



Ref. No. CEC/COVID/Reopening/2020/0288

Date: 26.05.2020

NOTICE

This is to inform all Institutional Members involving all the faculty and staff members that in accordance with the discussion with the Directorate of Higher Technical Education, Jharkhand on 26th May, 2020 and viewing the directives of the Competent Authority, the Institute is pleased to the inform the underlying to all aforesaid concerned.

- The Institute reopens on 27.05.2020.
- From the said date onward, at the Institute, the presence of the Principal, Vice-Principal and the Heads of all the Departments has been mandated.
- A roster will be prepared to ensure that 33% of the Institutional Faculty and Staff Members register their physical attendance at the Institute.
- For, in-campus members, all must report the Institute from 27.05.2020 onward.
- For, non-in-campus members, latest by 29.05.2020, they are supposed to report to the Institute. The said individuals who are not-in-campus ought to carry on their work compulsorily through "Work from Home". For the non-in-campus members who fail to report by aforesaid reporting date, it will be considered leave for them.
- Reporting to the Institute is the responsibility of every faculty and staff member, and they are supposed to arrange passes accordingly.
- The attendance will be taken manually for all Institutional Members on a register which will be kept at the office of Principal.
- Social Distancing shall be in strict effect as a matter of utmost importance for Institutional Operations.

(Dr. R. Roy)

Principal

C.C: 1. Vice Principal

2. All HODs are requested to circulate among faculty and staff.
3. Office Copy
4. Institute Web Site.