RTC INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Jharkhand University of Technology, Ranchi)

Anandi, Ormanjhi, Ranchi – 835219, Jharkhand

Ref.: RTCIT/P/417/2020   Date: 08/06/2020

Sub.: Guidelines for partial opening of the Institute

Safety Guidelines

1. Sanitisation of the institute premises shall be organised by Shri Rajiv Munda.
2. Thermal imaging of the persons at the entry at Main Gate of the Institute and ensuring use of Mask by all on duty are to be organised by Mr. Chotan Lal Mahto. For lower level employees, one re-usable and washable mask per employee will be issued. Other employees will arrange mask on their own. **Use of mask is mandatory for all employees on duty.**
3. Sanitisation at entrance of Administrative Building of the persons entering the Institute is to be organised by Shri Budheswar Mahto.
4. Sanitisation of Bus and transportation of employees by bus shall be organised by Shri A.K. Sinha. The number of passengers in the bus shall be maximum 20.
5. Social distancing as per the Government Guidelines is to be maintained at the Institute by all the employees on duty. Aarogya Setu App may be installed on mobile for better safety.

Duty Roaster

1. Manning for following departments are to be maintained:
   a. Admission: 1 (minimum)
   b. Training & Placement: 1 (minimum)
   c. Examination: 1 (minimum)
   d. Sc&H: 2-faculty + 1-supporting staff
   e. ME: 2-faculty + 1-supporting staff
   f. CE: 2-faculty + 1-supporting staff
   g. CSE+IT: 2-faculty + 1-supporting staff
   h. ECE: 2-faculty + 1-supporting staff
   i. EEE: 2-faculty + 1-supporting staff
   j. Library: 1 (minimum)
2. Concerned HoD will prepare duty-plan for his department for the week and communicate to the concerned at least one-day prior to the duty. HoD may change the number of Faculty Members based on the need of specific activities such as NBA. For availing the Institute transport, travelling employee will send message to Shri A.K. Sinha for communication to bus driver.
3. The attendance at Institute will be maintained in respective Attendance Register.
4. The availability of Wi-Fi at institute will be ensured by HoD(CSE+IT).

The Institute will start functioning with partial manning from 9/06/2020 and continue till further order.

(Dr.T.K. Das)
Principal, RTCIT

Distribution:
1. Notice Boards (DiGi-MEDiA)
2. E-mails (Institute, AD, Dean, HoDs)