



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MHRD, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park Campus, Near Budha Park, Kalyani -741235,

West Bengal, website : www.iitkalyani.ac.in, office@iitkalyani.ac.in

No. IITK/OO2/2020/76

Date: March 25, 2020

OFFICE ORDER

The undersigned is to convey that as per order issued by the Home Secretary, Ministry of Home Affairs, Government of India vide. No. 40-3/2020-DM-I(A) dated 24th March 2020, the followings are strictly implemented in the IIT Kalyani with effect from 25th March 2020 to 14th April 2020, or until further orders, whichever is earlier :

- 1) All classes and examinations of the Institute will remain suspended and offices of the Institute shall remain closed during the above period.
- 2) Faculty members / Researchers including those working in projects / other Scholars & Fellows who are carrying out research / Non-Teaching staff (except employees attached to emergency / hostel services) of the Institute are permitted and advised to work from home / hostel as the case may be during the above period, and they will continue to work treated as on duty.
- 3) No Faculty members / Researchers / Students / Scholars / Fellows / Project staff / Non-Teaching staff are permitted to enter the Institute campus till 14th April 2020 or until further order, whichever is earlier, except for any emergency situation.
- 4) All Hostel services will continue to remain functional. The concerned in charges / Officers are requested to make a duty roster for deployment of minimum number of staff during the above period.
- 5) The academic unit of the Institute will be under complete lockdown. No faculty / student / staff / other members (except employees attached to the emergency services) / project staff / construction workers etc. will be permitted to enter in the Academic campus area of the Institute. In case of any emergency, prior permission is required to be taken.
- 6) Students are not permitted to go outside their respective Hostel. In case of emergency, they may approach to the security / caretaker at the hostel for help.
- 7) Mess facility at Hostel will remain open.
- 8) Any social / political / sports / entertainment / academic / cultural / religious functions / gatherings / conference / seminar etc shall not be permitted. All bookings made are cancelled.

9) Hostellers are permitted to visit the nearby market for day-to-day needs during the 8:00 am to 10:00 a.m. However, they should carry IDs and should keep safe distance as per guidelines issued in this regards.

10) No outsiders / outside guests will be entertained in any Hostel / Guest House during the above period.

All members of IIIT Kalyani are requested to co-operate with security/ emergency staff on duty to make IIIT Kalyani safe and secure from the coronavirus pandemic.

This is to bring it to the notice of faculty / staff / students / project staff for wide circulation among IIIT Kalyani community.

Sd/-
(S. N. Datta)
Registrar(Offg.)

To
Faculty Coordinator / All Faculty members / Officers

Copy to :

1. Secretary, MHRD and Chairman, Governing Body, IIIT, Kalyani
2. Mentor-Director, IIIT Kalyani
3. Executive-Director, IIIT Kalyani
4. All Assistant Registrars, IIIT Kalyani
5. All Faculty-in-Charges, IIIT Kalyani
6. President, Students' Gymkhana, IIIT Kalyani
7. All Wardens Hostels, IIIT Kalyani
8. All Staff members
9. Office file

(S. N. Datta)
Registrar(Offg.)