Process of handling the COVID-19 Outbreak and Work from Home

FOR

The Employees of

RAMGARH ENGINEERING COLLEGE
(Established by Govt of Jharkhand and Run by Techno India Under PPP)

Previously known as
"Government Engineering College, Ramgarh (Run / Managed by Techno India)"
And also by
Techno India Ramgarh

Version 1.0

Effective from 29th May 2020

NOTIFICATION

REC /HR/COVID/01   Dated : 29th May 202017

THIS IS FOR INFORMATION OF ALL CONCERNED THAT ENCLOSED "THE PROCESS OF HANDLING THE COVID-19 OUTBREAK AND WORK FROM HOME" HAS BEEN DULY APPROVED BY THE GOVERNING BODY.

THIS IS ALSO TO BE NOTED THAT ANY CLAUSE OR ARTICLE CAN BE AMMENDED OR DELETED OR ANY NEW CLAUSE CAN BE ADDED, IF FELT NECESSARY BY THE GOVERNING BODY.

IT HAS BEEN AGREED BY THE BOARD THAT THIS "THE PROCESS OF HANDLING THE COVID-19 OUTBREAK AND WORK FROM HOME" SHALL BE APPLICABLE TO ALL EMPLOYEES OF **RAMGARH ENGINEERING COLLEGE (ESTABLISHED BY GOVT OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP)** WITH IMMEDIATE EFFECT**.**

BY ORDER

(PRINCIPAL)

Forwarding Note

Dated : 29ᵗʰ May 2020.

The Process of handling the COVID-19 Outbreak and Work from Home of Ramgarh

Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP)

has been duly approved by the members of the Govering Body in the meeting of the Govering

Body held on 29ᵗʰ May 2020. The members unanimously resolved that this will be in effect from

the date of publication.

(Prof Mohit Chatterjee)

Chairman of Govering Body

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RELEASE NOTE

SL NO	VERSION NO	DATE OF RELEASE	DETAILS & REASON OF CHANGE
1.	1.0	29th May 2020	Initial Release

1. PREAMBLE

Coronavirus disease 2019 (COVID-19) is a contagious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The first case was identified in Wuhan, China, in December 2019. It has since spread worldwide, leading to an ongoing pandemic.

The COVID-19 pandemic in India is part of the worldwide pandemic of coronavirus disease 2019 (COVID-19) caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The first case of COVID-19 in India, which originated from China, was reported on 30 January 2020. India currently has the largest number of confirmed cases in Asia, and has the one of the highest number of confirmed cases in the world.

The country has gone to complete lockdown from 24th March 2020 and the academics have been seriously impacted due to it.

This document will be called Process of handling the COVID-19 Outbreak and Work from Home and will be implemented with due approval from the Board of Governors and with proper notification.

2. NAME AND APPCABILITY

These Service Rules shall be called the "Process of handling the COVID-19 Outbreak and Work from Home "and shall be applicable to all the Employees of the college.

This rule will be applicable till the further notification from the Chairman of the Board of Governors and will be repealed automatically when such notification are issued.

Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender unless the context clearly indicates otherwise.

3. **DEFINATIONS**

For the purpose of the Service Rules the following terms are used to denote the meaning as explained below :-

A. **"Authority"** means the Governing Body of the College and represented by the Director of the Company viz. Techno Education Ramgarh. The Governing Body / Board of Governors have delegated all its power to the Director to act and work on behalf of the Governing Body / Board of Governors.

B. **"Board of Governors"** or "**Governing Body**" is the authority as per AICTE norms for the Governance of the College including control of academic and administrative activities. It is the supreme body of the College.

C. **"College**" or **"Institution"** means "Ramgarh Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP), a college established in at Ramgarh, Jharkhand – 832108 and having AICTE Permanent ID No 1-1555166801. "College" and "Institution" means the same in this document.

D. **"Company"** or "**Special Purpose Vehicle" (SPC)** means a Section 25 company named "**Techno Education Ramgarh**" having CIN U80901WB2012NPL187328 2012-2013, having registered address at EM 4, Sector V; Kolkata - 700091.

E. **"Corporate Office"** and **"Head Office"** means the office which has been declared by authority as Corporate Office. At present it is the premises at EM 4, Sector V; Kolkata - 700091. It can be changed by the Authority by a notice to the Institution.

F. **"COVID" or "COVID-19"** means Coronavirus disease 2019 which is a contagious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

G. **"Director"** means an individual specially empowered by Authority / Company to supervise the college in close coordination with the Governing Body and Head of the Institution, i.e. Principal. He is also the Director of the Company viz. Techno Education Ramgarh

H. **"Employee"** means any person appointed by the Authority/ College / Company as a member of its staff. Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary, and iv) Contractual Employee

- A **"Regular employee"** is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed, on the basis of satisfactory service rendered by him as a "Probationer" on expiry of probation period or extended provision period by the Authority.

- A **"Probationer"** is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended.

  It is clearly mentioned that extension of Probation period is not a right of the candidate but may be considered by the Authority depending on scope of improvement / prospect. Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority. In deserving situation, the Authority may waive the Probation condition of an employee at the time of issuing appointment letter to him.

- **"Temporary employee"** is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Director/Principal with the approval of the Authority for specified period.

- A **"Contractual Employee"** is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation. Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other allowances will be admissible.

I. **"Faculty Member"** means an Employee engaged in Direct Academic work such as Teaching, Research, Consultancy, Publication etc and so on. "Faculty Member" and "Teaching Staff" , "Teaching Employee " and "Teachers" are used Interchangeably and mean the same thing.

Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop Incharge etc who are appointed / engaged to

teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Authority may create additional posts such as Emeritus Professors, Adjunct Professor, Visiting Professors etc if needed or remove the cost and/or change the nomenclature of the post.

J. **"Head of the Department"** or **HOD** means a member of the Faculty at the level of Professor / Associate Professor as may be declared by the Principal to be Head of the Department. HOD will be made on rotational basis. Period of rotation will be of maximum two years. Eligibility for HOD will be Professor or Associate Professor. In case of non availability of Professor or Associate Professor in any department, most efficient teacher will be made as In-charge of Department to officiate by the Principal.

K. **"Medical Certificate"** means a certificate issued by a Registered Medical Practitioner or a Medical Officer of a Government hospital.

L. **"Month"** means a calendar month according to English Calendar unless otherwise specified. **"Salary Month"** means 26th of the Previous Month to 25th of the current month.

M. **Non-Teaching Staff / Non-Teaching Employee** – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library Assistant, Personal assistant, Electrician, Plumber, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category. Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post.

N. **"Principal"** is the academic and administrative head of the College with role and responsibilities duly defined by AICTE. In absence of regular Principal any of the Senior Professor duly nominated by the Director / Governing Body will act as Principal In-Charge with full authority of the Principals' Office.

O. **"Work from Home"** or **"WFH"** means working from Home instead of working in the normal working place like College, Head Office, Information Centre etc. Please note that this Work from Home is not a Holiday / Leave and hence all the staff members will get their salary and as such need to work for minimum 40 hrs / week from home.

4. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Acronyms Meaning
BOG/GB	Board of Governors/ Governing Body
HOD	Head of the Departments
WFH	Work from Home

5. AUTHORITY

The Director has the Authority to Change the policy subject to post facto approval from the Board of Governors

The Director has the authority to grant any concession or implement any new method/rule subject to post facto approval from the Board of Governors

The Principal of the College have the authority to Implement the Policy

6. CONFIDENTIALITY

This is a confidential document and will be governed by the Confidentiality Clause as mentioned in the Concession Agreements between the then Department of Science & Technology, Govt of Jharkhand, Techno India and the Special Purpose Companies Confidentiality norm of Techno India, Confidentiality norm of each SPCs and Confidentiality norm of Each Appointment letter of an employee. This document is the Property of Institution and cannot be shared without written consent from authority.

7. VERSION AND CHANGE

This is the First Official version of the Rule. in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters. This will evolve over the time based on more knowledge on COVID-19 situation.

8.   FOLLOWING THE COVID RELATED INSTRUCTIONS

1.   Each employee are mandatorily follow the Instruction of Ministry of Health and Family Welfare (MoHFW), Govt of India, which are available at the website https://www.mohfw.gov.in/

2.   Each employee are mandatorily follow the Instruction of Department of Health, Medical Education & Family Welfare, Govt of Jharkhand , which are available at the website https://www.jharkhand.gov.in/PDepartment?department=d5e4effc166af7f050089416e7e53b 57# and http://jrhms.jharkhand.gov.in/

3.   Each employee are mandatorily follow the Instruction of Department of Higher, Technical and Skill Development, Govt of Jharkhand on COVID situation

9.   FOLLOWING THE GENERAL COVID GUIDELINE

1.   Protect yourself and others from COVID-19

If COVID-19 is spreading in your community, stay safe by taking some simple precautions, such as physical distancing, wearing a mask, keeping rooms well ventilated, avoiding crowds, cleaning your hands, and coughing into a bent elbow or tissue. Check local advice where you live and work. **Do it all!**

2.   What to do to keep yourself and others safe from COVID-19

- Maintain at least a 2-metre distance between yourself and others to reduce your risk of infection when they cough, sneeze or speak. Maintain an even greater distance between yourself and others when indoors. The further away, the better.

- Make wearing a mask a normal part of being around other people. The appropriate use, storage and cleaning or disposal are essential to make masks as effective as possible.

3.   **How to wear a mask:**

- Clean your hands before you put your mask on, as well as before and after you take it off, and after you touch it at any time.

- Make sure it covers both your nose, mouth and chin.

- When you take off a mask, store it in a clean plastic bag, and every day either wash it if it's a fabric mask, or dispose of a medical mask in a trash bin.

- Don't use masks with valves.

4.   **How to make your environment safer**

- **Avoid the 3Cs: spaces that are closed, crowded or involve close contact.**

   o   Outbreaks have been reported in restaurants, choir practices, fitness classes, nightclubs, offices and places of worship where people have gathered, often in crowded indoor settings where they talk loudly, shout, breathe heavily or sing.

   o   The risks of getting COVID-19 are higher in crowded and inadequately ventilated spaces where infected people spend long periods of time together in close proximity. These environments are where the virus appears to spread by respiratory droplets or aerosols more efficiently, so taking precautions is even more important.

- **Meet people outside.** Outdoor gatherings are safer than indoor ones, particularly if indoor spaces are small and without outdoor air coming in.

- **Avoid crowded or indoor settings** but if you can't, then take precautions:

- **Open a window.** *Increase the amount of* 'natural ventilation' when indoors.

- **Wear a mask** (see above for more details).

5. **Don't forget the basics of good hygiene**

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. **This eliminates germs including viruses that may be on your hands.**

- Avoid touching your eyes, nose and mouth. **Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and infect you.**

- Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze**. Then dispose of the used tissue immediately into a closed bin and wash your hands. By following good 'respiratory hygiene', you protect the people around you from viruses, which cause colds, flu and COVID-19**.

- Clean and disinfect surfaces frequently especially those which are regularly touched, **such as door handles, faucets and phone screens.**

6. **What to do if you feel unwell**

- **Know the full range of symptoms of COVID-19.** The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some patients include loss of taste or smell, aches and pains, headache, sore throat, nasal congestion, red eyes, diarrhoea, or a skin rash.

- **Stay home and self-isolate even if you have minor symptoms such as cough, headache, mild fever**, until you recover. Call your health care provider or hotline for advice. Have someone bring you supplies. If you need to leave your house or have someone near you, wear a medical mask to avoid infecting others.

- **If you have a fever, cough and difficulty breathing, seek medical attention immediately. Call by telephone first, if you can** and follow the directions of your local health authority.

10. WORK FROM HOME OR "WFH"

1. Working from Home instead of working in the normal working place like College, Head Office, Information Centre etc. Please note that this Work from Home is not a Holiday / Leave and hence all the staff members will get their salary and as such need to work for minimum 40 hrs / week from home.

2. Work from Home is NOT A RIGHT OR PREVILAGE of an Employee but a requirement which has cropped out due to COVID-19 pandemic.

3. WFH may be granted to All Employees, Selected Employees based on the need of the Institution.

4. Only Principal and Director has power to allow WFH

11. ASSIGNMENT OF WORK DURING "WFH"

Each Faculties need to be assigned for

1. on Line teaching through Google Classroom / Zoom / other On line media and such media has to be operational and faculties have to take the classes. It is the responsibility of the faculties to arrange for such tools for taking On Line Classes

2. Development of online content, Development of On line evaluation

3. Preparation of lesson plan and development of instructional material for the courses to be offered during next academic semester

4. Carry on research activities and Write article, paper etc

5. Preparation of Question Bank based on Blooms Taxonomy

6. Prepare innovative projects on "Ek Bharat Shrestha Bharat" and other topics

If faculties fail to perform, it will be considered that he has taken leave and he needs to apply subsequently The Annual Evaluation will be based on the above parameters, hence it is very important that individual goalsheets are created on the above subject.

12. COMMUNICATION DURING WORK FROM HOME PERIOD

1. Important Notice will be put into the College Website AND Staff Whatsapp Group

2. During Work From Home period, each member needs to check his/her mail, whatsapp and website

3. Each college should create an Excel Sheet containing Name, Dept, Contact Ph No, email id and personal whatsapp No and share it in "Jharkhand Core Team" whatsapp group

4. Phone should be operational for all employees.

5. **In any unfortunate incidence of COVID-19 infection by any member during Work From Home period , the same has to be communicated to Principal by mail and whatsapp**

13. CLOSURE OF THE COLLEGE DUE TO COVID-19

Based on the situation and instruction/ guideline from the authority, the Principal may Vacate the Hostel, Quarter and declare the Closure of the College due to COVID.

1. Formal Notice to be given with copy to DHTE, S&D , Universities, SPIU, SP and Local Police station (With a request to have a close watch as materials worth crores will be left in the College)

    - Notice should mention that faculties should check the college Website as well as the Whatsapp Groups for any further Update

    - During the Close down condition Security will be operational

    - Copy of the Notice to be put into website

2. Emptying the College

    - Complete Vacant of All Hostel and Locking down all Hostels

    - Complete Vacant of Staff Quarters for those who wants to leave

    - At least One Faculty have to be in campus which can be done by rotation. However they must take proper safety action.

    - In case more faculties stay in the campus they should take all necessary precaution.

3. Operational Part the College

- Electric Power and Water will be available

- Generator will not run

- Server Room and CCTV Camera has to be operational

- No Money will be kept in the College. However Rs 15,000 /- to be kept with the faculty who will be in the campus.

4. Security of the College

- Safety of all infrastructure to be ensured first by Physical Verification with Stock, Video Recording and Photo of all Labs, Library and Class rooms.

- Principals have to ensure that all the windows are closed and Doors are properly locked . Principal must get the rooms Lock in presence of Principal / Vice Principal , HOD and Security Incharge after ensuring that all the rooms are closed properly. Principals need to seal those rooms personally in presence of Security In Charge and take the key with him/her.

- Please note that the seal will be such that it should not be counterfeited

- The Security need to be briefed through a meeting alongwith HODs

- Principal must talk with Security agency and update the status.

- Electrical Connection in the Labs have to be shut down except Server Room where CCTV Camera are operational

- Principal need to check whether CCTV are actually recording.