

CENTRAL UNIVERSITY OF HARYANA

MINUTES OF MEETING TASK FORCE COVID-19

A meeting of the COVID-19 Task Force along with the Hostel Wardens/Assistant Wardens, AR (Hostel), Medical In-charge and SO (Estate and General Administration) was held on 19-04-2021 at 12-00 Noon through Online Mode. The following were present:

1. Prof. Sanjiv Kumar, Dean
2. Prof. Rajesh Malik, Dean
3. Prof. Deepak Pant, Dean
4. Prof. Ravinder Pal Ahlawat, Proctor
5. Dr. J.P. Bhukar, Registrar, Convener
6. Dr. Rinu Yadav, Assistant Warden
7. Dr. Pinki Arora, Assistant Warden
8. Dr. Puja Yadav, Incharge, Health Centre
9. Dr. Savita Budhwar, Assistant Warden
10. Sh. S.L. Sharma, Assistant Registrar
11. Sh. Radhe Shyam, Assistant Registrar
12. Sh. Satyapal Malik, Section Officer

At the outset, Dr. J.P. Bhukar, Registrar welcomed all the members of Task Force, Hostel Wardens/Assistant Wardens and other officials to the meeting. The following issues were unanimously resolved in the meeting:

1. Mode of Conduct of classes/Internal Examination:

As notified earlier also, there shall be a total prohibition of the entry of the out-siders as well as students in the university campus till further orders and classes/ internal exams shall be conducted through online mode by the concerned teachers.

Action: All Concerned

2. Attendance in the Departments/Offices:

All the offices of the University shall continue to function as usual as per the MHA/MOE guidelines amended from time to time. Since, the actual strength of class/group B and C is less than 50% of the total sanctioned strength, there is no need of duty roster in the light of the order of Ministry of Education vide letter no. F.No. 44011/2/2021-E (IV) dated 16-04-2021. So, all will attend the offices by maintaining social distancing and other guidelines issued by the concerned Department/Ministry.

Action: All Concerned

3. Maintenance of Essential Services:

All the essential services such as; Security, Housekeeping, Care taker duty, Water and Electrical supply, Horticulture, Maintenance Services, Health Services, Services of Cooks, Drivers and persons engaged directly in execution of tasks related to prevention of spread of COVID-19 shall continue to attend duties regularly by maintaining Headquarter. It is to be ensured that COVID-19 appropriate behaviour is maintained at work place by all the staff.

Action: All Branch Heads/ Section Heads/ Heads of the Departments.

4. Presence of personnel Engaged in Essential Services in Campus:

The University cook(s), driver(s), personnel engaged in Health Services/ICT Staff shall compulsory stay inside Campus. The arrangement of the boarding/lodging of the employees who don't have accommodation in the campus shall be managed by In-charge Guest House alongwith General Branch (E&GA) on payment basis (no profit no loss basis).

Action: All Concerned and Concerned Section Heads.

5. Vacating of Hostels by Students:

The Hostel Wardens/Assistant Wardens should ensure that the students who are available in hostel shall vacate the hostel as early as possible but not later than 21-04-2021. They are to be facilitated to the extent possible in this regard. Their parents may be informed, accordingly.

Action: Hostel Monitoring Committee/Proctor/ Warden/ Assistant Warden

6. Entry of students in Academic Blocks/Library:

The students who are inside the campus are not allowed to enter in the Academic Blocks/ Library for any work. However, they shall continue to be in touch with their respective Teachers/Heads of the Departments/ Student advisers for any help. They should make the optimum use of online library resources in consultation with the library staff.

Action: Security Officer/ Security Supervisor

7. Entry of Visitors in campus:

The entry of visitors except for these who are engaged in essential service is prohibited in the Campus. At the time of the entry of the essential services personnel, in the campus, the proper sanitization/other protocols must be observed.

Action: Proctor/ Security Officer/ Security Supervisor

8. Sanitization of Campus Building/ Offices:

As notified earlier also, a regular sanitization of the buildings/Offices/ Guest houses/ Hostels shall be carried out by E&GA branch. Sanitization scheduled should be notified well in advance.

Action: E&GA Branch

9. Conduct of Meetings:

All the Meetings shall be conducted through online mode except in case of any specific reason or situation.

Action: All Section Heads

10. Movement of Staff:

It is advised that the teaching staff/ employees working in the University shall avoid visiting other offices/ avoid taking lunch/ snacks in group during the informal meetings/formal meetings, if any.

Action: All Concerned

11. Operationalization of COVID-19 Preventive Measures:

All sanitizing devices such as; thermal scanners, sanitizer dispensers etc. shall be made fully functional on all the entry points. The regular refilling of these items shall be ensured. The E&GA branch shall provide sanitizers/ masks to all the sections/ branches/departments which are working regularly.

Action: E&GA Branch/ Security Officer/ Security Supervisor/ JE

12. Capacity building at Health Centre:

The Health Centre shall ensure availability of Oxygen cylinders along with dispensing kits, oximeters in sufficient numbers and sufficient quantity of all the counter medicines, helpful in COVID-19 treatment. Three to Four guest houses should be converted into quarantine rooms with immediate effect. The number may be increased depending upon the requirement. The immediate purchase of the items used in prevention of COVID-19 items from the market may be allowed and the purchase from GEM may be dispensed with for the time being subject to approval of competent Authority on the recommendation of COVID-19 Task Force.

Action: E&GA Branch/ Incharge, Health Centre/ JE

13. Prevention of COVID-19 in migrant worker/ worker deployed on various construction sites:

The Project Manager of the each site may be informed through Chief Project Manager, CPWD to guide the workers to follow the necessary guidelines relating to prevention of COVID-19 and restrict their movements to the designated sites only. The regular health monitoring of these workers shall be the responsibility of the concerned site managers/supervisors/Contractors/CPWD.

Action: OSD, Infra/ JE/ CPWD

14. Testing for COVID 19 & Disclosure:

If any of the University teachers/ employees/ residents is declared positive for COVID-19. He/she shall inform the Registrar/In-charge Health Centre as early as possible along with the list of person(s) who came into his/ her contact in the last 07-10 days. The Health Centre shall advise such person (s) to go for COVID-19 test immediately, in order to break the chain. In case, anybody is suspected or have symptoms, it is advisable to go for testing and isolate himself/ herself till the time diagnosis report is not received as negative. The intimation of the same also be provided to the office of the Registrar/In-charge, Health Centre.

Action: All Concerned

15. Leaving of Station Headquarter:

All the teachers/employees / staff are strictly advised not to leave the Headquarter till further order so that infection can be prevented during transit in and transit out. In case of emergency, necessary steps may be taken with the prior approval of Hon'ble Vice-Chancellor/Registrar as the case may be.

Action: All Concerned

Apart from the above instructions, the instructions/ guidelines issued by the Ministry of Home Affairs/ Ministry of Health and Family Welfare/ Ministry of Education, Govt. of India/ UGC/Government of Har- yana in this regard, may be strictly followed by all concerned.