



Date: 07.01.2022

## NOTIFICATION

In continuation to our earlier Notification bearing Nos. VU/R/Noti./557/2020 dated 24.06.2020 and VU/R/Noti./549/2021 dated 01.04.2021, this is to notify for general information of all stakeholders and visitor of the University that pursuant to the letter bearing No. 01-Pr. Secy-HED/2022 dated 03.01.2022 issued by the Principal Secretary, Higher Education Department, Govt. of West Bengal and as decided by the COVID Cell of Vidyasagar University in it's meeting held on 04.01.2022, the following rules/guidelines to be followed strictly:

1. Every stakeholders and visitors are requested to strictly maintain the COVID-19 Protocol, Social Distancing norms and also to wear a mask. Hand sanitization and thermal screening is mandatory to enter into the University Campus.
2. Only Gate No.1 in the Academic and Administrative campus will remain functional until further order except 9<sup>th</sup> January, 2022 for the purpose of SET examination.
3. In the case of Laboratory based Research Scholars who are under extreme compulsion to perform their emergency research work, only one Research Scholar under a particular guide/supervisor be allowed to do the work on a particular day in one laboratory for two hours only on production of COVID negative test report within 48 hours. The scholars are also requested to apply for permission to enter in the campus to the Registrar through the Head of the respective department.
4. Regular administrative works related with the outsiders will be done through online mode.
5. The students and scholars hostel of the University will remain closed until further order. The foreign and other students who are not able to leave the campus due to distance or otherwise may stay at the hostel maintaining covid protocol.
6. No outstation vehicle (four wheeler) will be allowed to enter in to the University campus except emergency. In case of extreme emergency the vehicle may be allowed with prior permission of the University authority for this purpose and adequate sanitization subject to completion of other required formalities, i.e. submission of application, filled-in declaration forms & gate pass etc. All residents of hostels/quarters are requested not to move outstation frequently. Wearing mask is mandatory while they are out of the allotted/designated unit and social distancing to be maintained strictly.
7. In case of motorcycle, preferably one person in a motorcycle will be allowed maintaining the proper COVID 19 protocol. Wearing helmet is mandatory. More than two persons in a motorcycle will not be allowed to enter into the campus.
8. Kindly test yourself by Rapid Antigen test for COVID-19 if you have any mild symptom / possibility of COVID 19 infection. The Antigen test facility is available at the Primary Health Centre, Rural Hospital, Super Speciality Hospital, Sub Divisional Hospital, Ayus COVID Hospital, Midnapore Medical College and Hospital. If you have specific symptom of COVID-19 infection, kindly go for a RTPCR test, The Hospitals mentioned herein above are the collection centres to collect SWAB for RTPCR test.
9. If any employee who is engaged in the official duty, is found covid positive, the rest of the employees in the respective department / office / section who have come close contact to the infected person are requested to do the rapid antigen covid test. In that case, University will reimburse 50% expenditure of the test.
10. COVID infected employee is requested to join the university after completion of atleast 10 days isolation and subject to submission of covid negative test report to the authority.



# VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,  
West Bengal, INDIA.

11. Any residents who is residing in the university quarter and get infected by covid, is requested to leave the quarter immediately. However, if the resident has no option to go anywhere, is requested to stay in his/her quarter isolated atleast 14 days by maintaining strict covid protocol. After 14 days, the resident will have to go through further covid test after getting approval from the authority.
12. All residents of the University quarters / hostels are requested not to allow private tutor in their respective quarter / hostel. In case of entry of maid servants for domestic help, they may also be not allowed but in extreme situation those persons will be allowed to enter into the quarter / hostel after proper thermal checking and sanitization through only the designated gate as specified by the University.
13. All residents of the University quarters and hostels are requested NOT to host relatives, family members or others who are coming from out station without prior permission of the University authority. The residents are also requested to apply for permission with complete details of the guest or relatives who are coming from outside before hosting them in their units. Security personnel deployed at all entry gates are requested to strictly note the entry of the visitors into the Academic and Residential campus.
14. The family members of residents of different hostels/quarters, if willing to enter into the hostel/quarter from outstation, be allowed by the Registrar on submission of Covid test negative report (RTPCR / Rapid antigen test within 48 hours), present address and the status of the particular zone where the concerned family members are presently stationed and the completed declaration in the prescribed format.
15. In case of construction/repairing of any civil and electrical and other works of the University, a list of total workers along with COVID Negative report are to be submitted to the Office of the Registrar. The list of such persons to be prepared by the engaging sections/ office / Senior University Engineer and to be provided to the Registrar Office well in advance, which will be then passed on to the security persons after approval. All such persons should carry photo identity cards along with them which will be checked by the security persons during entry in the campus. The Office of the University Engineer will record their attendance and should communicate to the Registrar for further process.

All concerned are being informed accordingly.

This is issued with the approval of the competent authority.

Sd/-  
Registrar

**Memo No. VU/R/Noti./18/2022 Dated: 07.01.2022**

**Copy forwarded for information and necessary action to:**

1. The Dean(Actg.), Faculty of Arts and Commerce,
2. The Dean(Actg.), Faculty of Science,
3. All HOD's of all Administrative and Academic departments - with a request to circulate the notification among all employees, Scholars and students of his/her department.
4. The Director (Officiating.), DDE - with a request to circulate the notification among all employees,
5. The Senior Information Scientist for wide circulation in the University website,
6. The Deputy Registrar(Admn.),
7. The Administrator / Convener of the Hostel / Quarter with a request to circulate the notification among all residents
8. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
9. The Office Supdt., Registrar's Office,
10. The Establishment Section,
11. Guard File



(Dr. J. K. Nandi)

Registrar

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