



**CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY (A)**  
Kokapet(Village), Gandipet, Hyderabad, Telangana-500075. [www.cbti.ac.in](http://www.cbti.ac.in)



Dt.06.11.2020

### GENERAL GUIDELINES FOR ALL THE STAFF

1. Every employee of the Institute should have the Aarogya Setu App on their Smartphone. Use of Aarogya Setu by all on CBIT Campus is mandatory.
2. Everyone on campus or outside their individual rooms must wear a three layered face mask at all times.
3. Everyone entering the Campus will be thermally scanned for their body temperature and they need to stop for a check at the Security.
4. Social distancing norm of 6 feet between two individuals is to be maintained at all times in all public spaces inside the Campus.
5. Everyone must sanitize their hands often by washing with Soap or hand Sanitizers.
6. Anybody found spitting in the Campus will be fined Rs.1000/- immediately at the spot.
7. Ensure that all doors / windows are in open condition always during office hours. As far as possible, air-conditioning shall be avoided and natural ventilation shall be used.
8. All labour Contractors along with the outsourced workforce of the Institute are advised to ensure that their workers strictly follow the COVID-19 Guidelines issued by MHRD, and create awareness among them from time to time. The Contractor has to be instructed that all the employees working under him should be healthy and free of any COVID-19 symptoms.
9. Foot operated Sanitizers are installed at various locations and anyone entering these buildings will ensure to use the Sanitizer without fail.
10. Used masks/gloves are to be discarded properly into the dustbin. Anybody found throwing them around the campus will be fined Rs.1000/- at the spot or if found on the camera.
11. The medical facilities with the Doctor should be available on the Campus to attend any emergencies. The ambulance should be clean and sanitised with appropriate measures.

### **Maintenance Department :**

The Department In-charge should take care of the following and see that they are strictly implemented-

1. The entire campus should be sanitized and maintained with proper hygiene standards everyday as per the Covid - Rules
2. The washrooms are to be maintained well and have to be washed minimum of two times a day.
3. The attenders are to be instructed not to move closely with one another and should be trained on necessary guidelines as per the Covid - Rules.
4. Any masks, gloves if found on the campus should be put into the dustbins immediately.
5. A Supervisor should be allotted to check on the maintenance of the campus in order to follow the rules given.

### **Medical Instructions :**

1. The Doctor should be available in campus during the working hours.
2. Should ensure necessary medications are available in the clinic.
3. Should ensure the Ambulance is available in good condition with all necessary medications when required.
4. All necessary precautions are to be maintained while treating the patient.

### **Purchase Department :**

1. Should have a check on the Sanitizers/Soaps or any other item required as per the instructions in every department.
2. See that the Surgical Masks and Gloves are available and can be purchased by the Staff in case one requires immediately in Campus.
3. Required Infrared Digital Thermometers should be available.

### **Transport Department :**

1. Should ensure the buses are sanitized well and maintained with proper hygiene.
2. All the buses should be washed/sanitized well every day after they reach the college.
3. Should ensure all the Staff travelling in the Bus should wear the mask.
4. Body temperature of the Staff should be checked and recorded before they enter into the Bus.
5. Every Bus should have one Infrared Digital Thermometer to check the Temperature of the Staff.
6. The seating procedures are to be maintained as per the Covid-Rules.
7. Regular checks on the safety measures and updates should be followed and maintained.

## ***Task – Force***

### ***Monitoring Task force :***

This Task Force is entrusted with the responsibility of monitoring and enforcing all regular protocols outlined in this document until normalcy returns. The members of this task force are:

<i>Faculty In-Charge</i>	<i>Prof. M. Koti Reddy (Civil Department)</i>
<i>Maintenance Incharge</i>	<i>Dr. C. Srikanth Reddy, Librarian</i>
<i>Security Officer</i>	<i>Mr. Yasim</i>
<i>Maintenance</i>	<i>Mr. Srinivas .P</i>

### ***Planning and Purchase Task force :***

This task force will be responsible for planning, procurement, supply, and monitoring of all provisions to the campus residents under various scenarios of containment should such situation arise. Members of the task force are:

<i>Faculty In-Charge</i>	<i>Prof. B. Srinivasa Reddy (Physics Dept.)</i>
<i>Project Engineer</i>	<i>Mr. K. R. K. Prasad</i>
<i>Purchase Department</i>	<i>Mrs. Akhila Vasavi</i>
<i>Accounts Department</i>	<i>Ms. Krutika Atre</i>

- *Need to ensure if each Department has got the right number of requirements for sanitization purposes.*
- *A list should be maintained by the Faculty In charge which details the requirements/supply which again will be monitored by the Purchase Department.*
- *A Detailed list of every planning/requirement/supply should be documented and submitted periodically.*

### ***Medical Task Force :***

This task force will be responsible for looking after the health and medical needs of the Staff at CBIT Campus during the college hours. Should check the availability of the Ambulance and ensure it is reachable to the Staff when required. The members of the task force are:

<i>Faculty In-Charge</i>	<i>Dr. P.Kowstubha (Associate Prof, EEE Dept)</i>
<i>Doctor</i>	<i>Dr. ChandraShekar Shetty</i>
<i>Staff Nurse</i>	<i>Ms. Tejomayi</i>

- *Should ensure the right protocols are maintained with respect to the medical requirements.*
- *Should see that the Ambulance Driver is informed well in advance in case if there is any emergency from any Staff in the campus.*

### ***Transport Task Force :***

This task force will be responsible for looking after the Staff buses and sanitization process for the buses during the college hours. The members of the task force are:

<i>Faculty In-Charge</i>	<i>Dr.RP.Chowdhary (Associate Prof., MED)</i>
<i>Incharge - Transport</i>	<i>SriV. Balaji Kesava Rao (Asst. Prof., SMS Dept)</i>

### **Note:**

- ✓ All the purchases will be routed only through the Principal and through the Purchase Department.
- ✓ Any requisition raised individually will not be entertained.
- ✓ Requisitions raised should have a proper explanation to each, else will not be entertained.
- ✓ The committees formed will take the charges and continue with the assigned tasks only till the COVID Period ends. The committees will continue to follow the given instructions until a circular from the Head of the Institution is released on the same.
- ✓ The other regular activities/responsibilities of the members in the task force will continue to be as usual.
- ✓ Every committee should maintain proper protocol and cannot deny the Institute's norms pertaining to their regular duties or other assigned tasks.
- ✓ No new norms/policies can be formed by any member unless duly signed or released by the head of the institution.
- ✓ Strict action will be taken if any complaint is received related to the maintenance of Campus, Washrooms, Buses etc.

  
PRINCIPAL