



No. RDO/2911/20

Date: 4<sup>th</sup> June, 2020

**CIRCULAR**

In continuation of the Institute notification No. RMS/341/20 dated 17.05.2020 the following additional arrangements are being taken in line with the Order Memo No. 177-CS/2020 dt. 18.05.2020, Order Memo No. 218-CS/2020 dt 30.05.2020, and No. 12-Pr.Secy-HEED/2020 dated 30.05.2020 of Govt. of West Bengal and Order No. 40-3/2020-DM-I(A) dt. 17.05.2020 and dt. 30.05.2020 of Government of India, for running the essential administrative and academic activities of the Institute.

1. In general, all academic activities except on-line examinations/evaluation related activities will not take inside the Institute till further order.
2. All on-line examinations/evaluation related academic activities as decided by the Senate in the 15<sup>th</sup> Emergency Meeting (online) shall start with immediate effect.
3. No UG/PG/DD students and Research Scholars shall enter the departments/laboratories till further order.
4. The academic Departments / Schools/ Centers shall be opened for administrative and on-line examination/evaluation related purpose on all working days from 10.00 am to 2.00 pm till further order.
5. The faculty members in general shall continue to work from home. However, if necessary, they may visit their office for on-line examination/evaluation related work in consultation with their respective Heads.
6. The offices of various Administrative Departments including the offices of the Deans shall be opened on all working days from 10.00 am to 2.00 pm till further order.
7. Any staff including contractual/outsourcing etc., shall be required to attend the offices as per the requirement and directive of the concerned Heads / In-charges of the academic units / offices. In general, Heads / In-charges of the academic units/offices shall ensure that not more than 50 % of Group B and C employees are required to attend office every day.
8. Before assigning any duty to any employee the concerned Head/In-charge of the academic unit / office shall be required to verify the current residence of the staff. No employee currently staying in area classified as Containment Zone-A be allowed to attend the Office during this period. The concerned Head/In-charge may make alternate arrangement, if necessary, with consultation with the Registrar.

9. All the Heads / In-charges of the academic units/offices are required to maintain records of all employees attending the office. The faculty members and non-faculty members including officers, who are not required to attend office on a certain day, shall work from home. However, they shall also remain fully prepared to be called for emergency duty in exigencies, for which they will be electronically informed through telephone/mobile/e-mail/WhatsApp. In case a faculty/non-faculty wishes to avail leave (including station leave) during this period they must send their application in advance by e-mail/WhatsApp to the appropriate authority.
10. All the employees engaged in essential services like cleaning, security, medical, internet services, engineering activities and those who are directly involved in taking measures to control the spread of COVID-19 shall attend office as per the instruction of their controlling officers.
11. If necessary, the Registrar shall issue a certificate intimating that the movement of the staff will be necessary for the activities of the Institute.
12. All shops including the canteens, except the Frank Ross pharmacy located inside the campus shall remain closed till further order.
13. Employees attending office during the above mentioned working hours are required to take all necessary precautionary measures and to follow health guidelines issued by the Government of India and the Government of West Bengal from time to time.

This is issued with the approval of the Competent Authority.

Sd/-

(Dr. Biman Bandyopadhyay)  
Registrar, IEST, Shibpur

Copy forwarded for information and action to:

1. PS to the Director
2. All Deans/All Heads of Departments/Schools/Centres/Officers
3. Institute Website

*H. A. 1/08/2020*  
Registrar