



ADMINISTRATION

No. 01/Admn./Corona (Covid-19)/Misc./2020

13th April, 2021

CIRCULAR

In continuation to the University Notification(s) dated 21.05.2020, 24.08.2020 & 11.04.2021, regarding increasing of COVID-19 cases in the campus and to take effective measures to prevent its spread, the following preventive measures are enforced with immediate effect:

1. All Deans, Chairpersons and Head of departments are requested to stagger the working hours/days, which should be implemented in offices/laboratories/library.
2. All employees who are at higher risk, i.e., older employees, pregnant women and employees who have underlying medical conditions, should take extra precautions. They should preferably not get exposed to any front-line work requiring direct contact with the public.
3. The employees who are residing in Red Zone/Containment Zones notified by Competent Authority should take permission from the respective Head of the Department to work from home until the containment zone is de-notified. They should produce the Red Zone/Containment zone order copy from the Competent Authority; further it shall be the responsibility of the concerned official to report back to the office, immediate after the containment zone is de-notified.
4. If any employee and his/her family members are tested positive or are under home isolation/quarantine, they must inform with supporting documents immediately to the respective Head of the Department, who shall communicate to the Administration/Security/Health Centre.
5. Only asymptomatic officers/staffs shall be allowed to attend the office/ laboratory /library. Anyone with a mild cold/cough or fever needs to stay at home and they would apply for a suitable leave.
6. Individuals must maintain a minimum distance of 6 feet in public places, as far as feasible. It should be maintained even during lunch timings. Seating arrangement to be made in such a way that adequate social distancing is maintained, as far as feasible.
7. Physical meetings are to be avoided. Meetings, as far as feasible, should be done through video conferencing. All files will be moved through electronic mode only.
8. Use of lift needs to be avoided.
9. Visitors including staff working in other buildings are not allowed inside the Administration building, and movement from one building to another building and one office to another office is strictly prohibited; for any work they may contact concerned section through phone, email, or e-office or video conference.

10. Practice of frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty, or use of alcohol-based hand sanitizers is made as feasible.
11. Wearing of face masks is compulsory in the University campus. Proper disposal of face covers/masks shall be ensured.
12. Spitting shall be strictly prohibited.
13. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30 °C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
14. Any one found violating the above directions and COVID-19 protocols shall be liable for disciplinary action.
15. In case of any symptoms during the office hour like cough, fever & difficulty in breathing and any kind of emergency the employee should call University Health Centre at 011-26741636, Security Control Room at 011-26704029 (9 A.M. to 5 P.M.), 011-26704752 (24x7) and Ministry of Health and Family Welfare's 24x7 helpline at 011-23978046.

This issues with the approval of the Competent Authority.



[Prof. Anirban Chakraborti]
Registrar

To,

All Concerned

Copy to:

1. Chairman, COVID-19 Task force
2. Dean of Students
3. Chief Proctor
4. CMO (SAG), Health Centre
5. Chief Security Officer
6. PS to VC/Rector-I/II/III
7. Director, CIS - for emailing and displaying the above circular at the University website.