

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034
Website: <http://www.tte.delhigovt.nic.in>

F.No.. F.7(20)/Trg.-II/Misc.-Matter/2018/ 573

Dated: 03/09/2021

CIRCULAR

Sub: SOP regarding opening of Industrial Training Institute (ITIs) for Academic Session 2021-22.

Due to the action taken by the State Government to control the infection of COVID-19, the number of active cases of COVID-19 has been on a steady decline, however the Government is regularly maintaining the success achieved in controlling the spread of COVID-19 and keeping this epidemic under complete control. Taking into account the health/safety guidelines vide DDMA Circular No. F.60/DDMA/COVI-19/2021/463 dated 30/08/2021 and MHA, GOI guidelines issued vide Order dated 29.06.2021 (extended upto 31.08.2021 vide order dated 28.07.2021) and extant directions issued from time to time, the decision has been taken for opening of all the Delhi State ITIs under the Department of Training and Technical Education and Department of Higher Education, GNCT of Delhi for teaching/training w.e.f. 1st September, 2021.

It is therefore, directed to take following steps for teaching and training activities:

A. VACCINATION & TESTING:

1. It is required that every member of education community provides proof of vaccination since vaccines remain our safest and most effective defence against COVID-19 and its variants.
2. It is also required that regular screening tests for all staff members of ITI community who do not provide evidence of vaccination and tests for those who are symptomatic as well as asymptomatic
3. All institutions would strictly follow the SoPs & guidelines as issued from time to time by MHA, MoHFW and MSDE, Govt. of India & DDMA, GNCTD.

B. SAFETY GUIDELINES:

1. **Face/Mask coverings** that cover the mouth and nose are required in all interior and public spaces, regardless of vaccination status, unless for medical purposes.



2. All entrances to have mandatory hygiene (sanitizer dispenser) and thermal screening provisions.

C. DAILY SYMPTOM CHECK

1. Anyone having cold/cough/fever or flu like symptoms shall not be allowed to attend the ITIs.

D. ISOLATION ROOM

1. There should be an arrangement of Isolation room available in the institute with first aid precautionary measures for anyone found with the COVID-19 symptoms.

E. ATTENDANCE:

1. Instead of Biometric attendance alternate arrangements for contactless attendance shall be made.
2. Flexible attendance and sick leave policies may be developed to encourage students and staff to stay at home when sick.

F. AWARENESS:-

Display following Signage's and markings for enforcing physical/ social distancing and safety protocols:-

1. Displaying posters/ messages/ stickers and signage at appropriate places in the institutions reminding students about maintaining physical/social distancing such as inside the classroom, libraries, outside washrooms, hand washing stations, drinking water areas, institute's kitchen, halls, Laboratory/ workshops, buses/ cabs parking, entry and exits.
2. Ban on spitting shall be strictly enforced.
3. Marking circles on ground at different places like reception, water facility stations, hand washing stations, hand sanitization stations, area outside washrooms, and other areas.
4. Marking separate lanes with arrows for coming and going at all possible places in institutes to avoid physical contact.
5. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of one meter shall be made and adhered to.
6. To ensure safe seating arrangements configure classes, labs and other work areas to provide minimum distance of one meter between individuals.
7. Implement personal hygiene, cleaning, sanitizing regimens in offices, computer labs and encourage all individuals to practice hygiene.
8. 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

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work requiring direct contact with the trainees.

9. Ensure that individual and common work areas are frequently cleaned and disinfected regularly.

G. COURSE SCHEDULES:

In person classes with staggered attendance and Hybrid courses combining online and offline modes shall be encouraged.

H. Commencement of events, congregation, meetings etc:-

1. Institutes should not undertake/ organize events where physical/social distancing is not possible.
2. Functions and celebration of festivals should be avoided in institutes.
3. However, institutes assembly may be conducted by the trainees in the respective classrooms or outdoor spaces or other available spaces and halls under the guidance of the C.I.

I. Entry of visitors shall be strictly regulated/ restricted.

Head of the institutions/Principals are hereby authorized to take necessary steps for staggering of the trainees (if required).

This issues with approval of the Competent Authority.



(B.S. Negi)

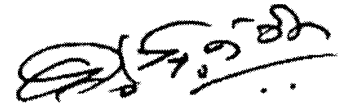
Dy. Director (Trg.)HQ

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Copy to:

1. Secretary to Hon'ble Dy. Chief Minister, Delhi.
2. PS to Secretary, DTTE.
3. PS to Director, DTTE.
4. PA to Director, DTTE.
5. All DDs and Branch In-charges of DTTE
6. Principals of all Govt. & Pvt. ITIs under DTTE
7. System Analyst to upload the circular on the website of this Department.
8. Guard File.



(B.S. Negi)

Dy. Director (Trg.)HQ