



No. RDO/ 3198 /20

Date: 21st October, 2020

ORDER

In view of the various orders / guidelines of the Government of India and the Government of West Bengal, and the resolution of the COVID-19 Taskforce Committee, the following norms regarding movement of the persons through Campus Gate / Academic and Administrative Buildings shall be followed with effect from 21.10.2020 till further order.

1. The first gate shall remain open for entry and exit of campus residents from 6.00 am to 9.00 pm. For movement during 9.00 pm and 6.00 am the residents shall have to give prior information to the Chairman Taskforce, COVID-19 / Deputy Registrar i/c Security. No separate permission or intimation shall be necessary for staying overnight outside the campus. However, on return all protocols shall have to be followed.
2. The domestic help may be allowed to enter the campus and go to the residential quarters. Each resident may submit a request to the Deputy Registrar i/c Security in the prescribed format as given below.
3. The employees and visitors shall be sanitized/fumigated and undergo thermal checking and hand wash protocol at the time of entry in the 4-storied Academic Building and 8-storied Academic cum Administrative Building.
4. There shall be only one entry in each of these two buildings. Registers shall be kept at the entry to record the details of the visitors.
5. The concerned faculty members / officers / staff / residents shall send prior intimation to the Security Consultant for entry of any visitor including the vendors. Without any prior intimation from any faculty member / officer / staff / campus resident, no outsider shall be allowed. For entry and exit of any hired vehicle, the concerned faculty members / officers / staff / residents shall send request to the Security Consultant. The intimation can be sent through whatsapp / sms / letter etc. For entry of any outsider between 9.00 pm and 6.00 am, prior intimation shall have to be sent to the Chairman COVID-19 / Deputy Registrar i/c Security.
6. Outsiders not related to the Institute shall not be, in general, allowed to enter the campus without a valid business (visiting banks, on duty teacher/staff of Model School, maintenance staff etc.). The visitor shall have to produce necessary document in support of their business.
7. In general no student or scholar shall be allowed to enter at present. However, for some specific purpose the students and scholars shall be allowed to enter with prior permission of Dean (Academic) / Dean (Student Welfare) / Chief Warden / Deputy Registrar (Academic) / Assistant Registrar (Academic) / Librarian.
8. Everybody entering into the campus shall have to undergo thermal checking and wash hands. Everybody inside the campus shall always use masks covering face and nose.

Request for Entry of Domestic Help in the Residential Quarters

Name of the Employee:

Designation:

Quarter No.:

Name of the Domestic Help:

Normal Time of Entry in the quarter:

Normal Time of Exit from the quarter:

Frequency of entry: Daily / _____ time per week:

I request to accord permission of the above domestic help to enter the campus and come to my quarter for the period as mentioned. He / she is not staying in containment zone. Neither he/she nor any member of his/her family is currently COVID-19 suspected.

Signature of the Resident with date

This is issued with the approval of the competent authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

Copy forwarded for information and necessary action to:-

1. Private Secretary to the Director
2. All Deans/Heads of the Departments/Schools/Centres/ All Officers
3. Institute Website

Registrar

P.O. - BOTANIC GARDEN, HOWRAH - 711 103, WEST BENGAL, INDIA

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Established on 24th November, 1856 : Formerly known as B.E. College, B.E. College (Deemed University) and Bengal Engineering and Science University, Shibpur