

IUT New Normal Policy Committee Report

September 12, 2020

Under the circumstances of prolonged lockdown due to COVID 19 pandemic, IUT authority is planning to move towards New Normal situations where faculties and staff movements inside the campus will be relaxed. The authority already stopped the incentives for those staff who were residing inside the campus during lockdown period to keep the University functional in terms of day to day students' service related affairs. To formulate a policy in this new normal situation, a committee has been formed with the following members.

1.	Dr. Mohammad Rakibul Islam Professor, EEE Dept. And Dean, FSTE	Chairman
2.	Dr. Md. Hasanul Kabir Professor, CSE Dept. And Provost, HoR (Male)	Member
3.	Dr. Md. Hamidur Rarman Professor, MPE Dept. And Chairman, CVTFC	Member
4.	Mr. Maruful Islam Bhuiyan Comptroller	Member
5.	Dr. Golam Sarowar Professor, EEE Dept. And Provost, HoR (Female)	Member Secretary

This committee is formed to formulate the policies that may be adopted during this ease of lockdown of the staff and the faculties referred as “New Normal”. To ensure the safety of the residential students inside the campus, the new normal policy committee suggests the authority to restrict outside movements of the resident students. Since the pandemic has not over yet and infections along with mortality rate is uprising in the host country, this committee still believes in zero tolerance in any violation of health-care guidelines as adopted by the CVTFC, to be ensured by the respective authorities of the departments, offices and centers during the office hours. This committee will not bear any responsibility of spreading the Corona Virus inside the Campus due to the violations of the health safety measures.

Followings are the policies suggested by the committee:

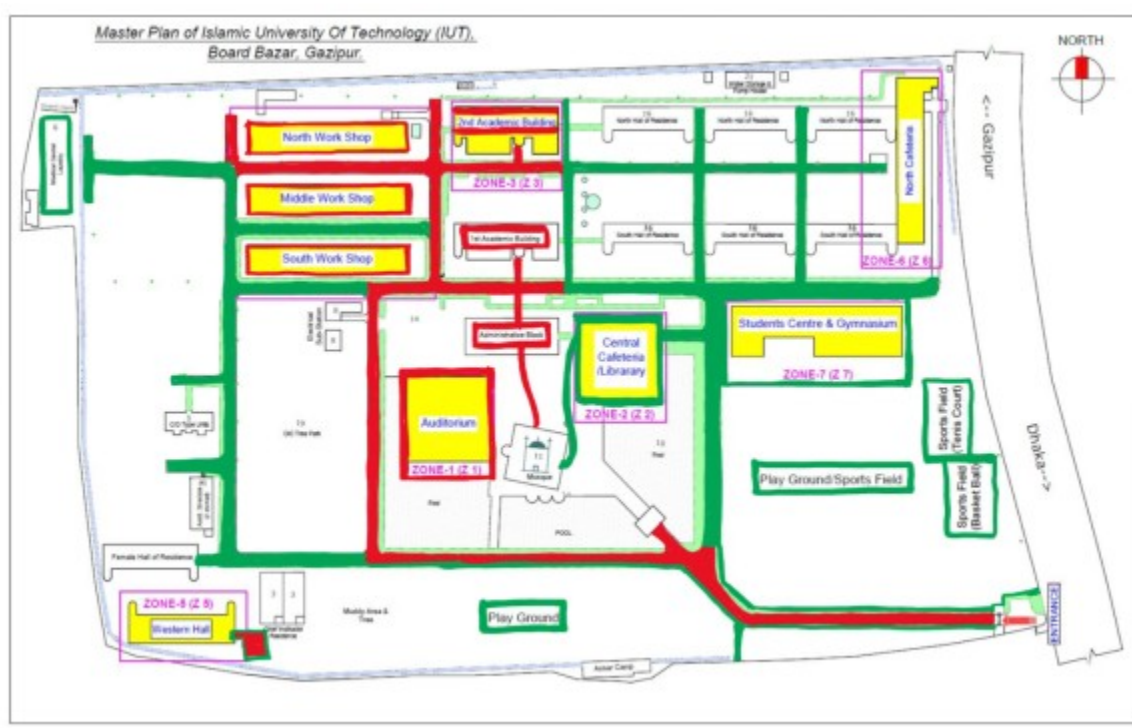
1. By the grace of Almighty, the CVTF Committee successfully kept the campus free from coronavirus. That's why this committee feels that, the measures taken by CVTFC are highly effective. Hence, this committee recommends that, the activities should continue as it is.
2. The responsibility of overall supervision of safety and health care will be on the CVTF Committee.
3. To keep the campus safe, the entry should be limited to essential faculty and staff members only.
4. Essential Admin Officers may come to IUT for a minimum of 2 days in a week. The days may be Wednesday and Friday. Accounts office, registrar's office, P&D, engineering section and Library will be open in all working days. The officer in charge of these offices will make a roster for their staff members to make the unit functional.
5. Deans and Heads of the departments will come on Friday and another day according to their roster. The roster is proposed as follows.

Days in the week	Chief safety invigilators
Monday	Head (EEE), Head (TVE)
Tuesday	Head (MCE), Head (CSE)
Wednesday	Dean (FET), Dean (FSTE)
Thursday	Head (CEE), Head (BTM)
Friday	All Deans and Heads

6. The responsibility of maintaining the complete lockdown and ensuring safety of the students will be shared by two Deans and six Heads of the departments during the office time. On each Friday, all of them will come to office and on other four days, 8 people will share the time period. Therefore, on each office day, two of them will be responsible in two shifts. They will be called chief safety invigilators. The responsibility will be on the CVTF committee in the weekends and the other times apart from that time. If any unwanted situation arises then that may be handled in collaboration with the Chairman, CVTFC and the concerned Dean/Head responsible on that day.

7. Staff may be categorized into two groups.
 - a) Category I: The staff in this category will stay inside the campus for maintaining smooth operation of the regular activities of the university. Every staff in this category must go through the proper quarantine process, at least for seven days before they resume for service. The period of their stay inside the campus will be decided and to be strictly monitored by the concerned Heads of different Departments, Offices and Centers in collaboration with the chairman CVTFC.
 - b) Category II: The staff in this group will come inside the campus maintaining proper hygiene and safety measures. They will perform their routine works and cannot stay in the campus beyond the office time. They must wear face mask while interacting with the students and any students coming without face mask must not be entertained. The staff in this category will enter the university premises through proper health Care guidelines/policies such as thorough disinfection procedure at the main gate, maintaining social distancing while interacting with others and so on as devised by the CVTFC.
8. Heads of the Departments, Offices and Centers will decide in which category their staff fall and accordingly they will prepare the roster and will submit to the Chairman, CVTFC.
9. As the faculty members are involved in online teaching they are not encouraged to do regular office. But for maintaining the office works, it is recommended to attend the office according to the demand. Corresponding Heads of the Departments will make a roster to make it functional.
10. The responsibility of regular safety measures like bleaching the whole campus, departments and offices, maintaining disinfection process at the gate, will be on General Service and Engineering Department.
11. If any student applies to enter into the halls of residence, he may be allowed to do so upon the following conditions.
 - a) Only the residential students may apply to come inside the campus.
 - b) Students have to apply with their parents' consent letter.
 - c) They have to maintain the process of complete lockdown and safety health care guidelines.
 - d) They will not leave the campus unless there is any medical or family emergency.
 - e) If they leave then they cannot come back within this lockdown period.

12. A total of 150 students (male and female) may be allowed to return to the university after a mandatory quarantine period of 7 days. At a time, maximum fifteen (15) students may be quarantined. The staff and student quarantine time should not be conflicted.
13. Everyone has to follow the guidelines with strictness. Anyone failing to follow the guidelines must be given a warning letter or any other means of punishment suited by the university authority.
14. IUT will provide transport on two days (Wednesday and Friday) on two specific routes. Faculties and staff, those who want to avail the transport have to communicate with the transport officer and have to pay for the trip as per existing policy. If faculties and staff need to come to IUT in other days then they have to seek for the permission of the corresponding Dean. Upon approval, transport officer will manage the transport. They have to pay as per existing policy.
15. The university will be divided into 2 zones. One is the green zone and the other is red zone. Green zone will be completely restricted area of the University. The staff and other people (if any) coming from outside will be restricted to enter into the green zone. Students will be strictly prohibited to go to those red zone areas during the office time. If any student needs to visit red zone during office time, they must wear mask. Placards or barricades may be used in the touching areas of red and green zones. A map of IUT is attached with this report showing red and green zone areas in detail.



This report is submitted to the Vice Chancellor for his kind consideration and necessary action.