

CIRCULAR (F.No./IITM/2020/06 dtd. 30.03.2020)

In compliance with the order No.40-3/2020-DM-I(A) dtd. 24.03.2020 issued by the Home Secretary, MHA, Gol and in continuation to our earlier circular No.F.RO/IITM2020/05 dtd. 22.03.2020 and announcement dtd. 23.03.2020, it is informed that the institute shall remain closed up to **14th April 2020** until further orders.

Sd/-
Registrar

ADVISORY dtd. 30.03.2020

Please be aware that Government of India and Government of Tamil Nadu have enforced nationwide lockdown/shutdown, prohibitory orders under Section 144 of the Criminal Procedure Code (CrPC) and the relevant provisions of Disaster Management Act, 2005 to break the chain of transmission of the Coronavirus disease.

The above orders have been issued by Government to ensure public health and safety during the restriction enforced to combat COVID-19, in places where state and city borders have been closed.

It is imperative that the campus community ensure the strict compliance of the Government orders to contain the spread of the COVID-19 and nullify the risk of infection to oneself or others living on the campus.

It is therefore advised that walking outdoors may be strictly avoided except for essential services/activities. The mandated physical/social distancing of 1 meter be followed strictly and hygiene protocol as given by the CMO may please be followed.

The security staff are under instructions to ensure that there are no crowding, gathering of groups in any open area on the campus. If not complied with, this would defeat the very purpose of social distancing and of breaking the chain of transmission of n-Coronavirus. This may be adhered to in letter and spirit as given in the Govt. guidelines.

Please co-operate when our security personnel go about their field duties.

Sd/-
Registrar

CIRCULAR dtd. 28.03.2020

As a part of preventive measures to control people's movement and to curb the spread of COVID-19, the Tamil Nadu Govt. has announced that from March 29, 2020 provisional stores, vegetable and fruit shops and petrol/diesel pumps in Tamil Nadu would be allowed to function only between 6 a.m and 2.30 p.m during the COVID-19 lockdown period.

Accordingly, the shops operating for essential services at Shopping Complex on the campus would be allowed to operate from 8.00 a.m to 2.00 p.m from 29.03.2020 onwards. However, Apollo pharmacy at the Institute Hospital would continue to operate as usual.

Please avoid overcrowding at shops and keep a social/physical distance of 1 meter from others while purchasing groceries and vegetables etc.

Sd/-
Registrar

ADVISORY

Consequent to the earlier circulars/advisories and the order issued by the Home Secretary MHA, Govt. of India vide order No.40-3/2020-DM-I(A) dtd. 24.03.2020 and the guidelines as per the annexure and appendix thereto, the following are to be ensured for strict implementation of effective measures for ensuring social distancing to prevent the spread of COVID-19.

- The MHA guidelines on the measures to be taken by Ministries/ Departments of Government of India, State/Union Territory Governments & Authorities for containment of COVID-19 Epidemic in the Country are given in the link https://www.mohfw.gov.in/pdf/Annexure_MHA.pdf for information/compliance.
- Please note that clause 12, 13 and 17 of the MHA guidelines emphasise that any violation of containment measures will be liable to legal action under Sec.188 of IPC.

(12) All persons who have arrived into India after 15.02.2020, and all such persons who have been directed by health care personnel to remain under strict home/institutional quarantine for a period as decided by local Health Authorities, failing which they will be liable to legal action under Sec. 188 of the I PC.

(13) Wherever exceptions to above containment measures have been allowed, the organisations/employers must ensure necessary precautions against COVID-19 virus, as well as social distance measures, as advised by the Health Department from time to time.

(17) Any person violating these containment measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC (as per Appendix - https://www.mohfw.gov.in/pdf/Annexure_MHA.pdf)..

This is forwarded for information and strict compliance.

Sd/-
Registrar

ANNOUNCEMENT

In addition to the earlier advisories/circulars issued by the Administration, as part of social distancing and isolation measures to contain the spread of COVID-19 and the Section 144 imposed by the TN Government from 6.00 p.m today, the following are to be strictly adhered to:

1. It has been noticed that many of the residents/employees/dependents/children/relatives/students who have returned from abroad have not reported their arrival to the Institute Hospital. Please note that you will have to inform the travel history of the above individuals to the CMO and Dean (Admn.)/Registrar.
2. As informed by the CMO, the residents/employees/dependents/children/relatives/students who have returned from abroad after 1st March, 2020 are advised to report to the CMO, Institute Hospital immediately about their arrival along with the travel history (by phone/e-mail). Further, those who have returned from abroad may undergo self-isolation/home quarantine as advised by CMO for a period of 14 days from the date of their arrival. The guidelines for home quarantine/self-isolation issued by the Ministry of Health and Family Welfare should be followed strictly.
3. The Greater Chennai Corporation has started to identify/locate the persons who have been asked to remain under self-quarantine. The foreign returnees who have arrived after March 1, 2020, will be monitored on a daily basis by the officials of various TN state Govt. departments and the police.
4. The above instructions are applicable to those who have travelled recently to other states and returned to the campus as well.
5. It has been noticed that in the residential zone many groups of children are playing outside. In view of the serious nature of the pandemic, it is advised to keep your children away from gatherings/groups for the next two weeks to maintain the social/physical distancing (at least 1 metre). This is in the interest of all residents on the campus.
6. As the TN Govt. has announced the lockdown from 6 p.m today till 1st April, the residents on the campus are advised to stay at home, they may come out only for essential and emergency services.
7. The Adyar IN Gate will have restricted entry/exit only for emergency/essential purposes. All the other gates will remain closed until further notice.
8. Gatherings are to be avoided on campus.
9. All faculty/staff staying outside the campus need not to come to the campus on any count during Section 144. All faculty and staff members are advised to remain and work from home.
10. The instructions of the Govt. of India in this regard are linked herewith - <https://www.mohfw.gov.in>.
11. All are requested to comply with the Govt. orders and extend your support and help in keeping the campus safe & secure during this unprecedented situation

Sd/-
Registrar

To

All faculty and staff members thro' announce
All residents

Date: 23.03.2020

ANNOUNCEMENT

In continuation to our earlier announcement regarding the Gate closure dtd. 21.03.2020, the gates will remain closed till 31st March, 2020 or until further notice. This decision has been taken as a part of preventive measures to avoid spread of COVID-19 on the campus and due to security reasons also.

Sd/-
Registrar

Circular No.F.RO/IITM2020/05 dt. 22.03.2020

As a part of preventive measures to achieve “social distancing” and to ensure the safety of teaching and non-teaching staff of educational institutions, the Secretary, MHRD vide his letter D.O.No.Secy (HE)/MHRD/2020 dtd. 21st March, 2020 had directed to take the following safety precautions:

1. Faculty members/Research scholars /Non-Teaching staff/any other staff of the institute are permitted and advised to work from home till 31.03.2020.
2. Faculty members/Research scholars should utilise this period for various academic activities such as:
 - a. Development of on-line content, on-line teaching and on-line evaluation.
 - b. Prepare lesson plan and develop instructional material for the courses to be offered during next academic year/next semester.
 - c. Carry on research.
 - d. Write articles, papers etc.
 - e. Prepare innovative questions for "Question Bank".
 - f. Prepare innovative projects on "Ek Bharat Shrestha Bharat" and other topics.
3. The said period shall be counted as being on duty for all Faculty members/Research scholars/Non-teaching staff including Ad-hoc and contract faculty whose contracts are valid at least up to 31.03.2020.
4. Students, who are still in the hostels, particularly foreign students, are allowed to continue in their hostels and advised to take all necessary safety precaution.
5. The essential/emergencies services viz., Hospital, Pharmacy, Security and Engineering Unit services will continue to operate with minimal strength.

All Faculty members/Research scholars/Non-teaching staff/any other staff should provide their contact details i.e. Mobile No., email id, etc. to the Heads concerned, so that they may be contacted in case of emergency.

Sd/-
Registrar

To
All faculty and staff members thro' announce

Date:21.03.2020

ANNOUNCEMENT

In view of the nationwide people's curfew announced by the Prime Minister to combat COVID-19, the following measures will be in place on campus on **Sunday, the 22nd March 2020 between 7.00 a.m and 9.00 p.m.**

- The Velachery, Taramani and Adyar OUT gates will remain closed for all.
- Adyar IN gate will be manned and opened for the essential and emergency services if required.
- Velachery gate will be opened only for residents' medical emergencies if advised by the CMO of Institute Hospital.
- All the shops inside the campus will be shut down and vendors will not be allowed inside the campus.
- Residents on campus are advised to not invite anyone (friends/relatives/acquaintances/others) from outside to visit your home.
- Outsiders (vendors/suppliers/daily visitors/walkers etc.) will not be allowed to enter the campus.

All the residents on campus are requested to consider the safety of all living inside the campus and extend your cooperation for the countrywide curfew.

Sd/-
Registrar

CIRCULAR

Preventive measures to contain spread of COVID-19

In continuation of this office Advisory dated 17th March 2020, the following further instructions are issued as per DoPT Office Memorandum No.11013/9/2014-Estt (A-III) dated 19th March 2020 (Copy enclosed).

- Heads of the Department / Centres and Jt. Registrar / Dy. Registrar /Section Heads (Asst. Registrar) may ensure that 50 per cent of Group B and C employees attend office every day, and the remaining 50 per cent staff work from home. HoDs and Section Heads may draft a weekly roster of duty for Group B and C Staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in campus and close proximity to Institute or those who use their own transport to travel to Institute.
- The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communications at all times. They should attend office, if called for any exigency of work.
- The Institute shall observe office timings as usual. Faculty members and Group A officers shall continue to attend office on all working days during this period.
- HoDs / Section Heads may furnish the details of roster drawn for first week (20.03.2020 to 27.03.2020) and second week (30.03.2020 to 03.04.2020).
- The advisory issued may be modified subject to further instruction from Government of India / Government of Tamil Nadu. All faculty/staff are requested to adhere to the advisory issued from time to time scrupulously without compromising the guidelines issued.
- This order will not apply to those who are working in Institute Hospital / Engineering Unit (Maintenance and Technical cadre), Security Section and Transport Cell.

These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

Sd/-
Registrar

To
All Deans
The Heads of the Departments / Centres / Sections
The Librarian / CMO

ADVISORY

Preventive measures to be taken to contain spread of COVID-19

In order to contain spread of COVID-19, DoPT had circulated precautionary measures required to be taken by all employees. A copy of the circular is enclosed for strict compliance. Necessary sanitizers may please be purchased as per requirement and Dos and Don'ts may be followed scrupulously.

In addition, the residents

- may avoid inviting relatives/guests to campus and avoid non-essential travels, public gatherings, functions organised outside the campus in this period.
- avoid gatherings on campus including stadium and play ground.

Those who are commuting from outside the campus may comply with the safety measures while travelling to ensure social distancing from any contacts that could result in spread of COVID-19.

There will be checking of IDs at the entry points by security staff and those without proper valid ID may not be allowed entry inside the campus. Thermal scanning also may be commenced in due course as per Government regulations and all faculty / staff are requested to co-operate in this regard.

Sd/-
Registrar

Encl : DoPT OM Dated 17.03.2020

To
All Deans
The Heads of the Departments / Centres / Sections
The Librarian / CMO
All Faculty & Staff

CIRCULAR

Sub: Novel Coronavirus (COVID 19) – Reg.
Ref: Circular No. F.Admin.I/2020/373 dated 11.03.2020

Further to the circular referred above and as communicated by the Public Health Department, Greater Chennai Corporation, the following are the symptoms and protocol for Coronavirus:

- * Fever, Cough
- * Myalgia
- * Difficulty in breathing

The disease spreads from person-to-person through respiratory droplets produced when an infected person coughs or sneezes.

Preventive Measures:

- Frequent washing of hands with soap and water for atleast 30 seconds every time.
- To cover the face by a clean hand kerchief during coughing or sneezing.
- Children below 3 years and people above 70 years should stay away from public gatherings and overcrowded places.
- Standard disinfection practices should be followed in all Health care facilities.

As per the communique dated 11.03.2020 issued by the Bureau of Immigration, Ministry of Home Affairs, Government of India, all incoming travellers, including Indian nationals, arriving from any destination and having visited China, Italy, Iran, Republic of Korea, France, Spain and Germany (including transit hub in the above mentioned countries) on or after 15.02.2020 shall be quarantined for a minimum period of 14 days. This will come into effect from 12.00 GMT (17.30 Hrs IST) on March 13, 2020.

Faculty/Staff Members/Project Staff Members/Students residing inside IITM Campus and who have visited the above countries are required to contact the Chief Medical Officer, Institute Hospital immediately on their return from overseas travel and they have to be under home quarantine for a period of 14 days as directed above by the Ministry of Home Affairs. In case, they develop any of the above mentioned symptoms of the Coronavirus, they have to immediately get in touch with the CMO, Institute Hospital and follow the further protocols as mentioned above.

Faculty/Staff Members/Project Staff Members/Students residing outside IITM Campus have to be under home quarantine at their respective residential places for a period of 14 days immediately on their return from overseas visit. If they develop any of the above mentioned symptoms of the Coronavirus, they have to immediately get in touch with the nearby Primary Health Centres / Government Hospitals. The CMO, Institute Hospital may also be intimated immediately.

During the period of home quarantine, the Faculty/Staff Members/Project Staff Members/Students have to be in a separate room. The family members should not be in direct touch with him/her and they can continue their routine.

The helpline numbers given by Greater Chennai Corporation are furnished below:

24 Hours Control Room Number: 011 – 23978046
Landline No. 044 – 29510400 / 044 – 29510500
Communicable Diseases Hospital: 044 – 25912686/87/88

Sd/-
Registrar

ADVISORY

In view of the novel Coronavirus (COVID 19) cases being reported in the country, the following guidelines are issued as a precautionary measure to arrest the spread of COVID-19 within IITM Campus.

1. Faculty, Student/Scholar, Employee, Project staff and any other person including residents are advised to refrain from travel to China/Iran/UAE/Republic of South Korea /Malaysia / Indonesia / Italy / Japan / UK / USA / Singapore / Thailand / Nepal /Taiwan / Vietnam / Hong Kong / Spain / Germany / France and advised to avoid non-essential travel to other COVID-19 affected countries as well.
2. Faculty, Student/Scholar, Employee, Project staff and any other person including residents using the most common transit hubs such as (Dubai, Abu Dhabi, Kuwait, Sharjah, Qatar, Singapore, Bangkok, Hong Kong, Kuala Lumpur, Colombo, Oman) are also advised to follow the precautions given below.
3. If a faculty, Student/Scholar, Employee, Project staff and any other person including residents choose to travel to affected countries for compelling reasons, it is advised that all individuals on return from such travel back from the affected countries, return to their respective homes and in consultation with Chief Medical Officer complete their home quarantine period of 14 days and if no symptoms are noticed in such period, can return to their work/study place. 14 days may be counted from the date of disembarkation in India after travel.
4. If any faculty, Student/Scholar, Employee, Project staff and any other person including residents are already travelling to an affected country and is likely to return to India any day from today (including today), they are advised to return to their respective homes and in consultation with Chief Medical Officer complete their home quarantine period of 14 days and if no symptoms are noticed in such period, can return to their work/study place. 14 days may be counted from the date of disembarkation in India after travel. In case there is fever/cough/cold or any related symptoms after 14 days, you are advised to inform CMO and to report to the nearest Govt. Hospital/Institute Hospital immediately.
5. All such persons on the rolls of IITM will be working from home during the quarantine period.
6. In case of any symptoms of COVID 19 or any other health-related issues, the Chief Medical Officer/ Institute Hospital/Govt. Hospital is to be contacted immediately.
7. The Head of the Departments/Sections/Centres / Head of Admin units are also requested to ensure that soap dispensers and disinfectants are kept in labs/restrooms/other common areas. In case of any additional requirement, HOD's/Centres/Sections may contact the Engineering Unit.
8. As a precautionary measure marking of bio-metric attendance is dispensed with, w.e.f 12.03.2020 and normal register-based attendance may be kept in vogue for all employees/outsourced/project staff indicating in-time/out-time while marking their attendance. This system will continue till 31.03.2020 or until further orders. However, labs and centres may enable the biometric entry after office hours for safety and security reasons as deemed fit.
9. The COVID-19 advisory and regulations issued by Central Govt and TN Govt are also to be complied with.

10. The Head of the Department/Sections/Centres are requested to ensure that this advisory is strictly followed, and any violation should be immediately reported to the Institute Hospital/ Govt. Hospital

It is important for every individual to follow the travel advisory strictly in the individuals own interest and in the interest of the rest of the Institute community. This advisory will stay in force till such time it is revoked.

Sd/-
Registrar

To

1. All Deans / All The Head, Departments/Centres/Sections
2. The Librarian, Central Library / The CMO, Institute Hospital.
3. The Chairman, Engineering Unit / The Wardens of all Hostels
4. The Chairman CCW/Notices Board: Institute/Hostels.