



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी

थिरुवेत्ताकुडी, कारैक्काल - 609 609

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY

Thiruvettakudy, Karaikal - 609 609

NITPY/ADMN/R/2020/101/366

Dated: 14.08.2020

परिपत्र / CIRCULAR

As per the standard guidelines issued by the Ministry of Health and Family Welfare, Government of India the Employees of NIT Puducherry are advised to strictly follow the safety precautions at their work place to avoid the spread of COVID - 19:

1. Faculty and staff, coming to NITPY should undergo a mandatory medical screening at NITPY entrance. Everyone should report if Covid-19 symptoms are present, travel history and other details during screening.
2. Person who are already in self quarantine/community quarantine/institutional quarantine/containment zone will not be permitted in the work place.
3. Any visitors (only for official purpose) coming from outside will be first directed by security to NITPY Health Centre. They have to first report to Health Centre and will be permitted to visit the concerned Office/Dept. premises, if free from all Covid-19 symptoms.
4. All the employees should use three layered mask/cloth mask mandatory while working at NIT Puducherry. The reusable cloth masks should be disinfected properly before use. Without proper face masks, employees will not be permitted in the work place.
5. Avoid touching eyes, nose and mouth to prevent the possibility of infection.
6. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
7. Physical distancing of at least 6 feet to be followed as far as possible and advised to avoid gathering in institute premises.
8. Frequent handwashing with soap and water for at least (40 to 60 seconds) even when hands are not visibly dirty or cleaning your hands with alcohol-based hand rub/ sanitizer for at least 20seconds to be strictly followed.
9. Make sure the workplaces are clean and hygienic. All the surfaces which comes into human contact (Eg: desk, tables, chairs, telephones, keyboards, mouse, stationeries, door handles, electric switches, railings etc.) need to be wiped with disinfectant regularly.
10. Seating arrangements in the sections / rooms/ offices may be made to ensure adequate distance.
11. Should not spit in open places and use a wash basin or spittoon for the same.
12. Regular self-monitoring of health is insisted. Anyone having any of Covid-19 symptoms like fever, cough, difficulty in breathing, tiredness, body pain, sore throat, running nose, loss of smell, loss of taste, diarrhoea should leave the work place immediately after informing to their reporting officers. If anyone has any of these symptoms while at home they are strictly advised to refrain from work. In both cases, it is instructed to report to the nearest Health Centre/Institute Health Centre at the earliest.



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13. Staff who are at higher risk i.e., older employees, pregnant employees and employees who have underlying medical conditions are to take extra precautions. It may be ensured that such employees are not exposed to any front-line work requiring direct contact with the public.
14. Nonessential travels should be avoided.
15. In case of any outstation travel during (Saturday & Sunday also), before leaving from Karaikal it is informed to submit Outstation travelling Intimation Form I and after coming back Outstation travelling Intimation Form II to the Institute Health Centre. This should be strictly followed by all the faculty, staff members and all outsourced personnel's.
16. Persons who enters Karaikal after travelling have to remain under strict home/institutional quarantine for a period as decided by local health authorities.
17. After completion of quarantine period they should report to institutional Health Centre and get fitness certificate before re-joining the duties.
18. Meetings, as far as possible, can be done through video conferences.
19. Students who are staying in the hostel should avoid moving outside the campus.
20. All the employees are encouraged to use the Arogya Sethu, the Government's Covid-19 contact tracing app.



प्रभारी कुलसचिव / Registrar i/c

Copy to:

1. The Director - For kind information please.
2. Web Team - For uploading in Institute website.
3. File Copy.