

Ref. No: IEM/Prin./02.02/RO/2022-006

Date: 2nd February, 2022

NOTICE

Based on the notice issued by Government of West Bengal, Department of Higher Education, **Memo No: 89-Edn(CS)/10M-32/ 2021 dated 31st January, 2022**, it is to notify all the teaching and non-teaching staff members that the **physical classes of all disciplines (except B. Tech. 2nd sem.) will commence from 14th February, 2022. B. Tech. 2nd semester classes will begin from 21st February, 2022.**

All students and staff are requested to go through the following instructions given here:

1. Class Time (Two Shifts)

- ❖ 1st shifts – 9.15 am to 1 pm (5 periods every day of duration 45 minutes each)
 - ❖ 2nd shifts – 1.15 pm to 5 pm (5 periods every day of duration 45 minutes each)
 - ❖ Student Entry Time – 9 am & 1 pm, morning and afternoon shifts are respectively.
2. Ensure that the students are following COVID safety protocols i.e. wearing masks, maintaining physical distance, using hand sanitizer, not to share food, avoid mass gathering etc.
 3. Temperature checking is mandatory at entry point.
 4. All class rooms, corridors, laboratories etc. should be cleaned every day.
 5. HODs will assign one supervisor in each floor for supervision of cleanliness, sanitization and any other issues on the floor.
 6. Students should submit their final vaccination certificate to the department and non-vaccinated – students must submit RTPCR report every week.

All members are requested to arrange the necessary arrangements in all respect to ensure smooth running of the Institute.

This notice will remain valid till the time further instructions are issued.


Prof. Dr. Arun Kumar Bar
Principal



Prof. Dr. Arun Kumar Bar
Principal
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