

BIRLA INSTITUTE OF TECHNOLOGY
MESRA RANCHI – 835215

Ref No. GO/COVID-19/Guidelines/2021-22/ 3010

Date: 04 August 2021

COVID-19 Guidelines for Faculty and Staff Members

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

1. The **On-line mode of teaching and learning** shall continue in the academic departments. However, separate instructions for resumption of Offline Classes will be issued by Dean (PGS), Dean (UGS) and Dean (SW) Offices. Students are advised to regularly visit the Institute website for the same.
2. **All Departments/ Sections/ Offices shall now function with 100% human resource. The DUTY ROSTER is hereby discontinued, and all employee should PHYSICALLY attend the office. Further, attendance shall be duly recorded in usual manner in Attendance Registers (as done before the lockdown period). The usual office timing shall be 9:00 AM to 5:30 PM.**
3. All Faculty/ Staff shall **compulsorily get vaccinated with both dosages**. All HoD/ Section Heads shall ensure the same and submit the list of vaccinated employees along with the copy of vaccination certificates to the Establishment Office. Even after inoculation, following shall be ensured:
 - a. Practice good personal hygiene, including frequent handwashing.
 - b. Wear a face mask in public.
 - c. Practice social distancing.
 - d. Avoid prolonged contact with crowds, indoors or out.
4. 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.
5. Staff Club, Parks, Sports Complex, Gymnasium and Park shall be opened.
6. Institute Buses shall continue to 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. **In Charge Transport** should ensure the compliance of SOP issued by Department of Transport, Govt. of Jharkhand.

7. All Shops/ Commercial places should strictly follow the prevalent COVID Protocols as notified by the Govt. authorities.
8. All outdoor congregations of more than 100 person are prohibited.
9. All indoor congregations of more than 100 persons or 50% of hall capacity, whichever is less, shall be prohibited.

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 supersedes all pervious orders on this subject and 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