



**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**

(An Institute of National Importance under the Ministry of Education, Government of India)

MANGALURU - 575 025, KARNATAKA STATE, INDIA.

Website: <http://www.nitk.ac.in>

Ref. No.: NITK/Admin-Estt./COVID-19/2021/B1

Date: 22<sup>nd</sup> July, 2021

**IMPORTANT NOTIFICATION**

Sub: Preventive Measures for containing the spread of COVID – 19 - Regarding.

Ref.: 1.NITK vide Notifications of even number dated 19-04-2021, 22-04-2021, 27-04-2021, 29-04-2021, 10-05-2021, 24-05-2021, 05-06-2021, 12-06-2021, 20-06-2021 and 02-07-2021.

2.Office Memorandum No.13020/1/2019-Estt.(L), dated 07-06-2021 of the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training (Leave & Allowance Division), Government of India.

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In spite of measures announced vide reference above (1), it has come to the notice of Administration that few employees have attended the office even after having symptoms of COVID-19 such as fever, cough etc. and after coming in contact with their family/staff members who were tested positive. In this regard, it is once again stated that all the employees of the Institute should follow COVID appropriate behavior. Any person suffering from fever, cough, cold, or any other symptoms associated with novel coronavirus should take the RT-PCR test. They are also advised in such cases to apply for leave during the period of isolation / treatment.

The leave during home isolation / quarantine shall be governed as per Office Memorandum No.13020/1/2019-Estt.(L), dated 07-06-2021 of the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training (Leave & Allowance Division), Government of India:

1. Commuted Leave up to 20 days, if due and admissible, without Medical Certificate, on mere production of his COVID positive report.
2. If Commuted Leave is not available, he shall be granted Special Casual Leave (SCL) for 15 days, followed by Earned Leave (EL) or Half Pay Leave (HPL) of 5 days and, in case of EL / HPL is also not available, he shall be given Extra Ordinary Leave (EOL) without insisting on production of Medical Certificate, and the period shall also be counted for qualifying service.

All Deans / Head of the Departments / Centres / Sections / Units shall ensure that employees attending various Administrative Offices shall take all necessary precautionary measures and shall follow all the advisories / health guidelines issued by the MHA, MoHFW, Government of India, State Government and Local Authorities from time to time, in containing the spread of COVID-19 pandemic. In addition to the advisories and precautionary measures notified by the Government of India / Institute from time to time all concerned are also advised to take special care for the following:

- a. Maintaining proper Physical Distance / Following Social Distancing Norms.
- b. Wearing of Face-masks at all the times.
- c. Spitting in the campus premises is strictly prohibited.
- d. Thermal scanning.
- e. Washing Hands and use of sanitizers to clean hands at regular intervals.

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All Head of the Departments / Centres / Sections / Units are requested to bring it to the notice of all faculty / staff / project staff for information and necessary action.

This issues with the approval of the Competent Authority.



**REGISTRAR**

To: The Director, Deputy Director, All Deans, Office of the Registrar, Joint Registrar, All Assistant Registrars.

All HoDs/HoSs – with a request to circulate among the faculty members, non-teaching staff members, project staff, and students of their Departments/Sections.

Chairman – (CDC, LAC), CVO, Transparency Officer and Nodal Officer (under RTI Act, 2005).

Professor In-charge Hostel Affairs, All Wardens of NITK Hostels.

Professor In-charge (Legal Affairs, Analytics, Accreditation & Ranking System).

Medical Officer, Security Officer(on contract), Chairman - CCC, R.E. I/c-for information and necessary action.

Librarian, Assistant Physical Director, SAS Officers

System Manager – CCC and PRNM I/c, Coordinators - CCE & QIP, Coordinator - TEQIP III,

Liaison Officers (SC-ST Cell & OBC Cell), GRO - PwD.

Faculty I/c (Security), Faculty I/c (T&C Works, IIP Cell), B&W Section, OCC, Cash Section, MIS Office.

Professor In-charge NITK-STEP, NCC Office.

President, Students' Union.

All Notice Boards.