



No. RDO/ 3040 /20

Dated: 22.07.2020

CIRCULAR

In view of the recent spread of COVID 19 infections following additional measures have been taken by the Institute till further order.

1. Entry to the campus shall be strictly monitored by the security personnel of the Institute. Everybody has to undergo through thermal scanning and hand wash/sensitisation protocol at the gate at the time of entry. If necessary, checking by oximeter shall also be made at the gate.
2. The vendor / representative of any agency shall be allowed to enter in the campus only with the permission of the concerned officer / head. The officer / head shall issue pass or to the vendor / representative of the agency who requires regular entry.
3. On weekly lockdown days as and when announced by the state government no entry and exit shall be allowed except for emergency purpose. No office of the Institute except the office of the essential service shall be kept opened on weekly lockdown days.
4. Everybody must wear mask inside the campus and security personnel shall strictly monitor it.
5. Compound section shall take all necessary measures so that Office and academic departments shall be sanitized in every day and the lifts shall be sanitized twice daily.

All concerned are advised to adhere strictly to the above measures taken by the Administration in the Public interest.

This is issued with the approval of the competent authority.

Sd/-
(Dr. Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to: -

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

A. 21/07/2020
Registrar