

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./00/2020/001/A-22

Date: 03/05/2020

OFFICE ORDER

The Institute Office Order No.A-1494 dated 25/03/2020, No. A-03 dated 14/04/2020 and directions of the Competent Authority contained in the Minutes of the Deans Committee meeting held on 20/04/2020, 23/04/2020 and 01/05/2020, under the Chairmanship of the Hon'ble Director, guidelines have already been issued for strict compliance by all employees to manage the administrative and academic affairs of the Institute, during the COVID-19 lockdown period.

Ministry of Home Affairs, GoI has issued an Order No.40-3/2020-DM-I(A) dated 01/05/2020 directing the continuation of lockdown measures for a further period of two weeks with effect from 04/05/2020, with new guidelines on lockdown measures.

In compliance to the MHA Order quoted above and based on the assessment of the prevailing situation, wherein, Institute Senate has approved the conduct of Online Teaching and Examination, the Competent Authority of the Institute hereby issues additional guidelines to regulate the functioning and discharge of responsibilities of the offices of the Institute to its optimum efficiency and timely disposal of case files, amidst the new guidelines for COVID-19 management in the extended period of the National lockdown.

Following additional guidelines shall come in to effect from 04/05/2020 for a period of two weeks, for strict compliance.

1. The Institute shall continue to remain closed till 17/05/2020, however the administrative work and process of Online/distance learning and Online Examinations as per the Special Ordinance enacted by the Senate on 02/05/2020 shall be implemented.
2. All offices of the Institute, e.g. Deans, HoDs, Asso. Deans, Section Heads, Coordinators, Officers, etc., at Srinagar and Jaipur Campus shall function from 04/05/2020 as per official timings. All Deans/HoDs/Asso. Deans/Section Heads/Coordinators/Officers shall attend the office on all working day.
3. All kinds of leaves of the employees are hereby suspended except in very exceptional circumstances that too with due permission from the Competent Authority. It has also been observed from the Location Report that lately few employees have left the Headquarter without written permission from HoDs/Section Heads/Coordinators. They are hereby directed to submit the application form for due and admissible leave, for their unauthorized absence from the Institute, on or before 08/05/2020.
4. The Deans/HoDs/Asso. Deans/Section Heads/Coordinators shall prepare the Duty Roster of other Faculty/Group-B/Group-C/Contractual Manpower of their respective Sections/Departments. Employees above 65 years of age/Divyaang/pregnant employees/employees with comorbidities should stay at home, and therefore should not be included in the Duty Roster. The presence of Group-B/Group-C/Contractual Manpower in any Department/Section should not exceed 33% in Jaipur, and 50% in Srinagar, on any working day. However, if required, HoD/Section Head may call them to attend the office; on the days other than the nominated days, for speedy clearance of pending work. These arrangements are put in place to avoid crowding in the workplace and to adhere to norms of Social Distancing while ensuring offices functioning to its optimum efficiency. HoD/Section Head must strictly comply.
5. The staff which remains at home as per the Duty Roster shall Work from Home and complete work assigned to them. They should be available on telephone/e-mail or other electronic means of communication, at all times, and can be called on duty depending upon the work requirement of the respective HoD/Section Head. They cannot leave Headquarters or avail any kind of leave without due permission from the Competent Authority. All Section Heads, Coordinators, and HoDs are requested to assign the work to them.


03/05/2020

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6. The employees residing in the Containment Zone (demarcated within Red (Hotspots)/Orange Zones by State/District/Local Administration) shall not be included in the Duty Roster. Such employees should intimate their HoD/Section Head/Coordinators with information to the Establishment Section, and should not visit the Institute.
7. Wearing of face cover/masks is compulsory in the Institute premises as well as in public places. Coordinator (Dispensary) shall ensure the availability of adequate stock of such face masks and sufficient quantity of hand sanitizing liquid, for a one-time issue to each Employee/Students/Contractual Manpower. The Coordinator (Dispensary) shall also ensure the thermal scanning at the entry gates and shall provide.
8. Social distancing shall be followed as per the guidelines issued by the Ministry of Health and Family Welfare and Local Administration, both in Institute premises and in public places/private transport. It shall be ensured by the respective HoDs/Section Heads/Coordinators, and that seating arrangements in the Department/Sections conform to the social distancing norms. Gatherings, especially in Canteens must be avoided. Gathering of 5 or more employees at any place in the Institute premises or in public places should be avoided. Social distancing within the Section/Departments shall be ensured through adequate gaps and staggering the lunch breaks of staff.
9. Use of Arogya Setu App is mandatory for all employees. It shall be the responsibility of all HoDs/Section Heads/Coordinators that all employees have installed the App.
10. Assistant Registrar (Estt.) shall put a system in place to receive/deliver Daily Dak at the entry point/gate itself, of the Institute.
11. Movement of individuals in the Institute premises and in the public places shall remain strictly prohibited from 07:00 PM to next day morning 07:00 AM every day. The attention of all employees is invited to the penal provisions contained in Section 51 to 60 of the Disaster Management Act, 2005 for violating the lockdown measures besides legal action under Section 188 of the Indian Penal Code. All employees are hereby directed to conduct themselves in accordance with the provisions of the Act.

This is issued with the approval of the Competent Authority.


03/05/2020

Registrar

Copy to:

1. All students & employees – through email
2. All Section Heads/Coordinators/HoDs – for timely and strict observations of above instructions.
3. Coordinator (Website) – for upload on the Institute website.
4. Coordinator (Dispensary & Manpower) – for timely and strict observations of above instructions.
5. Registrar, MNIT Jaipur
6. Incharge (Security), MNIT Jaipur
7. Assistant Registrar (Estt.)
8. Office of the Director
9. Office of the Registrar
10. Guard file - for record