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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./OO/2020/001/A-1494

Date: 25/03/2020

OFFICE ORDER

In compliance to the directions contained in the address of the Hon'ble Prime Minister of India to the nation and various orders/instructions issued by MHA, DoPT, DoE, MHRD, MoHFW, State Govt., local administration etc. wherein country wide lockdown has been imposed to prevent the spread of novel Corona virus (Covid-2019), following instructions are hereby issued for strict compliance by all the employees of the Institute:

- a) All Academics, Co-curriculum and Extra-curriculum activities including project work, attendance requirement of M.Tech. and Ph.D. scholars, laboratory work etc. stand suspended till 14th April, 2020. The Institute administration will review the situation before 14th April 2020 for further courses of action as per the guidelines received from MHRD. All stakeholders of the Institute are required to regularly check the Institute website and respective email inbox.
- b) In continuation to Notice vide NITUK/Acad/20/044 dated 20th March, 2020 regarding sharing the e-Content of the offered courses with registered students, the loss of Laboratory Component may be compensated by advising students to use Virtual Labs facility (www.vlab.co.in).
- c) All students and employees who have travel history to Corona affected regions or who are suspected to have come in contact with any Corona patients during last 14 days should remain self quarantined and confined to their home.
- d) The students, who are still in the hostels, particularly other state students, are allowed to continue in their hostels and advised to take all necessary safety precautions as and when notified by the Govt. /Institute authorities.
- e) The students who are not staying in the Campus are advised not to visit the Campus during the period and are also advised to report to the nearby Medical Facility/Centre, if they are suspecting Corona virus (COVID-19) like symptoms.
- f) The student and employees are not allowed to enter in the Institute premises (Srinagar & Jaipur) until 14th April, 2020, unless and until permitted by the respective competent authority.
- g) Students shall inform their respective faculty advisors if restriction of movement due to suspension of public transport, lockdown, curfew etc. are imposed beyond 14th April, 2020 in their areas.
- h) All faculty members, Trainee Teachers & Research Scholars should utilize this period for various Research/Academic activities such as:
 - 1) Development of online content, online teaching (PPTs/Video conferencing etc.) and online evaluation.
 - 2) Prepare lesson plan and develop instructional material for the courses to be offered during next academic year/next semester.

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- 3) To send home assignment of course material to all students of their classes for the remaining course content.
 - 4) Carry on research.
 - 5) Write articles, papers or proposals etc.
 - 6) Prepare innovative questions for "Question Bank".
 - 7) Prepare innovative projects on "Ek Bharat Shrestha Bharat" and other topics.
- i) The Institute Dispensary and other essential services like Ambulance, Security and Housekeeping will continue to be functional with revised duty roster.
 - j) The Institute Mess and Canteen shall also remain closed upto 14th April, 2020.
 - k) None of the faculty members, Trainee Teachers, Officers and Staff members shall be permitted to attend the Conferences, Workshops, Short Term Courses etc. Permission shall not be granted to avail LTC till further orders. All the sanctioned LTCs are also hereby cancelled and cancellation charges, if any, shall be reimbursed.
 - l) All faculty members, Trainee Teachers, Officers, Staff members, contractual and outsourced office staff shall discharge their work over Internet/VPN i.e. Work from Home till 14th April, 2020.
 - m) All the employees, Consultants, Contractual/Outsourced Office Staff should provide their contact details i.e. Mobile No., email id etc., so as to enable the Institute to contact them at the time of any exigencies. The details may be provided to the Establishment Section (estt@nituk.ac.in) as well as to the respective Section Head, Coordinator and HoD.
 - n) All the employees, Consultants, Contractual and Outsourced Staff shall be treated on duty without deduction of any wages up to 14th April, 2020 while they work from home.
 - o) The Dak Movement is suspended till further orders. Important/urgent files shall be approved by the respective competent authority through proper channel (by email), followed by ink signed endorsement on note sheet/file later. Proper records shall be maintained by the Sections. Improper maintenance of records will be treated as an offence and will be punishable.
 - p) All faculty members, Officers, Non-Teaching Staff members, Consultants, contractual and outsourced manpower shall continue to follow the instructions and health advisories of local administration, State Government and other Government authority issued from time to time.
 - q) All employees shall remain in the station i.e. Srinagar (Garhwal) and Jaipur, so that they may be directed to report for duty at the time of any exigencies in the public interest. In case, while on station leave, restriction of movement arising due to suspension of public transport, lockdown, curfew etc., such employees shall inform to the respective HoD/Section Head and Establishment Section immediately.

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- r) All Section Heads/HoDs/ARs shall ensure fulfillment of all urgent Administrative/ Academic requirements by complying with all the guidelines/instructions of respective authority, for which, as and when required, they may call selected staff to office, for a required duration, with due permission of the Competent Authority.
- s) The Coordinator Security & Manpower shall ensure optimal availability of Security/Housekeeping services and sanitation materials. A separate duty roster of Security and Housekeeping personnel must be prepared and issued with due approval of the Competent Authority, to reduce their deployment in the campus.
- t) The Institute Dispensary shall remain open. Coordinator (Dispensary) shall ensure availability of optimum medical services in the Institute Dispensary. A separate duty roster of Dispensary staff must be prepared and issued with due approval of the Competent Authority, to reduce their deployment in the campus.
- u) While at home, all employees and students are advised to restrict their movement and limit only to bare essential activities and follow the instructions and other health advisories issued by the Government from time to time.

The above instruction supersedes the earlier Office Order No.A-1477 dated 18th March, 2020 and A-1492 dated 20th March, 2020.

This is issued with the approval of the Competent Authority.

Sd/-
Registrar

Copy to:

1. All students & employees – through email
2. All Notice boards
3. Coordinator (Website) – **for upload on the Institute website.**
4. Assistant Registrar (Estt.)
5. Office of the Director
6. Office of the Registrar
7. Guard file - for record