



VISVESVARAYA TECHNOLOGICAL UNIVERSITY

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

"Jnana Sangama", Belagavi - 590 018, Karnataka State, INDIA

Phone : (0831) 2405468
Fax : (0831) 2405467
Email : registrar@vtu.ac.in
website : www.vtu.ac.in

Prof. A. S. Deshpande B.E., M.Tech., Ph.D.
REGISTRAR

Ref : VTU/BGM/DPAR/CR(4)/2020/ 25

Phone : (0831) 2498100

Fax : (0831) 2405467

Date : **2 MAY 2020**

To,

All the Employees of VTU Headquarters, Regional Offices and PG Departments (Includes Teaching, Non-teaching, Regular, Contractual and Outsourced persons)

Sub: Guidelines to be followed during Lockdown 3.0

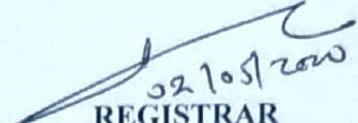
- Ref: 1. Guidelines received from UGC D.O. No. F.1-1/2020-(Secy) dated:29-04-2020.
2. MHA order No.40-3/2020/-DM-ICA dated: 01-05-2020.
3. Directions from GoK No. RD158 DNR 2020 dated: 02-05-2020.
4. Approval from Hon'ble Vice Chancellor dated: 02-05-2020.

As per the directions of Hon'ble Vice Chancellor and above references, all the Chairpersons, Regional Directors, Section Heads and Special Officers should report for the duty with effect from 4th May 2020. However, 1/3rd of the rest of the employees/persons (Includes Teaching, Non-teaching employees on rotation basis) should report with effect from 4th May 2020 and the Section heads are directed to prepare a list of these 1/3rd regular employees(on rotation basis) and submit the same to the undersigned.

The following guidelines need to be followed by all the employees during working hours

1. All the teaching and non-teaching staff should wear the masks compulsorily (face cover) during working hours and during travel from home to office and back.
2. Before entering into the office premises, everyone should be checked for the body temperature using an infrared thermometer.
3. Hand sanitizers/ hand wash should be made available in all the offices.
4. Frequent sanitization of the entire work place, common facilities and all points which come into human contact Eg. Door handles etc. shall be ensured.
5. Social distancing at the office shall be ensured through adequate gapes between seating of various employees, staggering of lunch breaks of the staffs etc.
6. All section heads shall ensure a social distancing as per the guidelines issued by MoHFW both within the office and office transport.
7. The section heads are required to follow all the precautionary measures to ensure safe and proper social distancing in the offices and preventive measures to curb the spread of Covid-19.
8. Persons above 65 years of age, persons with co-morbidities, pregnant women shall work from home except for meeting essential requirements.
9. Large physical meetings should be avoided.
10. If possible employees may make their own travel arrangements instead of using the office bus.

All the Heads of the Sections are informed to bring this Circular to the notice of the employees working in their Section.


02/05/2020
REGISTRAR

Copy for information through email to:

1. The Hon'ble VC through his Secretary, VTU, Belagavi.
2. The Registrar (Evaluation), VTU, Belagavi.
3. The Finance Officer, VTU, Belagavi.
4. The Resident Engineer, VTU, Belagavi.
5. The Principal, UBDTCE, Davangere.
6. The Director/Special Officers, VTU's Regional Office, Belagavi, Bengaluru, Mysuru and Kalaburagi.
7. All the Departments Chairman/Program Coordinators, VTU's PG Centre, Belagavi, Muddenahalli, Mysuru and Kalaburagi
8. The Special Officers /Other Officers at Head Office, VTU Belagavi.
9. The Director/Special Officer, Skill Development, Dandeli.
10. The Special Officer, VTU's Extension Centre, Mangaluru.