सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

સરદાર વલ્લભભાઇ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થા, સુરત

SVNIT

No.E/ 351 **Date: 5th June, 2020**

05 AUG 2020

NOTICE

Sub: Modified functional arrangements at SVNIT, Surat – Implementation of MHA Guidelines for phased re-opening (Unlock-3).

Ref: Notice no E/79 dated 01/06/2020, E/152 dated 9.6.2020, E/329 dated 27.7.2020.

In view of the unprecedented situation of COVID-19 Pandemic in the Surat city and to safeguard all concerned with SVNIT, Surat in present situation, the existing functional arrangements are modified in accordance with discussion held in the Deans/HODs/Task Force committee meeting held on 4th August 2020 which will continue till 31st August 2020 or till release of further orders :

1. The Sections/ Departments providing essential services such as public health, sanitation, security, electrical maintenance, water supply, health, telephone & internet, accounts, establishment etc. shall operate with their limited requirement following all precautionary measures. HODs/ Deans/ Professor-In-Charges may call the employees from non-containment zones to meet their essential requirements /services. Only the employees (permanent/ daily wager/ outsourced) called by their HoDs and residing in non-containment zones are permitted to work inside the campus. The HODs/ Sectional heads are requested to provide a list of such employees to be permitted to enter in the campus to PIC (Security) with a copy to Establishment section of the institute.

2. In view of upcoming admissions and commencement of academic session, the Academic & Examination Section and related academic departments may call the employees as per their needs. The process of Ph.D admission will be held through online mode. Suitable guidelines for preventing the malpractice during written test will be provided by Dean (Academic) including guidelines for taking 'Undertaking for submission of original documents' by the selected Ph.D candidates.

3. For existing students, the next academic session will commence from 10th August 2020 through online mode only. The HODs of respective departments will facilitate the concerned faculty for video recording of online lab classes where-ever required through suitable simulating demonstration/ virtual classes.

4. For research/lab work, the entry of Ph.D scholars staying outside the campus is restricted. Only for limited PhD students who have only last six months for submission, shall be permitted with prior approval of Guide and HoD. They have to follow the existing practice of quarantine in Narmad Bhavan, before staying in the hostel.

5. The Heads of Academic Departments are requested to give their requirements of Teaching Assistant to Dean (Faculty Welfare) of the institute through Dean (Academic). The advertisement for recruitment of Teaching Assistant (Adhoc basis) through walk-in-interview will be issued by Dean (FW) centrally. The Dean (Faculty Welfare) will also issue suitable guidelines for selection of Teaching Assistants in the Department. After completion of selection procedure, the departments will send their recommendation with all related documents to Establishment Section for issue of offer of appointment to concerned candidates.

6. The faculty members holding the administrative position (Dean/Associate Dean/HoD/PG In-charge/ Professor Incharge/ Warden etc.) are required to attend the office, if they are residing in the non-containment zone. Other Faculty members, shall work from home.

7. The residents of SVNIT Campus, who have any guest staying with them, are required to submit written information regarding guests to Professor In-charge (Security).

8. The entry of domestic maid servants/ helpers in the campus coming from outside the campus is restricted, however, the personnel visiting for medical services will be allowed. The Faculty/ staff desirous of availing the services of maid servants, will be required to take permission from the Chairman Task Force. The permission will be accorded on case to case basis with the undertaking that their maid servants are staying in non-containment zone and will follow the social distancing norms at all places including SVNIT campus/ faculty quarters.

9. Outside technician/ persons for the purpose of repair of equipment/ items/computer/ printer/ Air conditioners and other minor item like water filter etc. shall be allowed with prior intimation to PIC (Security)

10. The entry of loose milk supplier, bread supplier is permitted to inside the campus while maintaining the social distancing inside the campus.

11. All employees are advised to restrict their movement outside the campus except under emergency situation. The residents are advised to procure grocery, vegetable and other daily need items through online/ on campus arrangements as per practice being followed at present.

12. All employees and their family members shall maintain social distancing at all places.

प्रेमलालपटेल
Prof. P. L. Patel 05.08.2020
Dy. Director
& Chairman – Task Force

5/8/2020
Prof. S. R. Gandhi
DIRECTOR

Copy to: PA to Director/ Registrar/ All Employees/ All Students / Institute website