



THE UNIVERSITY OF BURDWAN

RAJBATI : BURDWAN

Registrar's Department

No.: R-S/N-1/09

Date: 11-06-2020

NOTIFICATION

It is notified for information of all concerned that in the wake of Novel Corona Virus (COVID-19) outbreak the University has deliberated to adopt a Standard Operating Procedure which aims at ensuring the health, safety and security measures for the wellbeing of all the teachers, officers, staff, students and other stakeholders strictly in commensurate with the COVID-19 Protocol enforced by the Government. The basic preventive measures include simple public health measures that are to be followed:

- a. Use of face covers/masks should be made mandatory.
 - b. Covering of one's mouth and nose while coughing/sneezing with tissue/handkerchief or flexed elbow.
 - c. Maintaining physical distancing of at least one metre is to be followed at all times.
 - d. Practice frequent hand washing (for at least 20 seconds) with soaps/alcohol based sanitizers.
 - e. Refrain from wearing wrist watch, belts, any kind of ornaments or such other things which are potential threat to catch corona virus during office hours.
 - f. The pen used in the office should not be carried to homes.
2. The employees of a department must follow the duty roster as prepared by the respective controlling officer and all including teachers/officers/staff/students must carry their Identity Cards. The teachers/officers/staff/students entering the Rajbati Campus may park their vehicles at the right side of the main gate, i.e., western side of the main building. No one should be allowed to enter any other place inside with any vehicle. Thereafter, everyone must clean their shoes in the space provided with running water and disinfectant. They must wash their hands with soaps/sanitizer at the places provided with for the purpose.
3. The entry of outsiders be restricted inside the office premises. Visitors may be permitted to come inside only after having requisite permission of the concerned officer/department through intercom from the temporary waiting lounge to be created at the East side of the Rajbati main gate and if at all needed, as per the instruction of the concerned officer the security personnel will allow the visitors to go inside after going through proper disinfection as envisaged. They may be issued with a particular badge/token in lieu. The meeting time will be from 11.30 A.M. to 12.30 P.M. and from 3 P.M. to 4 P.M. Visitors should keep their vehicles outside before entering the campus.

The body temperature of every incumbent must be checked with **thermal gun** before entering the office premises. Considering the exigencies of the situation the equipment necessary for the purpose may be purchased immediately.

Any staff reportedly suffering from flu-like illness should not attend office till recovery and seek medical advice from local health authority. Such person, if diagnosed as a suspect/confirmed case of COVID-19 must immediately inform the University authorities.

4. Once an employee enters the office after going through proper sanitization he/she should not go outside the campus during office hours except for official purposes only.
 5. Before handling any file/official documents etc. those should be sanitized using proper sanitization machineries like UV chambers etc. that may be installed zone-wise as far as practicable.
 6. Utmost care should be taken for the officers/employees suffering from any type of respiratory disease/immunity suppressive condition/high blood pressure/blood sugar or such other diseases and for the elderly persons.
 7. Application for issuing on-date Migration Certificate should be submitted at the specified place/counter as per following time schedule:
 - a. Submission of Forms: From 11 A.M. to 1 P.M. (Form may be downloaded from the University website and be submitted along with a Demand Draft of Rs. 220/- in favour of the Finance Officer, The University of Burdwan)
 - b. Collection of Certificates: From 2 P.M. to 4 P.M.
- No application will be accepted or no certificate will be issued beyond the specified time schedule as above. Duplicate Registration Certificate/Migration Certificate will be dispatched through speed post only.

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- The time and particular place for submission of application for Duplicate Admit Cards/Duplicate Mark sheets/Certificates/Provisional Certificates etc. may be determined by the department concerned in such a way to reduce the risk of infection amongst staff.
- For any student scholarship query prior permission may be obtained from the section concerned on any working day.

By order of the Hon'ble Vice Chancellor


(Prof. A Mazumdar)
REGISTRAR (OFFICIATING)

No.: R-S/N-1/09/1(100)

Date: 11-06-2020

Copy forwarded for information and necessary action to: -

1. The Dean, F. C. for P. G. Studies in Science, B.U.
2. The Dean, F. C. for P. G. Studies in Arts, Commerce, etc, B.U.
3. All Heads of the teaching departments, B.U.
4. All Officers of the University of Burdwan
5. The Director, DDE, B.U.
6. The Principal, UIT, B.U.
7. The Medical Officer, B.U.
8. The In-Charge, Central Library, B.U.
9. The Secretary, Krishnasayar Uddyan/ Meghnad Saha Planetarium, B.U.
10. The President/Secretary, BUOA/SBTSBS, B.U. Branch/BUKS/BUKU, BVCS
11. The System Manager, B.U. with the request to place this notification on the University Website.
12. V.C.'s Sectt./ Office of the Pro Vice Chancellor, B.U.


REGISTRAR (OFFICIATING)