



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in
(An Autonomous Institution of the Govt. of India under MHRD)

No.NITD/Estt./COVID-19/07/2020

Date: 01st, June 2020

**Standard Operating Procedure for Social Distancing for Offices,
Work place and other Establishments**

The following measures shall be implemented by all offices, and others work places:

1. All areas in the premises including the following shall be disinfected completely using user friendly disinfectant mediums:
 - a. Entrance Gate of all the buildings/ offices etc.
 - b. Cafeteria and canteens.
 - c. Meeting room, Conference halls/ open areas available/ verandah/ entrance gate of site, portal cabins, buildings etc.
 - d. Equipment and lifts.
 - e. Washrooms, toilets, sink; water points etc.
 - f. Walls/ all other surfaces,
 - g. Floor marking in front of Main Gate, Garage area and public places,
2. All vehicles and machinery entering the premises should be disinfected by spray mandatorily.
3. Mandatory thermal scanning of everyone entering and exiting the work place to be done.
4. Medical insurance for the workers to be made mandatory.
5. Provision for hand wash & sanitizer preferably with touch free mechanism are be made at available all entry and exit points and common areas. Sufficient quantities of all the said stock items be made available.
6. Work places shall have a gap of one hour between shifts and will stagger the lunch breaks of staff, to ensure social distancing.
7. Meetings to be avoided as far as possible. VC/ Conference calls/ MS Team/ other modes to be used as far as possible. For extreme situations where a meeting cannot be avoided, proper gap by leaving one chair vacant should be followed in the conference Halls /Rooms.
8. Hard copy files to be avoided wherever possible. Soft copy correspondences/ approvals to be adopted through mails or other electronic means.
9. All the required approval to be taken from Competent Authority through email. (Bills, etc. should be scanned & Mailed to the next level.(Hard copies are to be submitted to Accounts Section after the pandemic is over in case of bills etc.)
10. Procurements / Purchase are to be encouraged through GEM/ E- procurement portals.


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11. Large gatherings or meetings of 10 or more people are to be discouraged. Seating at least one meter away from each other's on job sites and in gatherings, meetings and training, labs- sessions etc. are required to be maintained.
12. All employees to strictly adhere to the social distance of minimum 1 meter.
13. There should be total ban on non-essential visitors at offices / work sites.
14. Not more than 2/4 persons (depending on size) will be allowed to travel in lifts or hoists.
15. Use of staircase for climbing should be encouraged.
16. There should be strict ban of gutka; tobacco etc. and spitting should be strictly prohibited.
17. Staff coming from outside the campus is requested to avoid Public Transportation.
18. Face Mask, Sanitizer and hand gloves are to be arranged by office.
19. Use of A/Cs in offices / work places is to be discouraged.
20. All Faculty members/ Teachers/ Researchers/ Non-Teaching staffs and Students are requested (including outsourced staff) working in NIT Durgapur Should download 'Aarogyasetu' App on their mobile phones, immediately and follow the advisory issued by the Ministry of Health and family Welfare, GOI from time to time.
21. All Faculty members/ Teachers/ Researchers/ Non-Teaching staffs and Students are requested to follow the advisory issued by the Ministry of Health and family Welfare, GOI from time to time.

Registrar

Soumyajit Kumar
01.06.2020

Copy forwarded for information to:

1. Director
2. All Deans
3. All Heads of the Departments/ Sections/ Centers and Central facilities
4. Sr. Medical Officer, Medical Unit, NITD- for necessary appropriate action
5. Web Master- for display in Institute web site
6. Security Officer & I/C, Estate Section
7. President/ Secretary- Students' Gymkhana.
8. President/ Secretary- Karmachari Samiti, NIT Durgapur
9. Director's Secretariat
10. Registrar's Secretariat
11. Notice Board of all Hostels.
12. File Copy

Joint Registrar (Estt)

Aril
01/06/2020