



RMS/222/20

Dated: 22.03.2020

CIRCULAR

Sub: Further Preventive measures to achieve "social distancing"

In continuation of the Office Circular No. RMS/221/20 dated 20.03.2020 and in pursuance of the letter no. D.O. No. Secy (HE)/MHRD/2020 dated 21.03.2020 of the Secretary, Department of Higher Education, MHRD, GoI, Office Memorandum No. F. No. 11013/9/2014-Estt (A-III) dt. 20.03.2020 of the Department of Personnel and Training, GoI and Office Order No. H&FW/120/20 dated 22.03.2020 of the Principal Secretary, Health & Family Welfare Department, Govt. of West Bengal following additional measures have been taken by the Institute for preventing the spread of COVID-19 with immediate effect.

- i) Faculty members / Research Scholars/Research Project staff are permitted to work from home till 15.04.2020.
- ii) All activities related to PhD. admission, examination, evaluation and others including submission of Ph.D. theses will remain suspended till 15.04.2020. An intimation in this regard will be made by the academic section.
- iii) The Non-Teaching staff including Officers are permitted to work from home till 31.03.2020.
- iv) The said period shall be counted as being on duty for all employees including Temporary Faculty member / Visiting Faculty member / Contractual employees / Employees engaged through outsourced agency. No deduction of salary for the employees engaged through outsourced agency shall be made for their absence in the office.
- v) All Faculty members / Non-teaching staff are required to provide their contact details i.e. telephone no., email id etc. to their controlling Head / Officer so that they may be contacted in case of an emergency. Further, all such employees are expected to follow social distancing during the period they are permitted to work from home.
- vi) The employees engaged in emergency services including cleaning, security, medical, internet services, electric and water supply of IWD section and those directly involved in taking measures to control the spread of COVID-19 shall continue to attend office as per the instruction of their controlling officer.
- vii) The Finance section including that of Dean (RC) department may be opened at the discretion of the Head of the Institution only for those periods which are utterly necessary for clearing invoices, arranging payments and preparing salary bills. The Registrar / Deputy Registrar (Finance) in such cases may be permitted to run the office with minimal staff members preferably staying inside the campus or close to the campus.
- viii) The entry to all departments and offices including laboratories and academic section shall remain entirely under lockdown condition with immediate effect.
- ix) However, if it is utterly necessary for some employees to collect essential items from the office for enabling them to work from home, limited access to the departments and offices will be allowed during 10.00 a.m. to 3.00 p.m. on 23.03.2020.
- x) All Heads of the Departments are advised to process and sent all urgent payment related documents to the Finance Section during 10.00 am to 3.00 pm. on 23.03.2020.



कुलसचिव कार्यालय / निबन्धक कार्यालय / Office Of The Registrar
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE

- xi) Deans and Officers may attend their respective offices during 10.00 am to 3.00 pm. on 23.03.2020, if essential.
- xii) After 3.00 pm. on 23.03.2020 no one shall be permitted to enter the Departments and Offices. If a Head of any academic / administrative unit feels an urgent need to have an access to Department/Office for any unforeseen reason, he must contact the Director through email/phone or otherwise for permission.
- xiii) All shops including the canteens, but except the Frank Ross Medicine shop, located inside the campus shall remain closed upto 31.03.2020. No booking in the Guest House is permitted till further order. The Guest House must ensure that the existing guests, if any vacate their rooms immediately.
- xiv) The entry to the campus for the non-residents will be strictly controlled and restricted upto 31.03.2020.
- xv) The residents in the campus are advised not to go outside in social gathering except collecting essential items. They are further advised not to allow any outsider to their residences inside the campus during the period upto 31.03.2020.
- xvi) All Laboratories of Departments/ Schools/Centres including SAIF facility shall remain under complete shutdown condition till further order.
- xvii) The Principal, ITI inside IEST campus and the Head Master (Teacher I/c), B.E. College Model School (Montessori/Primary/Secondary), are advised to adhere strictly to the social-distancing guidelines issued by the Ministry.

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 /All Officers
3. The Principal, ITI inside IEST campus and the Head Master (Teacher I/c), B.E. College Model School (Montessori/Primary/Secondary)
4. Institute Website

4/22/3/2020
Registrar