

HALDIA INSTITUTE OF TECHNOLOGY

An Autonomous Institute

(An Institution of ICARE)

No. HIT/OR/321/2021

Dated : 04-11-2021

OFFICE ORDER

As decided in the meeting with the Heads of the Institutes and ICARE authorities on 02-11-2011 and subsequently circular issued by the Parent Society, ICARE (Haldia), ICARE/ 04-3/304/ 2021, dated 02-11-2021, the “COVID-19 CELL” of Haldia Institute of Technology is hereby constituted with immediate effect, comprising of the following members :-

S. No.	Name	Designation	Contact No.
1	Prof. Bikash Bepari	Dean, Students Welfare	8017014234
2	Dr. Rajib Kumar Dubey	Provost (Hostels)	8918708682
3	Dr. Debasis Das	Manager-Administration	7477799279
4	Sri Anjan Kr. Kundu	Students Welfare Officer	8637817873
5	Mrs. Suryatapa Panda	Administrative Officer	9775229380
6	Dr. Shrikumar Panda	Medical Officer (Homeo)	9438403384
7	Dr. (Mrs.) Sonali Bera	Medical Officer (Homeo)	9474507356

The Said Cell will look after the following activities until further notification :-

- Arrange sensitization of students, teachers and staff by organizing awareness programme frequently, by ensuring maintenance of hygiene, necessity of social distancing, wearing face masks etc. as per the Govt.Memo No. 1058-Edn(CS)/10M-32/202 dated 28.10.2021.
- Plan to provide a health care support particularly to the students hostellers and resident employees who tests positive and for isolation inside the campus.
- Regularly health checking of teaching & non-teaching staff and students with symptoms of Covid-19.
- Planning for observing Covid-19 safety norms, determine the safety measures at entry and exit points, sanitization/ safety measures to be taken in the classrooms and other learning sites, safety measures to be taken inside hostels.

All concerned are informed to note and act accordingly.

Sd/- Registrar

Haldia Institute of Technology

Copy forwarded for information & necessary action to :

1. The Hon'ble Chairman – for his kind information, please
2. The Vice Chairman
3. The Secretary
4. The Academic Advisor
5. The Principal
6. The CEO, ICARE
7. The Development Officer, ICARE
8. The OSD-ICARE
9. All Deans _____
10. All HODs _____
11. The Controller of Examinations
12. The Finance Manager
13. The Associate Professor (IT) & The Incharge, Training & Placement
14. The Associate Professor (AEIE) & Incharge, IIPc
15. Committee Members (By name) _____
16. The Students Counselor
17. The Students Welfare
18. The System Manager
19. The Estate Officer
20. The Librarian
21. The Incharge, Electrical Maintenance Section
22. The Sports Officer
23. The Chief Engineer (Civil) ICARE
24. The Registrar Section
25. The PS to Director
26. The PS to Principal
27. Registrar's copy
28. Office file

Registrar

Haldia Institute of Technology