

BIRLA INSTITUTE OF TECHNOLOGY
MESRA RANCHI – 835215

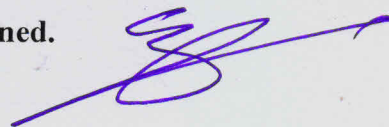
Ref No. GO/COVID-19/Guidelines/2021-22/ 2032

Date: 66 July 2021

COVID-19 Guidelines for Faculty and Staff Members

In view of improving situation of COVID pandemic, following guidelines are hereby issued to partially resume business, while maintaining all necessary COVID protocols as per Govt. guidelines:

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 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 **DUTY ROSTER** for the Staff members of their respective Department/Section to ensure that on a given day **only 50% of the staff** can physically attend the Department/Section and **rest shall be on work-from-home. DUTY ROSTER shall be sent 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. The usual office timing shall now be 9:00 AM to 5:30 PM.**
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. **Further, now onwards, approval of Hon'ble Vice Chancellor shall be required for permission of Work from Home (WfH) for any Faculty/ Officer.**
9. **Sports Complex, Gymnasium and Park shall now be opened.**



10. **Institute Buses may now be plied between Ranchi and Mesra Campus. Strict discipline and COVID protocols shall be followed while operating the Bus-Service. Only BIT employees can utilize this facility; locals(non-BIT) will not be allowed to board the bus.**
11. 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 **Registrar for disciplinary action**.
12. 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.
13. 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 further orders**.

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