

BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of UGC Act, 1956)

MESRA RANCHI – 835215

RefNo. GO/COVID-19/Guidelines/2021-22/ 8058

04 January 2022

COVID-19 Guidelines for Faculty/Staff Members

In continuation to our previous notification and Govt. of Jharkhand order vide Memo No. 01/CS/Res dated 03rd January 2022, the following guidelines are hereby issued to negate COVID spread, risks, and ill-effects while ensuring minimum operational level of the Institute:

1. First and foremost is that all faculty/staff members must continue to maintain strict vigil on their personal hygiene/healthcare and regularly monitor health vitals for early detection of COVID-like symptoms. In case of slightest of feeling of discomfort, they must write to their respective Heads, contact (on telecall/email) the Medical Officer In-Charge, Institute Dispensary for medical advice as well as need for Isolation/Home-Quarantine.
2. The **On-line mode of teaching and learning** shall continue in the academic departments, till further orders.
3. All faculty/staff members are urged not to step out of the campus unless it is extremely necessary.
4. All Students are strictly advised not to leave the campus using any exit-route. The security is hereby instructed to strictly disallow Out-Movement of Students living in the Campus.
5. **All Faculty/ Officers** should physically attend the workplace at usual business hours. **The business hours shall be 9:00 AM to 5:30 PM on working days.**
6. HoDs and Section Heads are requested to prepare and implement a fresh **DUTY ROSTER** for the **Staff members** of their respective Department/Section to ensure that on a given day **50% of the Staff** must physically attend the Department/Section and **rest shall be on work-from-home**. The **DUTY ROSTER shall be submitted to DR (Estb. & HR) (dr.estb@bitmesra.ac.in) with a copy to leavesection@bitmesra.ac.in** . However, **Emergency Services are exempted from this arrangement and Section Head are empowered to take suitable decisions to maintain business continuity.**
7. **Biometric Attendance is suspended with immediate effect.**
8. The **Attendance Registers** of the **Departments/Sections shall not be physically signed**, instead a nominated staff member of respective Department/Section shall daily record the attendance by verifying there Physical/Virtual presence as per the Duty Roster of the day. The same shall be countersigned by the HoD/Section Head and submitted to the **DR (Estb. & HR) (dr.estb@bitmesra.ac.in) with a copy to leavesection@bitmesra.ac.in** on email at the end of each day. **Approval of Hon'ble Vice Chancellor shall be required for permission of Work from Home (WfH) for any Faculty/ Officer.**

9. The staff who are not physically present on assigned days as per Duty Roster, will be marked as **ABSENT**, unless condoned/ taken prior permission from their respective Sectional Head. If any Head of Department / Section In Charge feels that any employee deliberately neglects his/ her duty without any prior approval in the current arrangement, such cases to be reported to the **Registrar**.
10. Any Faculty/ Staff who leaves the station shall intimate the same to authorities and apply for leave, as applicable.
11. Sports Complex and gym shall remain closed.
12. All outdoor congregations of more than 100 person are prohibited.
13. All indoor congregations of more than 100 person or 50% of hall capacity, whichever is less, are prohibited.
14. All commercial shops in campus shall not remain open beyond 8:00 PM.
15. In addition to the above guidelines of the Institute, all faculty/staff should strictly adhere to the general Guidelines notified by the State and Central Govt., time to time.

This arrangement shall continue **till 15th January 2022**.

The above has been issued with approval of the competent authority.




Registrar

Copy to:

1. All Dean(s)/Director (IQAC)/Controller of Examination/COA
2. All HoD(s)/In-charge(s), Academic Departments/Sections
3. Director(s)/In-charge(s), BIT Off Campuses
4. Director, University Polytechnic/BIT-STEP
5. Associate Dean(s)
6. Prof. In-charge (Comm. Services / Energy Management / Water Resources Management / Central Library / TEQIP Coordinator)
7. Dy. Comptroller / Dy. Finance Officer
8. Dy. Registrar(s)
9. Administrative Officer (E&HR)/Assistant Registrar(s)
10. P. S. to Vice Chancellor
11. File