OFFICE ORDER

Sub:- Education-Technical-Rajiv Gandhi Institute of Technology, Kottayam-Estt-
Relaxation to the restrictions imposed in the state due to Covid 19 pandemic-
Implementation of Guidelines- Orders-Issued.


The Government of Kerala, vide Order read as (1) above, have issued relaxations to the
restrictions in the state due to Covid19 pandemic and have issued guidelines regarding the
functioning of all educational institutions.

Sanction has therefore been accorded by the undersigned to the G.O read above being
implemented in the College.

1. College will be functioning in the offline mode with effect from Sept. 27. During Sept. 27 to
Oct. 1, offline contact classes will be for 50% of fourth semester students and during Oct. 4 to
8 for the remaining fourth semester students.
2. Contact classes will be conducted for final year students with effect from Oct. 11; with
maximum 50% of students at a time. Schedule of classes of PG students will be published by
HoDs.
3. It is to be ensured that all the students wear face mask during contact classes. Any student,
violating this instruction, shall not be permitted to attend classes.
4. Sufficient amount of sanitiser can be collected from the College Office upon HoD’s request. At
the time of entry to college, the students are required to submit copy of RTPCR negative
certificate, taken within 72 hours of reporting, to respective Staff Advisor and the hostel
warden (for hostlers). Students who have taken both the vaccinations need not produce
RTPCR certificate; however they should have the official certificate in this regard. E-
certificates shown on electronic gadget is sufficient. Staff members shall ensure
vaccination/RTPCR-negative certificate of students.
5. Wearing masks, frequent use of sanitiser, and maintaining social distancing are compulsory in
the campus for staff members also.
6. Body temperature of staff and students shall be checked at the entry to each department
block on every day basis.
7. While in College, if a staff member has any symptoms like fever, body pain, or abnormal body
temperature, etc. he/she should inform the matter to the HOD and immediately report to the
Taluk Hospital, Pampady or health-care authorities. He/she should undergo COVID test and
he/she shall remain in quarantine till the results of COVID test are announced. Staff members
shall report details of any student with symptoms like fever, body pain, or abnormal body
temperature, etc. to the HOD immediately; HOD shall report the matter to the Taluk Hospital,
Pampady or health-care authorities after intimating Principal.

8. HODs shall be present on all the days, for the administration of departments. HoDs are permitted to allow a maximum of one third of the faculty members to work from home, on rotation basis. However, if necessary, HoDs can demand the presence of more faculty members at the institution. HoDs shall give the assigned list of faculty members to the Principal, in advance.

9. Staff members are instructed to monitor whether the students are maintaining all covid protocols as per the instructions from the University and the Government.

10. Class timings during contact classes will be from 9 am to 4 pm.

11. Staff members who have not taken vaccination of both the doses are required to submit to the Head of Department, RTPCR negative certificate taken not later than 72 hours prior to joining back the college. HoDs to ensure.

12. It is mandatory for all the staff members to wear their ID cards.

13. If any student/staff is tested COVID positive, he/she and all the students/staff who are/were in primary contact with the student, shall remain in quarantine, as per the Govt. guidelines. The names of such students are to be documented and kept in the Department/ Hostels.

14. In case of any lack of clarity in this order, norms as per the GO cited above will prevail.

Dr. Sathishkumar C
Principal

To
All the Staff (through HoDs)

Copy To
1). Notice Board