



Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training (DGT)
**REGIONAL DIRECTORATE OF
APPRENTICESHIP TRAINING (RDAT)**
Ramanthapur, Hyderabad – 500 013
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No. PA/RDSDE/2019/Misc./

972

Date: 8/9/2020

OFFICE ORDER

In the light of instructions issued by DGT, MSDE, New Delhi vide Lr. No. MSDE/-20/04/2015/CFI dt. 3/9/2020, the 03 NSTIs under RDSDE, Hyderabad namely NSTIV, NSTIW, NSTIR shall open up in terms of training activities w.e.f 21/9/2020.

All these NSTIs shall strictly adhere to the guidelines of unlock 4.0 and the Standard Operating Procedures laid down by the Ministry of Home Affairs. All the concerned HOOs, CTI Section in charges, batch In-charges are hereby directed to strictly comply with the following

- 1 The details of schedule for completion of training activities and examination will be issued by the DGT in due course of time.
- 2 For safe resumption of academic and training process, all precautionary measures are to be ensured at the institutes so that the trainees and staff feel safe and secure at the institutes
- 3 Wearing of mask is compulsory for every one
- 4 Social distancing mandatory' minimum 01 meter distance between individuals. This should be followed in all issues like taking lunch etc., Hence, corresponding Mess, Hostel, workshop and training section, Library incharges need to make circular markings 'O' in places where Q or line is to be maintained by trainees.
- 5 Compulsory screening of all persons including HOD, HOO, faculty, staff, trainee entering through entry point at each and every building with thermal scanners
- 6 Biometric attendance should be temporarily discontinued and alternate arrangements for contactless attendance (swiping with bar code or register) or manual be made)
- 7 If trainees or staff become unwell and showing symptoms of Corona, they should not come to institute and inform the same to faculty, Director etc and should inform local health treatment centres immediately. However this absence should be treated as authorised leave with medical certificate.
- 8 All the trainees should be tested by Dispensary doctor.
- 9 Rework 'class room and Teaching timetable' fore-fronting social distancing requirement. Shared or common lunch break, recess to be avoided
- 10 Limit mixing of classes i.e. trainees in a class may stay in laboratory through out the day while teachers of employability, theory, engineering drawing etc move between lab to another, or classes could use different entrances if available or establish an order for each class to enter and leave the building class room

- 11 Expand time table with some trainees and teachers attending in the morning, others in the afternoon, others in the evening
- 12 Conduct classes on line. If no.of trainees are less and class room space is more, by duly observing social distance of 1 meter, physical classes should be conducted
- 13 The HOOs/Batch incharges are directed to ensure that hygienic conditions prevail all over the respective buildings, sanitization done regularly, preventing gathering or crowd.
- 14 The trainees and their parents are directed to understand the seriousness of the Covid 19 and cooperate with the authorities by wearing mask, social distancing, avoid crowd etc.
- 15 As discussed in the open meeting dt. 4/9/2020, the man power, materials & items requirement of various sections to be submitted to the Purchase section by respective section incharges.
- 16 The exist ng sharing arrangements in the Hostels before Covid 19, shall be continued from 21/9/2020 in respect of hostel accommodations.
- 17 All (staff and trainees) shall download and operate 'Árogya Sethu' in variably.
- 18 Till coivd situation is normalised, no outings and outside food supply is allowed to trainees.
- 19 No visitors are allowed to Hostels
- 20 Dos and Donots of Covid safety norms are to be displayed in all areas of training and hostel places by respective incharges.
- 21 The Medical Officer is requested to take active role in bringing awareness among trainees about covid safety.
- 22 The Medical officer need to maintain contact list of local authorities and maintain repo with them to meet any emergency.



8/9/2020
(A.V.RAO)

REGIONAL DIRECTOR

- 1 All the HODs of NSTIR, NSTIV, NSTIW
- 2 The Security officer for above concerned instructions

Copy to

- 1 The Dy. Director General (C & PA), DGT, MSDE, New Delhi
- 2 The Director (CFI), -do-
- 3 All DDs/ADs/ TOs/VIs/JTOs - Batch/Lab Incharges
- 4 Hostel Incharges
- 5 Notice board of above 3 institutes
- 6 DGT with reference to letter dt. 3rd September 2020


8/9/2020

REGIONAL DIRECTOR