



MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES  
GOVERNMENT OF INDIA

## EOI Notice



No: PPDCM/7(1)/2020-21/NSKFDC dt. 14-09-2020

### **EOI for empanelment of Training Service Provider**

MSME-Technology Development Centre (PPDC), Meerut invites expression of Interest (EOI) from reputed institute for empanelment of Training Service Provider (TSP) for conducting Skill Development Training programmes in Meerut, Fatehpur, Ghazipur, and Muzaffarnagar districts. The complete details of scope of work and terms & conditions is available on PPDC website [www.ppdcmeerut.com](http://www.ppdcmeerut.com). Interested TSP having relevant work experience may submit their EOI by 17.00 Hrs of 22.09.2020 to Principal Director MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut- 250002, Uttar Pradesh.

**Document for Expression of Interest (EOI)**

**MSME-TECHNOLOGY DEVELOPMENT CENTRE, MEERUT**

(Process Cum Product Development Centre), Meerut

An Autonomous Organisation

Under

Ministry of Micro Small and Medium Enterprises

Govt. of India

***(To be returned in original after signing and stamped appropriately)***

**Invitation for Expression of Interest (EOI) FOR Impalement of Training Service Provider (TSP) for providing training services in Meerut, Fatehpur, Ghazipur and Muzaffranagar districts for conducting "Skill Development Training Programmes" for FY 2020-21 for identified Manual scavengers/Dependents in Uttar Praeshh:**

MSME - Technology Development Centre (PPDC), Meerut, Ministry of MSME, Government of India, invites expression of Interest (EOI) in sealed envelope from reputed institute for empanelment of Training Service Provider (TSP) for providing services to this institute during 2020-21 in Meerut, Fatehpur, Ghazipur and Muzaffarnagar districts for conducting Skill Development Training Programmes" for **Manual scavengers/Dependents**. **All the training services will be done as per the Terms & conditions and guidelines enclosed herewith.** May contact help desk no. 0121-2511779 for any queries.

**DETAILS OF tender/EOI:**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
<b>a.</b>	EOI Reference	No: PPDCM/7(1)/2020-21/NSKFDC dt. 14-09-2020
<b>b.</b>	Last date and Time for submitting of tender	22 <sup>th</sup> September 2020 by 17:00 hrs.
<b>c.</b>	Date and Time for Opening of EOI	23 <sup>rd</sup> September 2020 at 14.00 hrs.
<b>d.</b>	Place of EOI opening	MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut-250002, Uttar Pradesh, in presence of intending Tenderers who wish to be present on the occasion
<b>e.</b>	EMD	Rs. 5000/- (account Payee Demand Draft/ Fixed Deposit Receipt/Bankers Cheque or Bank Guarantee from any of the commercial Banks or payment online in an acceptable form, in favor of PPDC, Meerut, payable at Meerut, shall be submitted in this office before last date and time of submission)

PPDC, Meerut is willing to associate with the TSP having good experience for providing training services. The training programs will be conducted in Meerut, Fatehpur, Ghazipur, Muzaffarnagar districts.

The list of training programmes proposed to be conducted in Meerut, Fatehpur, Ghazipur and Muzaffarnagar districts, is as follows:

Sl. No.	State	District	Name of course	No. of candidates	Training duration (hrs.)
1	2	3	4	5	6
1.	Uttar Pradesh	Fatehpur	Self Employed Tailor	30	340
2.			Assistant Beauty Therapist	30	250
3.		Ghazipur	Self Employed Tailor	30	340
4.			Assistant Beauty Therapist	30	250
5.		Meerut	Self Employed Tailor	40	340
6.			Assistant Beauty Therapist	30	250
7.		Muzaffarnagar	Self Employed Tailor	40	340
8.			Assistant Beauty Therapist	40	250

The responsibilities of TSP:

- a. As mentioned in Annexure, A' attached herewith.
- b. 3<sup>rd</sup> party Independent and unbiased assessment of trained candidates will be arranged by TSP through Assessing body empanelled with Directorate General of Employment & Training, Ministry of Labour and Employment, Govt. of India.
- c. Feedback form will be obtained from the trainees on the prescribed format.
- d. Infrastructure desired for conducting training as per NSDC guidelines have to be arranged at each venue with maintaining COVID-19 protocol as per SOP issued by Ministry of Health & Family Welfare, Directorate General of Health Service (EMRD Division) on 08 the September 2020 (attached herewith).
- e. Training Venue have to be fully equipped to receive trainees with:
  - Marking for social distancing, signage, thermal scanner, hands free sanitizing machine, display of guidelines, Do's and Don'ts for trainees, faculties and supporting staff.
  - Daily complete sanitization of the venue premises before and after training.
  - During the training hrs. regular sanitization will be done of all classrooms, corridors, door handles, railing, washroom, taps and all outdoor and indoor areas.
  - Thermal scanning will be done daily on entry.
  - Masks, gloves, face shield, personal sanitizer, soap strips, tissues, water bottle will be compulsory for all the trainees and staff and will be checked by TSP representative.
  - Arogya Setu App of all the trainees and staff will be checked daily by representative of TSP who will also ensure premises sanitization and safety of the trainees.
  - There will be staggered arrival and dispersal of trainees.
  - Any other instructions issued by Govt. of India/ State Govt. have to be

followed for conducting training with mainlining COVID-19 protocol.

The TSP are requested to submit the proposal including the following format:

1. Name & Address of TSP:
2. Date of Registration:
3. Experience for providing training services (in years):
4. Audited Report of last 2 years with Annual turnover (in lakhs):
5. Lowest rates offered by TSP for providing training services for conducting above training programmes as per PPDC guidelines will be submitted in the format enclosed as Annexure 'X'.

### **TERMS & CONDITIONS**

- 1 The Training Service Provider (TSP) should read the EOI document paper carefully. Submission of tender/EOI shall mean that the TSP has read and understood all the terms & conditions of the tender/EOI and agrees and binds himself to the same. **All pages of the tender/EOI document should be signed and stamped by the TSP and submitted with the offer.**
- 2 The sealed tenders super-scribing tender number, name of the work and last date of submission of tender on the left side of the envelope and should be addressed to the Principal Director, MSME-Technology Development Centre (PPDC), Sports Goods Complex, Delhi Road, Meerut -250 002. (U.P.).
- 3 Tenders received after last date & time of submission and without submission of EMD, are liable to be rejected.
- 4 A security deposit of Rs. 25000/- should be deposited by the TSP through account Payee Demand Draft/ Fixed Deposit Receipt/Bankers Cheque or Bank Guarantee from any of the commercial Banks or payment online in an acceptable form, in favor of PPDC, Meerut, payable at Meerut, within 2 days of receipt of acceptance of the order. The security deposit is refundable without interest after 15 days of completion of all contractual obligations by the TSP.
- 5 PPDC, Meerut reserves the right to alter, cancel, accept, modify, split, vary the quantities, any terms, conditions etc., or reject or postpone the order either fully or partly without assigning any reason there off.
- 6 Where counter terms and conditions of business have been offered, O/o MSME- Technology Development Centre (PPDC), Meerut shall not be deemed to be governed by these and bound by them unless specific written acceptance thereof has been given by PPDC, Meerut.
- 7 The offers quoted shall be in **Indian Rupees.**

- 8 Mere participation in the tender and offering of lowest rates does not confer any right on any party for placing order on them.
- 9 All the disputes arising out of the contract shall be subject to Meerut, (U.P. India) jurisdiction only.
- 10 **TSP must submit with their offer, list of clients (with their full address, Phone Number) to whom they have made similar work in the past.**
- 11 **Rates are to be offered for each job role separately.**
- 12 In all the matters concerned to and not covered in the terms & conditions, the decision of the Principal Director, MSME-TDC (PPDC), Meerut shall be final and binding on the parties.
- 13 All the training programmes are to be completed on or before December 2020. TSP may ask the extension for date of completion of programme one time only at the discretion of Principal Director of PPDC, Meerut.
- 14 The actual number of trainees for training may be decrease due to lack of nomination or any other administrative reasons.
- 15 Quality of services have to be insured.
- 16 Rates should be inclusive of GST etc.
- 17 Study material have to be given within 3 days of commencement of course to all participants.
- 18 Receiving of study material have to obtain from the each participant and same will have to submit to PPDC, Meerut.
- 19 Bio metric/physical attendance have to be maintained and weekly report in this regard have to be submit to PPDC, Meerut.
- 20 Any programmes will be started after submission of admission forms complete in all respect, Faculty CV with related documents along with TOT certificate and after approval of Principal Director.
- 21 Failure and Termination: On acceptance of tender/EOI, if the TSP whose tender/EOI is accepted fails to complete the work within the period fixed in the contract or as extended period by the Principal Director. Principal Director PPDC, Meerut has rights to cancel the full contract or a portion and has rights to forfeit the security amount in full or part.
- 22 The enplanement will be valid for conducting programmes only mentioned in tender document, and may be extended after assessing the performance and adherence of terms & conditions in the tender document.
- 23 TSP should have office in Delhi NCR.

24 The interested TSP needs to be fulfill all the given requirements in order to associate with PPDC, Meerut:

- (i) Must be proprietorship firm/ NGO/registered company with PAN/GST which must be in operations for 2 years or more as on 14<sup>th</sup> September, 2020.
- (ii) Must have turnover of Rs 40.00 Lakh in skill development activities in last 2 years or more as on 14<sup>th</sup> September, 2020

Signature of the TSP with stamp Designation-----

Place-----

Date-----

Details of services for conducting NSQF compliance training programmes in Meerut, Fatehpur, Ghazipur and Muzaffarnagar are as under:

S. No.		Offered amount for NSQF Compliance Training programme inclusive GST and also inclusive exp. on inauguration, valedictory, arranging desired infrastructure as per NSDC and NSKFDC guidelines at venue, certificates printing etc. (in Rs.)							
		Meerut		Fatehpur		Ghazipur		Muzaffarnagar	
		Self Employed Tailor.	Assistant Beauty Therapist.	Self Employed Tailor.	Assistant Beauty Therapist.	Self Employed Tailor.	Assistant Beauty Therapist.	Self Employed Tailor.	Assistant Beauty Therapist.
1.	Duration	340 Hrs. (3 Months)	250 Hrs. (2Months)	340 Hrs. (3 Months)	250 Hrs. (2Months)	340 Hrs. (3 Months)	250 Hrs. (2Months)	340 Hrs. (3 Months)	250 Hrs. (2Months)
2.	No. of trainees in each batch	40	30	30	30	30	30	40	40
3.	No. of batch	1	1	1	1	1	1	3	1
4.	Cost for providing the following Training services :								
a.	Faculties/guest faculties for providing theoretical and practical training as per NSQF Model Curriculum.								
b.	Mobilization and counseling of the trainees								
c.	Field visit								
d.	Stationary & Study Material								
e.	Assessment activities including payment of assessment agency (3 <sup>rd</sup> party as per NSDC guidelines).								
f.	Coordination/monitoring for conducting the training programme								
g.	Job Fair /Placement tie up								
h.	Post Placement of the trainees								
i.	Miscellaneous exp. like documentation of the programme as per our guidelines.								
	Total								

**Note: Amount to be paid only for pass out trainees by the 3<sup>rd</sup> party .**

## Annexure-1

Skill development training programme, shall be subject to the following terms and conditions:-

- (1) Training is to be provided through the training centers at Meerut, Fatehpur, Ghazipur and Muzaffarnagar, shall be subject to the permitted by ministry of skill development and entrepreneurship (msde)/ national skill development corporation (nsdc) and it will not be assigned to any other organization. It is further informed that any further subletting / sub contracting by TSP will not be acceptable.
- (2) Trainee MUST be MANUAL SCAVENGER OR THEIR DEPENDANT.
- (3) In case of dependants of manual scavengers, documents establishing proof of their relationship (i.e ration card /voter card /adhar card) with the manual scavengers must also be obtained.
- (4) Selected candidates in the category of manual scavengers should be from the list which will be provided with work order.
- (5) Age of the candidate should be **less than 18 years /more than 45 years on the date of selection committee meeting.**
- (6) TSP should strictly ensure adherence to the above eligibility conditions as prescribed at (1) to (6) above. In case of any violation, no payment shall be made for such candidates by PPDC, Meerut.
- (7) Training institute shall make efforts to cover at least 40% women candidates out of the total sanctioned number of candidates wherever possible. However, the suitability of the courses for the women candidates may also be considered.
- (8) TSP will ensure that only manual scavengers/dependants are required to be covered under this programme.
- (9) Selection of eligible candidates would be made by selection committee constituted by PPDC, Meerut .
- (10) List of the Training Centres for each location with skype ID/Mobile No. and details of contact person and complete postal address to be given along with center-wise list of trainees as soon as the selection committee based on its meeting finalizes the list of the eligible and willing candidates. In this context the TSP should have facility to enable viewing of classes in progress and/or interaction with the trainees on remote basis by PPDC officials & authorized representatives.
- (11) A Whatsapp group may be created having representatives from various training centers who shall be asked to share updates and photographs of training in progress on a regular basis.
- (12) Adequate publicity in regional languages of the training programme to be conducted shall be done for inviting applications from the eligible persons.
- (13) The training institute is required to upload the date of selected candidates on the portal (Portal details will be provided with work order) for which login ID & password would be provided by PPDC, Meerut. The TSP is further advised to keep at least 20% candidates wait listed to take care of any drop outs.



- (14) TSP would verify and ensure necessary arrangements for training relating to infrastructure, training aids & equipments and trainer as per industry standard/NSQF guidelines and the same may be verified by PPDC before conveying the commencement of training.
- (15) The training should be commence only after **obtaining written approval for commencement of training from PPDC** and after providing copies of Manual Scavengers Certificate along with proof of their being dependents as selected by the Selection Committee constituted along with the minutes of the meeting of the Committee held for selection of the candidates and after getting verification clearance of the details of trainees uploaded on the website (will be provided with work order). **The data uploaded by the TSP cannot be changed without prior approval of PPDC.**
- (16) **All the training programme must commence by 24<sup>th</sup> September 2020, positively. In case the training programmes are not commenced, PPDC may cancel the order for the nos. for which training is not commenced in timeline.**
- (17) The syllabus structure and time frame of the training as per nsqf guidelines is to be laid out clearly indicating the theory and practical parts details of the syllabus structure .
- (18) TSP is required to arrange to provide govt. recognized course completion certificate as prescribed in common norms to all the successful candidates who clear the assessment process for certification.
- (19) PPDC will at its discretion, undertake inspection/evaluation of the progress /impact of the sanctioned training programme. Such inspection may be carried out any time during the training programme. The TSP shall as and when required extend to PPDC representatives necessary cooperation and access to its records for such inspection carried out.
- (20) Prior approval have to be asked for all the announcements/advertisements/certificates regarding the training programme. All the programmes will be conducted with a banner approved by PPDC, Meerut.
- (21) The course fee shall be payable only for the number of candidates who successfully complete the training and also clear the assessment process for certification.
- (22) The TSP shall have to ensure job/self employment for minimum 70% of the training candidates within 3 months of completion of training. The placement percentage achieved within 3 months of completion of training may only be considered for the purpose of calculating the overall placement percentage.
- (23) The TSP are required to provide employment linked training programs to the target group and to make tie-up arrangement with the industries/enterprises in the existing locations where the programs are being conducted. Further, also organize job fairs on completion of training programs so that the trained candidates could be provided employment on sustainable basis.
- (24) In addition to the conditions laid down in this work order, various terms and conditions for skill development training as stipulated in common norms/nsqf issued by the msde or by PPDC, will be applicable.

- (25) PPDC may terminate award of order after giving due written notice of 30 days to the TSP and on finding the non compliance of the notice for improvement given by PPDC. However, such reasons for termination may be related in terms of the following:-
- In the event of unsatisfactory performance of the project by the training institutions, NSKFDC may, at its own discretion and at any time, terminate the award of sanction and inform the training institute of its decision in terminated on the date as mentioned in the written communication.
  - In the event of unsatisfactory performance of the project by the training TSP for any reasons such as complete work done/no or slow progress in the work/ work not been implemented as specified in the award of order.
  - In the event, when the TSP is found involved in any manner or to, or have been marked for the Project activist and PPDC has sufficient grounds to believe so.
  - In the event of violation of any of the provisions specified in various clauses of order that leads to a conflict which may affect the objectives of the programme at any time of the project period.

In addition to the above, the order of the training programme shall be subject to the other terms & conditions, as set out in the **Annexure-1**. It may, however, be noted that the training programme shall have to be conducted as per the said terms & conditions, the order shall be cancelled without assigning any reason whatsoever and the funds released, in any, shall have to be refunded to PPDC.

**It is requested to kindly convey your acceptance of the above and submit 'in original' second copy of the tender along with Annexure-1 duly signed and stamped on each page, as a token of acceptance of the same. Further, it is also requested to submit an Action Plan with date of commencement and location from 24<sup>th</sup> September 2020.**

**TERMS & CONDITONS FOR CONDUCTION SKILL DEVELOPMENT TRAINING PROGRAMMES FOR CANDIDATES.**

- I. **Release Of Funds:-** Any Payment will be made after receiving payment from training sponsored department and in same ratio.

**1<sup>st</sup>instalment**

**30%** of The ordered Amount on **Commencement Of Training Programme,** After Uploading The Following Information On The Portals and also providing hard copy of the same:-

1. Copies of self declaration for being manual scavenger/dependants, as per data uploaded on website and portal.
2. Details of candidates selected, indicating their category in regard to their being manual Scavenger and their dependants, their Educational qualification, address, contact number, Age, Aadhar, bank account details and Gender etc. along with individual passport size photographs of trainees etc.

3. Copies of Advertisement/Notice published, if any.
4. Original Admission form with self attested document , 80% Bio metric/ physical attendance of the trainees for the period of 1<sup>st</sup> 2 weeks, faculty bio-data , photographs of inauguration, valedictory, practical and theory class have also to be submitted before payment. Registration on portal/website of all trainees. Photographs of training activities, to prove that COVID-19 protocol is being followed

### **2<sup>nd</sup> Installment:**

**70% of ordered** amount on completion of training and certification of the successful trainees and submission of :-

1. Details of training provided to them
2. Copy of Govt. recognized course completion certificate issued to the successful candidates having minimum 75% attendance and clearing the assessment process for certification.
3. Fund requisition letter for this installment.
4. Details and proof of job/self employment to minimum 70% of trained candidates Within three months of the completion of training (**duly signed & Stamped by the TSP on each page**)
5. Audited Statement of Expenditure (Format will be provided with order).

TSP is requested to submit the immediately on completion of the programme and placement of certified candidates.

No separate Assessment & certification amount would be payable by PPDC.

## **II. Others Conditions**

### **a) Conditions for compliance before commencement of the training programme:-**

- I. Submission of duly signed list of selected candidates to PPDC.
- II. Uploading on the portal as well as providing in hard copy of the required details of candidates selected and obtaining verification clearance of the uploaded data.
- III. Necessary arrangements with regard to following being made, verified & certified by the TSP:-
  - a) Overall training infrastructure including training aids and equipments as per industry standards/NSQF guidelines.
  - b) Trainers having suitable qualifications and experience hired and having undergone training of Trainers (ToT).
  - c) Live Biometric Attendance System installed by the training institute for capturing everyday attendance of the trainees and trainer (both in and out timings) and access of the same provided to PPDC. Attendance records sent in the form of manually

- prepared sheets will not be accepted for the purpose of attendance records and may make the TSP liable for blacklisting.
- d) Live CCTV arrangements being made at the training centre for the real time monitoring of the training of the training programmes and access of the same provided to PPDC.
  - e) Industry relevant content, appropriate to the learning groups, and conforming to the requirement of NSQF/SDIS, being followed.
- IV. PPDC may at its own discretion verify the above arrangements either through physical visits or Skype calls before conveying the commencement of training programme.
- b) Conditions for compliance during the training:-
    - i) The Skype/video/Whatsapp call conferencing arrangements to be made by the TSP for video conferencing during the training programmes, at all times during training hours, for interaction with the trainees.
    - ii) Periodical tests should be conducted for assessing the knowledge being assimilated by the trainees.
    - iii) The TSP would be required to submit any information pertaining to the training to the training as required by PPDC from time to time.
    - iv) Reports of the periodic monitoring visits undertaken by training institution to be submitted to PPDC for information at least twice during the training period.
    - v) Training Institute will undertake regular photographs/videography of the work being executed and the same shall be forwarded in soft copy to PPDC.
  - c) Conditions for compliance after completion of training:-
    - i) Proper follow up arrangement to be made by the TSP to ensure job/self employment for minimum of 70% trained candidates, as per the directions of the Ministry of Skill Development and Entrepreneurship, Govt. of INDIA/NSDC.
    - ii) For the purpose of tracking of trained candidates and giving them better visibility in job market, the data base of the beneficiaries contact as also employment status are required to be uploaded on the website (will be provided with order) by the TSP.
    - iii) The TSP shall inform and motivate the candidates for availing self employment projects and assist the interested candidates in preparing project reports and guide them in availing loan from the concerned State Channelizing Agency (SCA) and/or Regional Rural Banks (RRBs)/Nationalized Bank (With whom sponsored department has executed MoUs) under the schemes of Sponsored department (name will be shared with order).
    - iv) The Final Comprehensive Completion Report of the program/project will be submitted by TSP to PPDC on completion of the programme incorporating scope of work met, benefits achieved, financial details mentioned and recommendations made by the PPDC along with photographs/videos, etc.
    - v) To assess the impact of the program a report clearly indicating activities undertaken and objective attained and details of the number of beneficiaries of the Project may be submitted to PPDC by the TSP.
    - vi) Certificate and banner etc. format will be provided by the PPDC.

Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
(EMR Division)

**SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.**

**1. Background**

Government of India is following a phase-wise unlocking of activities. In days to come, this would also involve resumption of activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

**2. Scope**

This SOP aims to enable safe resumption of teaching/ training activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

As far as **skill or entrepreneurship training** is concerned the same shall be permitted in national skill training institutes, industrial training institutes, short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State government, National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE), and their training providers.

Similarly, for Higher Educational Institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with Ministry of Home Affairs (MHA).

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at these institutes to prevent spread of COVID-19.

**3. Generic Preventive Measures**

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, students and visitors) in these places at all times.

These include:

- 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 off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised wherever feasible.

**4. All Institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall specifically ensure the following arrangements**

- i. Online/distance learning shall continue to be permitted and shall be encouraged.
- ii. Skill or entrepreneurship training will be permitted with effect from 21<sup>st</sup> September 2020
- iii. Higher educational institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with MHA strictly following guidelines as indicated in the SOP.

**4.1 Before opening up of the institution**

a) Planning of reopening of institutions

- i. The institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, doctoral courses and post graduate studies including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Wherever skill based training on equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.
- v. 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.
- vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty /trainees / staff to contact in case of any emergency.
- vii. 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.
- viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.
- ix. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- x. Swimming Pool (wherever applicable) shall remain closed.
- xi. Prominently display signages, posters and standees must indicate the dos and don'ts for the staff and students.

## **b) Planning and scheduling of activities**

- i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. As far as possible, the academic calendar should promote a mix of regular classes and online teaching/training, assessments
- ii. The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.
- iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- iv. 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.

## **c) Availability and management of supplies**

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trash cans
- v. Provision for proper disposal of used personal protection items and general waste 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))
- vi. Housekeeping staff to be informed & trained about norms for waste management & disposal

## **4.2 After opening of the teaching/training institutions**

### **a) At the entry point**

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- v. Entry of visitors should be strictly regulated/restricted.

### **b) Conduct of teaching activities in the classrooms**

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.

- ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises
  - iii. Academic scheduling should have intermix of regular classroom teaching and online teaching/assessments
  - iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities
  - v. Sharing of items like laptops, notebook, stationary etc. amongst students should not be allowed.
- c) Conduct of skill based training in workshops/laboratories**
- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use
  - ii. Ensure a floor area of 4m<sup>2</sup> per person is available for working on equipment/work station
  - iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.
- d) Activities in common area – library, canteen, common rooms, gymnasium, etc.**
- i. Physical distancing of 6 feet needs to be maintained
  - ii. Person using the common areas need to use mask/face cover all the time
  - iii. Canteens may remain closed as far as possible.
  - iv. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.
- e) Transportation to and from the institution**
- If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/ other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

## **5. Hygiene and Sanitation**

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

## **6. Risk Communication**

- i. Create awareness to ensure the students do not gather when leaving the institute and in their free time



- ii. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
  - iii. Ensure regular counselling is done for students reporting mental health issues such as anxiety and depression
  - iv. If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard
7. **Additional considerations for medical post-graduate students needs to be ensured.**

Post-graduate medical students involved in COVID patient care and in essential non-COVID work shall familiarize themselves with the Infection Prevention and Control protocol guidelines available at: (<https://www.mohfw.gov.in/pdf//National%20Guidelines%20for%20IPC%20in%20HCF%20-%20final%281%29.pdf>) besides guidelines on rational use of Personal Protective Equipment available at : (<https://www.mohfw.gov.in/pdf/GuidelinesonrationaluseofPersonalProtectiveEquipment.pdf> and <https://www.mohfw.gov.in/pdf/UpdatedAdditionalguidelinesonrationaluseofPersonalProtectiveEquipmentsettingapproachforHealthfunctionariesworkinginnonCOVID19areas.pdf>)

8. **Ensure Safe Stay at Hostels, guest houses and other residential complexes**

The measures as proposed above related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings.

Further, the following specific points for Hostels/guest houses/other residential complexes shall also be followed:

- i. Students who are not local residents of the city/town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.
- ii. Since 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.
- iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.
- iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations shall continue to remain prohibited.
- v. In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.
- vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.
- vii. Hostel should be out of bound for all persons except essential staff with known health status.

**9. SOP to be followed in case a student/faculty/staff develops symptoms (fever, cough, difficulty in breathing)**

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.
- vii. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.