



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर  
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under MHRD, Govt. of India.

**OFFICE ORDER**

Imphal, the 4<sup>th</sup> November, 2020

No. NITM.1/(7-Estt)/Order/2019(Pt)/ 1147

In pursuance of the order No. 40-3/2020-DM-I(A) dated 30<sup>th</sup> September, 2020, of the Ministry of Home Affairs, Government of India, and in supersession of all earlier orders, the following is notified to all faculty, officers, & staff for information and compliance:

1. All offices will resume with full strength w.e.f. 05.11.2020 (Thursday) with staggering timings with regular attendance.
2. All on-campus students related activities (including academic and research) for U.G., P.G and Ph.D. students will continue to remain suspended till further notice.
3. However the Head of the Department will satisfy herself/himself that there is a genuine requirement of research scholars (Ph.D) and M.Tech., who are in advance stage and also the final year post-graduate students in science and technology stream for laboratory/experiment work will be permitted as per the guideline mentioned in the SOP issued by MHA.
4. Presence of all Faculty members / Non-faculty Officers/ Staff including those on Institute. Contract as well as those deployed through outsourcing agency is mandatory.
5. However, faculty members shall continue imparting online/distance learning as per prevailing practice being adopted during curfew/lockdown period from the institute/department only.
6. All Deans/ Heads of the Department/ Controlling Officers shall ensure compliance of advisories/guidelines on social distancing by staggering of office hours in their respective departments/Sections/Offices issued by Ministry of Health & Family Welfare and Ministry of Home Affairs from time to time.
7. Wearing of mask and carry individual sanitizer in the institute shall be mandatory for all employees.
8. Academic departments will open for administrative purpose only. However, no student shall be allowed to enter the Department/Section/Library without prior approval via email.
9. Further, all faculty and staff members have to remain at the station. If they have to leave the station, leaving permission with applicable leave should be taken from Registrar/Director.
10. All employees and outsourced staff are strongly advised to install Aarogya Setu app and regularly update their health status on the app.

This is issued with the approval of the competent authority.

(Prof. Kh. Manglem Singh)  
Registrar (i/c), NIT Manipur

**Copy for kind information to:**

1. PS to the Director, NIT Manipur
2. All Heads/Deans for wide circulation.
3. Asst. Registrars, NIT Manipur for info.
4. Technical Officer for uploading in the website
5. All the Teaching & Non-teaching staff
6. Commander, M/s. Manipur Security Service for info. & n.a.
7. Notice Boards
8. CF/GF