

# MAHATMA GANDHI INSTITUTE OF TECHNOLOGY

Kokapet(V), Gandipet(M), Hyderabad - 500 075.

08.11.2020

Note to all the staff members:

Ref.: UGC Guidelines for re-opening of Universities and Colleges – November,2020.

All the members of staff and students must strictly adhere to the following generic preventive measures and practice COVID19 appropriate behavior as stated in the reference cited above.

## **Generic Preventive Measures/COVID-19 Appropriate Behavior**

The following public health measures are to be followed to reduce the risk of COVID-19 by all faculty members, employees, students and visitors at all times:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App.

**Also, with reference to 5.2 (v) of the above said UGC guidelines, a Task Force Group is constituted at MGIT to handle different situations and issues related to the COVID-19 pandemic.**

**Following are nominated as members of Task Force Group:**

1. Dr. T. D. Bhatt
2. Ms. P. Sharada
3. Dr. P. Chandrasekhar
4. Ms. D. Subashini
5. Ms. P. Maitreyi
6. Ms. K. C. Sabitha
7. Dr. R. Uday Kumar
8. Mr. D. Kameswara Rao
9. Mr. Bhomik Ketari Deogade
10. Mr. K. Venkata Ramana
11. Mr. N. Venkateswar Reddy
12. Dr. M. Ravi Chandar, Program Officer, NSS
13. Dr. Ch. Srinivasu, Coordinator, UBA Cell, MGIT.
14. Mr. K. Srinivas, Accounts Officer, MGIT.
15. Mr. K. R. K. Prasad, Project Engineer.
16. Mr. V. V. Ramana Reddy, Campus Maintenance I/c.

17. Ms. Akhila Vasavi, Purchase & Stores department.
18. Mr. B. Venkatesham, Maintenance Supervisor.
19. Dr. Chandra Sekhar Chetty, Campus Doctor

**All persons in charge of work places and especially members of the task force group will ensure:**

1. Social distancing: adequate distance between all the staff members at work, staggering the lunch breaks of staff, etc.
2. Face coverings: compulsory wearing of face cover in workplaces and during travel.
3. Not to allow Large public gatherings / congregations. No Spitting in public places and sensitizing that it is punishable with fine.
4. Screening & hygiene: by providing for thermal scanning, hand wash or sanitizer at all entry points and of hand wash or sanitizer at exit points and common areas.
5. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc.,

**(A) Campus Monitoring Committee:**

The committee shall monitor and enforce all instructions that are outlined in the "COVID 19: Safety Management Measures" circulated to all the staff members & students at MGIT. Facilitate posters and stickers to be prepared & pasted at appropriate places in the campus to create awareness about the risk of infection from Coronavirus.

The members of the committee are:

1. Mr. K. Srikanth, Assistant Professor, Civil Engg.
2. Mr. P. Pradhyumna, Assistant Professor, EEE.
3. Dr. V. Subbaramaiah, Assistant Professor, CSE.
4. Ms. Gousia Begum, Assistant Professor, CSE.
5. Mr. D. Kameswara Rao, Assistant Professor, MCT.
6. Dr. V. Aparna Reddy, Assistant Professor, M&H.
7. Mr. P. Narasimha, MCT.
8. Mr. B. Parwathalu, EEE.
9. Mr. G. V. Satyanarayana, ECE.

**(B) Incoming Equipment/Materials/Documents Disinfection Committee:**

The committee will be responsible for planning and implementation of disinfection procedure and SoP, for incoming material (Equipment / materials / documents etc.) inside the campus. The committee will also coordinate for procurement, supply, and monitoring of material required & used for attending to works related to combat measures.

The members of the committee are:

1. Dr. R. Uday Kumar, Associate Professor, MCT.
2. Dr. S. Srinivasa Rao, Assistant Professor, ECE.
3. Mr. G. Srinivas Reddy, Asst. Professor, P&C.
4. Mr. K.R.K. Prasad, Project Engineer
5. Mr. V. V. Ramana Reddy, Campus Maintenance I/c
6. Ms. Akhila Vasavi, Purchase & Stores department.
7. Mr. B. Venkatesham, Maintenance Supervisor.

### (C) Medical Committee:

The committee will be responsible for responding to medical requirements of the students and staff of MGIT during their presence at the Institute. Sensitize students and staff with regard to mental health, psychological concerns and their well-being. Regular monitoring has to be conducted through counselling sessions.

The members of the committee are:

1. Prof. S. Madhava Reddy, Transport Committee
2. Dr. M. Ravi Chandar, Program Officer, NSS
3. Dr. Ch. Srinivasu, Coordinator, UBA Cell, MGIT.
4. Mr. L. Venkanna, CSE.
5. Mr. P. Surender, Civil.
6. Dr. Chandra Shekar Chetty, Campus Doctor
7. Ms. Tejomayi, Nursing Assistant.

### (D) Committee for Coordinating with Outsourced/Project staff:

The committee is responsible to coordinate with security personnel and sensitize outsourcing staff and those attending work on behalf of contractual assignments on the campus. Also, complete contact details of the visitors to be maintained along with the names of persons whom he / she meets.

The members of the committee are:

1. Prof. T.D. Bhatt, Professor, ECE.
2. Dr. P.V.S. Lakshmi Narayana, Assistant Professor, MME.
3. Mr. K. Venkata Ramana, Assistant Professor, M&H.
4. Mr. Veeresh Kumar, AES.
5. Mr. K.R.K. Prasad, Project Engineer
6. Mr. V. V. Ramana Reddy, Campus Maintenance I/c.
7. Mr. B. Venkatesham, Maintenance Supervisor.

In summary:

*Staff & students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely. Also, they should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the universities and colleges regarding health and safety measures in view of COVID-19 pandemic.*

STAY HEALTHY, STAY SAFE



Principal