



भारतीय प्रद्योगिकी संस्थान भुवनेश्वर

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Administrative Notification No.103/ 2020 Dated March 28, 2020

The undersigned is to convey that the Ministry of HRD has directed that in compliance of the Order No.40-3/2020-DM-I(A) dated 24th March, 2020 issued by the Home Secretary, Ministry of Home Affairs, Government of India, all offices of Ministry of HRD and its autonomous institutions & subordinate offices shall remain closed for a period of 3 weeks. However, all officers & staff shall be working from home as per the said order.

Bureau heads & Division heads will ensure that all financial matters relating to releases, particularly salaries and pensions are cleared.

In view of the above, the following are strictly implemented in the IIT Bhubaneswar Campus with effect from 25th March 2020 to 14th April 2020 or until further orders, whichever is earlier:

- 1) All actual classes and examinations of the Institute will remain suspended and offices of the Institute shall remain closed during the above period.
- 2) Faculty members / Researchers including those working in projects / other Scholars & Fellows who are carrying out research (except who are required to work from class room/Labs) / Non-Teaching staff (except employees attached to emergency services and employees for whom the Vehicle Passes issued from Police Commissionerate, Bhubaneswar) of the Institute are permitted and advised to work from home / hostel as the case may be during the above period and they will continue treated on duty. One can work in workplace with permission by promising in isolation.
- 3) No Faculty members / Researchers / Students / Scholars / Fellows/Project Staff / Non-teaching Staff are permitted to leave or enter the campus till 14th April 2020 or until further orders (except as enumerated in Para 2 above), whichever is earlier, except for any emergency situation. Those faculty members/students/staff members/ project staff who are presently outside the campus are advised to remain in the present place till the above period and work from that place.
- 4) All emergency services will continue to remain functional. It is the responsibility of the officers to run the above services with adequate number of staff during the above period.
- 5) The academic campus of the Institute will be under complete lockdown. No faculty / student / staff/ other members (except who are required to work from class room/Labs and are on emergency services) / project staff/construction workers etc. will be permitted to enter in the Academic campus area of the Institute. In case of any emergency, prior permission is required to be taken.

- 6) The shops, including ration shops if any, dealing with food, groceries, fruits, vegetables, milk, and medicine shops will remain open upto 2.00 pm everyday.
- 7) The Banks, ATMs, medicine counter/shop inside the campus will remain open as per the advisory of Govt. of India.
- 8) The telecommunications, internet services, broadcasting and cable services, IT and IT enabled Services are required to be undertaken from office as an emergency service.
- 9) All other commercial and private establishments including restaurant/eateries inside the IIT Bhubaneswar campus shall remain closed during the above period.
- 10) No domestic servant/domestic helper will be allowed to enter the IIT Bhubaneswar campus during the above period.
- 11) Students/project staff (except who are required to work from class room/Labs) are not permitted to go outside their respective Halls of Residence as the case may be. In case of emergency, they may approach to the security staff for help.
- 12) All mess of the halls of residences and food canteen will remain open.
- 13) Any social / political / sports / entertainment / academic / cultural / religious functions / gatherings / conferences / seminar etc shall not be permitted. All bookings made are cancelled.
- 14) IIT Bhubaneswar Campus residents are permitted to visit the Market Complex for day-to-day need during the above specified period only. However, they should carry IDs and should keep safe distance as per guidelines issued in this regard.
- 15) All emergency movement to and from IIT Bhubaneswar campus will now be through Main Gate only.
- 16) No outside guests will be entertained in the guest house in the campus during the above period.

All members of IIT Bhubaneswar community are requested to co-operate with security / emergency staff on duty to make our campus safe and secure from the coronavirus pandemic

All Heads of the Schools/Centers/Section/Unit are requested to bring it to the notice of all faculty/staff/students/project staff for wide circulation among IIT Bhubaneswar Campus Community.

Sd/
Registrar

To:-

1. All Faculty / Officers / Staff

Copy to:-

1. All Deans / HoSs
2. Academic Coordinators
3. All Chairmen/Professors-in-Charge
4. Warden / Asst. Wardens
5. Chairman, CITSC
6. President, Students' Gymkhana
7. Deputy Librarian, Central Library
8. Superintending Engineers/ Executive Engineer/ Asst. Executive Engineer
9. Joint Registrar / Assistant Registrars / OSDs
10. Chief Security Officer / Asst. Security Officer
11. Secretary to the Director
12. Secretary, Registrar's Office