



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

MANGALURU - 575 025, KARNATAKA STATE, INDIA.

Website: <http://www.nitk.ac.in>

No. NITK/Admin-Estt./COVID-19/2020/B1

Date: 03rd July, 2020

IMPORTANT NOTIFICATION

Sub: Prevailing condition arising out of the COVID-19 pandemic in the country and preventive measures to contain the spread of COVID-19 - MHA Guidelines for phased re-opening (Unlock 2) - Regarding.

Ref.: 1. Order No.40-3/2020-DM-I(A), dated 29.06.2020 of the MHA, Govt. of India.
2. Letter No.16-6/2020-U1A, dated 30.06.2020 of the MHRD, Govt. of India.

In pursuance to the Order No.40-3/2020-DM-I(A) dated 29.06.2020 issued by the Ministry of Home Affairs, Government of India and Letter No.16-6/2020-U1A dated 30.06.2020 issued by the MHRD, Government of India, it is hereby notified for information and compliance of all concerned that:

1. **The Institute shall remain closed till 31.07.2020 or until further orders, whichever is earlier.** It has been further stated that online / distance learning shall continue to be permitted and shall be encouraged.
2. In order to ensure the safety of the Faculty members / Teachers / Researchers / Non-Teaching staff of this Institution, the following precautions, should be taken:
 - I. Faculty members / Teachers / Researchers / Non-Teaching staff shall be permitted and advised to work from home till 31.07.2020 or until further orders, whichever is earlier.
 - II. Online classes are mandatory and shall be followed as per the Semester schedule. Those Faculty members / Teachers / Researchers who want to utilize the facilities of Institute for smooth conduct of online classes / research are advised to strictly follow the guidelines issued by MHA, Govt. of India.
 - III. Faculty members / Teachers / Researchers shall utilize this period for various Academic activities, as per the guidelines of MHRD 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 next Academic Year / next Semester.
 - c. Carry on research.
 - d. Write articles, papers etc.
 - e. Prepare innovative projects on "Ek Bharat Shrestha Bharat" and other topics.
3. 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 31.07.2020 or until further orders, whichever is earlier.
4. Aarogya Setu App enables easy identification of potential risk of infection and, therefore, it may be ensured that Aarogya Setu App is installed by the Faculty members / Teachers / Researchers / Non-teaching staff to fight against COVID-19.
5. In case of exigency, any Faculty members / Teachers / Researchers / Non-Teaching staff may attend or be asked to attend the Institution with all precautionary measures as mentioned in the guidelines issued by MHA / MoHFW, Govt. of India.

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6. All Faculty members / Teachers / Researchers / Non-Teaching staff shall provide their contact details i.e. Mobile No., E-mail ID, etc. to their respective Controlling Officer so that they may be contacted in case of emergency. The Head of the Sections / Head of the Departments / Head of the Centre shall be responsible for smooth functioning of the routine activities of their concerned Department / Section / Centre. However, staff members will continue to discharge their official functions over the Internet / VPN and whenever there is a need to be physically present in the Institute, they would be required to do attend the duty with all precautionary measures.
7. The Health Care Centre, Pharmacy and essential services like Security, Housekeeping etc. shall be functioning as usual with all precautionary measures as mentioned in the guidelines issued by the MHA / MoHFW, Govt. of India.
8. All Heads of the Department / Centre / School / Section / Unit shall ensure that employees attending various Administrative Offices shall take all necessary precautionary measures and shall follow all the advisories and health guidelines issued by the MHA, MoHFW, Government of India, State Government and Local Authorities from time to time. In addition to the advisories and precautionary measures notified by the Government of India / Institute from time to time all concerned are also advised to take special care for the following:
 - a. Maintaining proper Physical Distance / Following Social Distancing Norms.
 - b. Wearing of Face-masks at all the times.
 - c. Spitting in the campus premises is strictly prohibited.
 - d. Thermal scanning.
 - e. Hand-wash in regular intervals and use of Sanitizer.
9. All members of NITK, Surathkal community are requested not to spread rumours and unverified information on social media and requested to co-operate with Security / Health Care and Emergency Staff on duty to make our campus safe and secure from the COVID-19 pandemic.
10. All Heads of the Department / Centre / School / Section / Unit are requested to bring it to the notice of all faculty / staff / students / project staff for information among the NITK, Surathkal campus community.

All concerned are required to visit the Institute website regularly for further updates.

This issues with the approval of the Competent Authority.


REGISTRAR


To,

The Director and Deputy Director.

All Deans, Office of the Registrar, Joint Registrar, All Assistant Registrars.

Transparency Officer and Nodal Officer (under RTI Act, 2005).

All HoDs / HoSs - with a request to circulate among the faculty / staff members of their Departments / Sections.

Chairman (CCC, CDC, LAC), Professor In-charge (Analytics, Accreditation & Ranking System, Hostel Affairs).

All Wardens of NITK Hostels, CVO, Medical Officer, Librarian, Physical Director I/c, SAS Officers, R.E. I/c,

System Manager, CCC and Public Relations & Media Manager (on Contract).

Coordinators - CCE & QIP, Coordinator - TEQIP III, Liaison Officers - SC-ST Cell & OBC Cell, GRO - PwD.

Faculty I/c (T&C Works, IIP Cell), B&W Section, OCC, Cash Section, Security Officer (on Contract).

Professor In-charge NITK-STEP, NCC Office, President, Students' Union, FIC (Security).

The Medical Officers, Health Care Centre - for information.

All Notice Boards.

Copy to: The Chairperson, Board of Governors, NITK Surathkal - for kind information.