

BIRLA INSTITUTE OF TECHNOLOGY
MESRA RANCHI – 835215

Ref No. GO/COVID-19/Guidelines/2021-22/ 1271

Date: 01 June 2021

COVID-19 Guidelines for Faculty and Staff Members

In continuation to our previous notifications in this regard, following additional guidelines are hereby issued to negate COVID spread, risks, and ill-effects while ensuring optimum level of functioning of the Institute:

1. The **On-line mode of teaching and learning** shall continue in the academic departments, till further orders.
2. The students present in the Campus 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.
3. 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. The prescription of MO I/C Dispensary is mandatory to cover the physical absence of the employee from the office.
4. All faculty/staff members are urged not to step out of the Campus unless it is extremely necessary. Their **Going-Out/Coming-In** through the **Main Gate** shall continue to be recorded by the Security Department. During the duration of Work-from-Home/Quarantine Leave/Medical Leave or during the recovery period, the faculty/staff shall not leave the campus/station without proper leave papers.
5. Any Faculty/ Staff who wishes to leave the station/campus shall apply for leave to the competent authority. The same shall be approved by the Vice Chancellor/Registrar for Faculty/Staff respectively.
6. Facility of Work-from-Home if granted, shall be valid only for the notified Lockdown Period. Work-from-Home will not be granted to Faculty/Staff leaving the station/campus. Work-from-Home will not be granted for illness other than COVID-19.
7. The HoDs and Section Heads are requested to prepare and implement a fresh **DUTY ROSTER** for the Faculty and Staff members of their respective Department/Section to ensure that on a given day **1/3rd of the Faculty/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.**
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. **Moreover, HoDs/Section Heads are hereby empowered to grant Work-from-Home to their faculty/staff; the same shall be recorded in the Daily Attendance Registers and reported as stated above.**

9. The staff who are not physically present as per the Duty Roster on assigned days, without prior intimation, will be marked as **ABSENT**. If any Head of Department / Section In-Charge feels that any employee is deliberately neglecting his/ her duty as per Duty Roster, such cases to be referred to the **undersigned for disciplinary action**.
10. Medical Leave shall be applicable for all COVID positive patients. They are supposed to submit COVID Negative report before resuming the duty in any form i.e. physically or Work-from-Home mode.
11. During Work-from-Home, all employees shall maintain touch at 09:00 AM and 05:30 PM daily, with the respective Heads through mobile/ email and discharge their duties as directed, and in case of any exigency, they may be asked to come to the workplace to process pending files/work.

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 03rd June 2021**.

This bears the approval of the Competent Authority.



Registrar

Copy to:

1. All Dean(s) / Asso. Dean(s) / Director (IQAC) / CoE / CoA
2. All HoD(s) / In-Charge(s), Academic Departments / Sections/ Library/ PIC
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrar(s) / AO (E&HR) / Assistant Registrar(s)
7. PS to VC
8. File