

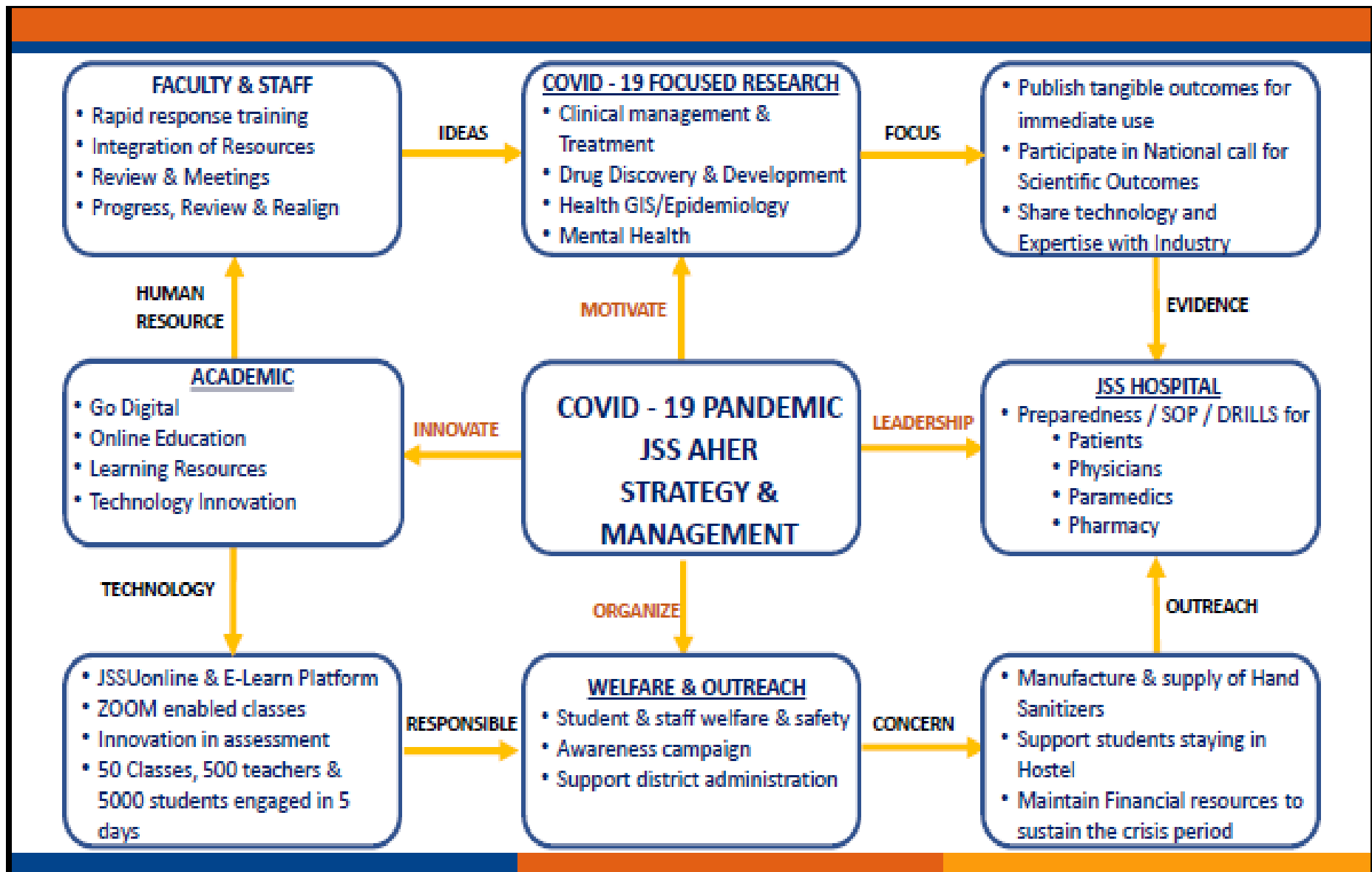


**Guidelines & Strategy of
JSS Academy of Higher Education & Research
Managing Education Systems During COVID-19 Pandemic**

COVID - 19 PANDEMIC

Strategy & Management





COVID-19 Pandemic – Strategy & Management of JSSAHER

JSS Academy of Higher Education & Research (JSS AHER), Mysuru is monitoring the ongoing COVID-19 pandemic. As the situation continues to change rapidly, the top priority of the institution remains the health, safety, and well-being of the staff and students - on and off-campus. Actions have been taken to limit the spread of COVID-19 while ensuring the continuity of teaching, learning and research activities.

To assist the academic, research and outreach (community services) JSSAHER has implemented the following:

- **Preparedness:** Preparing for the situation for days, weeks and months.
- **Adaptation:** Adapting to a new plan, aligning with mission, vision, and goals.
- **Protection:** Managing crisis to protect people, especially the most vulnerable.
- **Learning:** Using high-resource systems, the use of online technological platforms.
- **Teaching:** Transition to complete online teaching for all graduate and undergraduate students.
- **Research:** Technology-enabled research for data-driven analytics and interaction with researchers by audio & video conferencing.

JSS AHER has also issued 09 advisories for staff and students during COVID - 19 Pandemic supporting the advisories of Government of India.

Telecommuting Environment:

JSS Academy of Higher Education has provided Telecommuting Environment in all the Departments and Administrative Offices to support telecommuting network during leave for personal/ health reasons, natural calamities, epidemic / pandemic., etc.

JSSU Online: An IT Framework to support Pedagogical Innovation:

JSSUONLINE, Cloud-based IT Framework delivers IT capabilities to support the needs of Faculty, Students and Parents. It supports Active Learning and Pedagogical Innovations in JSSAHER by providing an IT Framework around which capabilities are built to support and sustain innovations in Education Delivery and Management.

JSSU Online is envisaged to provide a host of capabilities around educational resource delivery and control in a phased manner to all the constituent colleges of JSSAHER as part of its IT Roadmap. Some of the capabilities which are part of the framework are:

- Timetable Schedule & Management
- Teaching / Study Plans Automation Teacher's Diary for reporting Student's Attendance
- Audio / video/ PPT/ Notes sharing prior to classes
- 3600 Feedback Digital Content Management at Course / Subject / Chapter and Topic level Multi-location sharing of digital content
- MCQ based Examination with the ability to build a Question bank with difficulty levels and then administering to the targeted audience anytime.
- Online practical demonstration
- Research Profile of Teaching Faculty
- E-tapaal – Internal on line communication system for circulars, notices, letters and advisories

JSSU Online, a primary learning management system with IT Framework envisaged continuously to evolve under the strategic IT operating model fulfilling all aspects of JSSAHER requirements in its quest to achieve excellence. Evidence of Success is quite evident through the staff, student and stakeholder satisfaction levels, reduction of manual process educational content availability and access.

<https://www.issuni.edu.in/Common/Login.aspx>

Advisories & Guidelines

No.: JSSDU/HRD(5)UNI/08/GEN/2019-20

Date: March 14, 2020

COVID-19 ADVISORY NOTICE

Dear Faculty, Staff and Students,

JSS Academy of Higher Education & Research, Mysuru has no greater responsibility than the safety and security of its faculty, staff and students. This advisory is to help them take informed decisions about their travel domestically and internationally, besides making them aware of the health and travel advisory given by Ministry of Health and Family welfare, Government of India given in this regard for both domestic and international travel and available at (<https://www.mohfw.gov.in/ConsolidatedTraveladvisoryUpdated11032020.pdf>).

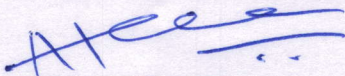
Further, to protect the health and safety of its students, staff and faculty amid the Global COVID – 19 epidemic this advisory is issued and is applicable to the Deemed University, its Constituent Colleges and Departments.

1. As announced by Government of Karnataka as a matter abundant caution, the classes will remain suspended upto 22nd March 2020. However, this is not applicable to:
 - a) Interns and PG students of Medicine and Dentistry,
 - b) Faculty, support staff and office of staff of colleges, university departments and university offices.
2. Students who are planning to travel to their hometown are advised to be aware of the health and travel advisory given by Government of India in this regard and as mentioned above.
3. Students who are planning to stay back in their hostels or private accommodations are required to follow the guidelines mentioned in this notice.
4. If any discomfort is noticed like increase in temperature, cough, running nose, headache etc., then the same may be brought to the notice of the Head of the Institution / Chief Warden / Health Coordinator designated for the said purpose who will be able to guide you through process of needed health care.
5. The students are discouraged from undertaking journeys to other cities/regions and also, the parents are discouraged to come to the college / hostel to visit their children / wards for a limited period of time keeping in mind the safety concerns.

Contd..2

6. The international students are advised to follow the advisory given by the governments of their countries of origin and also the guidance given by the Government of India in this regard particularly with regard to their visa status and reporting/compliance if any to be completed by them. The office of admissions of the deemed university will be pleased guide you further in this regard.
7. The students, faculty, staff are discouraged from having food from unsafe sources of catering, with particular reference to street foods.
8. Those accessing / ordering food through online ordering services from its campuses are discouraged from doing the same as the chain of supply of the said order may not be able to be monitored to assure the health safety of the said food.
9. Events such as conferences / seminars / meetings etc. and are University sponsored or hosted will be suspended indefinitely from 15th March 2020.
10. These events, if essential, may occur via online streaming or other telecommunication media or postponed to future dates.
11. All university sponsored international travel is prohibited until further notice. Approvals already issued also will be deemed withdrawn.
12. Personal international travel is strongly discouraged, and we urge caution and exercise good judgment for personal domestic travel.

The deemed university will continue to monitor the situation and take necessary steps to ensure the safety of the students and staff and will continue to update you in this regard on our website, www.jssuni.edu.in . We solicit your kind cooperation in this regard to ensure safety of one and all.


REGISTRAR

To,

1. All the Officers, JSS AHER, Mysuru
2. The Principal, JSS Medical College, Mysuru
3. The Principal, JSS Dental College & Hospital, Mysuru
4. The Principal, JSS College of Pharmacy, Mysuru
5. The Principal, JSS College of Pharmacy, Ooty
6. The Deans of Constituent Colleges, JSS AHER, Mysuru
7. The Head, Dept. of Faculty of Life Sciences, JSS AHER, Mysuru
8. The Co-Ordinator, Dept. of HSMS, JSS AHER, Mysuru
9. The Co-Ordinator, Dept. of School of Life Sciences, Ooty
10. The Co-Ordinator, Dept. of Food, Nutrition & Dietetics, JSS AHER, Mysuru

Copy to:

1. The Pro-Chancellor, JSS AHER, Mysuru – for kind information
2. The Vice-Chancellor, JSS AHER, Mysuru – for kind information

No.: JSSDU/HRD(5)UNI/08/GEN/2019-20

Date: March 18, 2020

Sub: COVID-19 ADVISORY NOTICE

Ref: No. JSSDU/HRD (5)/UNI/08/GEN/2019-20 dated 18.3.2020

Dear Faculty, Staff and Students,

Please refer to the above Advisory Note on COVID-19 issued by this office.

In continuation of the same, this is to inform that in view of the prevailing situation it has been decided the classes will remain suspended till 31st March 2020. Please note that this is not applicable to:

- a) Interns and PG students of Medicine
- b) Faculty, support staff and office of staff of colleges, university departments and university offices.

The deemed university will continue to monitor the situation and take necessary steps to ensure the safety of the students and staff and will continue to update you in this regard on our website, www.jssuni.edu.in. The deemed university will also be issuing guidance to the returning students once the same is announced.

We solicit your kind cooperation in this regard to ensure safety of one and all.


REGISTRAR

To,

1. All the Officers, JSS AHER, Mysuru
2. The Principal, JSS Medical College, Mysuru
3. The Principal, JSS Dental College & Hospital, Mysuru
4. The Principal, JSS College of Pharmacy, Mysuru
5. The Principal, JSS College of Pharmacy, Ooty
6. The Deans of Constituent Colleges, JSS AHER, Mysuru
7. The Head, Dept. of Faculty of Life Sciences, JSS AHER, Mysuru
8. The Co-Ordinator, Dept. of HSMS, JSS AHER, Mysuru
9. The Co-Ordinator, Dept. of School of Life Sciences, Ooty
10. The Co-Ordinator, Dept. of Food, Nutrition & Dietetics, JSS AHER, Mysuru

Copy to:

1. The Pro-Chancellor, JSS AHER, Mysuru – for kind information
2. The Vice-Chancellor, JSS AHER, Mysuru – for kind information

No.: JSSDU/HRD(5)UNI/08/GEN/2019-20

Date: March 20, 2020

Sub: COVID-19 ADVISORY NOTICE # 03

Ref: No. JSSDU/HRD (5)/UNI/08/GEN/2019-20 dated 18.3.2020

No. JSSDU/HRD (5)/UNI/08/GEN/2019-20 dated 14.3.2020

Dear JSS AHER Community,

During this time of uncertainty and rapid change, JSS AHER would like to reiterate that it is working continuously for

- the health safety of its students, faculty and staff
- provide continuing to students the best learning experience possible
- remaining connected with the JSS AHER community even if they must be at a distance

As the Virus Corona pandemic continues, you must all draw upon our resilience strengthen and patient as we are being asked by the Governments to continue to adapt to the increasing community mitigation efforts through resolve and restraint to stop the spread of the Virus. Towards this direction, we would like you to ask you to adapt to the below mentioned guidelines for your / our safety and wellbeing.

1. Please keep watching our website for updates with regard to reopening dates and other academic guidance that may be issued in this regard
2. The details with regard to the examinations and their rescheduling, if any, will also be updated on the website.
3. The students who due to various reasons, are not able to travel back to their homes and are staying in the hostels or private accommodations are once again advised to strictly abide by the guidance given by the authorities of the college/hostel/university
4. Further extension of suspensions of classes if any and, instructions for students returning from home at such times will be clearly provided and the students are requested to cooperate and abide by the same.

5. To ensure that our students do not lose on academic experience during this break, the deemed university is exploring the possibilities of extending remote instructions / classes to the students and the details of the same will once again be provided to the students.

6. The Office of Academic Affairs is working diligently with Deans, Faculty and staff and the IT team of our university to provide learning experiences to you through remote classes.

7. With regard to all students and academic activities / events, once again it is reiterated that all such activities / events are cancelled at all our campuses until further notice.

8. Students who are presently staying on campus are advised to cooperate with the hostel wardens with regard to their safety and well being

9. Please routinely check your mail box and the website and our social media platforms for latest updates in this regard.



REGISTRAR

To,

1. All the Officers, JSS AHER, Mysuru
2. The Principal, JSS Medical College, Mysuru
3. The Principal, JSS Dental College & Hospital, Mysuru
4. The Principal, JSS College of Pharmacy, Mysuru
5. The Principal, JSS College of Pharmacy, Ooty
6. The Deans of Constituent Colleges, JSS AHER, Mysuru
7. The Head, Dept. of Faculty of Life Sciences, JSS AHER, Mysuru
8. The Co-Ordinator, Dept. of HSMS, JSS AHER, Mysuru
9. The Co-Ordinator, Dept. of School of Life Sciences, Ooty
10. The Co-Ordinator, Dept. of Food, Nutrition & Dietetics, JSS AHER, Mysuru

Copy to:

1. The Pro-Chancellor, JSS AHER, Mysuru – for kind information
2. The Vice-Chancellor, JSS AHER, Mysuru – for kind information

No.: JSSAHER/Covid-19/04//2019-20

Date: March 21, 2020

NOTICE # 4

Sub: COVID-19 Advisory Notice for students of JSS AHER regarding reporting policy

While you are at home:

The students having following symptoms or have gone through these symptoms are strictly advised to quarantine themselves at home follow the guidance given by Government of India (www.mohfw.gov.in).

- History of severe acute respiratory illness (flu like symptoms, fever, cough)
- Having travelled abroad or traveling through any international airport in India.
- Having had a close contact with confirmed or suspected cases of COVID-19.
- Having visited to the health care facilities in the country where COVID-19 infection has been reported.
- Having had direct contact with animals like Bat, snake etc.,

Guidelines for students who will be arriving at JSS AHER campus / Hostel on the date that may be announced after the COVID-19 crisis:

- Students will be advised to make their travel arrangements so as to reach college premises between 09:00am and 05:00pm on scheduled date/s. The students may be asked to come in batches on dates which may be different for students for various courses / years of study.
- On arrival at the campus a questionnaire will be provided to each student / parent / guardian to be filled up honestly in the interest and safety of all the students.
- Those who state to have had the above said symptoms during their stay at home will be kept under observation in separate block for few days before they are returning to their rooms.
- The students who are not residents of the JSS AHER hostels are also mandatorily required to go through the process of basic screening and filling questionnaire at
 - a) JSS AHER health centre at the entrance of the campus for students of Medicine, Dentistry and Life Sciences.



- b) Sri Rajendra Auditorium (JSS CP-Mysore) for students of JSS College of Pharmacy, Mysuru
- c) Sri Rajendra Bhavan (Old OPD Block) for students of Health System Management Studies and Department of Nutrition & Dietetics
- d) Auditorium for students of JSS College of Pharmacy, Ooty
- e) Lecture Hall at Longwood campus for students of School of Life Sciences, at Ooty.

This notice is issued in the interest of all the inmates of the hostel and people living in the campuses of JSS AHER to reassure them that all steps will be taken by the University to ensure their safety and well being.

This is for strict compliance.


REGISTRAR

To,

1. All the students of JSS AHER/JSS MC/JSS DCH/JSS CP-My/CP-Ooty / FLS / HSMS / SLS-Ooty
2. All the Officers of JSS AHER, Mysuru
3. The Principal, JSS Medical College, Mysuru
4. The Principal, JSS Dental College & Hospital, Mysuru
5. The Principal, JSS College of Pharmacy, Mysuru
6. The Principal, JSS College of Pharmacy, Ooty
7. The Deans of Constituent Colleges, JSS AHER, Mysuru
8. The Head, Dept. of Faculty of Life Sciences, JSS AHER, Mysuru
9. The Co-Ordinator, Dept. of HSMS, JSS AHER, Mysuru
10. The Coordinator, Dept of Nutrition & Dietetics, JSS AHER, Mysuru
10. The Coordinator, Dept of Yoga, JSS AHER, Mysuru
11. The Co-Ordinator, Dept. of School of Life Sciences, Ooty
12. The Co-Ordinator, Dept. of Food, Nutrition & Dietetics, JSS AHER, Mysuru

Copy to:

1. The Pro-Chancellor, JSS AHER, Mysuru – for kind information
2. The Vice-Chancellor, JSS AHER, Mysuru – for kind information

No.:JSSAHER/Covid-19 /04//2019-20

Date: March 22, 2020

NOTICE # 5

Sub: COVID-19 Advisory Notice Faculty & Staff

The Government of India and the Government of Karnataka has issued various advisories, orders and guidances with regard to working of staff in government and private sector organisations to ensure the safety and well-being of the staff and also at the same time ensure that there is no disruption of essential services and communication among its stakeholders and the organisation. In accordance with the guidelines/orders/ advisories issued and also keeping in mind that the safety and well-being of the staff of JSS Academy of Higher Education and Research, Mysuru , it's Constituent Colleges and Departments is important for us, the following Advisory is being issued. This advisory has also taken into consideration that the JSSAHER institutions are Health Sciences focused institutions and are expected to provide emergency medical services as may be required and hence differential advisories may be applicable to various groups of staff so that we are not compromising the responsibility that is expected of us to be fulfilled.

1. The faculty of the constituent colleges and University Departments, excepting JSS Medical College and JSS Dental College and Hospital, are permitted to work from home. The decision relating the working of the faculty of JSS Medical College, Mysuru and JSS Dental college and Hospital, Mysuru shall be decided by the Principals of the respective colleges who shall take appropriate decisions as may be required, keeping in mind the various medical services that are required at the JSS Hospital and JSS Dental College and Hospital.

The faculty working from home are required to continue to carry out the various academic and administrative responsibilities assigned by the Head of the institutions/departments to them to continue to provide learning experiences to the students through remote classes the details of which will be shared to you by the respective heads of Institutions/ departments

2. The administrative and non teaching staff will predominantly work from home and carry out the work that may be assigned to them by the respective head of the institution/Department/office. The head of the institution/department/office may decide and stagger the availability of the staff in the institution /department/ office. The essential services staff i.e engineers, kitchen staff ,electrician, plumber etc should be available at the campuses as may be required so that there is no disruption of services particularly in the case of students still

residing in the hostels.

3. The University office staff will be required to work in the office on rotation or as may be decided in the case of certain essential staff whose presence will be important so that there is no disruption of administration. The roster for the same will be issued by the Registrar. The staff working from home will be required to continue to provide their inputs / information which may be required from time to time and hence are required to keep their electronic mode of records accessible.

4. The Officers of the university / Heads of the institution / heads of the department who have to play a leadership role in these times of national emergency shall always make themselves available so as to ensure that there is no disruption of the services, ensuring safety and well-being of students and staff at all their campuses.

5. All faculty and staff are advised to strictly abide the guidances given by Ministry of Health and Family Welfare, Government of India (<https://www.mohfw.gov.in/>) from time to time so as to ensure their personal safety and well being, besides that of their colleagues, coworkers and other stakeholders.

6. All institutions / departments / may discourage visitors (even internal) from meeting them and postpone and cancel all meetings that might have been scheduled and even when meetings becomes essential the principles of hand sanitisation and social distancing may strictly be adhered to.

7. The Faculty / staff will be further guided from time to time in this regard and are advised not to leave headquarters and refrain from unnecessary travel.

This advisory comes into force with immediate effect and valid till 31st March, 2020 unless otherwise further extended.



REGISTRAR

To,

1. The Principal, JSS Medical College, Mysuru
2. The Principal, JSS Dental College & Hospital, Mysuru
3. The Principal, JSS College of Pharmacy, Mysuru
4. The Principal, JSS College of Pharmacy, Ooty
5. The Deans of Constituent Colleges, JSS AHER, Mysuru
6. The Head, Dept. of Faculty of Life Sciences, JSS AHER, Mysuru
7. The Co-Ordinator, Dept. of HSMS, JSS AHER, Mysuru
8. The Co-Ordinator, Dept. of School of Life Sciences, Ooty
9. The Co-Ordinator, Dept. of Food, Nutrition & Dietetics, JSS AHER, Mysuru
10. Administrative Officer, JSS MC/ JSS CP-Ooty
11. Accounts Officers of JSS MC/DCH/CP-My/CP-Ooty/AHER

12. AAO, JSS MC/JSS DCH/FLS/AHER

Copy to:

1. The Pro-Chancellor, JSS AHER, Mysuru – for kind information
2. The Vice-Chancellor, JSS AHER, Mysuru – for kind information

No.: JSS AHER/Covid-19/04/2019-20

Date: April 1, 2020

NOTICE # 6

Sub: COVID-19 Advisory Notice - Faculty & Staff

Ref. 1. Circular No. GAD/EST(2)/8/19-20 dt. 30.03.2020 from the JSS MVP.

2. This Office Advisory Notice No. 5 dt. 22.3.2020

* * * * *

In continuation to the Advisory Note cited at ref. (2) and in line with Govt. direction, this is to inform that Office of JSS AHER, its Constituent Colleges and JSS AHER Departments will remain closed upto 14th April, 2020.

All other conditions stated in ref. (2) Advisory Notice No. 5 remains unchanged.



REGISTRAR

To,

1. All the Officers, JSS AHER, Mysuru
2. The Principal, JSS Medical College, Mysuru
3. The Principal, JSS Dental College & Hospital, Mysuru
4. The Principal, JSS College of Pharmacy, Mysuru
5. The Principal, JSS College of Pharmacy, Ooty
6. The Deans of Constituent Colleges, JSS AHER, Mysuru
7. The Head, Dept. of Faculty of Life Sciences, JSS AHER, Mysuru
8. The Co-Ordinator, Dept. of HSMS, JSS AHER, Mysuru
9. The Co-Ordinator, Dept. of School of Life Sciences, Ooty
10. The Co-Ordinator, Dept. of Food, Nutrition & Dietetics, JSS AHER, Mysuru
11. Administrative Officer, JSS MC/ JSS CP-Ooty
12. Accounts Officers of JSS AHER, Mysuru
13. AAO, JSS MC/JSS DCH/FLS/AHER

Copy to:

1. The Pro-Chancellor, JSS AHER, Mysuru – for kind information
2. The Vice-Chancellor, JSS AHER, Mysuru – for kind information

Sub: COVID-19 Advisory Notice / Guidelines - Faculty & Staff

Ref: This Office Advisory Notice No. 5 dt. 22.3.2020

Preamble: In these unprecedented times, the travel of faculty and staff in coming months and their possibility of returning to work after contact with unknown persons and places they might visit may be matter of concern. This has necessitated to issue an advisory to all the faculty in particular, besides the officers of the University and other staff in key positions to remind about travel restrictions. Hence this order.

ORDER No.: JSS AHER/COVID-19/04/2020-21 DATED: 17.04.2020

All permissions / authorizations given to the faculty/staff of the University and it's constituent colleges to attend meetings, conferences, and other official engagements they might have been entrusted stand cancelled. They are expected to apply afresh again for such permissions and the University will review the need of such permissions to be given and communicate its decision.

2. As international travel is going to be increasingly challenging, the proposals for travel to attend seminars, conferences, meetings etc seeking financial support / permission need not be forwarded to the University for consideration as official permission / financial support will not be granted unless the University feels that it is in the interest of the institution.
3. All domestic travels for official work need specific permission of the University before undertaking such travels.
4. The faculty/staff traveling in their personal capacity nationally/internationally are advised to restrict the same to as minimal as possible. In the event of their not being able to return to the headquarters after such travels due to restrictions between interstate borders/international borders/ Cancellation/suspension of transport systems that may result in their not being

able to return to headquarters to resume their duties, the same will be treated as leave at their credit only.

5. These orders will remain in force initially till 30th September, 2020 and may be further extended depending on the circumstances.



REGISTRAR

To.

1. All the Officers, JSS AHER, Mysuru
2. The Principal, JSS Medical College, Mysuru
3. The Principal, JSS Dental College & Hospital, Mysuru
4. The Principal, JSS College of Pharmacy, Mysuru
5. The Principal, JSS College of Pharmacy, Ooty
6. The Head, Dept. of Faculty of Life Sciences, JSS AHER, Mysuru
7. The Co-Ordinator, Dept. of HSMS, JSS AHER, Mysuru
8. The Co-Ordinator, Dept. of School of Life Sciences, Ooty
9. The Co-Ordinator, Dept. of Food, Nutrition & Dietetics, JSS AHER, Mysuru
10. Order Copy / Office Copy

Copy to:

1. The Pro-Chancellor, JSS AHER, Mysuru – for kind information
2. The Vice-Chancellor, JSS AHER, Mysuru – for kind information

No.: JSS AHER/AUT/UGC/95/2020-21

Date: April 11, 2020

Dear Madam/Sir,

Sub: Downloading the Aarogya Setu App – reg.

Ref: D.O. No. 1-1/2020(Secy) dt. 10th April, 2020 from the Secretary, UGC, New Delhi

With respect to above subject, University Grants Commission (UGC) has issued advisories for the academic fraternity to ensure adherence to preventive and precautionary measures to combat COVID-19. In continuation to this, it is hereby requested to All the Officers of JSS AHER, Principals of the Constituent Colleges, Head / Co-ordinators of Departments of JSS AHER to share the following links and urge the teaching, non-teaching staff, students and society at large for downloading the Aarogya Setu App developed by Ministry of Electronics & IT:

Android : <https://play.google.com/store/apps/details?id=nic.goi.aarogyasetu>

iOS : <https://apps.apple.com/in/app/aarouasetu/id1505825357>

The App can also be scanned and downloaded from <https://www.mygov.in/aarogya-setu-app/>

As per Ministry of Electronics & IT, the Aarogya Setu App's design ensures privacy and is available in 11 languages. The App will help the Government to take necessary timely steps for assessing risk of spread of COVID-19 infection, and ensuring isolation wherever required. The personal data collected by the App is encrypted using state-of-the-art technology and stays secure on the phone till it is needed for facilitating medical intervention.

All HEIs are requested to upload the action taken in this regard on the University



REGISTRAR

To,

1. All the Officers, JSS AHER, Mysuru
2. The Principal, JSS Medical College, Mysuru
3. The Principal, JSS Dental College & Hospital, Mysuru
4. The Principal, JSS College of Pharmacy, Mysuru
5. The Principal, JSS College of Pharmacy, Ooty

6. The Head, Dept. of Faculty of Life Sciences, JSS AHER, Mysuru
7. The Co-Ordinator, Dept. of HSMS, JSS AHER, Mysuru
8. The Co-Ordinator, Dept. of School of Life Sciences, Ooty
9. The Co-Ordinator, Dept. of Food, Nutrition & Dietetics, JSS AHER, Mysuru
10. Administrative Officer, JSS MC/ JSS CP-Ooty
11. Accounts Officers of JSS AHER, Mysuru
12. AAO, JSS MC/JSS DCH/FLS/AHER

Copy to:

1. The Pro-Chancellor, JSS AHER, Mysuru – for kind information
2. The Vice-Chancellor, JSS AHER, Mysuru – for kind information

No.: JSS AHER/Covid-19/04/2020-21

Date: April 14, 2020

NOTICE # 7

Sub: COVID-19 Advisory Notice - Faculty & Staff

- Ref:** 1. As per the directions of Govt. of India / Govt. Of Karnataka
2. This Office Advisory Notice No. 5 dt. 22.3.2020
3. This Office Advisory Notice No. 6, Letter No.: JSS AHER/
Covid-19/04/2019-20 dt. 01.04.2020

* * * * *

In continuation to the Advisory Note cited at ref. (3) and in line with Govt. direction, this is to inform that Office of JSS AHER, its Constituent Colleges and JSS AHER Departments will remain closed upto **3rd May, 2020**.

All other conditions stated in ref. (2) Advisory Notice No. 5 remains unchanged.



REGISTRAR

To,

1. All the Officers, JSS AHER, Mysuru
2. The Principal, JSS Medical College, Mysuru
3. The Principal, JSS Dental College & Hospital, Mysuru
4. The Principal, JSS College of Pharmacy, Mysuru
5. The Principal, JSS College of Pharmacy, Ooty
6. The Head, Dept. of Faculty of Life Sciences, JSS AHER, Mysuru
7. The Co-Ordinator, Dept. of HSMS, JSS AHER, Mysuru
8. The Co-Ordinator, Dept. of School of Life Sciences, Ooty
9. The Co-Ordinator, Dept. of Food, Nutrition & Dietetics, JSS AHER, Mysuru
10. Administrative Officer, JSS MC/ JSS CP-Ooty
11. Accounts Officers of JSS AHER, Mysuru
12. AAO, JSS MC/JSS DCH/FLS/AHER

Copy to:

1. The Pro-Chancellor, JSS AHER, Mysuru – for kind information
2. The Vice-Chancellor, JSS AHER, Mysuru – for kind information

Restarting *life*

*Need to
be a
Corona
warrior*

Post Lock-down
**Health and Safety
Protocol**

NEED

As we resume our services after lockdown, the probability of complete relief from the virus infection can hardly be predicted. Hence it becomes our moral and social responsibility to join hands and strategically plan and implement certain measures to prevent the further escalation of the situation and work with safety and precaution.

Post Lock-down
Health and Safety
Protocol

ACTION

A series of deliberations from the leadership and experts has formulated this Post lock-down Health and safety protocol in the form of a manual, that will be available in the JSS AHER website, social media and circulated to all the faculty, staff and students through multiple communications, as well a strategically placed prints within campus, to inculcate a healthy and safe lifestyle once we restart life post COVID attack.

RESPONSIBILITY

IMPLEMENTATION BY EVERY TEAM MEMBER OF JSS AHER FAMILY

We
Are
Corona
warrior

Post Lock-down
Health and Safety
Protocol

Returning back
to Campus

Academics

HOW TO USE THIS MANUAL

This manual is made in the sections mentioned at the left corner. Whichever activity you are concerned to do, just go to that section and you will find all the relevant and needed guidelines to be followed.

Research

Administration

Campus Life &
Security

Sanitization &
Waste Disposal

*In case of any doubt and needed clarification and/or reporting of any adverse event/incidence or for health care advisory and services please contact the
CAMPUS HELPLINE – NEW (to be procured)
PSYCHIATRY HELPLINE – Pre-existing
EMAIL: campushelpline@jssuni.edu.in*

Post Lock-down
Health and Safety
Protocol



Students

Faculty

Staff

Academics

- **NEED:**

- JSS AHER NEEDS TO MAINTAIN DATA & The Government may anytime ask JSS AHER to provide details like date of arrival, native of, travel details, contact and address for tracking requirements in case of eventualities
- Some of the students may be arriving from the red/hot zones of the country and may require special considerations/advisory

Research

Administration

Campus Life &
Security

- **ACTION** : Digital Data capture through the mobiles of the students
- **RESPONSIBILITY:** Implementation & follow up: Academics team and IT

Sanitization &
Waste Disposal

Data Entry : Compulsorily to be entered by every Student before they report back to duty/studies on campus



Students

Faculty

Staff

Academics

Student Database of Essential Details – ACTION TASK

Research

1. A link will be sent to all the students through official email ID in JSS U ONLINE Portal by the IT Division entering which the students will be able to submit the relevant and necessary details to JSS AHER authorities.

Administration

- The link will also be shared through the groups created for online academics communication by the respective CC/UDs, supervised by the Principals/Heads/Coordinators.
- IT department shall maintain the digital proof document of communication.
- The CC/UD Principals/Heads/Coordinators are requested to ensure that all the students have filled and submitted this form.

Campus Life & Security

Sanitization & Waste Disposal

This can be done by allocating a particular class/term/year students to a particular faculty for follow-up(LEVERAGE MENTORING). The details of the defaulters may be submitted to the Registrar after the mentioned due date, with a follow-up to ensure the student enters the data.

Fields in Student Database

- Name, Age, Gender, ID Number, CC studying in, Year/batch, Contact number when in MYSURU, email ID (if Arogya setu App has been downloaded or not)
- Name & Permanent Address of Guardian with Contact Number and Email ID
- Residing in: Localite, Hostel or Paying guest (address)
- Travel mode to campus – Public/Private – Flight/Train/By Road
- Issues with health/hospitalization during the lockdown – If yes: Details
- Current health condition/allergy/chronic condition & if on any medication
- In Family, if anyone had any COVID related issues?

Returning back
to Campus

Academics

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Fields in Student Database

- Are you experiencing any of the following symptoms : Cough, Fever, Difficulty in breathing, None of the Above
- Travel history during the lockdown before coming to campus: abroad / Interstate within country / None

back
to
work!

Returning back
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Returning back
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Students

Faculty

Staff

Academics

- **NEED:**

- JSS AHER NEEDS TO MAINTAIN DATA & The Government may anytime ask JSS AHER to provide details
- Some faculty and staff may be suffering from chronic health conditions that require a note for consideration

Research

Administration

- **ACTION** : Digital Data capture through the mobiles of the concerned.
- **RESPONSIBILITY**: HRD & GAD team and IT

Campus Life &
Security

Sanitization &
Waste Disposal

Fields in Faculty/Staff Database

- Name, Age, Gender, ID Number, CC working in, Department, Contact number, email ID (if Arogya setu App has been downloaded or not)
- Permanent Address
- Approximate distance you travel to reach from home to work place (<1 Km, 1-5 Km, 5-10 Km, >10 km)
- Mode of travel to Work place – Public / Private
- Issues with health/hospitalization during the lockdown – If yes: Details
- Current health condition/allergy/chronic condition & if on any medication
- In Family, if anyone had any COVID related issues?

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Fields in Faculty/Staff Database

- Are you experiencing any of the following symptoms : Cough, Fever, Difficulty in breathing, None of the Above
- Travel history during the lockdown before coming to campus: abroad / Interstate within country / None

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work!

Returning back
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Returning back
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Students

Faculty

Staff

Academics

1. A link will be sent to all the staff through the CC/UD Administration **or** the Staff will be asked to come to the office and get the details entered through the office system

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Post Lock-down
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1. Recall of the Students:

The students will be recalled back in the staggered format in batches.

The constituent colleges and departments will plan the staggered entry dates based on the strength and the academic schedule of the batches

Restarting Administrative + support staff before restarting the academic work will be planned to assist preparation before the students report back to work

Before reporting back, the students will have to submit their details through digital link sent to them. The link shall be sent to them 1 week before their entry dates. The workflow mentioned further shall be followed to check the risk and ensure safe reporting back of the students.

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Data Capture Link shall be circulated to students
1 week before Restarting work

Student Fill and digitally submit
the details (before Arrival)

SCREENING*

High Risk

Request to Report later

Low Risk

List of students who have clearance will be made available
at the Security main gate/hostels with mention of
CC/name/ID/batch/year for quick check

Entry of Reporting of the particular student is made and updated to
Constituent college / hostel wardens

Post Lock-down

Health and Safety Protocol

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Academics



2. HOSTEL ACCOMODATION:

- All the hostels have a special purpose SOP made for handling this sensitive issue and displayed in strategic positions for the reference of students.
- The Students residing in hostels are requested to abide by the advisory set by the respective hostel units.

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3. Restarting ACADEMICS

AS SOON AS THE STUDENTS RETURN TO CAMPUS : SERIES OF PROGRAMS APPRAISING THEM / ALERTING THEM ABOUT THE HEALTH ADVISORY AND REVISED JSS AHER PROTOCOLS SHALL BE CONDUCTED – SUCH EVENTS BE ONLINE and FREQUENTLY ADDRESSED – At least once a Week

SPECIFIC GROUPS LIKE THOSE IN HEALTH CARE / HOSTEL BE ADDRESSED WITH SPECIFIC ISSUES AND EDUCATING THEM ABOUT MUCH NEEDED PRECAUTIONS.

The Constituent College and Departments shall execute these appraisal programs

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4. Restarting ACADEMICS

Theory Classes:

- The Theory classes may be planned for the current sessions based on the academic schedule completion by Online mode.
- If classes need to be scheduled, In the class rooms , it is advised for the student seating arrangement to be made with social distancing norms.
- *IT IS SUGGESTED THAT ONLINE MODE* of teaching be the choice even after resuming work (initially), meeting face to face only for the Practical and Skill based learning as per the academic requirement of the Constituent college/ Department

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5. Restarting ACADEMICS

Practical Classes:

- It is advised for the student seating arrangement to be made with social distancing norms.
- The Practical classes are currently being run in batches: if the batches are big in strength : it is advised to split up the bigger batches to match the strength sufficient for optimal staggering with social distancing norms
- *IT IS SUGGESTED THAT Clinical training be substituted with simulation facilities which can be made optimal use of for safer learning*

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6. Restarting ACADEMICS

Clinicals:

- The Clinical posting transportation shall be carried out with students positioned as per the social distancing norms and the number of students in one bus be maintained optimal.



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7. The postings timings may be suitably staggered (may be full day/half day) with discretion of the Principal/Heads
8. The senior students be given priority for the clinical work, with utmost caution during training. Hence as soon as the students are back, they should first be given extensive training regarding the new work logistics
9. Wherever the academic schedule of the theory classes are already covered, the focus may specific to **practical** and **laboratory training**. Again conducting the sessions in smaller batches and multiple sessions to minimize number. **SMALL GROUP MODEL OF TEACHING IS ADVISED**
10. Meticulous Documentation for each clinical postings especially in high risk posting will help in eventualities

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11. **The break in the day** - The breakfast and lunch hours will be extended with considerable timeline difference for different CC/UD. This is done to prevent crowding in the campus as well as at the social centers like mess/cafeteria and food court. The students will be allowed to take-away the food at the counters and not to gather/seat in groups.
12. All the students & faculty should compulsorily wear washable mouth masks.
13. Crowding more than 3 shall not be allowed within the campus
14. The social distancing norms shall be strictly followed in the library.

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15. Venturing out of campus

Do's :

Plan to venture out of campus for only essential tasks

Go out in small groups, not more than 3 persons in group.

Inform the hostel authorities before going out of campus with entries made in the movement register.

Outside the campus, strictly follow rules as specified by district authorities/state government advisory as well as national rules and restrictions for public health.

Strictly maintain the returning time deadlines

Dont's :

Do not travel out of campus frequently

Avoid travelling in mass public transport & to crowded places / distant places

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16. ADMISSIONS :

- Designated Area (Eg., Auditoriums) will be demarcated for admission process
- Staggering the crowd with markings shall be done during the admission interaction
- Regulated numbers of student per day will be called to prevent crowding.

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1. Since the theoretical work has been done in an online mode the research scholars will be given priority to work on the research related work and project completion.
2. If their work involves the work on samples/subjects that may pose a threat to spread of infection : A review of the projects shall be done and a permission letter after ascertaining the potential hazard involved in the research protocol shall be issued. In this way a check on the safety issues shall be moderated.
3. Research with potential threat to spread of infection may be postponed or done with suitable advisory protocols.
4. Separate guidelines (which includes protective gear, staggering at work place etc...) will be issued to the research scholars by Director (Research)

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1. No Biometric for the faculty/staff. Existing RFID cards to be used for digital attendance to prevent contact spread (where not available – regular book attendance to be maintained)
2. IR temperature check at entry for all. All are requested to compulsorily wear washable mouthmask.
3. Staggered seating arrangement at work
4. On RESUMING – DETAILED TRAINING TO ALL ABOUT ADVISORY AND NEW CAPUS NORMS/RULES shall be organized.
5. TIMING : Shifts / Work in Batches
6. DIGITAL FILING SYSTEM shall be started to reduces contact spread
7. Regulate the number of Visitors per day strictly including avoiding unnecessary visitors
8. Office AC should be serviced before resuming work (non working AC is a nidus of infection)

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9. Staggered / extended lunch hours. Lunch in batches with social distancing.
10. Frequent cleaning and in house sanitization – especially the doors & toilets
11. Sanitization of the offices be done with increased frequently
12. Provision of hand sanitizer, tissue papers in multiple places within office
13. Travel Advisory is already made available to faculty for strict compliance
14. Academic Event Advisory – No large gatherings. Online webinars, wherever feasible, shall replace academic gatherings.
15. Construction Activities Advisory – Local workers shall be employed; Follow campus norms; staggering in work environment is mandatory
16. Closure of Gym/ sports places /common recreational places

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1. The vehicular movement flow should be made into a linear flow pattern within the campus. Separate entry and exit shall be maintained for non-interactive, uncluttered and non-disruptive movement.
2. Every outsider entering the campus : details shall be recorded through the mobiles, through G-Forms, which is quick and instant.
3. No public transport (AUTO/CAB) are allowed into the campus, unless the situation demands, all public transportation entry is restricted at the main entry
4. The movement of people to Mortuary : Only regulated and related people may be allowed with proper documentation entry
5. Compulsory screening (IR thermometer) at all building entry points and at main gate entry. Hand Sanitization is compulsory before entry & Check of Mouthmask / barrier protection shall be done with strict vigilance

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6. The campus is divided into High Risk/sensitive (HR), Moderate Risk (MR) and Low Risk (LR) zones depending upon the movement of the external crowd and the dental patients. The Movement in the high risk zones shall be guarded with barricades.
7. Parking facility to be staggered across the campus
8. Campus sanitization by mist based area sanitizer shall be carried out frequently, especially in the high risk (HR) zones

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9. Community Health center will be utilized for health surveillance
10. Eateries and Food Court: Minimal Services + take away system to be followed. No aggregation of students/faculty near the food place.
11. Movement of students from hostel: For daily/basic necessities – should be allowed in small batches with manual documentation. Outside /online ordered food is not allowed inside the campus until the further orders.
12. Strict vigilance at the hostel entrances regarding the visitors
13. GUEST HOUSE: No occupancy till another 3-6 months, if any urgent need, should be compulsorily permitted by the designated authorities. Occupant must be made aware to follow the social distancing norms and campus advisory.
14. Posters and advisory display boards shall be placed throughout the campus
15. The use of the lift in CC & UD shall be discouraged until the situation becomes better.

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1. Increase the number of colored bins for segregated disposal of waste all around campus
2. Treatment of waste before the disposal (from JSS DCH)

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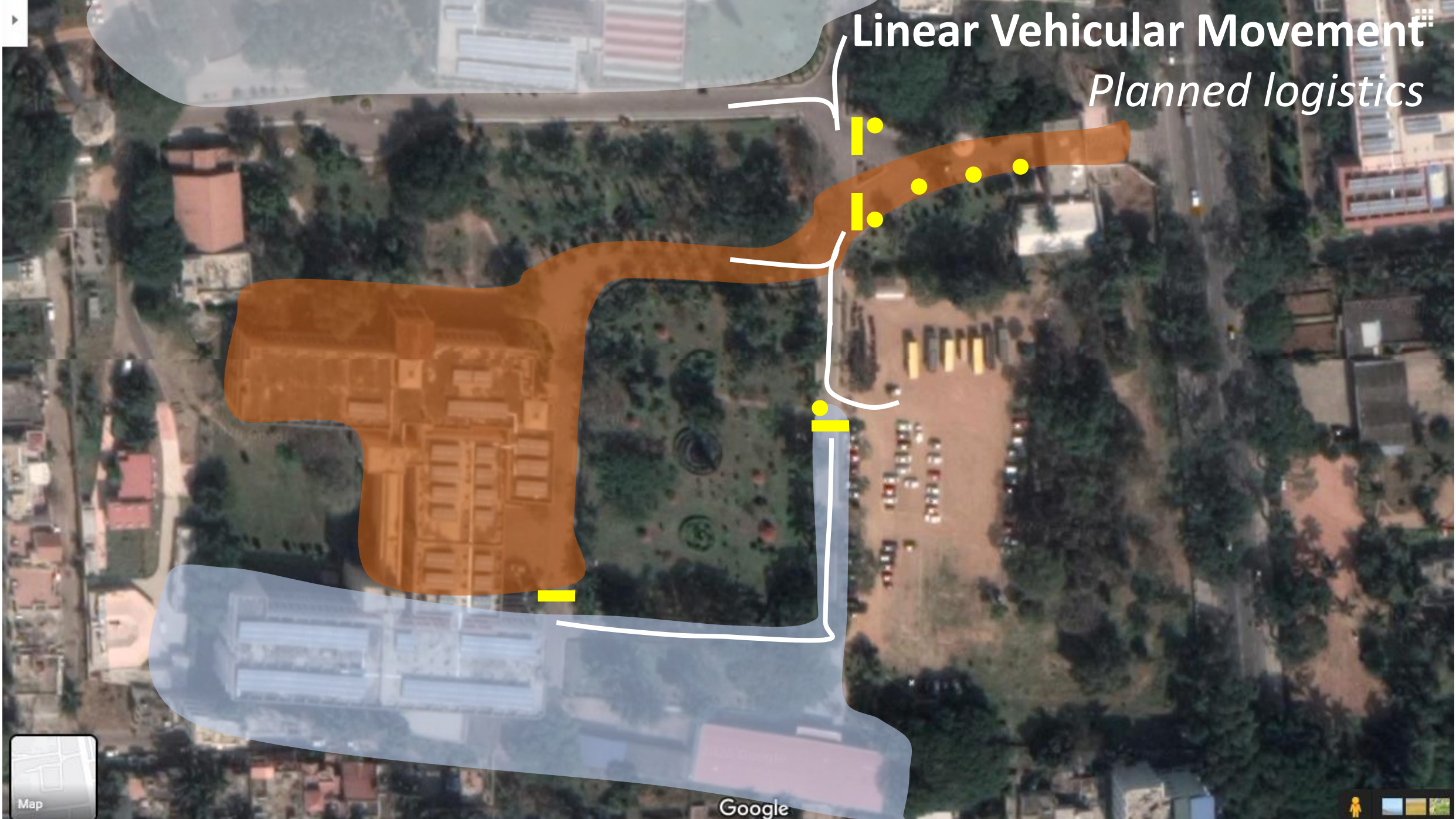
get **back**
to
work!

Campus Vehicular Movement – Linear Flow Logistics

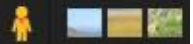
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Linear Vehicular Movement

Planned logistics



Google



ENTRY – UNIVERSITY ADMINISTRATION



EXIT – UNIVERSITY ADMINISTRATION



Google



Dental Patients – Entry & Parking



Google



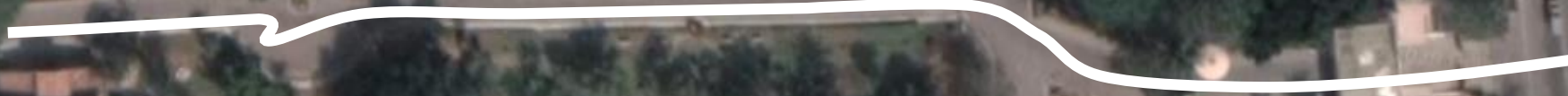
Medical College - Entry



Google



FLS - Entry



Google



▶ **EXIT Route**
Parallel / Beside Guesthouse



Google



These are the minimum Guidelines, the individual institution can add or elaborate on these guidelines

The leadership shall incorporate & abide the guidelines & norms issued from time to time by Government of India, State Governments & Statutory bodies.

Academics

General
Administration &
Development

Research

Human Resource
Development

Finance

Bureau of
Quality &
Statistics

Examinations

Information
Technology

Internal Quality
Assurance cell

JSS Medical
College

JSS Dental College
& Hospital

Faculty of Life
Sciences

JSS College of
Pharmacy, Ooty

JSS College of
Pharmacy, Mysuru

Health System
Management
Studies

Department of
Nutrition &
Dietetics

School of Life
Sciences, Ooty

Are
Corona
warriors

Post Lock down
Health and Safety
Protocol

JSS Academy of Higher Education & Research

(Deemed to be University)

Accredited "A+" Grade by NAAC

Sri Shivarathreeshwara Nagar, Mysuru-570 015, Karnataka, India



General Guidance on Academic Calendar, Examinations and Academic Progression in the light of COVID-19 Pandemic

18 May 2020

www.jssuni.edu.in

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Preamble

JSSAHER and its constituent Colleges and Departments are closely monitoring the information emerging regarding the COVID-19 pandemic and its potential impact on academic programs, examinations and the academic progression of our students. Our absolute priority is to safeguard the health, safety, security of our students, faculty, staff, and their families and to continue academic activities.

We are closely following the advice of National and State Governments, Regulatory bodies and healthcare providers, and taking additional measures as deemed necessary. Unfortunately, this means that there is disruption in the academic activities and many examinations will not take place on the scheduled dates. While it is crucial to follow measures taken by the Government to contain the spread of COVID-19, it is also important to continue the educational process making effective use of technology and other available options. We are putting in place detailed plans to allow candidates to take their examinations as soon as possible, once restrictions are eased and it is safe to do so. In the meantime, JSS AHER is providing online resources to all its students to facilitate learning and examination preparation, despite the difficult situation.

As an organization, it is critical for us to ensure that the options we provide to our students and staff are fair and compassionate during these difficult circumstances. Our students, their well-being and their progression in future stages of life have been at the forefront of our thinking as we respond to this extraordinary pandemic.

This guidance on 'Academic calendar, Examinations and Academic Progression' is based on guidelines and advisory given by the University Grants Commission (UGC), Medical Council of India (MCI), Dental Council of India (DCI) and Pharmacy Council of India.

This guidance document has been prepared keeping the following major concerns:

- Health, safety and security of the students, faculty and staff, and continuation of the academic activities.
- Rescheduling of academic calendar for current academic year
- Conduct of the examinations and declaration of results.
- Students' academic and career progression, research and training etc.
- Plan for the next academic session.

It is reiterated that this is a onetime measure and shall be applicable only to the present COVID-19 situation and will be reviewed/modified from time to time to eliminate difficulties if any, while implementing the same.

I Academic Calendar

The academic activities for courses with Annual scheme for the academic year 2019-2020 are in progress. Regarding courses with Semester scheme, the examinations have been completed for the Odd semester during December-2019/ January-2020 and the results have been declared. Most of the institutions had already covered significant portion of teaching-learning process for ongoing Even Semester before the dispersal of classes due to lock-down. Further, the remaining part of the curriculum has been attended or is being attended through Online mode. As the norms of social distancing will be required to be maintained by the educational institutions for quite some time, for the sake of safety of the students, faculty and staff, the academic calendar 2019-2020 has been rescheduled. The academic calendar for next academic year (2020-2021) has also been given for all existing students except the Medical and Dental courses, which will be notified separately on receipt of advisory from MCI and DCI respectively.

1. Medical and Dental courses

The rescheduling of academic calendar 2019-2020 for Medical and Dental Courses will be in accordance with guidance and directives issued by respective regulatory bodies viz Medical Council of India (MCI) and Dental Council of India (DCI). Students and staff are advised to refer our website www.jssuni.edu.in periodically for updates in this regard. However, the general recommendations in this guidance document may be followed in consultation with the respective Deans, if they are in alignment with the advisory/directives given by the respective councils.

2. Pharmacy courses

The academic calendar 2019-2020 has been rescheduled based on the recommendation given by Pharmacy Council of India (PCI) vide Ref.No.14-56/2019-PCI (A), Dated 9th April 2020.

3. All other courses

The academic calendars 2019-2020 for all other courses offered by JSS AHER have been rescheduled based on the recommendation given by the University Grants Commission (UGC) and the authorities of JSS AHER.

Academic calendar for 2019-20

Final Year/Final semester

	Course	Completion of Academic Session by online mode for 2019 - 20 (Theory and IA by online mode)	Theory/Practical classes and Internal assessments in regular mode for 2019-20 (In campus)	
			From	To
Pharmacy				
1.	MPharm – Final Semester	08 th May 2020	NA	
2.	PG Diploma in Pharmacy	20 th May 2020	NA	
3.	BPharm - Final Semester	20 th May 2020	10 th June 2020	25 th June 2020
4.	BPharm (Practice) – Final Year	20 th May 2020	NA	
5.	PharmD - V Year	20 th May 2020	Completed	
6.	DPharm – Part II	20 th May 2020	Completed	
Biomedical & Allied Health Sciences				
7.	MSc (Medical Sciences) – Final Year	30 th April 2020	10 th June 2020	30 th June 2020
8.	MSc (Clinical Embryology) - Final Term	25 th May 2020	10 th June 2020	30 th June 2020
9.	MSc (Forensic Odontology) – Final Year	25 th May 2020	10 th June 2020	30 th June 2020
10.	BSc (Biomedical Sciences) - Final semester	25 th May 2020	10 th June 2020	30 th June 2020
11.	MPH – Final Semester	15 th June 2020	25 th June 2020	30 th June 2020
12.	MPhil (Clinical Psychology) Part II	20 th July 2020	03 rd Aug 2020	30 th Nov 2020
13.	MPhil (PSW) Part II	25 th June 2020	1 st July 2020	31 st July 2020
Life Sciences and Food & Nutrition				
14.	MSc (LS) – Final Semester	10 th June 2020	NA	
15.	BSc (LS) - Final Semester	25 th May 2020	10 th June 2020	25 th June 2020
Health System Management Studies				
16.	MBA – Final Semester	20 th June 2020	NA	

Intermediate Year/ Semester courses - Academic calendar (2019-20 & 2020-21)

	Course	Completion of Academic Session by online mode for 2019 - 20 (Theory and IA by online mode)	Commencement of Online theory classes for next semester/Year (2020-21)	Commencement of theory and Practical classes (in regular classroom) mode*
Pharmacy				
1.	MPharm – II Semester	16 th May 2020	18 th May 2020	01 st July 2020
2.	BPharm – II, IV and VI Semester	16 th May 2020	18 th May 2020	01 st July 2020
3.	BPharm (Practice) – First Year	16 th May 2020	18 th May 2020	01 st July 2020
4.	PharmD – I, II, III & IV Year	16 th May 2020	18 th May 2020	01 st July 2020
5.	DPharm – Part I	16 th May 2020	18 th May 2020	01 st July 2020
Biomedical & Allied Health Sciences				
6.	MSc (Medical Sciences) – First Year	30 th May 2020	10 th June 2020	03 rd Aug 2020
7.	MSc (Forensic Odontology) – Second Year	30 th May 2020	10 th June 2020	03 rd Aug 2020
8.	MSc - Medical Genetics & Genomics – II Semester	30 th May 2020	10 th June 2020	03 rd Aug 2020
9.	II, IV Semester BSc (Biomedical Sciences)	30 th May 2020	10 th June 2020	03 rd Aug 2020
10.	MPH – Second semester	15 th June 2020	1 st July 2020	03 rd Aug 2020
11.	MSc (Medical Sciences) – First Year	3 rd Aug 2020	10 th June 2020	03 rd Aug 2020
12.	MSc (Forensic Odontology) – First Year	30 th May 2020	10 th June 2020	03 rd Aug 2020
13.	MPhil (PSW) Part I	15 th June 2020	NA	03 rd Aug 2020
14.	MPhil (Clinical Psychology) Part I	15 th July 2020	NA	03 rd Aug 2020
Life Sciences and Food & Nutrition				
15.	MSc (LS) – II Semester	25 th May 2020	10 th June 2020	03 rd Aug 2020
16.	BSc (LS) – II, IV Semester	25 th May 2020	10 th June 2020	03 rd Aug 2020
Health System Management Studies				
17.	BBA – II & IV semester	30 th June 2020	NA	24 th Aug 2020
18.	MBA – II Semester	30 th June 2020	NA	24 th Aug 2020

* Completion of backlog academic activities of the academic Year 2019-20 and continuation of classes for 2020-21 in regular classroom mode in the campus

Note: The commencement of academic session 2020-21 for First Year/First semester will be notified separately.

II Examination Calendar for 2019-20

1. Medical and Dental – Undergraduate, Diploma and Postgraduate courses

(MBBS, MD, MS, Medical Diploma, MDS and BDS)

The scheduling and mode of conduct of examinations for Medical and Dental courses **will be in accordance with guidance and directives issued by respective regulatory bodies viz Medical Council of India (MCI) and Dental Council of India (DCI)**. Students and staff are advised to refer our website www.jssuni.edu.in periodically for updates in this regard. However, the general recommendations given below may be followed in consultation with the respective Deans, if they are in alignment with the advisory/directives given by the respective councils.

2. All other Undergraduate, Diploma and Postgraduate courses

JSS AHER will hold the examinations for final year/final semester Examinations on priority with the objective of letting the passing out graduate to prepare for their exams so as to be able to pursue career ambitions without loss of time and delay in obtaining the academic qualifications.

Final Year/Final semester Examinations (2019-2020)

	Course	Date commencement of Examination (tentative)
Pharmacy		
1.	MPharm – Final Semester	18 th May 2020
2.	PG Diploma in Pharmacy	11 th July 2020
3.	BPharm - Final Semester	02 nd July 2020
4.	BPharm (Practice) – Final Year	02 nd July 2020
5.	PharmD V Year	02 nd July 2020
6.	DPharm – Part II	02 nd July 2020
Biomedical & Allied Health Sciences		
7.	MSc (Medical Sciences) – Final Year	01 st July 2020
8.	MSc (Clinical Embryology) - Final Term	01 st July 2020
9.	MSc (Forensic Odontology) – Final Year	01 st July 2020
10.	Final semester BSc (Biomedical Sciences)	01 st July 2020
11.	MPH – Final semester	14 th July 2020
12.	MPhil (PSW) Part II	18 th Aug 2020
Life Sciences and Food & Nutrition		
13.	MSc (LS) – Final Semester	22 nd June 2020
14.	BSc (LS) – Final Semester	06 th July 2020
Health System Management Studies		
15.	MBA – Final Semester	13 th July 2020

Intermediate Year/Semester Examinations (2019-20)

	Course	Date commencement of Examination (tentative)
Pharmacy		
1.	MPharm II Semester	18 th Nov 2020
2.	BPharm – II, IV and VI Semester	07 th Sept 2020
3.	BPharm (Practice) – First Year	07 th Sept 2020
4.	PharmD – I, II, III & IV Year	10 th Aug 2020
5.	DPharm – Part I	10 th Aug 2020
Biomedical & Allied Health Sciences		
6.	MSc (Medical Sciences) – First Year	3 rd Nov 2020
7.	MSc (Forensic Odontology) – Second Year	3 rd Nov 2020
8.	MSc - Medical Genetics & Genomics – II Semester	3 rd Nov 2020
9.	BSc (Biomedical Sciences) - II, IV semester	3 rd Nov 2020
10.	MPH – Second semester	14 th July 2020
11.	MPhil (PSW) Part I	18 th Aug 2020
12.	MPhil (Clinical Psychology) Part I	14 th Dec 2020
Life Sciences and Food & Nutrition		
13.	MSc (LS) – II Semester	10 th Sep 2020
14.	BSc (LS) – II, IV Semester	10 th Sep 2020
Health System Management Studies		
15.	BBA – II & IV semester	13 th July 2020
16.	MBA – II Semester	13 th July 2020

Examination Calendar (2020-21)

	Course	Date commencement of Examination (tentative)
Pharmacy		
1.	MPharm – Odd Semester	18 th Nov 2020
2.	MPharm – Even Semester	May 2021
3.	PG Diploma in Pharmacy	May 2021
4.	BPharm – Odd Semesters	18 th Nov 2020
5.	BPharm – Even Semesters	May 2021
6.	BPharm (Practice) – First & Final Year	April 2021
7.	Pharm D – I, II, III, IV & V Year	April 2021
8.	DPharm – Part I & Part II	April 2021
Biomedical & Allied Health		
1.	MSc (Medical Sciences) – Odd Semester	14 th Dec 2020
2.	MSc (Medical Sciences) – Even Semester/Final year	June 2021
3.	MSc (Clinical Embryology) – First Term	14 th Dec 2020
4.	MSc (Forensic Odontology) – First Semester	14 th Dec 2020
5.	MSc (Forensic Odontology) – Even Semester/Final year	June 2021
6.	MSc - Medical Genetics & Genomics – Odd Semester	14 th Dec 2020
7.	MSc - Medical Genetics & Genomics – Even Semester	June 2021
8.	BSc (Biomedical Sciences) – Odd Semester	14 th Dec 2020
9.	BSc (Biomedical Sciences) – Even Semester	June 2021
10.	MPH – Odd semester	Jan 2021
11.	MPH – Even semester	July 2021
12.	MPhil (PSW) Part I & II	Aug 2021
13.	MPhil (Clinical Psychology) Part I & II	Aug 2021
Life Sciences and Food & Nutrition		
14.	MSc (LS) – Odd semester	11 th Dec 2020
15.	MSc (LS) – Even Semester	June 2021
16.	BSc (LS) – Odd Semester	11 th Dec 2020
17.	BSc (LS) – Even Semester	June 2021
Health System Management Studies		
18.	BBA – Odd Semester	Jan 2021
19.	BBA – Even Semester	July 2021
20.	MBA –Odd Semester	Jan 2021
21.	MBA –Even Semester	July 2021

Note:

1. Notification and detailed timetable for the above examinations will be announced at least 30 days prior to the date of commencement of theory examination.
2. The examination schedule for Medical, Dental, Fellowship, ODL, OEP and supplementary examinations for the students of 2018-19/2019-20 will be notified separately.
3. The commencement of First Semester/Year examinations for 2020-21 will be notified separately.

III Submission of PG Dissertations

1. Final year/final semester students who are due to submit their assignments/dissertation for 2019-20 to JSS AHER may do so by online mode. JSS AHER will specify the Email ID to which the online submissions shall be made. The submission of the dissertations in the Medical/Dental/Pharmacy programs will be guided by the respective statutory body policies in this regard.
2. The final approved dissertation in PDF format shall be sent on or before the prescribed date by the Guide to the Controller of Examinations by Email with due credentialing by the competent authority of the institution of satisfactory completion of the work.
3. The dissertation shall be in the prescribed format. Signatures of candidate, guide, HOD, principal are not essential in the soft copy. However, the Guide shall certify in the Email body that "The project/ dissertation work is satisfactory, and approval of HOD/Principal has been taken for submission and prescribed fee has been paid by the candidate".
4. Documents shall be sent to the Controller of Examinations by the Guide only from his/her Official email ID and CC shall be made to the HOD and Principal. Please note that any submissions made directly by the candidate to the Controller of Examinations shall NOT be accepted.

Schedule for submission of Dissertations for Final Year/Semester students – 2019-20

	Course	Last date for submission by online mode
1.	MPharm – Final Semester	08 th May 2020
2.	BPharm (Practice) – Final Year (Assignments)	15 th May 2020
3.	MBA – Final Semester	30 th June 2020
4.	MSc (Medical Sciences) – Final Year	30 th May 2020
5.	MSc (Clinical Embryology) - Final Term	30 th May 2020
6.	MSc (Forensic Odontology) – Final Year	30 th May 2020
7.	MPH – Final semester	30 th June 2020
8.	MPhil (PSW) Part II	30 th July 2020
9.	MPhil - Clinical Psychology (Case reports)	30 th Nov 2020
10.	MSc (LS) – Final Semester	10 th June 2020

5. Evaluation of PG dissertations:

- a) The courses where the Final year/final semester examination involves only dissertation evaluation by presentation and viva-voce, the same will be held by Online mode or by Regular mode as decided by the JSS AHER based on the situation at the time of examination.
- b) Guidelines for the modality of conduct of dissertation evaluation for various courses concerned will be separately issued by JSS AHER.

IV. General guidelines on examinations and academic progression

1. The Principals/Heads of the institutions shall monitor the progress of online teaching to the students and completion of the theory part of their curriculum as planned through, based on the academic calendar mentioned above. The institutions shall document the details of classes taken, the students engaged, the percentage of attendance, assessments and assignments conducted. JSS AHER will take cognizance of the same towards fulfilment of academic requirements for admitting a student to examination.
2. The institutions shall plan and conduct the Theory Internal Assessments using online/offline assessment mode so that the students are able to complete a part of their academic requirement to be eligible for admission to the respective examinations.
3. As regards to the practical/experiential/clinical classes, the institutions may engage students to complete the same through block teaching on reopening of the colleges, keeping in view that the theory classes would have been completed through the online/offline mode.
4. Internal Assessments for practical/experiential/clinicals shall be held immediately after completion of block teaching as mentioned above.
5. Priority shall be given to completion of class work and internal assessment in all respect to final year/final semester students.
6. JSS AHER will make efforts to announce the results of final year/final semester in the shortest possible time so that students are able to pursue their internship/higher studies/careers without disruption.
7. The Principals/Heads of the institutions shall ensure that the class work and internal assessments for other lower semesters/courses are completed in all respects before commencement of next academic year classes in the regular mode.
8. The intermediate semesters/courses students shall be permitted to progress into the next academic year/semester and shall be permitted to take the final examinations as planned by the JSS AHER.
9. The students shall be eligible to secure class and distinction subject to their fulfilling the requirements mentioned in respective course regulations provided he/she passes in all the subjects in a single attempt.
10. The students who are undergoing their internship may be engaged using case-based studies/assignments through remote teaching and where possible to be given credit to the number of days engaged in such structured online learning process. This ensures timely completion of internship and the course.

PhD Submissions

Guidance document on PhD submissions has been issued to Research Guides. The Guides shall instruct the candidates accordingly.

The above guidelines/schedules are tentative and are subject to further amendments following necessary advisories/guidelines/directions issued by the Central/State Government, MHRD or UGC/Regulatory bodies from time to time to prevent the spread of COVID-19.

JSS AHER has prepared a detailed plan and health advisory manual for the resumption of classes in regular mode, strictly following the norms of “social distancing” and other required precautions, to avoid any eventuality arising due to COVID-19. The same will be circulated and widely informed to all concerned.

JSS AHER, keeping in view the extraordinary circumstances, has made the above guidelines to its students, constituent institutions and departments as a one-time measure and they should not be cited as precedence in future. The institutions and the departments are requested to ensure that this information is disseminated to all concerned. We would like to reiterate and assure our stakeholders that JSS AHER is working constantly to take care of the academic progression of its students.
