



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No RDO/832/22

Date: 05.01.2022

ORDER

In view of the contingent circumstances arising out of the sharp outbreak of COVID-19 and Omicron cases, the following aspects be adhered to until further order:

1.1. Academic activities

All offline academic activities shall be kept on hold. However, scholars/final year PG students (who have recently joined the laboratories) may visit the laboratory only for some urgent activities with prior permission of the supervisor and the Head of the Department/School/Center maintaining all COVID-19 protocols.

1.2. Residents of Hostel

Students staying in halls/hostels may be asked to leave as soon as possible. However, if any student is not able to go back home, he/she shall have to submit consent from his/her parents. Such boarders of the halls/hostels shall not be allowed to go outside the campus (except for medical purposes) without the permission of the Chief Warden.

1.3. Entry and exit at gates

- Vigilance at the first gate should be increased. Adequate sanitizer may be arranged at the gates.
- The pedestrian path of the second gate may be opened from 7 am to 12 noon and 5 pm to 7 pm. Only the employees, family members, and domestic helpers may be allowed through the second gate.
- The entry and movement of the visitors may be strictly monitored.

1.4. Security Personnel

The security personnel of the external security agency may not go outside without permission/intimation except emergency arises. However, they may be kept in quarantine for 7 days.

1.5. Canteens/shops

All the canteens and shops may continue with 50% capacity up to 10 pm. The service providers shall arrange regular sanitization and cleaning.

1.6. Alumni meetings and guest house booking

- All alumni meetings may be postponed for the time-being. If the situation improves, alumni may be requested to plan accordingly.
- All room bookings (except booking for the Institute Guests) in the guest house may be cancelled.

1.7. Sanitization of Departments/Offices

The sanitization of the departments/offices may be carried out by the compound section, and necessary procurement shall be made on urgent basis through local purchase committee.

contd.



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

1.8. Hospital

Professor In-charge, Hospital shall arrange to keep the hospital facilities ready to keep a few patients for primary care. Necessary medicines, masks, PPE kits, sanitizers, fogging chemicals, etc. may be procured on an emergency basis.

This is issued with the approval of the competent authority.

Sd/-
(Prof. Rana Roy)
Registrar (Actg.)

Memo No.

Date:

Copy to:

1. Office of the Director
2. All Deans/Heads/Officers
3. All Heads (with a request for necessary action on 1.1)
4. Dean (S&W)/Chief Warden (with a request for necessary action on 1.2)
5. Chairman, Security Committee/ Faculty-in-Charge, Security Committee (with a request for necessary action on 1.3 & 1.4)
6. Chairman, Canteen Committee (with a request for necessary action on 1.5)
7. Dean, IRAA (with a request for necessary action on 1.6a)
8. In-Charge, Institute Guest House (with a request for necessary action on 1.6b)
9. Assistant Registrar (S&P), (with a request to propose a committee urgently and necessary action on 1.7)
10. Professor-in-Charge, Hospital (with a request for necessary action on 1.8)
11. The Internal Audit
12. Record Section
13. Institute Website


Registrar (Actg.)

05.01

2022