



No.E/ 49

Date: 21/05/2020

NOTICE

Sub: Functional arrangements at SVNIT, Surat under Lockdown-4.

- Ref:
- (1) Notice No. SVNIT/Acad/2020 dated 22/03/2020 regarding preventive measures to achieve 'social distancing' – permission to teaching and non teaching employees to work from home.
 - (2) Notice No.SVNIT/Acad/2020 dated 22/03/2020 regarding mode of working arrangement for daily wagers and outsourced employees including those involved in essential services
 - (3) Notice No.SVNIT/Estt/2546 dated 25/03/2020 regarding closer of offices in the Institute due to COVID-19
 - (4) Order No.40-3/2020-DM-I(A) dated 17/05/2020 issued by Ministry of Home Affairs regarding guidelines on the measures to be taken by Ministry/ Departments of Govt. of India, State/ UT Government and State/UT authorities for containment of COVID 19 in the country upto 31st May 2020.
 - (5) Public notice issued by the Govt. of Gujarat, Gruh Vibhag, Sachivalaya, Gandhinagar dated 18/05/2020
 - (6) Circular issued by Govt. of Gujarat, General Administration Department, dated 19/05/2020

In view of the extension of Nationwide lockdown announced by the Government of India, the academic activities at the institute (except online classes, tutorials, practical etc.) will remain closed till 31st May, 2020. However, as per guidelines issued by Ministry of Home Affairs, Govt. of India and notification issued by Govt. of Gujarat, the Departments/ Section will function as per following broad guidelines **with immediate effect**:


1. All the employees (permanent/ daily wager/ outsourced) residing in containment zone notified by the Surat Municipal Corporation are prohibited to enter in the campus till further notice.
2. Only 33% of daily wager/ outsourced employees have to attend institute physically by rotation. Concerned HOD/ Sectional Heads are required to make roster of employees working in their department/ sections based on their requirements during this period. A copy of weekly roster should be provided to Professor In-charge (Security) and Establishment Section for information.
3. While preparing the roster the employees residing in the campus and nearby areas should be given preference. Those residing in containment areas should not be allowed for their physical presence in the campus. Due consideration should be allowed to exempt the person on medical ground after production of treating physician etc, PwD and Pregnant Women.
4. Faculty members holding the administrative position (Dean/Associate Dean/HoD/PG Incharge/ Professor Incharge/ Warden etc.) are required to attend the office. The other faculty members have to work from home with the intimation to respective HoDs. They have to attend office as and when called for.
5. The Dean/HoDs/Section Incharge are advised to take utmost care and precaution and observe proper social distancing and sanitation in the offices.
6. The institute daily wagers/ outsourced and contract employees are also required to attend the office as per the direction of respective Dean/HoD/Section Incharge.



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7. Those permanent employees not attending office on any particular day as per rotation will continue to work from home with prior permission from respective Dean/HoD/Sectional Incharge.
8. Those permanent employees stranded outside Surat will work through online modes. They should be available in their residence so that they may be called in case of emergency through mail, mobile or in person.
9. If the employee/ or his/her family members is quarantined, Surat he/she should not attend the office and will work from home during quarantine period. All such employees are required to intimate in writing to the respective Dean/HoD/Section Incharge.
10. All Dean/HoDs/ Sectional Incharge are requested to ensure the for proper functioning of their offices as per priorities and requirements.
11. All the employees of the Institute will take precautionary measures as issued by the Govt. of India/ State government from time to time and follow the following broad guidelines:
 - a. Every person entering into the campus (Regular employee/Daily Wager/ Outsourced) are required to download, register and use 'Aarogya Setu' App in their mobile phones. His/her status should always be available in the said App. All person are required to show their status on 'Aarogya Setu' as and when asked for. Wearing of face mask/cover is compulsory in all public and work places
 - b. Social distancing shall be followed by all persons in offices as well as other places.
 - c. Washing of hands with soap / sanitizer frequently.
 - d. To co-operate with security staff while entering into the campus regarding entry in the register, sanitization of vehicle, thermal scanning, etc.
 - e. All the employees who have travelled during the lockdown period have to provide the history regarding his/her outstation travel in the prescribed format (copy enclosed) at the time of reporting at the Institute.

Encl: Form for intimation of outstation travel


(Prof. S. R. Gandhi)
DIRECTOR
21/5/2020

Copy to:

PA to Director/ Registrar/ All Deans

All Heads of the Departments/ Sections/ Chief Hostel Warden

All staff /CMO



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सुरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सुरत

SVNIT

**PROFORMA TO RECORD THE OUTSTATION TRAVEL / STAY HISTORY OF THE STAFF
(TEACHING/ NON-TEACHING) FOR THE PERIOD WHEN
THEY WERE AWAY FROM THE INSTITUTE**

1. Name & Designation :
2. Department/ Section :
3. Period away from the : Days..... fromto
Headquarter
4. Station leave sanctioned : Yes/ NO
If yes, enclose copy
If no, Reason thereof,
.....
.....
5. Any of your family :
member quarantined? If
yes, give details
6. Address (during out of :
station)
.....
7. Mobile No. :
8. Date of Reporting at the :
Headquarter

Date:

Signature of Employee

Report of the CMO, Health Centre, SVNIT, Surat

(Applicable only if thermal scanning is positive or there is history of travel/ quarantine).

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Signature CMO with date

Comments / directions of the sanctioning authority in view of the information above

Signature of the sanction authority with date