



**IMPORTANT NOTIFICATION**

Sub: Prevailing condition arising out of the COVID-19 pandemic in the country - **Extension of lockdown period** – Reg.

- Ref.:1. Notification No. NITK/Admin-Estt./COVID-19/2020/B9 dated 14<sup>th</sup> March 2020, 18<sup>th</sup> March 2020, 20<sup>th</sup> March 2020, 26<sup>th</sup> March 2020, 14<sup>th</sup> April 2020 and 02<sup>nd</sup> May 2020.
2. Ministry of Home Affairs Order No. 40-3/2020-DM-I (A) dated 24<sup>th</sup> March 2020, 14<sup>th</sup> April 2020 and 1<sup>st</sup> May 2020.
3. Order Govt. Of Karnataka vide No. RD 158 TNR 2020 dated 02.05.2020

This is in continuation of the Notification dated 02<sup>nd</sup> May 2020 regarding extension of lockdown declared on the Institute for a further period of two weeks wef 04.05.2020 i.e. **till 17-05-2020 or until further orders, whichever is earlier. Dakshina Kannada District Administration has issued various advisories vide order dated 02.05.2020 for this extended period which needs to be followed scrupulously.** In view of the above the following advisories are implemented in the Institute:

1. Universal use of standard cloth face mask for all is compulsory in the campus while moving for Consumers' Cooperative Society, Bank, HCC or any other common area to prevent the asymptomatic carriers from spreading disease as per guidelines of the Government. However they should keep safe distance as per guidelines issued in this regard.
2. All departments and sections of the Institute shall start functioning with 33 % employees of their respective departments and sections. However, all the other employees will continue to discharge their official functions over the internet/VPN and whenever there is a need to be physically present in the Institute, they would be required to do so. Officers and Staff should always be available on phone/email for contact at any point in time.
3. All amenities including eateries, Milk parlor and NITK Consumers' Co-op. Society are permitted to function every day between 07.00 AM to 07.00 PM during this period.
4. All the gates of the Institute shall remain open between 07.00 AM to 07.00 PM during this period. However Faculty members / Researchers / Students / Scholars / Fellows/ Project Staff / Non-Teaching Staff are permitted to leave or enter the campus for any emergency situation. They should carry IDs, use Mask and should keep safe distance as per guidelines issued in this regard.
5. The Health Care Centre, pharmacy and essential services like Security, Housekeeping, etc., shall be functioning as usual.
6. All emergency 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.

7. Domestic servant/helper/gardener will be allowed to enter and move within the Institute campus between 07.00 AM to 07.00 PM during this period, provided they use face masks as mandated in the guidelines.

All other terms and conditions mentioned in the press release of the Dakshina Kannada District Administration dated 02.05.2020 (copy attached) needs to be followed scrupulously.

The above guidelines will be reviewed in case of issuance of fresh guidelines by the Government. All members of NITK, Surathkal community are requested to co-operate with security / emergency staff on duty to make our campus safe and secure from the novel coronavirus-19 pandemic virus.

All Heads of the Department/Centre/School/Section/Unit are requested to bring it to the notice of all faculty/staff/students/project staff for wide circulation among NITK, Surathkal Campus Community.

This issues with the approval of the Competent Authority.



**REGISTRAR**

Copy to:

The Director and Deputy Director – for kind information, please.

All Deans, Office of the Registrar, Joint Registrar, All Assistant Registrars.  
All HoDs / HoSs - with a request to circulate among the faculty/staff members of their Departments / Sections.  
Chairman (CCC, CDC, LAC), Professor In-charge (Analytics, Accreditation & Ranking System, Hostel Affairs).  
All Wardens of NITK Hostels, FIC (Security), Security Officer (on Contract).  
Transparency Officer and Nodal Officer (Under RTI Act)  
CVO, Medical Officer, Librarian, Physical Director I/c, SAS Officers, Resident Engineer I/c,  
System Manager, CCC and Public Relations & Media Manager (on Contract) - for wide publicity.  
Coordinators - CCE & QIP, Coordinator - TEQIP III, Liaison Officers (SC-ST Cell & OBC Cell), GRO- PwD.  
Faculty I/c (T&C Works, IIP Cell), B&W Section, OCC, Cash Section.  
Professor In-charge NITK-STEP, NCC Office, President, Students' Union,  
All Notice Boards.