



# VISVESVARAYA TECHNOLOGICAL UNIVERSITY

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

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

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

REGISTRAR

Ref:VTU/PS/2019-20/10698

Date : 2 MAY 2020

To,  
All the Principals/Directors of Constituent, Affiliated  
and Autonomous Engineering colleges, Schools of Arch.  
and Chairpersons of PG Depts. under VTU

Sub: Points to be noted by the institutes during COVID Lockdown 3.0 period.  
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, following points are being brought to the attention of all the Principals/Directors of Constituent, Affiliated and Autonomous Engineering colleges, Schools of Arch. and Chair persons of PG Depts. under VTU.

1. All the Principals/ Directors, Deans, HoDs / Chairpersons, 1/3<sup>rd</sup> of the Teaching staff and 1/3<sup>rd</sup> of the non-teaching staff (by rotation) will have to report back to the institute and start functioning with effect from 4<sup>th</sup> May 2020 by following standard operating protocol (SOP) issued by MoHFW. In case of exigencies, the Institutes should take appropriate decision in this regard. Colleges should arrange for the duty passes from the Govt. authorities (if required).
2. The teaching staff are required to review the online sessions done so far and also, required to continue the same up to 31<sup>st</sup> May.
3. Faculty must maintain a substantive contact with students. Even after posting the lecture material online, faculty members need to maintain communication with the students and discuss course material with them on a regular basis.
4. They should attempt to reach 100% of the students through various online or tele-modes.
5. Demo videos of lab (Recorded visuals of laboratory experiments) Sessions be prepared and uploaded to the college website for the students, so that they could be prepared for practical examinations. Also, a library of e-content and lecture resources (notes) make available on college website, for each Semester, course wise.
6. Colleges must collect and maintain the stay and travel history of all the employees during the COVID-19 Lockdown period (from 23rd March to 3rd May).

7. The Academic and Examination calendar will be released shortly by the university, based on UGC guidelines and Directions from Govt. of Karnataka.
8. Final year project work, involving lab. Investigations / field work/ fabrication work etc., may be finalized on the basis of secondary data, design details etc. The institutes are advised to evaluate the Internal marks of the final year project using Skype or other meeting applications. The students may be advised to keep the soft copy of the report ready.
9. The colleges are required to follow all the precautionary measures to ensure safe and proper social distancing in the campuses and preventive measures to curb the spread of Covid-19.

Additional precautions to be followed are as under.

- 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.
  - Before entering into the college and office premises, everyone should be checked for the body temperature using an infrared thermometer.
  - Hand sanitizers should also be kept in the laboratories, staff rooms and office room.
  - Plan to spray the offices and the classrooms with safe chemical disinfectants/fumigation.
  - Colleges shall arrange for general health checkup of all the faculty and staff.
  - Persons above 65 years of age, persons with co-morbidities, pregnant women shall work from home except for meeting essential requirements.
10. Colleges are directed to instruct the teachers about the classroom interventions followed by examinations when the students are back to the campus. Tentatively, classroom sessions followed by examinations would commence from 1<sup>st</sup> June 2020.

*Above all points must be compulsorily followed by the Constituent, Affiliated, Autonomous Engineering colleges, Schools of Arch. and PG Depts. under VTU. MHA order (Ref.2) is enclosed herewith for strict adherence.*

  
02.05.2020.  
REGISTRAR

**Copy for information to :**

1. The Hon'ble Vice-Chancellor through his Secretary, VTU, Belagavi.
2. The Registrar (Evaluation), VTU, Belagavi.
3. The Regional Director (I/c), VTU's Regional Office, Belagavi, Bengaluru, Mysuru and Kalaburagi.
4. All the Chair persons / program coordinators of respective departments of VTU's Centre for Post Graduate Studies.





# Visvesvaraya Technological University

"Jnana Sangama", Belgaum - 590 018, Karnataka State.

## Employee TRAVEL and STAY History

### A: Personal Details

Sl. No.	Particulars	Information to be furnished
	Name of the Employee	
	Designation	
	Department	
	College /Place	
	Gender	Male / Female
	Age (in years)	
	Aadhaar Card No.	<input type="text"/>
	Mobile No.	<input type="text"/>
	Permanent Address	
	Present Address (if it differs from above)	
	Health History (Blood Pressure / diabetic / Heart related or any other diseases )	
	Family Members details	

### B. Travel / Stay History

From 01-01-2020 to till date

1	Travel in India	From (date)	To (date)	Purpose of Visit	stay at (address)
	Place of Visit				
	1.				
	2.				
	3.				
2	Travel Abroad (Please Specify Passport No. _____)	From (date)	To (date)	Purpose of Visit	stay at stay at (address)
	Place of Visit				
	1.				
	2.				
	3.				
3	Any Medical issues during above travel period: Yes / No				
	If Yes, Please Specify .....				
4	Have you quarantined (home / institute) during above period: Yes / No				
	If Yes, Please Specify the reasons ..... & Period of Quarantine : From.....To.....				

Name and Signature of the applicant with date



# Visvesvaraya Technological University

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## Student TRAVEL and STAY History

### A: Student Personal Details

Sl. No.	Particulars	Information to be furnished
	Name of the Student	
	Student USN No.	
	Department	
	College /Place	
	Gender	Male / Female
	Age (in years)	
	Aadhaar Card No.	<input type="text"/>
	Mobile No.	<input type="text"/>
	Permanent Address	
	Present Address (if it differs from above)	
	Health History (to be supported by medical certificate )	
	Family Members details	

### B. Travel / Stay History

From 01-01-2020 to till date

1	Travel in India				
	Place of Visit	From (date)	To (date)	Purpose of Visit	stay at (address)
	1.				
	2.				
	3.				
2	Travel Abroad (Please Specify Passport No. _____)				
	Place of Visit	From (date)	To (date)	Purpose of Visit	stay at (address)
	1.				
	2.				
	3.				
3	Any Medical issues during above travel period: Yes / No				
	If Yes, Please Specify .....				
4	Have you quarantined (home / Hospital) during above period: Yes / No				
	If Yes, Please Specify the reasons .....				
	& Period of Quarantine ; From.....To.....				

Name and Signature of the student with date