



Order

No. 18/14

Date: 17.05.2021

Sub: Restriction in Entry-Exit in the Campus in view of recent order of the Government of West Bengal

In view of the recent order of the Government of West Bengal No. 647-ISS/2M-22/2020 dt 15.05.2021 following restriction shall be imposed along with maintaining existing norms regarding entry and exit in the campus upto 30.05.2021.

- All persons entering in the campus should be thermally checked and thoroughly wash their hands.
- All existing employees can enter in the campus if they have any specific official or academic work.
- All employees of the Banks and Model School including KG section can enter for discharging their official duties.
- The outsiders should be allowed if they have any satisfactory reason for entry. For these following points may be noted
 - Anybody wants to visit any Bank shall show the proper document and state the purpose of visit.
 - Recipients of vaccine shall produce the necessary document
 - Any other persons shall be allowed if the entry is recommended by any Dean/Head / Officer.
 - For any visitor to any quarter the recommendation of the respective employee shall be required.
- The employees of the agencies who are having regular activities inside the campus shall be allowed to enter subject to the endorsement from the concerned Dean/Head / Officer.
- The students staying inside the campus shall be allowed to go outside the campus only when that is endorsed by the Chief Warden or Dean (Student Welfare).
- No student is allowed to enter unless permitted by the concerned Dean (Student Welfare) / Head / Chief Warden / Deputy Registrar (Academic).
- All people staying inside of the campus are advised to avoid going outside as much as possible. However, there shall be no specific restriction for their entry and exit during 5am to 9pm.
- No entry or exit shall be allowed during 9 pm and 5 am with the following exceptions
 - Any type of medical emergency
 - Spouse or wards of the employee having specific regular employment during the above time outside the campus.

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निदेशक कार्यालय

भारतीय अभियान्त्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिबपुर
पो : बोटानिक गार्डन, हावड़ा- ७११ १०३, पश्चिमबंग, भारत

OFFICE OF THE DIRECTOR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPU
P.O. : Botanic Garden, Howrah - 711 103, West Bengal, India

- All courier / home delivery shall be allowed to enter following the prevailing practice.
- Outsiders who are allowed to enter may take his/her vehicle inside the campus.
- The side passage of the Second Gate shall be kept open for movement of pedestrian and cyclist during 7.00 am and 10.00 am only for the movement of the campus residents for enabling the marketing work quickly.
- The entry and exit of all outsiders (other than employee or regular visitor) shall be properly noted.

Any other issue related to entry and exit shall be referred to Shri Debanjan Das, Security Consultant, (7980754940) or Shri S. N. Dutta, Deputy Registrar i/c Security or Dr. S. K. Roy, Chairman Taskforce.

This is issued with the approval of the competent authority,

Sd/-

(Shib Sankar Basak)

Assistant Registrar (Academic and Administration)
Office of the Director

No. 18/14

Date: 17.05.2021

Copy forwarded for information and necessary action to: -

1. PS to the Director
2. All Deans/ Associate Deans/ Head of the Departments/Schools/ Centres /
3. All Officers
4. The Chief Warden
5. All Hostel / Hall Wardens
6. General Secretary, Students' Senate
7. All Notice Board
8. Institute Website

 17.05.2021

Assistant Registrar (Academic and Administration)
Office of the Director