



Ref. No.: NITK/Admin-Estt./COVID-19/2020/B1

Date: 31<sup>st</sup> August, 2020

**IMPORTANT NOTIFICATION**

Sub: Prevailing condition arising out of the COVID-19 pandemic in the country - Guidelines for Phased Re-opening of the Institute - Unlock - 4 - Regarding.

Ref.: 1. NITK Notification No. NITK/Admin-Estt./COVID-19/2020/B1, dated 30-07-2020.  
2. Order No.40-3/2020-DM-I(A), dated 29.08.2020 of the MHA, Govt. of India.

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In continuation of the earlier NITK notification regarding the prevailing condition arising out of the COVID-19 pandemic, all Administrative Offices including Departments / Centre / School / Section / Unit and essential services will function as per NITK Notification No. NITK/Admin-Estt./COVID-19/2020/B1, dated 30<sup>th</sup> July, 2020, but with 50% employees as per MHA Guidelines on Unlock-4. **Further, due to the alarming situation arising out of the COVID-19 pandemic, as far as possible work from home should be followed.**

Faculty members residing in the campus can visit their Departments / Offices / Sections / Centre and work as per the duty assigned by the Heads of the Departments / Offices / Sections / Centre maintaining social distancing and strictly following the SOP. While the Institute will remain closed for students and research scholars till 30<sup>th</sup> September, 2020, online / distance learning shall continue to be permitted and shall be encouraged.

Faculty members and Non-Teaching staff outside the Containment Zones will attend the essential work as per the duty assigned by the Deans, HoDs, Administrative Officials and Section Heads employing 50% staff at any given time in their respective Departments / Section / Centre till 30<sup>th</sup> September, 2020 or until further orders, whichever is earlier. Further, they will ensure that the other employees will continue to discharge their official functions over the Internet / VPN and whenever there is a need to be physically present in the Institute, they would be required to attend the duty with all precautionary measures. All Faculty members / Researchers / Non-Teaching staff shall provide their contact details i.e. Mobile No., E-mail ID, etc. to their respective Controlling Officer so that they may be contacted in case of emergency. The Head of the Sections / Heads of the Departments / Heads of the Centre shall be responsible for smooth functioning of the routine activities of their concerned Department / Section / Centre.

The campus residents are advised to restrict their movement outside the campus. The MHA guidelines for phased re-opening (Unlock-4) is enclosed along with this notification for kind perusal and information.

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As a number of COVID-19 +ve cases are reported in the Institute campus, all Deans / Heads of the Departments / Centre / School / Section / Units shall ensure that employees attending various Administrative Offices shall take all necessary precautionary measures and shall follow all the advisories / health guidelines issued by the MHA, MoHFW, Government of India, State Government and Local Authorities from time to time, in containing the spread of COVID-19 pandemic. In addition to the advisories and precautionary measures notified by the Government of India / Institute from time to time all concerned are also advised to take special care for the following:

- a. Maintaining proper Physical Distance / Following Social Distancing Norms.
- b. Wearing of Face-masks at all the times.
- c. Spitting in the campus premises is strictly prohibited.
- d. Thermal scanning.
- e. Washing Hands and use of sanitizers to clean hands at regular intervals.

The Health Care Centre, Pharmacy and essential services like Security, Housekeeping etc. shall be functioning as usual with all precautionary measures as mentioned in the guidelines issued by the MHA / MoHFW, Government of India.

The above guidelines will be reviewed in case of issuance of fresh guidelines by the Government. All Heads of the Departments / Centre / School / Section / Unit are requested to bring it to the notice of all faculty / staff / project staff for information and necessary action.

All concerned are required to visit the Institute website regularly for further updates.

This issues with the approval of the Competent Authority.

  
**REGISTRAR**

To,

The Director and Deputy Director - for kind information.  
All Deans, Office of the Registrar, Joint Registrar, All Assistant Registrars.  
Transparency Officer and Nodal Officer (under RTI Act, 2005).  
All HoDs / HoSs - with a request to circulate among the faculty/staff members of their Departments/Sections.  
Chairman - CCC, CDC, LAC.  
Professor In-charge (Legal Affairs).  
Professor In-charge (Analytics, Accreditation & Ranking System, Hostel Affairs).  
All Wardens of NITK Hostels, CVO, Medical Officer, Librarian, Physical Director I/c.  
SAS Officers, R.E. I/c, System Manager - CCC, Medical Officers - HCC.  
Public Relations & Media Manager (on Contract), Security Officer (on Contract).  
Coordinators - CCE & QIP, Coordinator - TEQIP III, Professor In-charge NITK-STEP.  
Liaison Officers - SC-ST Cell & OBC Cell, GRO - PwD.  
Faculty I/c (T&C Works, IIP Cell), B&W Section, OCC, Cash Section, NCC Office.  
President, Students' Union, FIC (Security).  
All Notice Boards.

Copy to: The Chairperson, Board of Governors, NITK Surathkal - for kind information.