

**I.K. Gujral Punjab Technical University**  
**(Registrar Office)**

IKGPTU/REG/00/749

Dated: 31.05.2020

**Office Order**

Reference is made to the office orders issued by the University as per the directions of Government from time to time regarding the curfew/lockdown due to Coronavirus (COVID-19). Taking cognizance of the present situation the issue of re-opening University campuses was discussed and following has been decided:

1. All the departments of University main campus and all other campuses shall start functioning w.e.f. 02.06.2020.
2. All Class 'A' officers/faculty shall report for duty in their respective offices/ departments/centers etc. on all working days and the remaining staff shall report on rotation basis, making not more than 33% / 50% of the total staff or as per the guidelines of the Government from time to time.
3. The concerned Head of Department/ Campus Director/ In-charge in consultation with other officers of department shall take decision regarding rotation of staff to be called, seating arrangement and distribution of work and time, in order to maintain social distancing and other guidelines issued by State Govt./ Govt. of India from time to time. In unavoidable circumstances, the concerned HoD/Officer Incharge shall use his/her discretion to call more staff if required, within the office hours while ensuring social distancing and other guidelines.
4. All employees must be available at their station of posting so that they may be called for duty as and when required.
5. All (100%) staff engaged in housekeeping, cleaning, maintenance, pharmacy and security shall report for duty.
6. Any employee residing in area designated as 'Containment Zone/Confinement Zone' by Kapurthala/Jalandhar or any other district administration shall be exempted from attending office.
7. All staff members reporting for the duty shall strictly observe/follow COVID-19 protocol and safety guidelines issued by State Govt./Govt. of India from time to time, more importantly the following:
  - i. Maintenance of social distance
  - ii. Wearing properly cleaned mask



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- iii. Avoid crowding of staff members
  - iv. Frequent hand wash/sanitization and maintenance of proper hygiene.
  - v. Maintain cleanliness and sanitization in the personal area, e.g. table personal belongings etc.
8. The sanitization of all places of University and proper cleanliness of entire campus shall be ensured by one day before opening i.e. 01/06/2020 of campuses by Incharge, Housekeeping and committee constituted for the purpose. All Hods/Director Campus/Incharge are requested to ensure to open their departments/ offices/ branches and also depute an employee for the above purpose and intimate the names to Incharge, Housekeeping.
  9. Once campuses start functioning, Incharge, Housekeeping (committee constituted for the purpose) shall regularly take precautionary steps for proper cleanliness and sanitization of entire campus. Each washroom/toilet must be properly cleaned with approved disinfectants at regular intervals and availability of soap must be ensured. Incharge, Housekeeping shall designate its office staff as coordinators for different departments ensuring proper cleanliness and such staff-department mapping with contact details shall be informed to all through a circular.
  10. The Incharge, Maintenance shall ensure availability of water at each appropriate place before the opening of campuses.
  11. The Head of the departments/Campus shall keep a check to ensure all precautionary measures against COVID-19 are being taken in their respective department and corrective action if any must be taken in coordination with the concerned department/branch/staff.
  12. No physical public dealing is allowed till further orders. All possible work should be done online, and maximum possible efforts should be made to provide proper service to all stakeholders especially to students. The Incharge, University Security shall ensure that only IKGPTU staff members are allowed to enter in the campus.
  13. Security shall ensure the proper thermal scanning of everyone while entering each time through the entry gate. Incharge, Security shall issue instructions in this regard.
  14. In order to maintain social distancing, no staff member shall visit any other department of University except for official work and shall not gather for lunch or related activities.




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15. No tea/coffee or any refreshment shall be served in any of the department/branch of University campuses.
16. Thermal scanning at different places shall be done under supervision of security staff, hand sanitizers shall also be made available for staff under supervision of Security Staff near different entrances of buildings.
17. The committee constituted vide order No. IKGPTU/REG/00/674-680 dated 23.04.2020 is required to ensure proper arrangements by 01.06.2020.
18. The services of University buses shall also start for the University officials from 02.06.2020, ensuring the maximum staff limit of 50% in the bus or as per the guidelines of the Punjab Government. Assistant Registrar (GA) shall prepare and issue necessary guidelines in this regard.
19. All officials/employees of the University will follow the instructions and guidelines issued by Health Department of Government of India and Government of Punjab while working. It will be the responsibility of section / branch / department Head to ensure proper norms and govt. guidelines are followed during the working hours.

The concerned campus Director/Incharge may alter aforementioned guidelines depending upon their respective district administration guidelines with the prior approval of the Vice Chancellor.

These instructions/guidelines/mechanisms shall be revised from time to time.


  
(Dr. S.S. Walia)  
Registrar

**Endst. No. IKGPTU/REG/00/750-756**

**Dated: 31.05.2020**

A copy of the above is forwarded to the following for information and necessary action please.

1. I/C Secretariat, o/o Vice Chancellor: For information of Vice Chancellor
2. All HoDs/Incharge (Non-Teaching)
3. Director (Main & Other Campuses): To inform all Deputy Dean (Faculty), HoDs (Teaching) and Incharge, Constituent Campuses
4. Deputy Registrar (HRM)
5. Incharge (House Keeping)
6. Incharge (GA)
7. Incharge (ITS): For upload on website

  
(Dr. S.S. Walia)  
Registrar