



IITBhilai/DoFA/2020/213

Date: 03rd July, 2020

OFFICE ORDER

Subject: MHA guidelines for phased reopening (Unlock 2).

In pursuance to MHRD letter No. 16-6/2020-U1A dated 30th June 2020 of the Secretary, DHE, MHRD, the following is stated:

1. All Faculty members/Researchers/Non-teaching staff/Project Staff at IIT Bhilai engaged in non-emergency services are advised to work from home till 31.07.2020.
2. The online/distance education shall continue and shall be encouraged.
3. Those faculty members, who wants to utilize the classrooms for conducting the online classes due to non-availability of sufficient bandwidth at home, may do so.
4. All staff members/faculty in-charge must have regular online meetings for work allocation/review of progress/planning etc.
5. All Faculty members/Researchers/Non-teaching staff/Project Staff should provide their contact details to their respective FIC/HoD/Unit Head, so that they may be contacted in case of emergency.
6. Faculty members/Researchers should utilize this period for various academic activities and research.
7. The said period shall be counted as being on duty for all Faculty members/ Researchers/ Non-teaching staff/ Project Staff whose contracts are valid at least upto 31.07.2020.
8. In case of exigency, any Faculty member/Researcher/Non-teaching staff/Project staff may attend or will be asked to attend the office with all precautionary measures as mentioned in the guidelines issued by MHA/MHFW from time to time.

The Office will resume its normalcy w.e.f. 03.08.2020 (01st and 02nd August 2020 being Saturday and Sunday) and all the Faculty members/Researchers/ Non-teaching staff/Project Staff shall attend the office from 03.08.2020.

This issues with the approval of the competent authority.

Hon. V. S. Jaiswal
03/07/2020

**Faculty In-Charge
Dean of Faculty Affairs**