

GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM  
KAHILIPARA, :::::::::::GUWAHATI - 19.

\*\*\*\*\*

No. DHE/PA/Order/16/2016/173

Dated Kahilipara the 5<sup>th</sup> December' 2020.

From: Smti. G. Phukan, ACS  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To,

1. The Registrar (All)  
State Universities of Assam
2. The Principal (All)  
Govt. and Provincialised Colleges, Assam.

Sub: Guidelines relating re-opening of Hostels in the Educational Institutions located in the state of Assam.

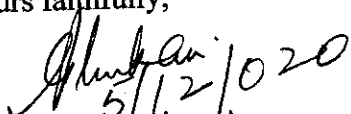
Ref: Govt. Order No. ASE.01/2020/Pt-III/99 dated 4-12-2020.

Sir,

With reference to the subject cited above, and in continuation to the Govt. of Assam Education Department vide letter No. ASE.01/2020/Pt-III/30 dated 30-10-2020 , I would like to forward herewith an order received from the Govt. vide letter under reference and request you to follow this guideline strictly in connection with re-opening of hostels in your Educational Institutions

This Govt. Office Order shall come into force with immediate effect.

Yours faithfully,

  
5/12/2020  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

Memo No. DHE/PA/Order/16/2016/173-A

Dated Kahilipara the 5<sup>th</sup> December' 2020..

Copy to :-

1. The Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
2. The P.S to the Hon'ble Minister Education, Assam, Dispur, Guwahati-6.
3. Guard file.

Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

GOVERNMENT OF ASSAM  
EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-06



No. ASE.01/2020/Pt.-III/99

Dated, Dispur the 12<sup>th</sup> December 2020.

**ORDER**

In continuation of earlier SOP issued by Education Department vide communication No ASE.01/2020/Pt.-III/30, dated 30/10/2020 regarding re-opening of Schools/Colleges/Engineering Colleges/Polytechnics/Private educational institutions as well as Govt. and private training and coaching institutes/universities in the State of Assam from class VI upwards and which came into force from 2<sup>nd</sup> November, 2020, the Education Department is pleased to notify further guidelines on the matter relating to re-opening of Hostels in the Educational Institutions located in the State of Assam.

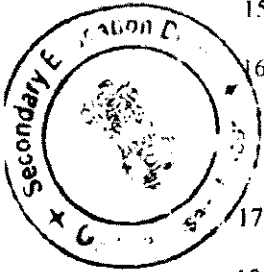
The earlier SOP issued vide order No. ASE.01/2020/Pt.-III/30, dated 30/10/2020 will remain in force until further orders with relaxation of the provision regarding re-opening of Hostels of Educational Institutions as detailed below:

**(A) GENERAL GUIDELINES:**

1. Hostels will be re-opened in all the Educational Institution of the State of Assam from 15-12-2020 positively until further orders in respect of final year hostel students of Engineering Colleges/Degree Colleges/ Polytechnics/Universities/Residential Schools (Class X & XII of both Govt. and Private Schools)/Coaching and Training Institutes.
2. Before re-opening of Hostels RAT shall have to be done (Compulsory) in respect of all Hostel Superintendents/Wardens/Hostel Supervising Officers/Cooks/Helpers engaged in management of hostels, preparation and serving of food among the Hostel students including Cleaners who are entrusted with the task of cleaning and maintaining cleanliness of the Hostels.
3. The Hostels shall have to be fully sanitized including Kitchen, Toilets, Bedrooms, Dormitories, Dining halls, Seating halls etc., before re-opening of Hostels.
4. Regarding Sanitization of Hostels, R.A.Test among the Hostel Superintendents/ Wardens/Hostel Supervising Officers/Cooks/Helpers/Cleaners, etc., full responsibility will rest with the Head of the Institution.
5. In respect of students willing to come and stay in residential Hostels, consent will have to be obtained from the parents of the students in writing.
6. In respect of students and teachers of Degree Colleges/ Polytechnics/Universities/Residential Schools (Class X & XII of both Govt. and Private Schools)/Coaching and Training Institutes who will stay in Hostels RAT shall have to be done among the Teachers and Students before entering the School/College/Universities/Educational institution hostels.
7. Students will report to Hostel in a phased manner (Group wise). Groups' entry will be fixed and finalized by the Head of the Institution.
8. Staying in hostel for students will not be compulsory and will depend entirely on parental consent. However, after joining in Hostel, attendance is to be regularly monitored.
9. Students will be accommodated in the dormitory in alternate beds i.e. by keeping one bed vacant between two students by reducing the number of inmates in each dormitory to 50% as per the requirement. Beds which are not to be occupied are to be properly labelled.
10. Temporary partitions may be erected to separate inmates/boarders, if required and feasible adequate distance between beds may be ensured.
11. Physical/social distancing must be maintained at all the times in hostels. Signage and messaging at prominent places should be ensured relating to COVID-19 precautions and protocols.
12. Alternative space may be arranged to accommodate students to enable physical/social distancing.
13. Initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for online education.

*Om*  
*12/12/2020*

*ng*



14. Students of final year classes may be called first as per accommodation facility of the educational institutions.
15. Screening of every hostel boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders shall be allowed to stay in the hostel.
16. Since students may be coming from different locations by using public transports such as buses, trains etc., it is important that they should minimize their contact and interaction with others on arrival at hostel, and effectively, maintain quarantine as per State/UT requirement. Their health status should be monitored during the period by the Head of the Institution through engagement of a Nodal Health Officer.
17. Hostel should be out of bound for all persons except essential staff with known and acceptable health status.
18. Medical team should inspect kitchen and mess at least once a week to ensure maintenance of hygiene.
19. Capacity building of hostel staff should be done on physical/social distancing norms, health and hygiene, clean and nutritious food, etc., for hostellers.

**(B) SPECIFIC GUIDELINES:**

**Protocol to be followed in case of detection of a suspected case of COVID-19**


1. Earmark a room beforehand for isolation with facilities for a bed and toilet, etc.
2. Place ill students or staff in this room or area where they are isolated from others.
3. Provide a mask/face cover till such time as he/she/they are examined by a doctor.
4. Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.
5. A risk assessment will be undertaken by the designated public health authority (District Rapid Response Team/treating physician) and accordingly further action be initiated regarding management of case, his/her/their contacts and need for disinfection.
6. Disinfection of the premises to be taken up if the person is/are found positive.
7. For a suspect or a case detected in hostel, the student/staff shall not be sent back to his/her home as it may lead to spread of the disease. He/She should be isolated and State/District health officials shall be informed for suitable follow-up action. His/Her parent/ guardian should be informed immediately.
8. All protocols as advised by Ministry of Health and Family Welfare should be followed.

**(C) Physical/Social distancing during distribution of Meal**

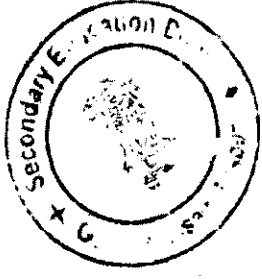
1. Methods of safe distribution can be employed by the Hostels which may include staggered distribution. Food may be provided in multiple batches.
2. Physical/social distancing norms may be observed in the kitchen as well. No other person may be allowed in the kitchen except minimum essential staff. Cleanliness of kitchen and its staff may be ensured.
3. Staggered timing for having meals is to be ensured to avoid crowding.

**(D) Entry of Cook & Mess/ Kitchen Helpers in Hostels**

1. It shall be the responsibility of Hostel administration related to Kitchen & Dining to ensure that the Mess/Kitchen staff is not COVID positive.
2. All Mess/Kitchen staff shall have to give a self-declaration with regard to the health wellness of self before starting their work in Hostel.
3. Thermal scanning of the Mess/Kitchen staff may be carried out at the entry of the Mess/Kitchen to check the temperature. The temperature may be recorded on daily basis.
4. The Mess/Kitchen staff must sanitize/wash their hands for minimum 40 seconds upon entering in the kitchen.
5. Wearing face cover/mask will be mandatory during cleaning, washing cutting, cooking and serving of meals. If re-usable/handmade face covers are used, it should be ensured that they are washed daily.
6. Spitting and nose blowing should be strictly prohibited within the premises by Mess/Kitchen staff or any other person during hostel hours and especially while handling food.
7. The Mess/Kitchen staff should be provided adequate and suitable clean protective apron, and head gear for covering hair and gloves. It must be ensured that the Mess/Kitchen staff at work, wear only clean protective apron and head covering.
8. The Mess/Kitchen staff should wash their hands at least each time work is resumed and

 / 12 / 2020





- whenever contamination of their hands could have occurred; e.g. after coughing/ sneezing/ visiting toilet, using telephone. Hand washing time should be a minimum of 40 seconds.
9. Capacity building of Cook and Helper and Teacher through digital mode can be used to update them on hygiene, safety and physical/social distancing in Hostels.
  10. Cleaning Kitchen cum Store or the place of cooking:
  11. The kitchen cum store/place of cooking must be deep cleaned and sanitized before 24 hours of actual cooking after reopening of Hostels.
  12. The Kitchen should be cleaned before the actual preparation and cooking of food on daily basis.
  13. The floors of Kitchen and the cooking top should be cleaned every day before and after the food is cooked.
  14. It is important that surfaces in direct contact with food must be both clean and dry before use.
  15. Ventilation system natural and /or mechanical including windows, exhaust fans etc. wherever required, should be designed and constructed so that air does not flow from contaminated areas to clean areas.

**(E) Serving of Meals**

1. The serving and dining area should also be well sanitized before and after food consumption.
2. The serving of meals to the Hostel Students may be done in a spread-out manner in batches to follow physical/social distancing norms.
3. However, in case the meals are served in Hostel dining halls, clear markings should guide the Students to the seating arrangement.
4. The Cook and Helper, while distributing the food should wear personal protective equipment such as hand gloves, face mask, head cover and shall maintain appropriate distance from the Hostel Students.
5. The Hostel students should also wear face cloth/ masks while the food is being served and at all times in the dining area except while eating/drinking.

- (F)** In respect of Universities/ Engineering Colleges/Polytechnics the Head of the Institutions will prepare their own SOP regarding re-opening of hostels for final year student based on the above guidelines /criteria.

  
(Preetom Saikia, IAS)

Commissioner & Secretary to the Govt. of Assam  
Education Department

Dated, Dispur the 04<sup>th</sup> December, 2020

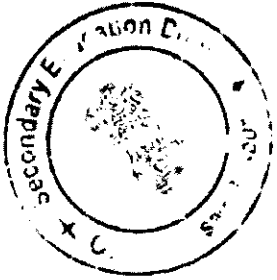
Memo No. No. ASE.01/2020/Pt.-III/99 -A

Copy to:

1. All Registrars of Universities (State of Assam)
2. The Deputy Commissioner (All), Assam
3. The Director of Information and Public Relations, request for wide publicity.
4. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
5. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19.
6. The Director of Elementary Education, Assam, Kahilipara, Guwahati-19.
7. The Regional Director, CBSE, Panjabari, Guwahati-781037.
8. The Deputy Commissioner, Navodaya Vidyalaya Samiti, Regional Office, Shillong, Temple Road, Barik Point, Lachumiere, Shillong-793001.
9. The Inspector of Schools (All), Assam.
10. The Secretary, Board of Secondary Education Assam (SEBA), Bamunimaidam, Guwahati
11. The Secretary, Assam Higher Secondary Education Council (AHSEC), Bamunimaidam, Guwahati-21.
12. PS to Addl. Chief Secretary to Chief Minister, Assam for kind appraisal of the Addl. CS.
13. Staff Officer to Chief Secretary, Assam for favour of kind information.
14. P.S. to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the

Hon'ble Minister.

15. P.S. to Hon'ble Minister of State, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister of State.
16. P.S. to Hon'ble Advisor, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Advisor.
17. P.S. to Principal Secretary, Elementary and Secondary Education Department, for kind appraisal of Principal Secretary.
18. P.S. to Principal Secretary, Health & Family Welfare Department, for kind appraisal of Principal Secretary.
19. P.S. to Commissioner & Secretary, Health & Family Welfare Department, Assam, Dispur, Guwahati-06, for kind appraisal of the Commissioner & Secretary.
20. P.S. to Commissioner & Secretary, Elementary, Secondary and Higher Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Commissioner & Secretary
21. P.S. to Chairman, Board of Secondary Education Assam (SEBA), Bamunimaidan, Guwahati-21.
22. P.S. to Chairman, Assam Higher Secondary Education Council (AHSEC), Bamunimaidan, Guwahati-21.



*Handwritten mark*

By order of

(F.H. Choudhury, ACS)  
Additional Secretary to the Govt. of Assam  
Secondary Education Department