

Information and library Network Centre

An IUC of UGC, Gandhinagar-382007

22nd September 2021

Minutes of Committee Meeting to Conduct Offline Training Programmes held on dated 22/09/2021

The meeting of the ~~SOP~~ Core Committee was held on 22nd September 2021 at 4.00 PM through Google Meet (Online mode) to discuss the offline training programme/workshops. Following members were present:

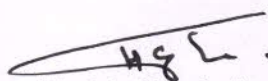
1. Sh Yatrik Patel, Scientist-E(CS)
2. Dr Abhishek Kumar, Scientist-E(CS)
3. Dr H G Hosamani, Scientist-D(LS)
4. Sh Harish Chandra, Administrative Officer (P&A)

Committee discussed on Covid-19 guidelines and the feasibility to conduct offline training programmes/workshops at INFLIBNET Centre, Gandhinagar. Committee referred the revised SOP issued by DoPT, GoI (No.19011/1/2020-TFA Dated 25/03/2021) and strongly suggested that precautionary measures such as:

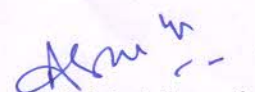
- Physical distance, wearing mask, thermal scanning, daily sanitization of common areas like corridors, elevators & stairs, cafeteria/canteens, rooms and training hall;
- Participants must have taken two vaccines and a vaccination certificate is to be uploaded at the time of registration;
- No companion will be allowed with participant;
- Programme Coordinator should include guidelines at time of announcement of the training along with the brochures and guidelines must also be uploaded on HRD website;
- As per existing capacity, 20-22 participants may be accommodated; and
- No visitors are allowed to meet participants without permission

Further committee suggested that SOP Covid-19 guidelines should be strictly followed at the Centre as per enclosed (**Annexure-I**). Accordingly, responsibility should be distributed/ensured to concerned officials.


The meeting ended with thanks to all the members



(Harish Chandra)
Member


(H G Hosamani)
Member


(Abhishek Kumar)
Member


(Yatrik Patel)
Convener

Forwarded to Director



27/9

Annexure-I

Overall coordination: Course Coordinator

I. General Guidelines (Responsibility: Administration)

- While conducting the classroom based training programmes, the Training Institutes shall take all necessary measures to observe Covid-19 compliant behavior and ensure wearing of face masks, hand hygiene and social distancing, as prescribed by Central and State / District Health authorities from time to time.
- All Class rooms, Staff Rooms, offices, hostels, Guest House, Corridors, Lobbies, Common areas and washrooms etc. should be thoroughly cleaned/sanitised regularly as per procedure prescribed by the Ministry of Health and Family Welfare.
- With a view to ensure safety, on best effort basis, the Training Institutes should ensure that the Arogya Setu app is downloaded and installed by all trainees/other staff and faculty having compatible phones.
- Training Institutes should notify Nodal Officers for COVID related administrative responsibilities and also constitute Committees with clear demarcation of roles especially for COVID related matters.
- All the trainees/participants and personnel of the Training Institutes should be encouraged to proactively disclose their health status to the Institute medical authorities.
- All the required facilities for isolating / quarantining of symptomatic patients and for treating staff/faculty/trainees with flu like symptoms may be ensured, in consultation with Health Departments.
- Entry of staff, employees, visitors, etc. in the Institute premises should be regulated by way of screening as per the prescribed protocols.
- Hand sanitizers should be made available at all entry / exit points, outside classrooms, buildings, cafeteria, washrooms and other prominent in the Institute
- Adequate care should be taken when people belonging to categories that may have a higher health risk participate in the training courses. Such people may include pregnant women; lactating mothers; people with prior medical conditions such as severe asthma or chronic lung disease; high BP; chronic kidney disease; serious heart condition; and any other medical condition that has a potential high risk in the COVID environment in the opinion of a medical expert; and any other category / symptom as notified from time to time.

II. Arrival of trainee officers /participants at Training Institutes (Responsibility: Estate)

- The Training Institutes should verify the health status of trainee officers/participants on Arogya SetuApp upon their arrival in the Institute.
- On arrival in the Training Institute, the Institute will ensure compliance with the quarantine requirement as per the concerned State Government guidelines.
- Basic screening of trainees/participants should be done on their arrival at the designated locations and only then be allowed to proceed to their allotted rooms in secured and sanitised hostels.
- Training programmes should be staggered so that all trainees have sufficient space in the hostel and there is no overcrowding in the hostel or at common facilities.
- Special emphasis should be placed on frequent sanitisation of common facilities/ rooms/washrooms/ sports area/ restaurants etc.
- Movement of trainees/participants within the campus should generally be restricted. Avoidable get togethers / group activities should be discouraged.
- Minimal number of trainees/participants should be accommodated in the Guest House/dormitories.
- Separate hostel/guest room should be allotted to each trainee as far as possible. In no case, more than 2 trainees/participants will be accommodated in a single hostel/guest room.



- In case, any trainee develops flu like symptoms or is tested positive for COVID19, he / she should be immediately shifted to a separate quarantine facility / designated hospital in terms of the protocols issued by the local health authorities.

III. Classroom Sessions (Responsibility: Course Coordinator)

- The trainees/participants should attend the classrooms while maintaining social distancing, using face masks and observing safety measures as prescribed.
- Sufficient flow of fresh air / ventilation should be ensured in the lecture halls/classrooms. Air Conditioners should be sanitized / cleaned as per prescribed guidelines.
- Time gaps may be provided between the training sessions so as to avoid continuous sittings in the same room.
- Reading materials and case studies etc. should be made available in advance to the trainees so as to shorten the classroom session time, wherever possible.
- Tea/coffee and water etc. should be served in disposable cups/glasses, as far as possible.
- Basic screening including temperature scan may be carried out on daily basis for all the officer Trainees/participants attending classes. Trainees found to have temperature above the normal range (that could be because of any kind of flu) may self-isolate themselves till such time COVID 19 infection is ruled out.
- The trainees kept under quarantine should attend classes virtually from their room.

IV. Mess and Dining: (Responsibility: Administration and Course Coordinator)

- Meal timings may be staggered appropriately with adequate intervals. A suitable time table may be disseminated to all concerned with a view to minimize the time spent in the mess/dining hall with other trainee officers.
- Mess supervisors should ensure that all trainees and mess staff wash hands properly before entry into mess/kitchen. Touch-free hand sanitizers may be installed outside the mess/dining halls.
- Sufficient distance should be observed by all while inside the mess/dining hall. Seating should be so organized that the trainees do not face each other while having their meals.
- Sharing of utensils-dishes, cups, soaps, towels etc. should be banned.

V. General (Responsibility: Administration)

- The officer trainees/participants may be allowed to go out of the campus or stay outside the campus only with the prior approval of the Course Director/Course coordinator or any other officer authorized by the Director of the Institute.
- Entry of visitors in the Hostel/Guest premises should not be permitted, except with the prior approval of authority specified by the Director of the Institute.
- Efforts may be made to make available all the essential items such as stationery, snacks, toiletries, eatables, tea/coffee etc. within the campus.
- Immunity boosting products as recommended by the Medical Authorities and M/o AYUSH should be encouraged for use.
- While using lifts, the relevant etiquettes for social distancing should be strictly followed.
- In case a trainee tests positive, sanitization of the area/Institution may be done as per protocols of Central and State / District Health authorities.
- As far as possible the staff deputed for hostels /guest house/ cafeteria / gym / training classes / administration should be provided accommodation to stay within the campus. Entry of outside staff should be restricted in areas where trainee officers are accommodated / trained.
- The trainees should be encouraged to take up self-cleaning of their rooms / use washing machines / use Laundromats so as to avoid contacts with others.
- Decision on physical activities inside the campus may be taken by the Institution depending upon availability of sufficient space, based on the relevant guidelines issued by the concerned State Government / UT Administration.

[Handwritten signatures]