू करण्यासंदर्भात परिपत्रक निर्गमित केलेले आहे.

वरील सर्व संदर्भीय अनुषंगाने नियमित वर्ग सुरू करण्यासंदर्भात खालीलप्रमाणे सविस्तर सुधारित मार्गदर्शक सूचना/मानक कार्यप्रणाली (SOP) निर्गमित करण्यात येत आहे.

१. विद्यापीठ शैक्षणिक विभाग व संलग्नित महाविद्यालये/परिसंस्थांतील नियमित वर्ग ५० % क्षमतेने दि. २० ऑक्टोबर, २०२१ पासून सुरू करण्यास मान्यता देण्यात येत आहे.
२. ज्या १८ वर्षावरील विद्यार्थी/विद्यार्थिनी कोविड-१९ च्या लसीचे दोन्ही डोस घेतलेले आहेत तेच विद्यार्थी/विद्यार्थिनी विद्यापीठ शैक्षणिक विभाग व संलग्नित महाविद्यालये/परिसंस्था यामध्ये प्रत्यक्ष उपस्थित राहू शकतील.
३. प्रतिबंधित प्रक्षेत्रात येणारी संलग्नित महाविद्यालये/परिसंस्था ही ज्या आयुक्त, महानगरपालिका/नगरपालिका किंवा जिल्हाधिकारी तथा अध्यक्ष, जिल्हा आपत्ती व्यवस्थापन प्राधिकरण यांच्या अंतर्गत येतात, त्यांच्याशी कोविड-१९ च्या आजाराचा स्थानिक पातळीवरील प्रादुर्भाव व स्थानिक परिस्थिती, प्रतिबंधित प्रक्षेत्रांचे नियोजन व आरोग्यविषयक पायाभूत सुविधांची उपलब्धता याबाबी विचारात घेऊन महाविद्यालये सुरू करण्याबाबत विचारविनिमय करून योग्य तो निर्णय घ्यावा.

४. विद्यापीठ शैक्षणिक विभाग व संलग्नित महाविद्यालये/परिसंस्थाना कोव्हिड-१९ च्या व्यवस्थापनाबाबतचे राष्ट्रीय निर्देश, कामांच्या ठिकाणाबाबतचे अतिरिक्त निर्देश, राज्य शासनाने वेळोवेळी काढलेली मार्गदर्शक तत्वे किंवा मानक कार्य प्रणाली (एसओपी) तसेच विद्यापीठ अनुदान आयोगाने (संदर्भ क्र. ६) वेळोवेळी निर्गमित केलेल्या मार्गदर्शक सूचना लागू राहतील.
५. ज्या विद्यार्थी/विद्यार्थिनींना प्रत्यक्ष विद्यापीठ शैक्षणिक विभाग व संलग्नित महाविद्यालये/परिसंस्थामध्ये उपस्थित राहता येणार नाही त्यांना ऑनलाईन सुविधा उपलब्ध करून देण्यात यावी.
६. वसतिगृहे टप्प्या-टप्प्याने सुरू करण्याबाबत मा. संचालक, उच्च शिक्षण, महाराष्ट्र राज्य, पुणे व संचालक, तंत्रशिक्षण, महाराष्ट्र राज्य, मुंबई यांनी वेळोवेळी प्रसिध्द केलेल्या आदेशाचे तंतोतंत पालन करावे.
७. ज्या विद्यार्थी/विद्यार्थिनीने कोव्हिड-१९ ची लस घेतलेली नाही, त्यांच्याकरिता स्थानिक जिल्हा प्रशासनाशी समन्वय साधून लसीकरणासाठी विशेष मोहीम राबवून लसीकरण प्राधान्याने पूर्ण करून घ्यावे तसेच शिक्षक व शिक्षकेतर कर्मचारी यांचे देखील लसीकरण प्राधान्याने करून घ्यावे.
८. कोव्हिड-१९ च्या संदर्भात प्रतिबंधात्मक उपाय करण्यासंदर्भात स्थानिक जिल्हा प्रशासन व स्थानिक आपत्ती व्यवस्थापन प्राधिकरणाने ऑनलाईन/ऑफलाईन/मिश्र पध्दतीने वर्ग सुरू करण्याबाबतचा घेतलेले निर्णय व तदनुषंगाने दिलेल्या निर्देशांचे अनुपालन करणे सर्व संबंधित विद्यापीठ विभाग व महाविद्यालये/परिसंस्था यांना अनिवार्य राहिल.
९. साथरोग कायदा, १८९७ व आपत्ती व्यवस्थापन कायदा, २००५ अन्वये विहित केल्यानुसार मास्क वापरणे, वारंवार हात धुणे, सॅनिटाईझ करणे, दोन व्यक्तींमध्ये सुरक्षित अंतर ठेवणे इत्यादी व तत्सम नियमांचे अनुपालन करणे आवश्यक आहे.
१०. कोव्हिड-१९ च्या प्रादुर्भावामुळे झालेले शैक्षणिक नुकसान लक्षात घेता विद्यार्थी हिताच्या अनुरोधाने अध्यापन, प्रात्यक्षिके व इतर अनुषंगिक कामे पुर्ण करण्याची जबाबदारी पार पाडून शिक्षक व संबंधित कर्मचारी यांनी प्राचार्य व महाविद्यालय प्रशासनास संपुर्ण सहकार्य करावे.

  
 उपकुलसचिव  
 शैक्षणिक प्रवेश

गणेशखिंड, पुणे ४११ ००७ }  
 संदर्भ क्र. शै.प्रवेश/३८४० }  
 दिनांक : १९/१०/२०२१ }

**प्रत योग्य त्या कार्यवाहीसाठी :-**

१. मा. विभागप्रमुख, सर्व शैक्षणिक विभाग, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे
२. मा. प्राचार्य, विद्यापीठाशी संलग्नित सर्व महाविद्यालये.
३. मा. संचालक, विद्यापीठाच्या मान्यताप्राप्त सर्व परिसंस्था.

**प्रत माहितीसाठी :-**

१. मा. विभागीय आयुक्त, विभागीय आयुक्त कार्यालय, पुणे
२. मा. जिल्हाधिकारी तथा अध्यक्ष, जिल्हा आपत्ती व्यवस्थापन प्राधिकरण, पुणे
३. मा. आयुक्त, पुणे महानगरपालिका, शिवाजीनगर, पुणे.
४. मा. आयुक्त, पुणे व पिंपरी-चिंचवड महानगरपालिका.
५. मा. शिक्षण संचालक, उच्च शिक्षण, शिक्षण संचालनालय, मध्यवर्ती इमारत, महाराष्ट्र राज्य, पुणे.
६. मा. सह संचालक, उच्च शिक्षण, पुणे विभाग, डॉ. बाबासाहेब आंबेडकर रोड, पुणे.

राज्यातील सर्व अकृषी विद्यापीठे, अभिमत विद्यापीठे, स्वयंअर्थसहाय्यित विद्यापीठे व त्यांच्याशी संलग्नित महाविद्यालयातील नियमित वर्ग सुरु करण्याबाबत.

महाराष्ट्र शासन

उच्च व तंत्र शिक्षण विभाग

शासन परिपत्रक क्रमांक: संकीर्ण २०२१/प्र.क्र.६/विशि-३

मंत्रालय, मुंबई ४०० ०३२

दिनांक: १३ ऑक्टोबर, २०२१

**प्रस्तावना:-**

राज्यातील ग्रामीण भागातील इयत्ता ५ वी ते १२ वी व शहरी भागात इयत्ता ८ वी ते १२ वी चे वर्ग दि. ०४ ऑक्टोबर, २०२१ पासून सुरु करण्यात आले आहेत. महाविद्यालयीन विद्यार्थी हे १८ वर्षावरील असून बहुतेक विद्यार्थ्यांचे लसीकरण झाले असण्याची शक्यता आहे. तसेच, राज्यातील कोव्हिड-१९ बाधित रुग्णांची संख्या मोठ्या प्रमाणात कमी झालेली असून सद्यस्थितीत ही साथ नियंत्रणाखाली आल्याचे दिसून येत आहे. त्यामुळे राज्यातील सर्व विद्यापीठे व संलग्नित महाविद्यालयांमध्ये कोव्हिड प्रतिबंधात्मक सर्वसाधारण उपाययोजना करून विद्यार्थ्यांकरिता ऑफलाईन पध्दतीने नियमित वर्ग सुरु करणे विद्यार्थ्यांच्या हिताचे राहिल. सबब, राज्यातील सर्व विद्यापीठे व संलग्नित महाविद्यालयातील नियमित वर्ग सुरु करण्याची बाब शासनाच्या विचाराधीन होती.

**शासन परिपत्रक:-**

१. राज्यातील सर्व अकृषी विद्यापीठे, अभिमत विद्यापीठे, स्वयंअर्थसहाय्यित विद्यापीठे व त्यांच्याशी संलग्नित महाविद्यालयातील नियमित वर्ग दिनांक २० ऑक्टोबर, २०२१ पासून सुरु करण्यास मान्यता देण्यात येत आहे. तथापि, विद्यापीठ/महाविद्यालयांचे वर्ग ५० टक्के किंवा त्यापेक्षा जास्त क्षमतेने सुरु करण्याबाबत स्थानिक प्राधिकरणांशी विचारविनिमय करून विद्यापीठांनी त्यांचे स्तरावर निर्णय घ्यावा.
२. १८ वर्षावरील विद्यार्थी ज्यांनी कोव्हिड-१९ च्या लसीचे दोन्ही डोस घेतलेले आहेत, तेच विद्यार्थी/विद्यार्थीनी विद्यापीठ व महाविद्यालयात प्रत्यक्ष उपस्थित राहू शकतील.
३. प्रतिबंधित प्रक्षेत्रात येणारी विद्यापीठे व संलग्नित महाविद्यालये ही ज्या आयुक्त, महानगरपालिका/ नगरपालिका किंवा जिल्हाधिकारी तथा अध्यक्ष, जिल्हा आपत्ती व्यवस्थापन प्राधिकरण यांचे अंतर्गत येतात, त्यांच्याशी कोव्हिड-१९ च्या आजाराचा स्थानिक पातळीवरील प्रादुर्भाव व स्थानिक परिस्थिती, प्रतिबंधित प्रक्षेत्रांचे नियोजन व आरोग्यविषयक पायाभूत सुविधांची उपलब्धता या बाबी विचारात घेऊन, विद्यापीठे व महाविद्यालये सुरु करण्याबाबत विचारविनिमय करून योग्य तो निर्णय संबंधित

विद्यापीठाने त्यांच्या स्तरावर घ्यावा व त्यानुसार महाविद्यालयांना सविस्तर मार्गदर्शक सूचना/ मानक कार्य प्रणाली (एसओपी) देण्यात यावी.

४. राज्यातील सुरु होणाऱ्या सर्व विद्यापीठे व त्यांच्याशी संलग्नित महाविद्यालयांनी कोव्हिड-१९ च्या व्यवस्थापनाबाबतचे राष्ट्रीय निदेश, कामांच्या ठिकाणाबाबतचे अतिरिक्त निदेश, राज्य शासनाने वेळोवेळी काढलेली मार्गदर्शक तत्त्वे किंवा मानक कार्य प्रणाली (एसओपी) तसेच विद्यापीठ अनुदान आयोगाने वेळोवेळी निर्गमित केलेल्या मार्गदर्शक सूचना लागू राहतील.
५. ज्या विद्यार्थी/विद्यार्थीनींना प्रत्यक्ष महाविद्यालयात उपस्थित राहता येणार नाही, त्यांना ऑनलाईन सुविधा उपलब्ध करून देण्यात यावी.
६. वसतीगृहे टप्प्या-टप्प्याने सुरु करण्याबाबत संचालक, उच्च शिक्षण, महाराष्ट्र राज्य, पुणे व संचालक, तंत्र शिक्षण, महाराष्ट्र राज्य, मुंबई यांनी आढावा घेऊन आवश्यक ती कार्यवाही करावी.
७. ज्या विद्यार्थी/विद्यार्थीनींनी कोव्हिड-१९ ची लस घेतलेली नाही, त्यांच्याकरिता विद्यापीठाने संबंधित संस्थांचे प्रमुख/ महाविद्यालयांचे प्राचार्य यांचे मदतीने स्थानिक जिल्हा प्रशासनाशी समन्वय साधून लसीकरणासाठी विशेष मोहिम राबवून लसीकरण प्राधान्याने पूर्ण करून घ्यावे. तसेच विद्यापीठ/महाविद्यालयातील शिक्षक व शिक्षकेतर कर्मचाऱ्यांचे देखील लसीकरण प्राधान्याने करून घ्यावे.

२. सदर शासन परिपत्रक महाराष्ट्र शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या संकेतस्थळावर उपलब्ध करण्यात आले असून त्याचा संगणक संकेतांक २०२११०१३१६४६०१५५०८ असा आहे. हे परिपत्रक डिजीटल स्वाक्षरीने साक्षांकित करून निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नांवाने.

**Pravinkumar  
Gulabrao Pawar**

(प्रविणकुमार पवार)

कार्यासन अधिकारी, महाराष्ट्र शासन

Digitally signed by Pravinkumar Gulabrao Pawar  
DN: c=IN, o=Government Of Maharashtra, ou=Higher and Technical  
Education, postalCode=400032, st=Maharashtra,  
2.5.4.20=8de261729f06eda4a56aba947eceb6140d7406426b2f08c9317  
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85c05a3de8476488f, cn=Pravinkumar Gulabrao Pawar  
Date: 2021.10.13 17:03:52 +05'30'

प्रत-

१. मा. राज्यपाल यांचे प्रधान सचिव, राजभवन, मुंबई
२. मा. मुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई
३. मा. उपमुख्यमंत्री यांचे प्रधान सचिव, मंत्रालय, मुंबई
४. मा. मंत्री, उच्च व तंत्र शिक्षण, यांचे खाजगी सचिव, मंत्रालय, मुंबई
५. मा. राज्यमंत्री, उच्च व तंत्र शिक्षण, यांचे खाजगी सचिव, मंत्रालय, मुंबई
६. मा. मुख्य सचिव, महाराष्ट्र राज्य, मंत्रालय, मुंबई

७. अपर मुख्य सचिव, सार्वजनिक आरोग्य विभाग, मंत्रालय, मुंबई
८. प्रधान सचिव, आपत्ती व्यवस्थापन, महसूल व वन विभाग, मंत्रालय, मुंबई
९. प्रधान सचिव, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई
१०. कुलगुरु, सर्व अकृषी विद्यापीठे
११. कुलगुरु, सर्व अभिमत विद्यापीठे
१२. कुलगुरु, सर्व स्वयंअर्थसहाय्यित विद्यापीठे
१३. कुलगुरु, डॉ.बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे, रायगड
१४. कुलगुरु, कवि कालिदास संस्कृत विद्यापीठ, रामटेक, नागपूर
१५. कुलगुरु, यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक
१६. सर्व महानगरपालिका आयुक्त
१७. सर्व जिल्हाधिकारी
१८. प्रकल्प संचालक, राष्ट्रीय उच्चतर शिक्षा अभियान, महाराष्ट्र राज्य, मुंबई
१९. संचालक, उच्च शिक्षण संचालनालय, महाराष्ट्र, पुणे
२०. संचालक, तंत्र शिक्षण संचालनालय, महाराष्ट्र, मुंबई
२१. संचालक, कला संचालनालय, महाराष्ट्र, मुंबई
२२. निवडनस्ती (विशि-३).

महाराष्ट्र शासन  
उच्च शिक्षण संचालनालय  
मध्यवर्ती इमारत, महाराष्ट्र राज्य, पुणे-४११ ००१.

www.dhepune.gov.in

E-mail- vishi.dhepune@nic.in

फोन नं. ०२०/२६१२२११९, २६१२४६३९, २६०५१५१२

क्रमांक- युएनआय/(८२/२१)/विशि-१ / ११०८८

दिनांक-

14 OCT 2021

प्रति,

कुलगुरु, सर्व अकृषी विद्यापीठे,  
कुलगुरु, सर्व अभिमत विद्यापीठे.  
कुलगुरु, सर्व स्वयंअर्थसहाय्यित विद्यापीठे.

विषय राज्यातील सर्व अकृषी विद्यापीठे, अभिमत विद्यापीठे,  
स्वयंअर्थसहाय्यित विद्यापीठे व त्यांच्याशी संलग्नित  
महाविद्यालयातील नियमित वर्ग सुरु करणेबाबत

संदर्भ शासन निर्णय उच्च व तंत्र शिक्षण विभाग क्रमांक  
संकीर्ण२०२१/प्र.क्र.६/विशि-३ दिनांक १३ ऑक्टोबर, २०२१

उपरोक्त विषयाबाबतचे संदर्भिय शासन निर्णयाची प्रत सोबत जोडली आहे, कृपया अवलोकनी  
घ्यावी.

वरील संदर्भिय शासन निर्णयात नमूद केल्याप्रमाणे आवश्यक कार्यवाही आपल्या स्तरावरून  
करण्यात यावी.

(डॉ. धनराज माने)

शिक्षण संचालक (उच्च शिक्षण)

महाराष्ट्र राज्य, पुणे-१.

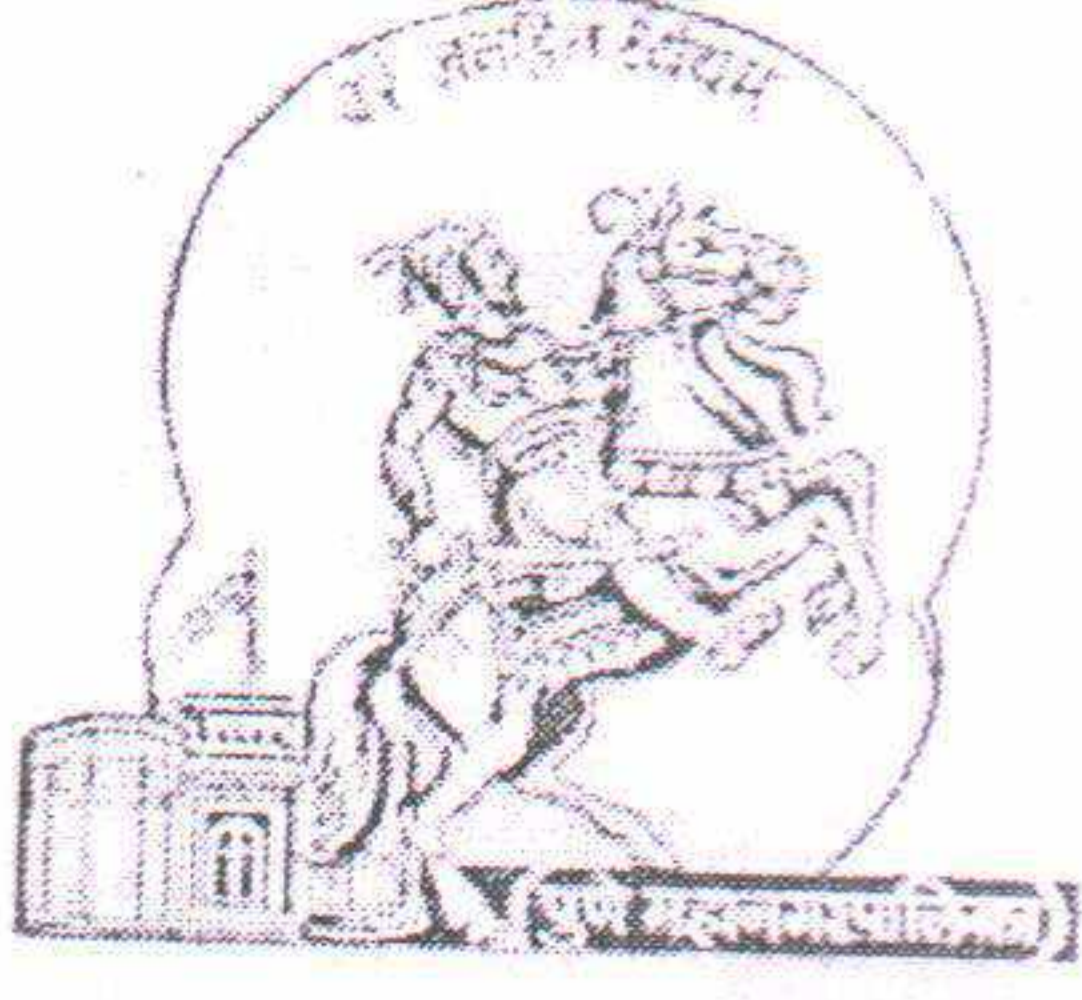
प्रत- माहितीस्तव सादर

१. स्वीय सहाय्यक, मा.मंत्री, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई-३२
२. स्वीय सहाय्यक, मा.राज्यमंत्री, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई-३२
३. मा.प्रधान सचिव, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, विस्तार भवन, मुंबई-३२

प्रत- माहिती व कार्यवाहीसाठी.

सर्व विभागीय सहसंचालक, उच्च शिक्षण, महाराष्ट्र राज्य.

२/- त्यांना कळविण्यात येते की, सदरचा शासन निर्णय आपल्या विभागातील सर्व विद्यापीठांना आपल्या  
स्तरावरून कळविण्यात यावा.



महापालिका आयुक्त कार्यालय  
पुणे महानगरपालिका, मुख्य इमारत  
शिवाजी नगर पुणे - ४११००५  
Email id: mco@punecorporation.org  
फोन क्र. ०२०- २५५०११००  
जावक क्र. मआ/माप्रवि/ ६०४८  
दिनांक : ०८/१०/२०२१

आदेश

विषय:- कोरोना विषाणू (कोविड - १९) संसर्ग साखळी तोडण्यासाठी " Break the Chain " सुधारित मार्गदर्शक सूचना

संदर्भ:- १) अधिसूचना सार्वजनिक आरोग्य विभाग, गोकुळदास तेजपाल रुग्णालय संकुल, मंत्रालय मुंबई क्रमांक कोरोना २०२०/प्र.क्र.५८/आरोग्य-५, दिनांक १४ मार्च २०२०

२) आपत्ती व्यवस्थापन कायदा, २००५

३) भारतीय साथ रोग नियंत्रण अधिनियम, १८९७

४) महसूल व वनविभाग, महाराष्ट्र शासन यांचे आदेश क्र. DMU/2020/CR.92/DISM-1

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३१.०८.२०२०, ३०.०९.२०२०, १४.१०.२०२०, २३.१०.२०२०, ३.११.२०२०,

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१४.०१.२०२१, १०.०२.२०२१, १५.०३.२०२१, १७.०३.२०२१, २७.०३.२०२१,

४.०४.२०२१, १३.०४.२०२१, २०.०४.२०२१, २१.०४.२०२१, २९.०४.२०२१,

१२.०५.२०२१, ३०.०५.२०२१, ०४.०६.२०२१, १०.०६.२०२१, २५.०६.२०२१

५) महाराष्ट्र शासन सार्वजनिक आरोग्य विभाग, आदेश क्रमांक : कोरोना-२०२१/प्र.क्र.३६६/आ-५, दि.०२.०८.२०२१, दि.११.०८.२०२१, दि.२४.०९.२०२१

६) महाराष्ट्र शासन सार्वजनिक आरोग्य विभाग, आदेश क्रमांक : कोरोना-२०२१/प्र.क्र.४२१/आ-५, दि.०६.१०.२०२१

७) मा आयुक्त, पुणे महानगरपालिका यांचे आदेश जा.क्र.म.आ/माप्रवि/२९२३,

दि.३१.०७.२०२०, २९३४, दि.०३.०८.२०२०, ३७९१, दि.०२.०९.२०२०, ४६१५,

दि.०१.१०.२०२०, ४८२३, दि.०९.१०.२०२०, ४८७४, दि.१३.१०.२०२०, ५१३५,

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दि.०९.०४.२०२१, ३००, दि.१४.०४.२०२१, ४०७, दि.१७.०४.२०२१, ४८९,

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दि.१४.०५.२०२१, १२८२, दि.१४.०५.२०२१, १७६५, दि.२८.०५.२०२१, १८१८,

दि.३१.०५.२०२१, १९९०, दि.०५.०६.२०२१, २१८५, दि.११.०६.२०२१, २३९३

दि.१८.०६.२०२१, २७१३, दि.२६.०६.२०२१, २९७३, दि.०२.०७.२०२१, ३३११

दि.१५.०७.२०२१, ३८०१, दि.३१.०७.२०२१, ४०२५, दि.०८.०८.२०२१, ४२७६

दि.१४.०८.२०२१, ५३४३ दि.१७.०९.२०२१, ५३४५ दि.१७.०९.२०२१, ५५८५,

दि.२५.०९.२०२१, ५८७१ दि.०२.१०.२०२१, ५९२५ दि.०४.१०.२०२१, ५९४८,

दि.०५.१०.२०२१



आदेशान्वये राज्यात कोविड - १९ या आजाराच्या प्रसारास प्रतिबंधित करण्यासाठी उपाययोजना व मार्गदर्शक सुचना निर्गमित केलेल्या आहेत.

ज्याअर्थी राज्यातील कोविड-१९ च्या प्रसारास प्रतिबंध करण्याकरिता प्रसारणाची साखळी प्रभावीपणे खंडित करण्यासाठी लावलेले निर्बंध जिल्हानिहाय / प्रशासकीय युनिटनिहाय शिथिल करणे तसेच विविध आर्थिक आणि सामाजिक उपक्रम नियोजनवद्ध सुरु करण्याच्या अनुषंगाने शासनाने सुधारित आदेश निर्गमित केलेले आहेत.

ज्याअर्थी सदर अधिनियमांतर्गत राज्यात कोरोना विषाणूमुळे उद्भवलेल्या कोविड-१९ या संसर्ग रोगाचा प्रतिबंध व नियंत्रण करण्यासाठी महाराष्ट्र कोविड-१९ उपाययोजना नियम २०२० अमलात आलेले आहेत. महाराष्ट्र कोविड-१९ उपाययोजना नियम २०२० अन्वये कोविड-१९ च्या प्रसारास पुणे महानगरपालिका क्षेत्रात प्रतिबंध करण्यासाठी उपाययोजना करण्याबाबत आयुक्त, पुणे महानगरपालिका यांना प्राधिकृत केलेले आहे. साथरोग अधिनियम १८९७ व आपत्ती व्यवस्थापन कायदा २००५ अन्वये मला प्राप्त झालेल्या अधिकारानुसार मी विक्रम कुमार, आयुक्त, पुणे महानगरपालिका, पुणे महापालिका क्षेत्रामध्ये कोविड-१९ च्या प्रसारास प्रतिबंधित करण्यासाठी खालीलप्रमाणे सुधारित आदेश निर्गमित करित आहे.

- ✓ १) पुणे महानगरपालिका क्षेत्रातील सर्व माध्यमांच्या महाविद्यालयांचे नियमित वर्ग कोविड प्रतिबंधात्मक लसीकरणाचे दोन मात्रा (डोस) पूर्ण झालेल्या विद्यार्थ्यांसाठी दिनांक ११.१०.२०२१ पासून सुरु करणेस परवानगी देण्यात येत आहे. महाविद्यालयातील सर्व प्राध्यापक व कर्मचारीवर्ग यांचे कोविड प्रतिबंधात्मक लसीकरणाचे दोन मात्रा (डोस) पूर्ण झालेले असणे अनिवार्य राहिल. महाविद्यालयांमध्ये मास्कचा वापर, सोशल डिस्टंसिंग, सॅनिटायझेशन या बाबतच्या नियमांचे ( Covid Appropriate Behavior ) पालन करणे बंधनकारक राहिल.
- ✗ २) पुणे महानगरपालिका क्षेत्रातील सर्व प्रशिक्षण संस्था हॉलच्या आसन क्षमतेच्या ५०% क्षमतेने सुरु राहतील. मात्र सदर ठिकाणी कार्यरत असणारे प्रशिक्षक व कर्मचारी यांचे कोविड प्रतिबंधात्मक लसीकरणाचे दोन मात्रा (डोस) पूर्ण झालेले असणे अनिवार्य राहिल.
- ✗ ३) पुणे महानगरपालिका क्षेत्रातील कोचिंग क्लासेस ( Coaching Classes ) हॉलच्या आसन क्षमतेच्या ५०% क्षमतेने सुरु राहतील. मात्र सदर ठिकाणी कार्यरत असणारे प्रशिक्षक व कर्मचारी यांचे कोविड प्रतिबंधात्मक लसीकरणाचे दोन मात्रा (डोस) पूर्ण झालेले असणे अनिवार्य राहिल.
- ✗ ४) रेस्टॉरंट, बार, फुड कोर्ट हे आठवड्यातील सर्व दिवस रात्री ११.०० वाजेपर्यंत आसन क्षमतेच्या ५०% क्षमतेने सुरु राहतील. पार्सल सेवा / घरपोच सेवा ( Home Delivery ) रात्री १२.०० पर्यंत सुरु राहिल.
- ✗ ५) पुणे महानगरपालिका क्षेत्रातील सर्व शासकीय तसेच खाजगी कार्यालये येथील उपस्थिती १००% क्षमतेने अनुज्ञेय करण्यात येत आहे. मात्र सदर ठिकाणी कार्यरत असणारे अधिकारी व कर्मचारी यांचे कोविड प्रतिबंधात्मक लसीकरणाचे दोन मात्रा (डोस) पूर्ण झालेले असणे अनिवार्य राहिल.
- ✗ ६) उपरोक्त आस्थापनांनी मास्कचा वापर, सोशल डिस्टंसिंग, सॅनिटायझेशन या बाबतच्या नियमांचे ( Covid Appropriate Behavior ) तसेच मे.शासनाने व इकडील कोविड-१९ संदर्भात वेळोवेळी निर्गमित केलेल्या मार्गदर्शक सूचनांचे पालन करणे बंधनकारक राहिल.

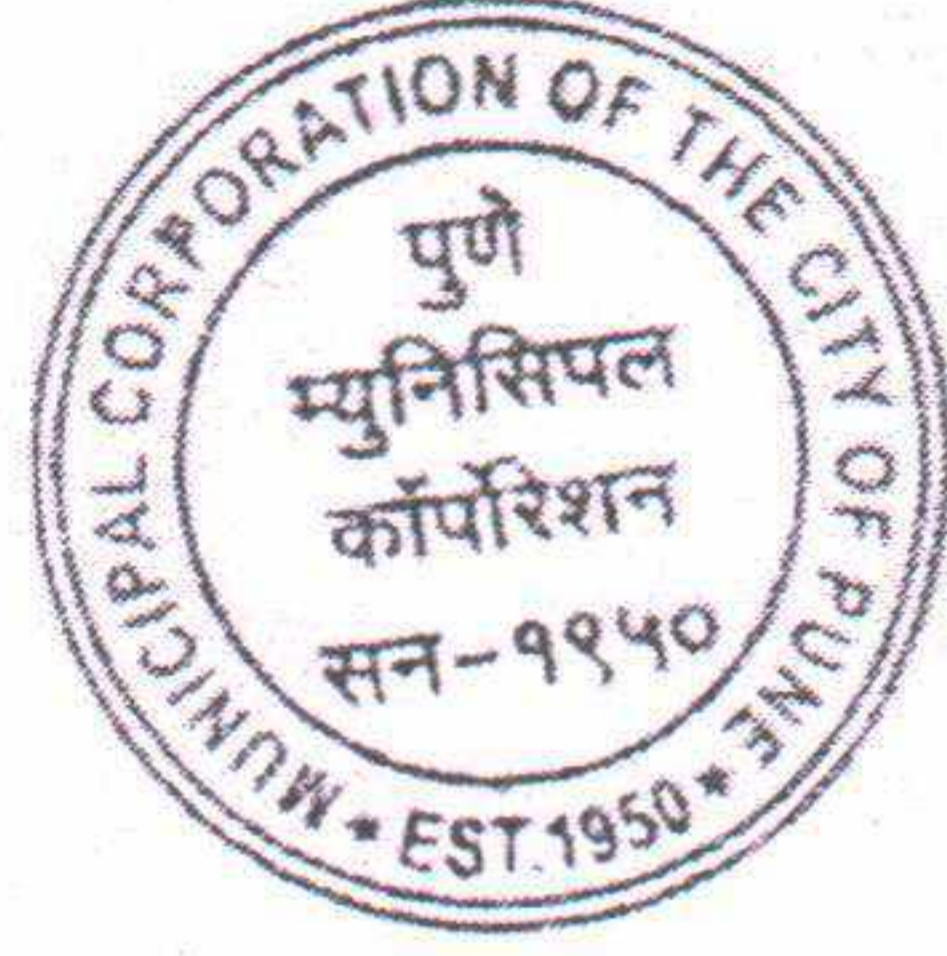
७) सदर आदेश हे पुणे महानगरपालिका क्षेत्रामध्ये येणाऱ्या पुणे कटक मंडळ व खडकी कटक मंडळ यांना देखील लागू राहतील.

८) संदर्भीय आदेशान्वये वेळोवेळी निर्गमित केलेले आदेश / मार्गदर्शक सूचना पुढील आदेशापर्यंत लागू राहतील.

कोविड-१९ च्या प्रतिबंधासाठी या कार्यालयाद्वारे वेळोवेळी निर्गमित करण्यात आलेल्या आदेशांचे, मार्गदर्शक सूचनांचे उल्लंघन करणारी व्यक्ती आपत्ती व्यवस्थापन कायदा २००५ चे कलम ५१ ते ६०, तसेच भारतीय दंड संहितेचे कलम १८८ नुसार अन्य कायदेशीर तरतुदीनुसार कार्यवाहीस पात्र राहिल.

सदर आदेश दि.०८.१०.२०२१ पासून पुढील आदेशापर्यंत पुणे महानगरपालिका क्षेत्रामध्ये लागू राहतील.

सदरचा आदेश हा माझ्या मही व शिक्क्यानिशी दि.०८.१०.२०२१ रोजी दिलेला आहे.



स्वाक्षरी /xxx  
( विक्रम कुमार )  
महापालिका आयुक्त  
पुणे महानगरपालिका

प्रत -१) मा.विभागीय आयुक्त, विभागीय आयुक्त कार्यालय, पुणे

२) मा. पोलीस आयुक्त, पोलीस आयुक्त कार्यालय, पुणे.

३) मा.जिल्हाधिकारी तथा अध्यक्ष, जिल्हा आपत्ती व्यवस्थापन प्राधिकरण, पुणे.

यांचेकडे माहिती व पुढील आवश्यक कार्यवाहीसाठी अग्रेषित

निर्गमित

Ravi

( रविंद्र बिनवडे )

अतिरिक्त महापालिका आयुक्त (ज)

पुणे महानगरपालिका

8/10/2021



ज्याअर्थी, राज्यातील कोविड - १९ च्या प्रसारास प्रतिबंध करण्याकरिता प्रसाराचा साखळी प्रभावांपणे खंडित करण्यासाठी लावलेले निबंध जिल्हानिहाय / प्रशासकीय युनिटानिहाय शिथिल करणे तसेच विविध आर्थिक आणि सामाजिक उपक्रम नियोजनबद्ध सुरु करण्याच्या अनुषंगाने शासनाने सुधारित आदेश निर्गमित केलेले आहेत.

ज्याअर्थी, सदर अधिनियमांतर्गत राज्यात कोरोना विषाणूमुळे उद्भवलेल्या कोविड - १९ या संसर्गाचा प्रतिबंध व नियंत्रण करण्यासाठी महाराष्ट्र कोविड - १९ उपाययोजना नियम २०२० अमलात आलेले आहेत. महाराष्ट्र कोविड - १९ उपाययोजना नियम २०२० अन्वये कोविड - १९ च्या प्रसारास पिंपरी चिंचवड महानगरपालिका क्षेत्रात प्रतिबंध करण्यासाठी उपाययोजना करण्याबाबत आयुक्त, पिंपरी चिंचवड महानगरपालिका यांना प्राधिकृत केलेले आहे. साथरोग अधिनियम १८९७ व आपत्ती व्यवस्थापन कायदा २००५ अन्वये मला प्राप्त झालेल्या अधिकारानुसार मी, राजेश पाटील, आयुक्त, पिंपरी चिंचवड महानगरपालिका, पिंपरी चिंचवड महापालिका क्षेत्रामध्ये कोविड - १९ च्या प्रसारास प्रतिबंधित करण्यासाठी खालीलप्रमाणे सुधारित आदेश निर्गमित करित आहे.

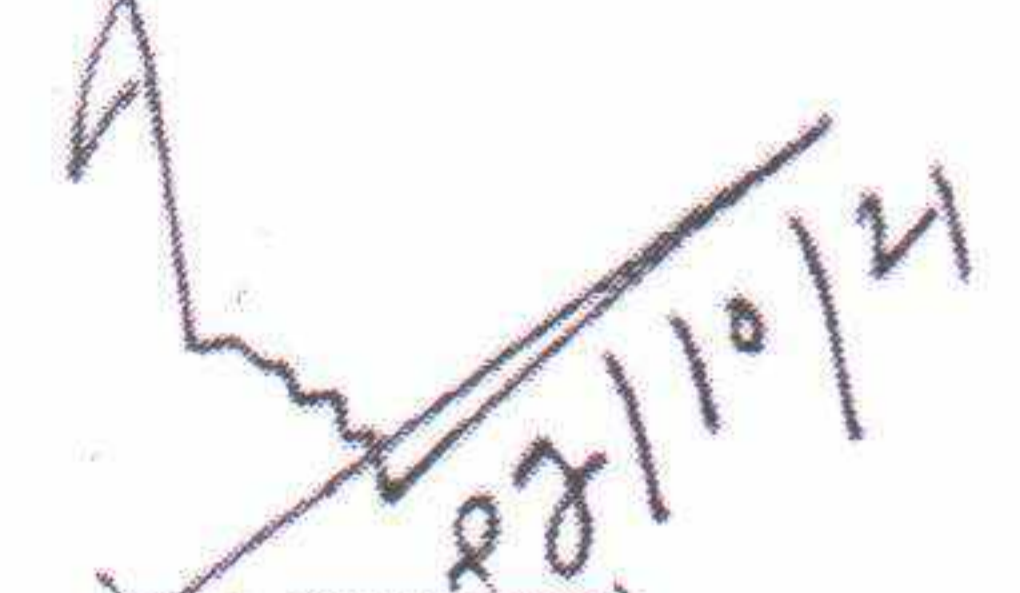
- १) पिंपरी चिंचवड महानगरपालिका क्षेत्रातील सर्व माध्यमांच्या महाविद्यालयांचे निर्यात वर्ग कोविड प्रतिबंधात्मक लसीकरणाचे दोन मात्रा (डोस) पूर्ण झालेल्या विद्यार्थ्यांसाठी दिनांक १२.१०.२०२१ पासून सुरु करणेस परवानगी देण्यात येत आहे. महाविद्यालयातील सर्व प्राध्यापक व कर्मचारी वर्गांचे कोविड प्रतिबंधात्मक लसीकरणाचे दोन मात्रा (डोस) पूर्ण झालेले असणे अनिवार्य राहिल. महाविद्यालयांमध्ये मास्कचा वापर, सोशल डिस्टन्सिंग, सॅनिटायझेशन याबाबतच्या नियमांचे (Covid Appropriate Behaviour) पालन करणे बंधनकारक राहिल.
- २) पिंपरी चिंचवड महानगरपालिका क्षेत्रातील सर्व प्रशिक्षण संस्था हॉलच्या आसन क्षमतेच्या ५०% क्षमतेने सुरु राहतील. मात्र सदर ठिकाणी कार्यरत असणारे प्रशिक्षक व कर्मचारी यांचे कोविड प्रतिबंधात्मक लसीकरणाचे दोन मात्रा (डोस) पूर्ण झालेले असणे अनिवार्य राहिल.
- ३) पिंपरी चिंचवड महानगरपालिका क्षेत्रातील कोचिंग क्लासेस (Coaching Classes) हॉलच्या आसन क्षमतेच्या ५०% क्षमतेने सुरु राहतील. मात्र सदर ठिकाणी कार्यरत असणारे प्रशिक्षक व कर्मचारी यांचे कोविड प्रतिबंधात्मक लसीकरणाचे दोन मात्रा (डोस) पूर्ण झालेले असणे अनिवार्य राहिल.
- ४) रेस्टॉरंट, बार, फुड कोर्ट हे आठवड्यातील सर्व दिवस रात्री ११.०० वाजेपर्यंत आसन क्षमतेच्या ५०% क्षमतेने सुरु राहतील. पार्सल सेवा / घरपोच सेवा (Home Delivery) रात्री १२.०० पर्यंत सुरु राहिल.
- ५) पिंपरी चिंचवड महानगरपालिका क्षेत्रातील सर्व शासकीय तसेच खाजगी कार्यालये येथील उपस्थिती १००% क्षमतेने अनुज्ञेय करण्यात येत आहे. मात्र सदर ठिकाणी कार्यरत असणारे अधिकारी व कर्मचारी यांचे कोविड प्रतिबंधात्मक लसीकरणाचे दोन मात्रा (डोस) पूर्ण झालेले असणे अनिवार्य राहिल.
- ६) उपरोक्त आस्थापनांनी मास्कचा वापर, सोशल डिस्टन्सिंग, सॅनिटायझेशन याबाबतच्या नियमांचे (Covid Appropriate Behaviour) तसेच मा. शासनाने व इकडील कोविड १९ संदर्भात वेळोवेळी निर्गमित केलेल्या मार्गदर्शक सूचनांचे पालन करणे बंधनकारक राहिल.
- ७) संदर्भित आदेशान्वये वेळोवेळी निर्गमित केलेले आदेश / मार्गदर्शक सूचना पुढील आदेशापर्यंत लागू राहतील.

कोविड - १९ च्या प्रतिबंधासाठी या कार्यालयाद्वारे वेळोवेळी निर्गमित करण्यात आलेल्या आदेशांचे मार्गदर्शक सूचनांचे उल्लंघन करणारी व्यक्ती आपत्ती व्यवस्थापन कायदा २००५ चे कलम ५१ ते ६०, तसेच भारतीय दंड संहितेचे कलम १८८ नुसार अन्य कायदेशीर तरतुदीनुसार कार्यवाहीस पात्र राहिल.

सदर आदेश दि. १२.१०.२०२१ पासून पुढील आदेशापर्यंत पिंपरी चिंचवड महानगरपालिका कार्यक्षेत्रात लागू राहतील.

सदरचा आदेश हा माझ्या सही व शिक्क्यानिशी दि. ०९.१०.२०२१ रोजी दिलेला आहे.



  
(राजेश पाटील)

आयुक्त

पिंपरी चिंचवड महानगरपालिका,

पिंपरी, पुणे ४११०१८.

प्रत माहितीस्तव सादर -

- १) मा. विभागीय आयुक्त, विभागीय आयुक्त कार्यालय, पुणे.
- २) मा. जिल्हाधिकारी तथा अध्यक्ष, जिल्हा आपत्ती व्यवस्थापन प्राधिकरण, पुणे.
- ३) मा. पोलीस आयुक्त, पिंपरी चिंचवड पोलीस आयुक्त कार्यालय, चिंचवड.
- ४) सर्व क्षेत्रिय अधिकारी व संबंधित विभाग प्रमुख, पिंपरी चिंचवड महानगरपालिका, यांचेकडे माहिती व पुढील आवश्यक कार्यवाहीसाठी अग्रेषित

# सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)



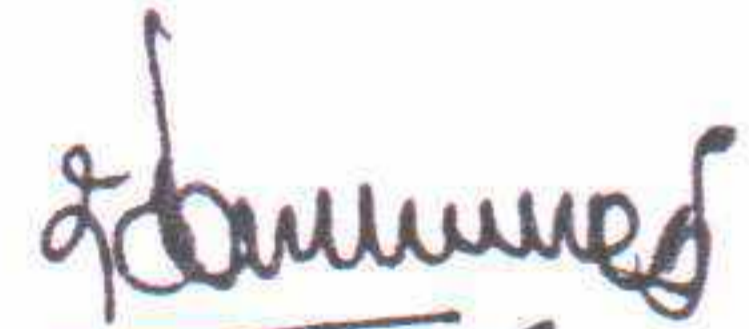
परिपत्रक क्र. २८९/२०२१

**विषय : राज्यातील सर्व अकृषी विद्यापीठे, अभिमत विद्यापीठे, स्वयंअर्थसहाय्यित विद्यापीठे व त्यांच्याशी संलग्नित महाविद्यालयातील नियमित वर्ग सुरू करण्याबाबत.**

शासनाने, शासन निर्णय क्र. संकीर्ण २०२१/प्र.क्र.६/विशि-३ दि. १३ ऑक्टोबर, २०२१ अन्वये राज्यातील सर्व अकृषी विद्यापीठे, अभिमत विद्यापीठे, स्वयंअर्थसहाय्यित विद्यापीठे व त्यांच्याशी संलग्नित महाविद्यालयातील नियमित वर्ग दि. २० ऑक्टोबर, २०२१ पासून सुरू करण्याबाबत सूचना दिलेल्या आहेत. सोबत शासन निर्णयाची प्रत माहितीसाठी जोडली आहे.

राज्यात कोरोना विषाणूमुळे उद्भवलेल्या कोविड-१९ या संसर्ग रोगाचा प्रतिबंध व नियंत्रण करण्यासाठी महाराष्ट्र कोविड-१९ उपाययोजना नियम २०२० अमलात आलेले आहेत. महाराष्ट्र कोविड-१९ उपाययोजना नियम २०२० अन्वये कोविड-१९ च्या प्रसारास पुणे व पिंपरी-चिंचवड महानगरपालिका क्षेत्रात प्रतिबंध करण्यासाठी उपाययोजना करण्याबाबत मा. आयुक्त, पुणे व पिंपरी-चिंचवड महानगरपालिका यांना प्राधिकृत केलेले आहे.

या परिपत्रकाद्वारे सर्व विद्यापीठ शैक्षणिक विभाग व संलग्नित महाविद्यालये/परिसंस्था यांना कळविण्यात येते की, शासनाने तसेच मा. महापालिका आयुक्त, पुणे महानगरपालिका व मा. आयुक्त, पुणे व पिंपरी-चिंचवड महानगरपालिका यांनी दिलेल्या आदेशाचे पालन करून काटेकोरपणे अंमलबजावणी करण्यात यावी. तसेच नाशिक व अहमदनगर जिल्हयातील सर्व संलग्नित महाविद्यालय/परिसंस्था यांनी जिल्हा प्रशासन/स्थानिक प्राधिकरण यांनी निर्गमित केलेल्या आदेशानुसार महाविद्यालय सुरू करण्याबाबत कार्यवाही करावी. तसेच चालू सत्राचा अभ्यासक्रम विहित कालावधीमध्ये शिकवून पूर्ण करण्याची जबाबदारी प्राध्यापक/प्राचार्य यांची राहिल.

  
उपकुलसचिव  
शैक्षणिक प्रवेश

गणेशखिंड, पुणे ४११ ००७ )  
संदर्भ क्र. शै.प्रवेश/३८३६ )  
दिनांक : १८/१०/२०२१ )

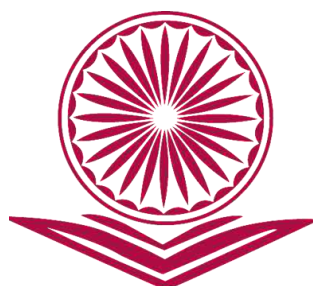
**प्रत माहिती व योग्य त्या कार्यवाहीसाठी :-**

मा. विभागप्रमुख, सर्व शैक्षणिक विभाग, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे  
मा. प्राचार्य, विद्यापीठाशी संलग्नित सर्व महाविद्यालये  
मा. संचालक, विद्यापीठाच्या मान्यताप्राप्त सर्व परिसंस्था

**प्रत माहितीसाठी :-**

मा. विभागीय आयुक्त, विभागीय आयुक्त कार्यालय, पुणे  
मा. जिल्हाधिकारी तथा अध्यक्ष, जिल्हा आपत्ती व्यवस्थापन प्राधिकरण, पुणे  
मा. आयुक्त, पुणे महानगरपालिका, शिवाजीनगर, पुणे  
मा. आयुक्त, पुणे व पिंपरी-चिंचवड महानगरपालिका  
मा. शिक्षण संचालक, उच्च शिक्षण, शिक्षण संचालनालय, मध्यवर्ती इमारत, महाराष्ट्र राज्य, पुणे  
मा. सह संचालक, उच्च शिक्षण, पुणे विभाग, डॉ. बाबासाहेब आंबेडकर रोड, पुणे

**UGC GUIDELINES  
FOR  
RE-OPENING THE UNIVERSITIES AND COLLEGES  
POST LOCKDOWN DUE TO COVID-19 PANDEMIC**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI**

**NOVEMBER 2020**

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## **Generic Preventive Measures/COVID-19 Appropriate Behaviour**

**The following public health measures are to be followed to reduce the risk of COVID-19 by all (faculty members, employees, students and visitors) in these places at all times:**

- i. Physical distancing of at least 6 feet to be followed as far as feasible.**
- ii. Use of face covers/masks to be made mandatory.**
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.**
- 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 of 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 Aarogya Setu App shall be advised wherever feasible.**

## 1. Introduction

Universities and other educational institutions across the country have been closed since 16<sup>th</sup> March, 2020 when the Government of India announced a countrywide lockdown as one of the measures to contain the COVID-19 outbreak. The Government of India through its Ministries, *viz.*, Ministry of Home Affairs, Ministry of Health, Ministry of Ayush and Ministry of Education took several initiatives to contain the spread of the virus and issued directives and advisories to educate the people about the gravity of the infection from Coronavirus and the measures to protect from it. Specific instructions were also issued to the universities and colleges by the Ministry of Education and the UGC in this regard.

The University Grants Commission issued "Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown" on 29th April, 2020 and then, on 6th July, 2020. These Guidelines covered important dimensions related to examinations, academic calendar, admissions, online teaching-learning and provided flexibility for adoption by the universities. Later "UGC Guidelines on Academic Calendar for the First Year of Under-Graduate and Post-Graduate Students of the Universities for the Session 2020-21 in View of COVID-19 Pandemic" were issued on 24<sup>th</sup> September, 2020.

In order to contain the spread of COVID-19 pandemic in the educational institutions and to ensure continuity in teaching- learning process, Ministry of Education and UGC issued several directives/ advisories/ guidelines to the universities and colleges, including the one to impart online education by making the best use of e-resources. Through all the communications made by Ministry of Education and UGC, it was emphasized to continue with teaching-learning processes using online modes such as Google Classroom, Cisco Webex Meeting, You Tube streaming, OERs, SWAYAM platform ([www.swayam.gov.in](http://www.swayam.gov.in)), Swayam Prabha ([www.swayamprabha.gov.in](http://www.swayamprabha.gov.in)) (available on Doordarshan (Free dish) and Dish TV), e-yantra ([www.e-yantra.org](http://www.e-yantra.org)), Virtual Labs ([www.vlab.co.in](http://www.vlab.co.in)), FOSSEE (<https://fossee.in>), application of spoken tutorials ([www.spoken-tutorial.org](http://www.spoken-tutorial.org)), National Digital Library (NDL) (<https://ndl.iitkgp.ac.in>), electronic journals (<https://ess.inflibnet.ac.in>) etc.

The new academic session is going on and the universities and colleges need a customized plan, as per the local conditions where they are located, to deal with any eventuality arising due the COVID -19 before resuming activities on campuses. Besides above, reopening of universities and colleges will relieve the students from uncertainties regarding their career, mode of functioning of universities and colleges, including the conduct of physical classes. Also, it will relieve teaching and other staff from any uncertainty regarding the continuity of their services and salary etc.

It is felt that even after the spread of Coronavirus is contained, certain preventive measures will be required to be followed for quite some time to avoid its recurrence. This will be all the more necessary for educational institutions as large numbers of students gather on the campuses. Keeping all these factors in view, the University Grants Commission has framed Guidelines for the universities and colleges which they may follow, while reopening their campuses after lockdown and the summer vacations. These Guidelines have been vetted by the Ministry of Health & Family Welfare and approved by the Ministry of Home Affairs and the Ministry of Education. The Guidelines may be adopted by the institutions as per the local conditions and directives of the Government authorities.

## **2. Re-Opening the Campuses - Issues and Challenges**

Indian higher education system is very large and diverse. There are various types of universities, colleges and institutions offering programmes ranging from engineering, technical, medical, sciences, humanities and social sciences at undergraduate, postgraduate, and doctoral level, besides research and extension activities. Also, they vary in their geographical conditions, size, infrastructural capacity, types and duration of programmes etc. Therefore, the issues and challenges faced by them in reopening their campus also vary considerably.

Keeping in view the uncertainties of future due to COVID-19 pandemic and its impact on the functioning of universities and colleges, they may plan to reopen their campuses in a phased manner, ensuring safety, health and well-being of all students and staff. They should be flexible in their plan and should be ready to handle any eventuality arising due to COVID-19.

It may be difficult to comprehend all the challenges/ situations which the higher education institutions may be required to handle while they plan to reopen. However, some of the issues which they may be required to handle instantly are given below:

- i. To follow the advisories/guidelines/directions issued by the Central/State Government, Ministry of Education and UGC from time to time to prevent the spread of COVID-19.
- ii. Uncertainty among students regarding admissions, modes of teaching-learning, completion of courses, examinations, evaluation, declaration of results and the academic calendar, etc.
- iii. Anxiety, mental health and psychological issues of students developed during the lockdown period and fear of infection after the opening of campuses.
- iv. Safety measures including sanitisation of premises, thermal screening, ensuring physical distancing, face-cover/mask wearing, respiratory hygiene and hand-hygiene etc.
- v. Preparation for risk assessment and subsequent actions which may be required depending upon the residential status of the institution - whether fully residential, partially residential or non-residential.
- vi. Varied conditions of the pandemic in the state, area and environment where the students mainly live while making risk assessment and planning to address these challenges.
- vii. Besides students, a serious risk of infection will also be faced by the faculty, counsellors and other technical and non-teaching staff also who face/ interact with the students and also among themselves regularly.

### **3. Measures Required before Re-Opening of Campuses**

As the universities and colleges are likely to face a number of issues at the time of reopening, they will be required to plan in advance. Some of the measures, which the institutions may have to take prior to reopening, are given below:

#### **3.1 Pre-requisites**

- i. Before reopening of any campus, the Central or the concerned State Government must have declared the area safe for reopening of educational institutions. The directions, instructions, guidelines and orders issued by the Central and State Government concerned regarding safety and health in view of COVID-19 must be fully abided by the higher education institutions.
- ii. However, they may develop stricter provisions and guidelines, if they feel it necessary. The universities and colleges have to make adequate arrangements to ensure the safety and health of students, faculty and staff.
- iii. The universities and colleges shall be allowed to open only if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the colleges. Students and staff shall also be advised not to visit areas falling within containment zones.
- iv. The faculty, staff and students of the university and college should be encouraged to download 'Aarogya Setu App'.
- v. The institutions should be ready with a plan for handling the inflow of students, faculty and staff in the campus, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the campus, and also alternative plan(s), in case the campus needs to be closed again due to spread of the virus in campus or in the surrounding area(s) in near future.

#### **3.2 Modalities for Physical Opening of Colleges/Higher Education Institutions**

The following modalities regarding the physical opening of Colleges/Higher Education Institutions, in a graded manner, may be adopted:

The Colleges/Higher Education Institutions outside the containment zones may be opened in a graded manner after consultations with concerned State/UT Governments and subject to adherence to the guidelines/SOP for safety and health protocol prepared by UGC, duly incorporating the view/comments of the Ministry of Health & Family Welfare, as under:

- i. For Centrally Funded Higher Education Institutions, the Head of the Institution should satisfy herself/himself regarding the feasibility of the opening of physical classes and decide accordingly.

- ii. For all other Higher Educational Institutions, e.g., State Universities, Private Universities etc., opening of physical classes to be done as per the decision of the respective State/UT Governments.

### **3.3 Measures**

- i. Universities and colleges may plan opening the campuses in phases, with such activities where they can easily adhere to social distancing, use of face masks and other protective measures. This may include administrative offices, research laboratories and libraries etc.
- ii. Thereafter, students of all research programmes and post-graduate students in science & technology programmes may join as the number of such students is comparatively less and norms of physical distancing and preventive measures can be easily enforced.
- iii. Further, final year students may also be allowed to join for academic and placement purposes, as per the decision of the head of the institution.

*However, for (i), (ii) and (iii) above, it should be ensured that not more than 50% of the total students should be present at any point of time and necessary guidelines/protocols to prevent the spread of COVID-19 are observed.*

- iv. For the programmes, other than those mentioned in paras 3.3 (ii) and (iii) above, online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged.
- v. However, if required, students may visit their respective departments in a small number for consultation with the faculty members, after seeking prior appointments to avoid crowding, while maintaining physical distancing norms and other safety protocols.
- vi. 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.
- vii. Institutions should have a plan ready for such international students who could not join the programme due to international travel restrictions or visa-related issues. Online teaching-learning arrangements should also be made for them.

### **3.4 Safety concerns**

- i. 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. Non-resident students should be allowed in campuses only after thermal scanning, sanitization of their hands, wearing of face 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.

- ii. Regular visits of a counsellor may be arranged so that students can talk with the counsellor about their anxiety, stress or fear.
- iii. 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.
- iv. 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.
- v. For those who have tested positive, isolation facilities should be in place either on campus itself or as a prior arrangement with some nearby hospital(s) or as advised by the local authorities.
- vi. Universities and colleges should prepare a policy for restricting the outside experts on campuses, study tours, field works etc., keeping in mind the COVID-19 situation.
- vii. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
- viii. Clean and hygienic conditions, as per safety and health advisories of the concerned government departments, are to be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.
- ix. Proper signages, symbols, posters etc. should be prominently displayed at appropriate places to remind the students, faculty and staff for maintaining physical distancing. The details of COVID-19 cell established by the institution be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the institution.
- x. Ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area etc.

#### **4. Institutional Planning**

Institutional planning is the key for the successful reopening of the campuses and smooth conduct of the teaching-learning process during these difficult times. The universities and colleges will, therefore, be required to develop their plans very cautiously for reopening of their campuses and this planning has to be done well in advance. The plan may, inter-alia include the following points:

- i. Institutions should prepare details of opening the campus in a phased manner with a complete roster for all departments and batches of students in different programmes. Para 3.2 (i) & (ii) of the Guidelines may be referred.
- ii. The institutions must ensure appropriate sanitization and disinfection process and procedures.
- iii. It should be made mandatory for the Teachers, Officers, Staff and Students to wear the Id cards.
- iv. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.
- v. All preventive measures, preparedness and necessary support system to deal with the COVID -19 positive cases should be monitored and reported to local authorities on a day to day basis.
- vi. Teaching hours in a day may be extended, as per requirements of the institution.
- vii. Six-day schedule may be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of physical distancing.
- viii. Universities and colleges may consider reducing the class size and break them in multiple sections to maintain physical distancing during the classes.
- ix. Depending on the availability of space in class rooms or learning sites, up to 50% students may be allowed on a rotation basis to attend the classes.
- x. Faculty should be trained for online teaching-learning practices.
- xi. The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s). Complete contact details of the visitors be maintained along with the names of persons whom he/ she meets.
- xii. There should be adequate isolation arrangements for those having symptoms and also for those who test positive for COVID-19 (however the two need to be kept separately), either at the level of the institution or in collaboration with the Government authorities.

#### **4.1 Safety Measures at Entry/ Exit Point(s)**

- i. Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- ii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- iii. 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.
- iv. In case the institution has more than one gate for entry/ exit, all the gates should be used, with adequate care, to avoid crowding.
- v. Monitoring of the entry and exit of the students should be done.
- vi. Screening of students, faculty and staff, wearing of face covers/ mask, sanitizing of hands etc. must be ensured at all entry points.
- vii. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

#### **4.2 Safety Measures during Working Hours**

##### **4.2.1 Classrooms and other Learning Sites**

- i. Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc. before the beginning of classes and at the end of the day. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- ii. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- iii. Wearing face cover/ mask is a must at all times and at all places inside the campus.

##### **4.2.2 Inside the Campus**

- i. Cultural activities, meeting etc. may be avoided. However, such extra-curricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the Ministry of Home Affairs guidelines, issued under Disaster Management Act, 2005 from time to time

- ii. Adequate arrangements for safe drinking water should be made on the campus.
- iii. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- iv. Regular and sufficient supply of face covers/ masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc. to sanitation workers should be ensured.
- v. Wearing of face cover/ mask by all students and staff should be ensured.
- vi. Proper cleanliness should be maintained inside the entire campus.
- vii. Adequate arrangements should be made for sanitizing the entire campus, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers etc.
- viii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.
- ix. An adequate supply of water in toilets and for hand- washing should be ensured.
- x. Proper sanitization of buses, other transport and official vehicles of the institution should be done.
- xi. Spitting in the campus must be made a punishable offence.
- xii. Dustbins must be cleaned and covered properly.
- xiii. Dustbin for collection of used facemasks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms. Provision for proper disposal of used personal protection items and general waste should be followed in accordance with CPCB guidelines (available at: [https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID\\_1.pdf](https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)).
- xiv. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.

- xv. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- xvi. Swimming Pool (wherever applicable) shall remain closed.
- xvii. All employees who are at higher risk, i.e., older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

#### **4.2.3 Hostels**

- i. Hostels may be opened only in such cases where it is necessary while strictly observing the safety and health preventive measures. However, the sharing of rooms may not be allowed in hostels. Symptomatic students should not be permitted to stay in the hostels under any circumstances.
- ii. Since residential students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine (even if they bring a negative test report or the university/college plan to test them on arrival).
- iii. There should be no crowding in hostel areas where students live in close proximity and share common facilities and utilities. Hence, their numbers need to be limited appropriately to avoid crowding. Also, hostel students should be called in phases.
- iv. Thermal Screening of all resident students should be ensured.
- v. They will be referred to the nearest COVID treatment facility for clinical assessment and treatment.
- vi. Density in dining halls, common rooms, playing areas should be limited, keeping in view the requirement of physical distancing.
- vii. Hygiene conditions should be regularly monitored in kitchens, dining halls, bathrooms and toilets etc.
- viii. Cleanliness is to be maintained in dining areas. Meals should be served in small batches, avoiding over-crowding. Take away options should be available for students and staff.
- ix. It must be ensured that the meals are freshly cooked. A senior staff should monitor the same.

- x. Utensils should be properly cleaned.
- xi. Wearing of face covers/ masks and proper sanitization of hands of the staff engaged for the preparation and distribution of meals should be ensured.
- xii. Resident students and staff should avoid or limit visiting the markets. As far as possible, essential items may be made available within the campus.
- xiii. Hostels may define the number of students in dining halls at any point in time. Mess timings may be increased to avoid overcrowding.

#### **4.2.4 Regular Monitoring of Health**

- i. Every institution should regularly monitor the health of its students, faculty, and staff.
- ii. Faculty, staff and students should also be sensitized on self-monitoring of their health.
- iii. Faculty, Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-19.

#### **4.2.5 Counselling & Guidance for Mental Health**

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation *vis-a-vis* their studies, health and related issues, Universities and Colleges should take the following measures for the mental health, psychological aspects and well-being of the students:

- i. All the faculty members, students and staff should be made aware of the Web page named "Manodarpan" – created on the Ministry of Education website to provide psychosocial support for Mental Health & Well-being during the COVID – 19 outbreak and beyond. The web page contains advisory, practical tips, posters, videos, do's and don'ts for Psychosocial support, FAQ and online query system. Also, a National Toll Free Helpline (8445440632) for country wide outreach to students from schools, colleges and universities has also been set up which will provide tele-counselling to address their mental health and psychosocial issues.
- ii. Set up helplines for mental health, psychological concerns and well-being of students in Universities/ Colleges which need to be regularly monitored by Counsellors and other identified faculty.

- iii. Regular mentoring of students through interactions, and appeals/letters by the Universities/ Colleges to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.
- iv. Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/ classmates in need of help and provide the immediate necessary help.
- v. Share the following video links of Ministry of Health & Family Welfare <https://www.mohfw.gov.in/> on the University/ College website and with students and faculty via e-mail, through social media like Facebook, WhatsApp and twitter etc.

Practical tips to take care of your Mental Health during the Stay In

<https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>

Minding our minds during the COVID-19

<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>

Various Health Experts on how to manage Mental health & Well Being during COVID-19 outbreak

<https://www.youtube.com/watch?v=iuKhtSehp24&feature=youtu.be>

Behavioural Health: Psycho-Social toll free helpline - 0804611007

#### **4.2.6 Measures for Containment**

- i. As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.
- ii. Universities and colleges should have a ready plan to provide healthcare support to those resident students and staff who test positive and are isolated.
- iii. The guidelines restricting social and physical contacts and mobility in such parts of residential places in the campus, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable, no take away arrangement of food from mess etc. may be enforced, depending upon the severity of the situation.
- iv. Universities and colleges should also plan in advance, in case shut down are ordered by the Government due to outbreak in campus or the surrounding region.

#### 4.2.7 Sensitization of Students, Teachers and Staff

- i. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, and precautions and measures required to contain its spread may be launched.
- ii. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
- iii. The necessity of physical distancing, wearing face covers/ masks, hygiene etc. should be brought home to all.
- iv. Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.
- v. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- vi. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc. should be encouraged.
- vii. Students should be told to regularly sanitize their laptops, audio, video and other media accessories.
- viii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- ix. Posters and stickers should be pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.
- x. All support and facilities should be provided to persons with disabilities (*Divyangjan*).
- xi. No discrimination based on caste, creed or gender should be allowed to take place.
- xii. Sharing of books, other learning material and eatables be discouraged.

## **5. Role of Stakeholders**

### **5.1 Central/ State Government(s)**

- i. The Government should help educational institutions to prepare an effective plan for reopening their campuses. The plan may vary from institution to institution, keeping in view the situation regarding spread of COVID-19 pandemic in a particular area/region/zone.
- ii. The Governments may issue clear instructions to the universities and colleges to ensure the safety and health of all concerned. This may include instructions for wearing of face masks, physical distancing, and the number of students in a class, library, hostels, and dining halls etc.
- iii. State governments, in consultations with higher education institutions, should prepare an estimate of requirement in each of their districts and zones, of disinfectants, facemasks and prepare a plan in advance for their procurement and distribution. Universities and colleges should ensure sufficient supplies of these items to their students, faculty and staff.
- iv. Keeping in view the varying conditions in any state at district and zonal levels, the Government concerned should prepare a region-specific plan, instead of a uniform plan for the entire state.
- v. State health departments should remain in touch with the universities and colleges and work to ensure that the campuses are well prepared to maintain the safe and healthy conditions and also to deal with the COVID-19 related unexpected situations.
- vi. The Governments should keep a constant touch with the universities and colleges regarding the status of COVID-19. The government may call information regarding COVID-19 related condition in the campuses and also call meetings at appropriate intervals with the Head of institutions through video conferencing.

### **5.2 Head of the Institution**

- i. Vice- Chancellors/ Principals may get Standard Operating Procedures(SOPs) worked out in view of COVID-19 outbreak, in accordance with the Government orders and guidelines.
- ii. A detailed institutional plan which may, inter alia, include sanitization, safety and health measures should be prepared and kept ready, before reopening of campus. Proper implementation of the institutional plan should be ensured and regular monitoring should be done with the help of faculty and the staff.
- iii. Tie-ups may be established with nearby hospitals, health centres, NGOs, health experts for help and support in fighting COVID-19.

- iv. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation etc. should be kept ready well in advance.
- v. A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist of senior persons from faculty and staff, students, volunteers from communities, NGOs, health organisations and Government officials etc. as the case may be.
- vi. Teachers, students and staff should be made aware of all relevant plans and activities on the campus.

### **5.3 Teachers**

- i. Teachers should make themselves fully aware of institutional plans and Standard Operating Procedures.
- ii. Every teacher should prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end- semester evaluation etc.
- iii. Teachers should keep themselves updated with the latest teaching- learning methods and availability of e-resources.
- iv. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- v. Teachers should monitor and keep track of the physical and mental health of their students.

### **5.4 Parents**

- i. The parents should ensure that their children observe safety norms at home and whenever they go out.
- ii. Parents should not allow their children to go out, if they are not feeling well.
- iii. Parents may be advised that the ‘Aarogya Setu App’ has been downloaded by their children.
- iv. Parents should sensitize them of healthy food habits and measures to increase immunity.
- v. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

## 5.5. Students

- i. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- ii. All students should wear face covers/ masks and take all preventive measures.
- iii. May consider installing 'Aarogya Setu App' in the mobile.
- iv. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- v. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.
- vi. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vii. Give support to your friends under stress due to COVID-19 pandemic.
- viii. Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.

## 6. In view of the present scenario and future uncertainties:

- i. The universities may adopt and implement these Guidelines in a transparent manner by making alterations/ additions/ modifications/ amendments to deal with particular situation(s) in the best interest of students, educational institution and the entire education system, except in respect of those guidelines that are mandatory.
- ii. In case of educational institutions located at places where the Government (Centre/ State) have imposed restrictions on gathering of public, the institutions may plan accordingly. In any case, the above recommendations shall not cause any restrictions on the guidelines/directions issued by the appropriate Government/ competent authority.

*Notwithstanding the above Guidelines, every university/ college has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, Ministry of Education (earlier referred to as MHRD) or UGC from time to time to prevent the spread of COVID-19.*

**SERVICE**

**RULES**

**Your appointment is subject to the following terms and conditions:**

1. Your services will be governed by the Maharashtra University Act, Statutes, Code of conduct, Ordinances and Rules and Regulations laid down by the University and State Government from time to time as applicable to Minority Education Institutions.
2. You are appointed on clear vacancy on full time basis on one year probation period.
3. You will be paid basic pay of Rs. 37400/- per month in the scale indicated above. You will be entitled to Dearness Allowance, House Rent Allowance and CLA at the rates prescribed by the State Government from time to time. In case you are appointed for more than one year you shall earn annual increment.
4. Your appointment is subject to the minimum number of students and the work load prescribed for the post, if the workload is reduced your appointment will be accordingly dealt with.
5. You shall submit the original as well certified copies of relevant Testimonials such as birth date, mark sheets, experience certificate, last pay salary certificate, appointment orders of previous institution discharge/relieving certificate, last pay salary certificate, change of name certificate(if any) etc. before joining your duties.
6. In case you accept the appointment, you shall have to execute Deed of contract of Service as prescribed in the statutes at the time of joining the duties.
7. You will be allowed to join the duties on producing of:
  - a) Six passport size photographs.
8. Character certificate from two eminent persons, one of them should be a Government Gazette officer.
9. Discharge certificate from the previous employer.
10. You shall undergo medical examination by the approved Medical Officer/Civil Surgeon at the place of your duty, within three months from the date of joining the duties. You have to submit the medical certificate stating that you are free from any contagious disease and that you are physically fit for the employment.
11. You are required to give the correct mailing address with contact numbers as soon as you join the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by registered post shall be acknowledge and duly signed by you.
12. You will not conduct or engage yourself in any private tuition of private coaching classes.
13. You will not engage yourself in any job paid full-time, part time or otherwise, during the continuance of your service, without the permission of the Management.
14. Your appointment may be terminated to any time, by if you are found absent continuously for more than thirty days without permission; your services will stand terminated automatically, if you are found guilty of violation of any terms and condition mentioned above. You will be liable for disciplinary action and punishment decided by the Management as provided for in the Statues.
15. During the period of your service, you shall not directly or indirectly do such things which are supervise to the interest of the Society/University/Institution/College/Students.
16. Your appointment may be terminated to any time, by either side or part, by giving one month notice or one month full pay in lieu of notice; in case the period spent in service is more than six months. During notice period, no leave will be sanctioned.
17. You have to communicate your acceptance to the Management/College/Institution within seven days from the date of receipt of this order of appointment, failing to which your appointment is liable to be cancelled.

Yours truly

Principal

**Your appointment is subject to the following terms and conditions:**

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2. You are appointed on clear vacancy on full time basis on one year probation period.
3. You will be paid basic pay of Rs. 15600/- per month in the scale indicated above. You will be entitled to Dearness Allowance, House Rent Allowance and CLA at the rates prescribed by the State Government from time to time. In case you are appointed for more than one year you shall earn annual increment.
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Yours truly

Principal

**POLICY OF  
ATTENDANCE, LEAVE  
AND VACATION**



M. C. E. Society's

# ALLANA COLLEGE OF ARCHITECTURE

(Approved by Council of Architecture - New Delhi, AICTE & Govt. of Maharashtra)  
(Affiliated to University of Pune)

2390 - B, K. B. Hidayatullah Road, Azam Campus, Camp, Pune 411 001.

Tele Fax : 020 - 26433202, E-mail : info@allanaarchitecture.org, Website : www.allanaarchitecture.org  
I.D. No. PU / PN / Arch./142/1999.

Ref. No. ACA/ Attendance/2016

Date: 01/06/2016

## Policy for Attendance , Leave and Vacation FOR CORE FACULTY

1. The session for current Academic Year 2016-17 will start on 1<sup>st</sup> June 2016.
2. Attendance on First Day of the term is mandatory .
3. The College timings are 7.30 a.m to 1.30 p.m from Monday –Friday and 7.30 a.m to 10.30 a.m on Saturday
4. All are hereby notified that they will attend to their duties on time and spend entire 6 hours (7.30 a.m to 1.30 a.m ) in College premises.
5. Reporting to duty after 7.45 a.m will be marked as **LATE** and 3 such **LATE** marks will be considered as 1 **CASUAL LEAVE**.
6. Biometric entry for in timing and exit timing are a must otherwise it will be considered as a leave.
7. The entry and the exit time on the Biometric Machine and the Muster should match.
8. Regular Muster should be signed on the same day of entry / exist and not later.
9. All Leave due to Latecomings will be deducted from the next due vacation.
10. Working hours beyond 2.00 p.m or scheduled Time Table will not be considered as duty hours.
11. Casual Leaves beyond total 15 numbers per academic year and Vacation beyond approved numbers will be considered as leave without pay.
12. No two leave types can be clubbed together otherwise the entire leave period will be marked as casual leave.
13. Faculty joining late in the academic year will be entitled to proportionate number of Casual Leaves from the date of joining.
14. All O/D s should be accompanied by the letter from the respective Authority ( to be attached to the Leave Card) and the application has to be made prior to availing the leave.
15. Medical leave should be accompanied by a Fit Certificate from the physician and has to be of minimum three consecutive days for a maximum upto 15 days.



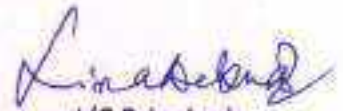
Hc Principal

Allana College of Architecture  
Azam Campus, Camp, Pune 411 001

16. Full time **adhoc** Faculty are entitled to 1 leave / month only and are to be granted leave in proportion to their working duration in the College. Leave in excess will be considered without pay and will be deducted accordingly from the remuneration paid to the Faculty.
17. Full time **fresh** recruits are not entitled to any vacation for two years of their probation. The other rules for Casual Leave , Medical leave and ODs are the same as others.
18. Vacation can only be availed after Examination duties are over with prior permission from the undersigned. The plan of the vacation needs to be submitted in advance before the end of the term( March/September).
19. Unavailed Casual Leave or Medical leave will not be carried over to the next academic year. Vacation of a respective term will not be carried over to the next term.
20. Faculty is requested to update the Leave Register ( as soon as they avail of leave and take the signature of the undersigned immediately ) and Movement Register ( before leaving the premises and take signature of the undersigned immediately ) as they are placed in the meetings of Local Management Committee.
21. Faculty is advised to take regular break only during recess or freetime .
22. Faculty proceeding on leave should entrust his / her responsibility of assignments / classes to co-teacher / class co-ordinator.
23. Regular attendance of students should be taken at 7.45 a.m and after break respectively by the class co-ordinator.
24. Examination and Tour are part of regular duties along academics .

Faculty is requested to observe the above rules and co-operate with the Management.



  
I/C Principal

I/c Principal  
Allana College of Architecture  
Azam Campus, Camp, Pune-411 001

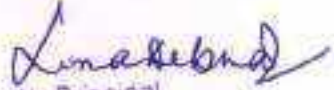
## FOR VISITING FACULTY

1. The session for current Academic Year 2016-17 will start on 06<sup>th</sup> June 2016.
2. Visiting Faculty are requested to observe the scheduled Time Table for reporting as well as exiting the duty.
3. Visiting Faculty are requested to mark the number of class conducted on the same day of the conducting of class and not later.
4. If the Visiting Faculty reports 15 minutes late after the commencement of the respective class assigned to him / her and leaves 15 minutes before the schedule Time Table they are requested to mark  $\frac{1}{2}$  period in the Muster accordingly.
5. In case the, Visiting Faculty is likely to remain absent, they should inform the undersigned / class co-ordinator well in advance before the scheduled day of absence.
6. Extra Lectures, if any , due to holidays or the absence of the teacher, can be conducted only after the written consent of the undersigned, obtained well in advance.

Faculty is requested to observe the above rules and co-operate with the management.

I/C Principal

Date:- 1<sup>st</sup> June 2016

  
I/c Principal  
Allana College of Architecture  
Azam Campus, Camp, Pune-411 001



## FOR NON TEACHING FACULTY

1. The session for current Academic Year 2016-17 will start on 1<sup>st</sup> June 2016.
2. Attendance on First Day of the term is mandatory .
3. All are hereby notified that they will attend to their duties on time and spend entire 7 hours on duty .
4. Reporting to duty 15 minutes after duty timings will be marked as **LATE** and 3 such **LATE** marks will be considered as 1 **CASUAL LEAVE**.
5. Biometric entry for in timing and exit timing are a must otherwise it will be considered as a leave.
6. The entry and the exit time on the Biometric Machine and the Muster should match.
7. Regular Muster should be signed on the same day of entry / exist and not later.
8. All Leave due to Latecomings will be deducted from remaining Casual Leave and Vacation.
9. Casual Leaves beyond total 15 numbers per academic year will be considered as leave without pay.
10. No two leave types can be clubbed together otherwise the entire leave period will be marked as casual leave.
11. Staff joining late in the academic year will be entitled to proportionate number of Casual Leaves from the date of joining.
12. All O/D s should be accompanied by the letter from the respective Authority ( to be attached to the Leave Card) and the application has to be made prior to availing the leave.
13. Medical leave should be accompanied by a Fit Certificate from the physician and has to be of minimum three consecutive days for a maximum upto 15 days.
14. Full time **fresh** recruits are not entitled to any vacation for two years of their probation. The other rules for Casual Leave , Medical leave and ODs are the same as others.
15. Vacation can only be availed after Admission and Examination duties are over with prior permission from the undersigned. The plan of the vacation needs to be submitted in advance before the end of the term( March/September).
16. Unavailed Casual Leave or Medical leave will be carried over to the next academic year.
17. Staff is requested to update the Leave Register ( as soon as they avail of leave and take the signature of the undersigned immediately ) and Movement Register ( before leaving the premises and take signature of the undersigned immediately ) as they are placed in the meetings of Local Management Committee.
18. Faculty is advised to take regular break only during lunch, on rotation basis .



*(Handwritten Signature)*

I/c Principal  
Allama College of Architecture  
Azam Campus, Carrn. Pune-411 001

19. Staff proceeding on leave should entrust his / her responsibility of work to the person assigned to look after his work in his absence.

Faculty is requested to observe the above rules and co-operate with the Management.

I/C Principal

Date:- 1<sup>st</sup> June 2016



A handwritten signature in blue ink, appearing to read "Srinadababu".

I/c Principal  
Allana College of Architecture  
Azam Campus, Camp, Pune-411 001

**GRIEVANCE  
REDRESSAL  
COMMITTEE**



M. C. E. Society's

## ALLANA COLLEGE OF ARCHITECTURE

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I.D. No. PU / PN / Arch./142/1999.

Ref:-ACA/GC/3136(A)/2016

Date: - 04/04/2016

### GRIEVANCE COMMITTEE

2016-2017

S.R No	Name of the Committee Member	Designation	Mobile No.	E-Mail ID
1	Ar. Lina Debnath I/C Principal	Chairman	9423040251	LinaDebnath@azamcampus.org
2	Ar. Prachi Aiyer Associate Prof	Member	9822355363	prachiaiyer@gmail.com
3	Ar. Rina Salvi Associate Prof.	Member	9420909656	reenasalvi@gmail.com
4	Ar. Romeiro Silveira Asst. Prof.	Member	9822863237	romeirosilveira@gmail.com
5	Ar. Vinish Desai Asst. Prof.	Member	7588448353	vinishd@gmail.com



*Lina Debnath*  
I/c Principal  
Allana College of Architecture  
Azam Campus, Camp, Pune-411 001.



M. C. E. Society's  
**ALLANA COLLEGE OF ARCHITECTURE**

(Approved by Council of Architecture - New Delhi, AICTE & Govt. of Maharashtra)  
(Affiliated to Savitribai Phule Pune University)

2390 - B, K. B. Hidayatullah Road, Azam Campus, Camp, Pune 411 001.  
Tele Fax : 020 - 26433202, E-mail : info@allanaarchitecture.org, Website : www.allanaarchitecture.org  
I.D. No. PU / PN / Arch / 142/1999. \* AISHE CODE : C - 42163

Ref. No. ACA/GRC/115(A)/2018

Dt: 02/06/2018

**GRIEVANCE REDRESSAL COMMITTEE**

**Academic year 2018-19 onwards**

Sr. No.	Name of the Committee Member	Designation	Mobile No.	Email ID
1	Prof. Lina Debnath Professor & I/C Principal	Chairman	9423040251	LinaDebnath@azamcampus.org
2	Prof. Prachi Aiyer Head of Department M.Arch – Construction Management	Member	9822355363	prachiaiyer@gmail.com
3	Prof. Rina Salvi Professor	Member	9420909656	reenasalvi@gmail.com
4	Ar. Romeiro Silveira Assistant Professor	Member	9822863237	romeirosilveira@gmail.com
5	Ar. Vinish Desai Assistant Professor	Member	7588448353	vinishd@gmail.com



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**LIBRARY  
PURCHASE  
COMMITTEE**



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I.D. No. PU / PN / Arch./142/1999

Ref. No.ACA/LPP/2012

Date: 02/07/2012

### LIBRARY PURCHASE POLICY

1. Every academic year, bookdealers send books along with pricelist for approval on institute's request.
2. Library Purchase Committee is formed comprising of the Principal, 2 teachers and the Asst. Librarian.
3. Selection of books is done by the Library Purchase Committee based on the need & budget.
4. Books are also bought on special requisition of teaching staff after approval of Library Purchase Committee.
5. Price is verified at least across two dealers.
6. Quotation is invited from the selected source.
7. Purchase order is placed & payment is completed after delivery.

Sr. No.	Name of the Committee Member	Designation	Mobile No.
1.	Ar. Lina Debnath I/C Principal	Chairman	9423040251
2.	Ar.Prachi Aiyer Asst. Professor	Member	9822355363
3.	Ar.Rina Salvi Asst. Professor	Member	9420909656
4.	Ms. Manisha Mohol Asst.Librarian	Member	9881149939



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I.D. No. PU / PN / Arch /142/1999.

Ref. No.ACA/LPP/2018

Date: 03/09/2018

## LIBRARY PURCHASE POLICY

1. Every academic year, bookdealers send books along with pricelist for approval on institute's request.
2. Library Purchase Committee is formed comprising of the Principal, 2 teachers (1 from B.Arch. & 1 from M.Arch.) and the Librarian.
3. Selection of books is done by the Library Purchase Committee based on the need & budget.
4. Books are also bought on special requisition of teaching staff after approval of Library Purchase Committee.
5. Price is verified at least across two dealers and also online.
6. Quotation is invited from the selected source.
7. Purchase order is placed & payment is completed after delivery.

### LIBRARY PURCHASE COMMITTEE (03<sup>rd</sup> September 2018 till date)

Sr. No.	Name of the Committee Member	Designation	Mobile No.	Email ID
1.	Prof. Lina Debnath Professor & Principal	Chairman	9423040251	LinaDebnath@azamcampus.org
2.	Prof. Prachi Aiyer Professor and HOD M.Arch - Construction Management	Member	9822355363	PrachiAiyer@azamcampus.org
3.	Ar.Dhwani Iyer Asso. Prof - B.Arch	Member	9921107866	dhwaniiyer@azamcampus.org
4.	Mr.Md. Ilyas Kakandikar Librarian	Member	9975798930	iliyaskakandikar@azamcampus.org



*Lina Debnath*  
I/c Principal  
Allana College of Architecture  
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# **PURCHASE POLICY**



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Ref. No.ACA/PP/2018

09/07/2018

## PURCHASE POLICY

### A. PURCHASE

1. Purchases are of three types: Computer, Equipment & Furniture.
2. Principal places the request to College Development Committee (CDC).
3. The CDC calls for quotation, approves the dealer and places the order.
4. Items are procured and payments are done.

### B. REPAIR & MAINTENANCE

1. There is an existing team enrolled with the MCE Society's trust.
2. College sends a request to the chairman of the trust for repair & maintenance.
3. Trust sends the concerned team to the college for survey.
4. Team gives a quotation to the trust.
5. After approval of quotation, work is completed and payment is processed by the college.

### PURCHASE COMMITTEE (09<sup>th</sup> July 2018 till date)

Sr. No.	Name of the Committee Member	Designation	Mobile No.	Email ID
1.	Prof. Lina Debnath Professor & Principal	Chairman	9423040251	LinaDebnath@azamcampus.org
2.	Prof. Prachi Aiyer Professor and HOD M.Arch – Construction Management	Member	9822355363	PrachiAiyer@azamcampus.org
3.	Ar.Naziya Mistry Assoc. Professor M.Arch – Construction Management	Member	9604290867	NaziyaMistry@azamcampus.org
4.	Ar.Dhwani Iyer Assoc. Professor- B.Arch	Member	9921107866	dhwaniiyer@azamcampus.org
5.	Ar.Shilpa Dhawale Assoc. Professor- B.Arch	Member	9850182737	shilpadhawale@azamcampus.org



I/c Principal  
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# **RECRUITMENT POLICY**



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Ref. No. ACA/ RP/2021

Date: 07/07/2021

## RECRUITMENT POLICY

### A. RECRUITMENT POLICY OF TEACHING STAFF

1. Teaching staff is recruited as per Council of Architecture (COA) norms.
2. Advertisement for the post/s is placed in National & Local newspapers.
3. 15 days time is given to aspiring candidate to apply.
4. After 15 days, Scrutiny Report is prepared of the applications received based on the eligibility of candidates.
5. Call letters to eligible candidates are sent by mail 15 days prior to the interview date.
6. Selection Committee is formed comprising of the Principal, 2 to 3 Subject Experts & 2 Management Representatives as per affiliated University norms.
7. Interviews are conducted on the scheduled day & list of candidates is finalized.
8. Selection Committee Report is prepared and sent to respective University within 72 hours.
9. Appointment Letters are issued to the selected candidates & Acceptance Letters of the willing candidates are obtained.
10. Joining Letters are obtained from candidates on the date of joining.
11. Within a month of joining, Approval Forms on the University website are filled up and the entire report is submitted to University for obtaining Teachers' approval.

### B. RECRUITMENT POLICY OF NON-TEACHING STAFF

1. Recruitment of non-teaching staff is centralized & through the management. This policy is adopted to maintain recruitment process parity within campus institutes.
2. Eligibility criteria screening & selection is done by management office.
3. The policy & data of recruitment is not handed over to the institutes.



  
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**SC ST**

**COMMITTEE**



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I.D. No. PU / PN / Arch./142/1998.

Ref:-ACA/SCST/3501(A)/2017

Date: - 31/05/2017

### SC/ST COMMITTEE

S.R No	Name of the Committee Member	Designation	Mobile No.	E-Mail ID
1	Prof. Lina Debnath I/C Principal	Chairman	9423040251	LinaDebnath@azamcampus.org
2	Ar. Gautami Renuse	Member	9890664967	gautami@thethinarchitect.com
3	Mr. Aqueel Shaikh	Member	9922400702	skakil77@gmail.com
4	Mr. Noaman Bagwan	Member	8983733127	nsbagwan96@gmail.com



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