



कुलसचिव कार्यालय  
OFFICE OF THE REGISTRAR

# भारतीय प्रौद्योगिकी संस्थान पटना Indian Institute of Technology Patna

बिहटा, पटना-801106, बिहार, भारत | Bihta, Patna-801106, Bihar, India

Phone: +91-612-3028084 | Fax: +91-612-3028123

<http://www.iitp.ac.in> | email: registrar@iitp.ac.in

Date:18.03.2020

## Advisory

**Subject:** Preventive measures to be taken to contain the spread of Novel Corona Virus (COVID -19) - regarding.


**Reference:** Meeting held on 18.03.2020 under the Chairmanship of Director IIT Patna with Heads of Departments, Associate Deans and other Institute Functionaries.

In order to contain the spread of Novel Corona Virus (COVID-19), some precautionary measures are required to be taken as under:-

1. As already intimated, all academic activities are suspended till 31.03.2020.
2. Students who have already left the campus to their Home town /other cities have to remain there till 31.03.2020. On-campus students are also encouraged to go to their homes. Those who need to remain on-campus have to take the approval of Associate Dean, Student Affairs not later than 20.03.2020 by intimating the reason of their inability. Some of these reasons could be medical problems and physical challenges etc.
3. Research Scholars are also encouraged to go home. Their Assistance ship for the month of March 2020 may be approved by the respective supervisors over email.
4. On-campus students will not be allowed to visit outside the campus unless a compelling reason exists and approval of Associate Dean, Student Affairs obtained.

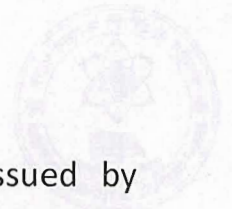
64.

7/2

- 
5. Employees commuting daily from Patna are encouraged to work from home till 31.03.2020. However, employees responsible for running essential services have to attend the office physically as and when required by their respective Department/unit Heads.
  6. Functioning of laboratories will be at the discretion of Academic Heads.
  7. Central Library will remain closed till 31.03.2020 with immediate effect.
  8. If employees, students/scholars/ project staff and any other person including on-campus residents are returning from affected countries, it is advised that all individuals on return from such travel, in consultation with the medical officer complete their Home Quarantine period of 14 days. 14 days may be counted from the date of disembarkation in India after travel.
  9. All employees, students and any other person including residents are advised to refrain from travelling outside the campus as far as possible.
  10. Institute will try its best to make sure that academics do not suffer. A decision on online teaching will be taken and communicated soon in consultation with the Associate Dean, Academic.
  11. In view of the Health Safety of all employees, people coming from outside ranging from food suppliers, Housekeeping and Security need to be screened at both the gates of the campus. Adequate arrangement of sanitization and IR Thermometers for checking the body temperature of the individuals has to be made by security unit in coordination with the medical unit and Gen Admin Unit of the Institute.
  12. All employees and students are advised not to use lifts up to 4<sup>th</sup> floor in academic as well as in residential zones. However, differently abled persons and senior citizens are allowed to use the facility without any restriction.


4.





13. Construction agencies have to take all preventive measures issued by Government of India and State Government from time to time under intimation to the Head, IWD.
14. No official permission will be granted to the employee and students till 31.03.2020 for National and International travel.
15. Only Vegetarian meals will be served in the mess till 31.03.2020.
16. On campus Banks, Post Office, Shops and Canteens will remain functional. However, the hall of the Food Court will be closed with immediate effect.
17. Vendors and delivery boys will have to drop the articles at the main gates under intimation to the receivers.
18. Adequate supply of Soaps, Hand wash and Sanitizers has to be ensured by the General Administration.
19. Availability of essential medicines in sufficient quantity has to be ensured by the Medical Officer.
20. Guest House has to be vigilant and to send the visitors to Medical Unit in case of any doubt.
21. All cleaning supervisors and cleaning personnel have to ensure sufficient hand wash in each washroom which must be filled twice or thrice depending on requirement of different buildings.
22. All Housekeeping supervisors and cleaning staff must clean their hands frequently and use the handkerchief during sneezing. They are strictly advised to follow the sanitation procedure. They must wear nose masks and hand gloves, while disinfecting any surface.
23. Entry of visitors in the office complex/ routine issue of visitors/temporary passes have to be discouraged. Only those visitors who have proper

Gr.



permission of the officer, whom they want to meet, should be allowed after being properly screened.

24. Delivery and receipt of dak at the entry point of the office building has to be facilitated.

25. All are requested to follow the advisory being issued by the Ministry of Health and Family Welfare from time to time.

Kindly note that there has not been any case of COVID -19 in the campus and these are preventive measures only. Further instructions with regard to start of academic activities and also when the students have to report back to the campus will be communicated through email. Students are advised to check their emails regularly to stay abreast of the steps taken by the Institute from time to time.

We as an Institute and our Nation will emerge from these testing time stronger.

Uisf 18/03/2020  
Registrar