



Dean (Planning and Development) Indian Institute of Engineering Science and Technology, Shibpur

(Formerly Bengal Engineering College, Estd. in 1856)

Entry-Exit Guidelines (Lockdown - 4)

In view of the various orders / guidelines of the Government of India and the Government of West Bengal after imposition of Lock Down 4, the following norms regarding movement of the persons through Campus Gate shall be followed with effect from 24.05.2020 till further order.

I. For Campus Residents

A. For Movement due to non-emergency purpose

- Resident employee and his / her family member(s) may go out and enter through Gate No.1 for personal purpose daily two times --
Morning: from 7 am to 10 am and
Evening: from 4 pm to 6 pm.
- One can use his/her own vehicle for the purpose.
- The details of the person(s) e.g., Name, Quarter No. , Name of the Employee shall be recorded at the gate

B. For any Emergency

- In case of medical emergency of the employee or his / her family member the Medical Officer at the Institute Hospital has to be contacted first. On the advice of the Medical Officer, the patient and the accompanying persons can move through gate without any other permission. The Security Officer shall keep the Deputy Registrar I/c Security informed at the immediate convenient time.
- In case of any other emergency the Deputy Registrar I/c Security / Registrar / Chairman Task Force (in the order) may be contacted for necessary assistance of the Security on duty.
- In all such cases the Director shall be kept informed by the Deputy Registrar I/c Security subsequently.

C. For Regular movement of spouse or any other dependant of any resident employee

- Movement of spouse or any other dependant of employee shall be allowed regularly as per schedule of his/her Office/ working hours.
- The employee shall send an intimation by email / WhatsApp / hand-written letter to the Security Officer at least 24 hours before probable time of first exit. This intimation should be addressed to the Director. It should clearly mention the name of the person, purpose of movement and vehicle number, if any.
- The Security Officer shall send this intimation to the Director through the Deputy Registrar I/c Security for information.
- Those who have already got permission need not send any intimation further.

D. For any other movement

- Similar to that mentioned in C

II. For the Students

- The students shall be permitted to move inside the campus between 7 am and 9 pm. However, they have to strictly follow all norms like wearing mask, maintaining social- distancing while moving in the campus. .



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- Hostels shall remain open 7 am and 9 pm and the movement through the gate shall be monitored by the Security guard on duty.
 - For going out of the Campus the students have to seek permission from the Director through Warden>Chief Warden>Dean (SW).
- III. For outsiders not related to the institute**
- Outsiders not related to the institute shall not be, in general, allowed to enter in the campus without a valid business (visiting banks, on duty teacher/staff of Model School. Maintenance work etc.). The visitor shall have to produce necessary document in support of their business.
 - Outsiders providing essential services are permitted to enter. Any decision in this regard can be taken by the Deputy Registrar I/c Security. If necessary he may seek instruction from the Director.
 - For handing over any material by Amazon etc. the delivery shall be made at the gate. Necessary arrangements shall be made by the security on duty to get the items delivered to the consignee.
- IV. For Employees residing outside campus but like to visit for non-official purpose**
- An employee can enter the campus between 10.00 am and 12.00 pm. for visiting hospital or medicine shop or bank. He or she shall have to show the identity document at the gate.
- V. General Norms:**
- i) Everybody entering in the campus shall
 - preferably keep his/her Arogya Setu App in active mode.
 - have to undergo thermal checking
 - wash hands
 - ii) For each movement (exit & entry) the details of the person (Name, Quarter Number, Name of the Employee, Time of exit and time of entry, and Mobile number etc. as may be applicable) shall be properly noted at the gate.
 - iii) If anybody goes out of the campus for overnight stay or for longer duration to other place, after return that person shall have to first go to the hospital for necessary health checking and thereafter stay in home quarantine for 14 days.
 - iv) For any other issue related to entry or exit through the gate, the Deputy Registrar I/c Security / Registrar / Chairman Task Force shall take necessary action in consultation with the Director.

This is issued with the approval of the competent authority.

Dean (PD), IEST, Shibpur and
Chairman, Task Force

Copy to:

- i) PS to the Director
- ii) All Dean and Associate Deans
- iii) All Heads
- iv) Registrar
- v) Deputy Registrar I/c Security
- vi) All members of the Task force
- vii) Institute Website