

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI- 620015

F.No. NITT/COVID-19/RO/06

19th April 2021

NOTICE-5

In view of the unprecedented rise in the number of COVID 19 cases in Trichy and surrounding areas, it has been decided to take measures to prevent its spread. Accordingly, the following instructions are issued, for strict compliance:

Faculty members are advised to work from home till 30th April 2021. However, they should refrain from moving out of station, for safety reasons. Faculty moving out of station should avail leave, including during quarantine time, on return. Faculty members should be available on call and should report to the Department, whenever requested by HoDs/Institute.

Regarding Non-teaching staff, their physical attendance in office be restricted to 50% of the actual staff strength till 30th April 2021. Roster for their attendance may be prepared by the concerned Department/office heads. Individual heads can however call for more than 50% physical attendance, if required, on administrative grounds. All officials who do not attend office on a particular day are to make themselves available on phone and other electronic means of communication at all times from their residence and work from home.

All officials who attend office shall strictly follow COVID appropriate behavior, including, wearing of mask, physical distancing, use of sanitizers and frequent hand washing.

Crowding in lifts, staircases, corridors, common areas including refreshment and parking areas is to be strictly avoided.

Meetings, as far as possible, to be continued through video conferencing.

Entry of outsiders and visitors to the campus will be curtailed.

All employees of the age of 45 years and above are advised to get themselves vaccinated.

The respective Head of the Departments may allow Ph.D. scholars residing inside the campus to work in the laboratories by strictly following SoP.

This is issued with the approval of the competent authorities.

M. A. Arivazhagan
19/4/21
Dr.M. Arivazhagan
Registrar(i/c)

Copy to:

1. Director
2. Deputy Director
3. Dean / HoDs / Faculty Members / Non-Teaching Staff
4. Chief warden / Hostel Convener / HAC
5. Notices Board of the Institute/Hostels/Departments
6. File copy