



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

Administrative Notification No. 38 / 2020 Dated April 14, 2020

Ref: Administrative Notification No. 29 / 2020 Dated March 25, 2020

In continuation of the above referred Administrative Notification dated March 25, 2020, the undersigned is to convey that as per announcement in the media by the Hon'ble Prime Minister of India on 14th April, 2020 at 10.00 A.M., **the following are strictly implemented in the IIT Kharagpur Campus** until further orders:

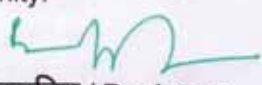
- 1) All offices of the Institute shall remain closed.
- 2) Faculty members / Researchers including those working in projects / other Scholars & Fellows who are carrying out research / Non-Teaching staff (except employees attached to emergency services) of the Institute are permitted and advised to work from home / hostel as the case may be during the above period. However, in case of exigency of the works, any one may be advised to work in the office by the competent authority during the period.
- 3) **No Faculty members / Researchers / Students / Scholars / Fellows/ Project Staff / Non-Teaching Staff are permitted to leave or enter the campus until further orders, except for any emergency situation. Those faculty members/students/staff members/ project staff who are presently outside the campus are advised to remain in the present place till the above period and work from that place.**
- 4) All emergency services will continue to remain functional. The concerned in charges/officers are requested to make a duty roster for deployment of minimum number of staff during the above period.
- 5) The academic campus of the Institute will be under complete lockdown. No faculty / student / staff/ other members (except employees attached to the emergency services) / project staff/construction workers etc. will be permitted to enter in the Academic campus area of the Institute. In case of any emergency, prior permission is required to be taken.
- 6) The shops, including ration shops if any, dealing with food, groceries, fruits and vegetables, dairy and milk booths, meat and fish, animal fodder, medicine shops will remain open upto 2.00 p.m. everyday.
- 7) The Banks, insurance offices if any, ATMs, post office, petrol pumps, LPG, medicine counter/shop inside the campus will remain open as per the advisory of Govt. of India.
- 8) The telecommunications, internet services, broadcasting and cable services, IT and IT enabled services as far as possible shall work from home. All other establishments may work from home only.
- 9) All other commercial and private establishments including restaurants/eateries inside the IIT Kharagpur campus shall remain closed.
- 10) No domestic servant/helper/gardener will be allowed to enter the IIT Kharagpur campus during the above period.
- 11) Students/project staff are not permitted to go outside their respective Halls of Residence/VSRC as the case may be. In case of emergency, they may approach to the security at the hall/VSRC for help.
- 12) Private canteen/night canteen in the hostel will remain closed during the above period. However, all mess of the halls of residences and food canteen for VSRC boarders (within VSRC campus) will remain open and mess staffs/workers and sanitary staffs/workers of the hall will continue to stay in the halls until further orders..
- 13) All educational, training, research, coaching institutions/schools, recreation clubs, etc. shall remain closed.
- 14) Any social / political / sports / entertainment / academic / cultural / religious functions / gatherings / conferences / seminar etc shall not be permitted. All bookings made are cancelled.
- 15) All places of worship shall be closed for public. No religious congregations will be permitted without any exception.

- 16) IIT Kharagpur Campus residents are permitted to visit the Technology Market for day-to-day need during the above specified period only. However, they should carry IDs, use Mask and should keep safe distance as per guidelines issued in this regard.
- 17) Universal use of at least standard cloth face mask for everyone in-campus resident while moving around for market places, bank, hospital or any other common area to prevent the asymptomatic carriers from spreading disease will be mandatory as per guidelines of the Govt of WB.
- 18) All members of IIT Kharagpur community are requested to follow the Standard Operating Procedure (SOP) for Health, Hygiene and Hospital regarding COVID-19 as notified earlier vide notification dated April 5, 2020.
- 19) In case of funerals, congregation of not more than twenty persons will be permitted.
- 20) **All emergency movement to and from IIT Kharagpur campus will now be through Puri Gate only. All other gates of IIT Kharagpur Campus will remain closed.**
- 21) **All out of campus beneficiaries of BCRTH, including PRMS members are requested to procure their appropriate medicines locally up to a month at a time and be reimbursed on production and verification of bills. Henceforth, all the out campus beneficiaries are permitted to visit BCRTH in events of emergency only on the advice of the doctor of BCRTH for emergency consultations, after obtaining security clearance. The Security clearance will be given on the advice of the concerned doctor. Non-emergency visits, only for renewal of medicines will not be entertained/allowed.**
- 22) No outside guests will be entertained in any of the guest houses in the campus during the above period.

All members of IIT Kharagpur community are requested to co-operate with security / emergency staff on duty to make our campus safe and secure from the coronavirus pandemic.

The above guidelines may be reviewed on issuance of fresh guidelines by the Governments. Accordingly, fresh guidelines may be issued in due course of time.

All Heads of the Department/Centre/School/Section/Unit are requested to bring it to the notice of all faculty/staff/students/project staff for wide circulation among IIT Kharagpur Campus Community.


कुलसचिव / Registrar

To
All Heads of the Department / Centre / School / Section / Unit

Copy to :

1. All Deans
2. Associate Dean, HR
3. Chairman, Hall Management Centre
4. All Chairmen/Professors-in-Charge
5. Chairman, CELC – please ensure strict implementation the above notification in the Technology Market. No shop, other than specified above, to be opened during the above period. Violation of the order will be dealt seriously and may cancel the license/contract of the shop(s) who has/have not followed the above order.
6. Chairman, ERP / Head, ACSSC
7. Librarian, Central Library
8. President, Technology Students' Gymkhana
9. Vice-President, Technology Students' Gymkhana
10. Chief Engineer/All Superintending Engineers/Senior Executive Engineers/Executive Engineers
11. All Wardens, Halls of Residence
12. PMO & Head, B. C. Roy Technology Hospital
13. All Joint Registrars / Deputy Registrars / Assistant Registrars
14. Principal/Head Master - Kendriya Vidyalaya/Hijli High School/DAV Model School/ St. Agnes Branch School/Mongrace Day Care Centre
15. Security Officer
16. Secretary, IITTA/OA-IITKGP/IITEU/SC-ST association
17. Secretary to Director, Deputy Director's Office and Registrar's Office
18. APNA IIT KGP