

**GUIDELINES FOR CONDUCT OF REGULAR
CLASSES AND EXAMINATIONS
POST – LOCKDOWN DUE TO COVID-19
PANDEMIC**



NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY
(An Autonomous Institute under the Ministry of AYUSH, Government of India)
Mawdiangdiang, Shillong, Meghalaya -793018

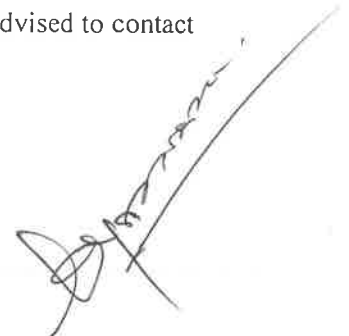
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GUIDELINES FOR CONDUCT OF REGULAR CLASSES AND EXAMINATIONS DUE TO COVID-19 PANDEMIC

In view of the necessity of continuing the teaching-learning process post-lockdown and keeping in view the uncertainties of future due to COVID-19 faced by the teaching and student communities, NEIAH proposes to resume the pending examinations viz. Supplementary Examinations scheduled in March, 2020 and Terminal Examinations scheduled in July/August, 2020 as well as physical classes for all the Professional classes of BAMS and BHMS (undergraduate courses) as far as feasible. To that end, NEIAH lays down the following safety protocol/ precautionary measures to be followed strictly within the campus which have been duly framed in pursuance of the UGC Guidelines dated November, 2020 and Govt. of Meghalaya's Guidelines dated 15th October, 2020.

GUIDELINES FOR CONDUCT OF REGULAR CLASSES

1. Information brochure/poster on COVID-appropriate behaviour will be displayed at the entrance of College buildings.
2. Prior to resumption of classes/examinations, all work areas intended for teaching/demonstration etc will be sanitized as per the standard protocols.
3. Entry points of College and Administrative buildings will have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions.
4. On the day of commencement of classes, a sensitization session will be organized regarding COVID-appropriate behaviour.
5. Physical distancing of at least 6 feet shall be followed as far as feasible.
6. Use of face covers/masks is mandatory inside the classrooms/campus.
7. Frequent hand washing with soap and use of alcohol-based hand sanitizers is to be followed.
8. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity will be ensured.
9. Respiratory etiquettes like covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow is to be followed.
10. Sufficient covered dustbins and trash cans will be placed in the premises for proper waste disposal.
11. Spitting in public places is strictly prohibited.
12. Sharing of items like notebook, pens/pencil, eraser, water bottle, food items, stethoscope and other clinical examination instruments etc. amongst students should be avoided.
13. Students should not be involved in any of the cleaning activities for health safety reasons.
14. If a student, teacher or employee is sick/ COVID-19 positive, they should strictly follow the state Govt. guidelines.
15. Students and staff living in containment zones will not be allowed to attend the classes. Students and staff are advised not to visit the areas falling within containment zone.
16. Symptomatic persons are not permitted to enter the Institute's campus and are advised to contact nearest hospital for clinical assessment.

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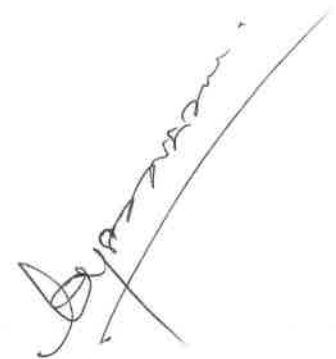
17. All such programmes and extracurricular activities shall be avoided where physical distancing is not possible. Distance of 6 feet between seating arrangement.
18. It is the sole responsibility of each student to maintain and take care of their health and hygiene/prophylactic measures.
19. All the students are requested to be informed and updated regularly with the Govt. of Meghalaya guidelines related to COVID-19.
20. State helpline numbers and also contact numbers of local health authorities etc. for teachers/students/employees to contact in case of any emergency will be displayed.
21. Installation and use of Arogya Setu app is advised as far as feasible.

Procedure for conduct of Examinations

1. Information brochure/poster on COVID-appropriate behaviour will be displayed in front of examining centre/examination hall for the benefit of the examinees.
2. Physical distancing of at least 6 feet shall be followed as far as feasible inside the examination hall.
3. No student will be allowed to appear for examination without wearing a face mask.
4. Candidate Seating area will be thoroughly sanitized (desk and chair) after every session.
5. All washrooms will be cleaned and disinfected.
6. All doors handles, staircase railing, lift buttons, etc. will be disinfected.
7. Staff verification and self-declaration as suggested below must be done as they report at the centre
 - a. Exam functionary must submit self-declaration about health status.
 - b. Thermal scanning shall be done at staff entrance point.
 - c. If any examination functionary fails to meet the self-declaration criteria or thermal scanning, he/she will be asked to leave the examination centre immediately.
 - d. Exam functionaries need to wear masks and gloves at all times.

Other measures:

1. Though Attendance is not mandatory during this pandemic situation, students are encouraged to attend theory/practical classes for better learning, by strictly adhering to the above-mentioned protocol.
2. If any student is unwilling to sit in the scheduled examination, then he or she may appear in the next examination as a fresh candidate, as our affiliated university (NEHU) conducts examinations twice a year.

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