



No.AUD/1-10(4)/HR/2021/102

Date: 06.02.2022

**ORDER**

In pursuance of Delhi Disaster Management Authority (DDMA), Govt. of NCT of Delhi, order No.F.60/DDMA/COVID-19/2021/Vol.-II/518 dated 04.02.2022 (**copy attached**), it is hereby directed that University shall be functional with 100% strength of Faculty, Officers and Staff w.e.f. 07.02.2022, subject to strict compliance of Govt. SOPs. All the Faculty is requested to report to the respective School Dean and the staff will mark their attendance manually in the registers maintained in the Offices. Copy of the attendance be duly forwarded to HR Division.

2. Students will be called in such number and manner taking into account the available space / infrastructure / facilities of the University so as to ensure that COVID appropriate behaviour (viz. wearing of mask, maintaining social distancing, regular hand washing and use of sanitizer etc.) is complied with at all times in University.

3. This issues with the approval of the Competent Authority.

(Noorul Haq)  
Deputy Registrar (HR)

Copy to: -

1. Office of the Vice Chancellor, Dr. B. R. Ambedkar University Delhi
2. Dean (Student Services) – To inform the students about the functioning of University & conduct of physical class in accordance with DDMA order dated 04.02.2022
3. All Deans of Schools/ Divisions/ Heads of Divisions
4. Registrar / Controller of Finance / Librarian / Proctor
5. Directors of Centers / Director, IT Services
6. All Deputy Registrars/ Assistant Registrars/ Asst. Director (Phy.Ed.&Sports)
7. All Deputy Librarians/ System Administrators
8. Executive Engineer (Civil)
9. Webmaster–for uploading on AUD's Website & Intranet
10. Office Order file | Notification File
11. Notice Board | Office Copy

**GOVERNMENT OF NCT OF DELHI  
DELHI DISASTER MANAGEMENT AUTHORITY**

No. F.60/DDMA/COVID-19/2021/Vol.-III/518

Dated: 04.02.2022

**ORDER**

Whereas, the Delhi Disaster Management Authority (DDMA) is satisfied that the NCT of Delhi is threatened with the spread of COVID-19 Virus, which has already been declared as a pandemic by the World Health Organization and has considered it necessary to take effective measures to prevent its spread and has issued various orders/instructions from time to time to all authorities concerned to take all required measures to appropriately deal with the situation in NCT of Delhi;

2. And whereas, DDMA has issued Order No. 500 dated 28.12.2021 and subsequent Order No. 504 dated 04.01.2022, Order No. 509 dated 11.01.2022, Order No. 514 dated 21.01.2022 and Order No.515 dated 27.01.2022 with regard to permitted / prohibited / restricted activities in NCT of Delhi which are in force till further orders;

3. And whereas, the COVID-19 situation in Delhi has again been reviewed in DDMA meeting held on 04.02.2022 under the Chairmanship of Hon'ble Lt. Governor, Delhi and it has been observed that numbers of COVID-19 cases and positivity rate has declined significantly. Therefore, it has been decided that some more prohibited / restricted activities may be re-opened in the territory of NCT of Delhi (outside the containment zones), with enhanced enforcement of COVID Appropriate Behaviour (CAB) throughout Delhi by concerned authorities;

4. Now, therefore, in exercise of powers conferred under section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD, hereby directs that in the territory of NCT of Delhi (outside Containment Zones), in continuation of aforesaid orders of DDMA, the following activities shall also be allowed with immediate effect till further orders:

- I. Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries for the students from class 9<sup>th</sup> onwards are allowed to open in NCT of Delhi with effect from 07.02.2022 subject to strict compliance of SOP enclosed as **Annexure-A**.

Further, all Schools / Institutes for students upto 8<sup>th</sup> class shall also be allowed to open in NCT of Delhi with effect from 14.02.2022.

All Head of Schools / Colleges / Institutes shall call the students in such numbers and manner, taking into account the available space / infrastructure / facilities of their schools / Institutes, so as to ensure that COVID Appropriate Behaviour (viz. wearing of mask, maintaining social distancing, regular hand washing and use of sanitizer etc.) is complied with at all times in Schools / Institutes.

The Blended / Hybrid mode (Online & Offline) of learning and consent from parents is to be followed in respect of students upto class 12<sup>th</sup> only in Schools, Educational / Coaching Institutes till further orders. However, Colleges, Higher Educational Institutes, Coaching Institutes / Skill Development & Training Institutes are permitted to resume physical classes completely in respect of students above 12<sup>th</sup> class.

The transportation for students will be allowed subject to compliance of COVID Appropriate Behaviour (CAB) and no standing in any mode of transport will be allowed.

*Ray*  
ADD CEO, DDMA



The schools / institutes shall make all-out efforts for encouraging students above 15 years of age to vaccinate themselves, in accordance with the protocol / guidelines of Gol / GNCTD.

All authorities concerned shall make effective monitoring of health conditions of students and shall take requisite steps on regular basis to ensure safety of the students.

- II. All Government offices of NCT of Delhi / Autonomous Bodies / PSUs / Corporations / Local Bodies shall be allowed to function at 100% strength.
- III. All Private offices in NCT of Delhi shall be allowed to function at 100% strength. They are however advised to follow the practice of work from home as far as possible.
- IV. Restaurants shall be allowed to operate upto 50% of the seating capacity from 8 AM to 11 PM.
- V. Bars shall be allowed to operate upto 50% of the seating capacity from 12 Noon to 11 PM.
- VI. Swimming pools shall be allowed to open subject to strict compliance of SOP dated 30.01.2021 issued by Ministry of Youth Affairs and Sports, Department of Sports, Government of India.
- VII. Gymnasiums & Yoga Institutes will be permitted to open.
- VIII. Spas & Wellness Clinics will be permitted to open subject to conditions / restrictions already stipulated in DDMA Order No. 463 dated 30.08.2021.
- IX. Business to Business (B2B) Exhibitions will be allowed subject to strict adherence to the prescribed SOP dated 30.03.2021 issued by Ministry of Commerce & Industry, Department of Commerce, Govt. of India (already circulated).

5. **Now, there shall be "Night Curfew" on movement of individuals in NCT of Delhi from 11 PM to 5 AM everyday till further orders.**

6. Rest of the contents of DDMA Order No. 500 dated 28.12.2021, Order No. 504 dated 04.01.2022, Order No. 509 dated 11.01.2022, Order No. 514 dated 21.01.2022 and Order No. 515 dated 27.01.2022 (already circulated) with regard to permitted / prohibited / restricted activities shall remain unchanged and will be in force till further orders.

7. The owners of Private Offices / Shops / Establishments / Cinema halls / Theatres / Multiplexes / Restaurants / Bars / Swimming Pools / Gymnasiums & Yoga Institutes / Spas & Wellness Clinics / Educational & Coaching Institutes / Training Institutes / Libraries / Banquets Halls / Marriage Halls / Assembly Halls / Marriage Venue as well as concerned Market Trade Associations (MTAs) and Exhibition Organizers shall be responsible for ensuring strict compliance of COVID Appropriate Behaviour (viz wearing of masks, maintaining social distancing, regular hand washing and use of sanitizers etc.) at their premises / market areas to contain the spread of COVID-19 virus. All District Magistrates, District DCPs as well as other authorities concerned shall keep strict vigil on compliance of CAB at all such places by enhancing the level of enforcement in their respective jurisdiction. In case, any violation is found, strict penal / criminal action shall be taken against the owner of the premises as well against the individual and the premises shall be sealed forthwith.

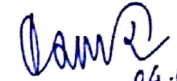
8. Additional Chief Secretary (H&FW), GNCTD, Commissioner, Delhi Police, Pr. Secretary (Revenue), Commissioners of Municipal Corporations, Director (Education), Director (Higher Education), Director (TTE), Pr. Secretary (Transport), all District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all other authorities concerned are directed to ensure strict compliance of this order and to take all requisite actions for effective implementation of the extant directions of MHA, Govt. of India issued vide Order dated 27.12.2021 to ensure compliance to the normative framework for taking evidence based COVID-19 containment measures

Rag  
ADD CEO, DDMA

at district / local level, as conveyed vide MoHFW, GoI DO No. Z.28015/318/2021-EMR dated 21.12.2021, which have been extended upto 28.02.2022 vide MHA, Govt. of India order dated 27.01.2022 as well as any further orders / directions issued thereupon. The authorities concerned shall adequately inform and sensitize the field functionaries about these instructions for strict compliance, in letter and spirit.

9. In case any person is found violating the aforesaid instructions, the defaulting person(s) shall be proceeded against as per the provisions of section 51 to 60 of the Disaster Management Act, 2005, Section 188 of IPC and other applicable laws, besides imposition of fines as per notification of Health & Family Welfare Department, GNCTD.

10. This order shall not prohibit any further restrictions / measures imposed by any other Department or Authority or Institution empowered under any relevant law to control the spread of COVID-19 virus as well as for any other purpose.

  
(Vijay Dev) 04.02.22

Chief Secretary, Delhi

**Copy for compliance to:**

1. All Addl. Chief Secretaries/Principal Secretaries/Secretaries/HODs of Govt. of NCT of Delhi
2. Chairman, New Delhi Municipal Council
3. Commissioner of Police, Delhi
4. Pr. Secretary (Revenue), GNCTD
5. Pr. Secretary (Education), GNCTD
6. Pr. Secretary (Health) / State Nodal Officer for COVID-19, GNCTD
7. Commissioner (South DMC/East DMC/North DMC)
8. Secretary (I&P) for wide publicity in NCT of Delhi
9. Secretary (Higher Education) / Secretary (TTE), GNCTD
10. Director (Education) / Director (Higher Education) / Director (TTE), GNCTD
11. Vice- Chairman, Delhi Agriculture Marketing Board, GNCTD
12. CEO, Delhi Cantonment Board
13. All District Magistrates of Delhi
14. All District DCPs of Delhi.
15. Director, DGHS, GNCTD.

**Copy for kind information to:-**

1. Secretary to Hon'ble Lt. Governor, Delhi
2. Addl. Chief Secretary to Hon'ble Chief Minister, GNCTD
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD
4. Secretary to Hon'ble Minister of Health, GNCTD
5. Secretary to Hon'ble Minister of Revenue, GNCTD
6. Secretary to Hon'ble Minister of General Administration, Development, GNCTD
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD
9. Staff Officer to Cabinet Secretary, GoI
10. Staff Officer to Home Secretary, GoI
11. Addl. Chief Secretary (UD), GNCTD
12. Addl. Chief Secretary (Home), GNCTD
13. All members of State Executive Committee, DDMA, GNCTD
14. System Analyst, O/o Divisional Commissioner, Delhi for uploading of the order on website –  
ddma.delhigovt.nic.in
15. Guard file

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ADD CEO, DDMA



**Standard Operating Procedure (SOP) for Re-opening of Schools, Colleges,  
Educational/ Coaching Institutes, Libraries etc.**

This SOP outlines various precautionary measures to be adopted while the Schools, Colleges, Educational / Coaching Institutes, Libraries etc. are opened for students in addition to compliance of measures / guidelines issued by Government from time to time.

**1. Readiness of Schools, Colleges, Educational / Coaching Institutes, Libraries etc.**

- Head of School / Institute should hold a meeting with SMC/PTA members to finalize the readiness plan for opening of School, Colleges, Educational / Coaching Institutes / Libraries etc. for students. SMC/PTA should encourage vaccination among the parents.
- Head of School / Institute are also advised to convene SMC/PTA meeting as and when required to review the compliance of COVID protocols, attendance of students and other confidence building measures.
- Head of School / Institute to ensure thorough sanitization of the Schools, Colleges, Educational / Coaching Institutes / Libraries etc. premises and ensure adequate availability of key supplies like thermal scanners, disinfectants, sanitizers, soaps, masks, etc.
- Head of School / Institute to ensure that all the eligible teaching & non-teaching staff as well as support staff of the Schools, Colleges, Educational / Coaching Institutes/ Libraries etc. are vaccinated and it should be done at the top priority.
- Head of School / Institute to ensure that checklist (**Annexure-3**) be prepared on daily basis.

**2. Preparation and Guidelines for permitted activities.**

- i. Head of School / Institute to plan a Time-Table as per the capacity/occupancy limit of the Classrooms/Labs following COVID appropriate behavior. The availability of sufficient wash basins/ washing area to provide proper arrangement of hand washing for the students should also be kept in mind while preparing the time table. It is advised that approximately 50% students be called per classroom depending upon the capacity / occupancy limit for seating of the students to maintain proper social distance. As the situation varies from school to school / college to college and Institute to Institute, the schedule of the Schools, Colleges, Educational / Coaching Institutes/ Libraries etc. may be staggered to avoid crowding in the classrooms & at the main entrance/exit gate. The Lunch breaks may also be staggered to avoid crowding of students and held preferably in an open area particularly as the students will be removing their masks while having food.
- ii. Head of School / Institute is also advised to use all the entry/exit gates of the

Schools, Colleges, Educational / Coaching Institutes / Libraries etc. building to avoid crowding at the time of entry and exit of students. There should be a gap of at least 01 hour between exit of last group of Morning shift and entry of first group of Evening shift in double shifted schools /colleges. Similarly all other Educational / Coaching Institutes shall maintain a gap between batches / shifts. Help of volunteers may be taken to avoid crowding and maintaining of COVID Appropriate Behavior (CAB) at the entry/exit gates of the building / premises.

- iii. Students may be guided not to share lunch, books, copies and stationery items etc.
- iv. Students, teachers and employees living in the containment zone will not be allowed to come to Schools, Colleges, Educational / Coaching Institutes/ Libraries etc.
- v. Heads of School /Institute are also advised to ensure the following:
  - Increased facility for cleaning and sanitization especially in common areas and high touch surfaces.
  - Proper and regular cleaning and sanitization of class rooms.
  - Sanitizing facility should be available at the entry gates.
  - Provision for adequate soap (solid, liquid), wash basin and running water in all washrooms.
  - Seating arrangement should be done in such a way that seat/chair are occupied in alternate manner.
  - Sufficient availability of thermal scanners, sanitizers, disinfectants and masks etc.
  - All vehicles (buses, vans etc.) used for transportation of students / staff should be sanitized regularly and Head of School / Institute shall ensure that all eligible transportation staff (driver, attendant etc.) are vaccinated and it should be done at the top priority.

### **3. Regarding Vaccination and Ration Distribution centers running in schools**

The area or part of the school / Institute building being used for the Vaccination or Ration Distribution should be properly separated/ demarcated from the area/part of the school / Institute building that will be used for Academic Activities. In this regard, District Administration shall cordon off the area demarcated for the Vaccination or Ration Distribution Center, make separate Entry/Exit for this purpose and deploy sufficient number of Civil Defense Volunteers to avoid mingling of students with the persons coming to Vaccination or Ration Distribution Centers.

### **4. Counseling / Guidance Program**

- On campus counseling/ guidance of students and teachers to be conducted to give emotional / trauma support for their readiness with new normal of stringent physical distancing, face mask guidelines and hygiene guidelines.
- Teachers are to ensure that they speak to each student and enquire about their



well-being. They should provide counseling, emotional support to students & mentally prepare children for teaching learning activities and thereafter resume academic activities. Teachers are expected to:

- Understand the current academic level of their students.
- Establish deep connect with their students and then initiate the learning process.
- Gradually prepare students for Teaching Learning Activities by providing emotional support.
- Bridge the learning gaps to strengthen and recapitulate the foundational subject specific competency of previous class.

## 5. Health & Safety Guidelines

- i. Staff should be deployed at the entry gates to ensure that no symptomatic student/staff/guest enter the school / Institute campus.
- ii. Mandatory Thermal Screening at school / Institute entry gates. No student, teachers, staff or guest should be allowed to enter the school / Institute premises without proper thermal scanning.
- iii. No entry for any student/ staff/ guest without mask on the face in a proper way.
- iv. Compulsory hand sanitization at entrance of school / Institute, Class Room, Labs, Library and Public Utility etc.
- v. Proper ventilation in all the classrooms and covered places should be ensured.

## 6. Parental Consent

- The Head of School / Institute should ensure that students attend the school / Institute with written consent of their parents (**Annexure-2**).
- If the child or any of the family members shows COVID symptoms, parents should avoid sending the child to the school / Institute.
- Parents should be advised not to send their ward to school / Institute if he/she is suffering from any critical illness/ co-morbidity.

## 7. Daily Symptoms Check Guidelines

People with COVID-19 have reported a wide variety of symptoms ranging from mild to severe illness. These include:

- Fever or chills
- Cough
- Shortness of breath or difficulty in breathing
- Fatigue
- Muscle or body aches
- Headache

- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student or staff member shows any of the above symptoms whilst at the school / Institute, they should be moved away from other people and into an outdoor / well ventilated space/ quarantine room. Teachers are also directed to report the Head of School / Head of Institute immediately if any student in their class found with COVID symptoms.

## 8. Quarantine Room

The Head of school / Institute should ensure availability of a Quarantine Room in the school / Institute in case of any emergency.

## 9. Face Mask Guidelines

- i. All members of school / Institute must wear a mask in the proper way.
- ii. Head of School / Head of Institute to ensure that spare masks are available in school / Institute.

## 10. Physical Distancing Guidelines

All School / Institute authorities have to maintain physical distancing at all times by ensuring that students do not assemble or gather near entry/ exit gates of the school / Institute.

## 11. Campus Guest Policy

Routine guest visits should be discouraged. However, during emergency, parent's visit with proper **COVID Appropriate Behavior (CAB)** protocol may be permitted.

## 12. Awareness Drive

Posters / standees on preventive measures about COVID-19 to be displayed at all prominent places like class rooms, washrooms, parking, entry and exit etc. to ensure **COVID Appropriate Behavior (CAB)** like physical distancing and mask guidelines etc. Students should also be made aware of this through available online modes.



**Parent's Consent Form  
(For Attending School / Institute)**

To

The Head of School / Institute  
Name of the School/ Institute

**Subject: Consent regarding attending of School / Institute by my ward.**

With reference to the subject mentioned above, I \_\_\_\_\_, Father/  
Mother / Guardian of \_\_\_\_\_ (Name of the student),  
Class/Sec. \_\_\_\_\_, Roll No. \_\_\_\_\_ Student ID. \_\_\_\_\_ am  
hereby pleased to give my consent and allow my ward to attend the school / institute for  
classes and related activities. I will send my ward to the school / institute wearing a mask and  
sensitize him / her to maintain social distancing, sanitize his / her hands from time to time,  
follow COVID Appropriate Behavior (CAB), not to share books, note-books, stationery  
items, Tiffin box etc.

I will also ensure that I shall not send my ward to school / institute in case my ward or  
anyone in the family is suffering from COVID-19 symptoms.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Parent / Guardian \_\_\_\_\_

Parent / Guardian's Name \_\_\_\_\_

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Mob.No. \_\_\_\_\_

**Checklist Regarding Implementation of Standard Operating Procedure (SOP) for  
Re-opening of Schools / Institutes**

The Head of School / Institutes shall ensure that the following preparations are made before re-opening of Schools / Institutes for Students:

Sl. No.	Points to be checked	(Yes / No)
1.	Whether thorough sanitization of the school / institute premises is done?	
2.	Whether key supplies like thermal scanners, disinfectants, sanitizers, soaps, masks, etc. are available in adequate quantity in school / institute?	
3.	Whether all the teaching & non-teaching staff as well as all support staff of the school / institute is vaccinated? (If no, please give reasons)	
4.	Whether SMC / PTA Meeting regarding the readiness for re-opening of the school / institute for students was conducted?	
5.	Whether a Time Table for students attending the school after re-opening has been planned?	
6.	Whether the timings of School / Institute and Lunch break for students has been staggered as per SOPs?	
7.	Whether students are made aware regarding not sharing lunch, books, copies and stationery items?	
8.	Whether Students, teachers and other employees living in the containment zone have been directed not to attend the school / institute?	
9.	Whether the area or part of the school / institute building being used for vaccination site / ration distribution is properly separated/ demarcated from the area/part of the school building that will be used for Academic Activities and separate Entry/Exit for this purpose have been made?	
10.	Whether necessary directions regarding Counseling / Guidance Program have been provided to the teachers as given in the SOPs?	
11.	Whether all preparatory steps regarding Health & Safety Guidelines as given in SOPs have been taken?	
12.	Whether the Parental Consent Form as per Annexure - 2 has been obtained from all students who will attend the school / institute after re-opening?	
13.	Whether a Quarantine Room has been earmarked in the school / institute?	
14.	Whether guidelines related to Face Masks / Physical Distancing / Campus Guest Visit have been provided to all concerned as per the SOPs?	
15.	Whether measures regarding awareness about COVID-19 have been undertaken to ensure <b>COVID Appropriate Behavior (CAB)</b> like physical distancing and mask guidelines etc.?	