



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-19/01/2020

Date:22nd , March, 2020

NOTIFICATION

This is to notify to all Faculty members/ Teachers/ Researchers/ Non-Teaching staff of the Institute that the Government of India has issued an instruction regarding the preventive measures for COVID -19 to achieve "social distancing".

In-order to ensure the safety of Faculty members/Teachers/Researchers/Non-Teaching staff/ students of the Institute, the following precautions should be taken:

- I. Faculty Members/ Teachers/ Researchers/ Non-Teaching staff/ outsourced personnel of Institute are advised to work from home till 31.03.2020 or till further order. However, they are requested to be available on phone and ready to assist the administration, in case there is a need. All laboratories, except the Computer Centre, in the Institute shall be locked down.
- II. The employees who stay outside the campus are requested to contact the respective Heads for work related matters on day-to-day basis and are also advised to work from home.
- III. Faculty Members/ Teachers/ Researchers should utilize this period for various academic activities such as:
 - a. Development of Online content, online teaching and online evaluation.
 - b. Prepare lesson plan and develop instructional material for the courses to be offered during the next academic year/ Next semester.
 - c. Write Articles, Paper etc.
 - d. Prepare Innovative questions for "Question Bank"
 - e. Prepare Innovative projects on "Ek Bharat Shreshta Bharat" and other topics.
- IV. The essential services like Institute Health center/ Security/ Civil/ Electrical Maintenance / Water Supply/ Internet and Telephone/Cleaning and scavenging/ food supply to the hostels, etc. shall function as usual.
- V. The said period shall be counted as being on duty for all Faculty members/ Teachers/ Researchers/ Non-teaching staff including ad hoc and contract teachers whose contracts are valid at least up to 31.03.2020/ outsourced personnel.
- VI. Students who are still residing in the hostels, including the foreign students, are allowed to continue in the hostels, and are advised to take all necessary safety precautions. They must not venture outside the Institute campus. The Chief warden and the wardens of the hostels where the students are there, should be in touch (over phone or email) with the mess manager or a responsible person to have daily briefing about the well being of the residents.
- VII. 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.

The above instructions shall come in vogue from March 23, 2020 till March 31, 2020 or till any further advisory in this regard. This has the approval of the competent authority.


22.03.2020
Registrar

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- KarmachariSamiti, NIT Durgapur
9. Director's Secretariat
10. Registrar's Secretariat
11. Notice Board of all Hostel.
12. File Copy

Joint Registrar (Estt.)