

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068
(ADMINISTRATION DIVISION)

F.No. IG/Admn./Registrar/2020/8360
Dated: 28TH December, 2020

NOTIFICATION

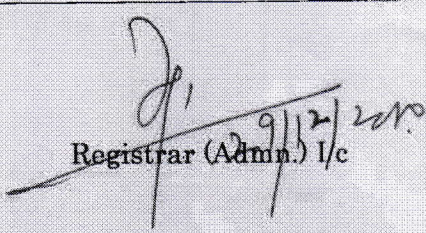
Indira Gandhi National Open University has established a special COVID-19 Cell within the university, to combat COVID-19 infection and spreading of it within the University making university safer and secure for its faculty, students, supporting staff and other stakeholders.

The Vice Chancellor is pleased to appoint Prof. Tapan Kumar Jena, School of Health Sciences (SOHS), as Coordinator of COVID-19 cell till further orders. The following are the roles and responsibilities of the Coordinator:

Roles and Responsibilities	
1.	To abide by all the rules and regulations with regard to COVID-19 framed by Central/State Government/UGC/NAAC.
2.	For the NAAC Peer Team Visit (PTV), Quarantine free hotels with good hygiene and cleanliness, near the institution to be verified and recommended to the NAAC
3.	To issue General Instructions/Guidelines regarding the COVID-19 precautionary measures to be taken during PTV to its faculty, students, supporting staff and other stakeholders by Electronic/Print/Social Media etc.
4.	To ensure COVID-19 negative reports of all the Faculty, students, supporting staff and the people involved in PTV before 48 Hours from the date of PTV.
5.	To arrange separate entry and exit points.
6.	<div><div>To make adequate arrangements of the following (available at all entry and exit points, including the reception area.)</div><div><ul style="list-style-type: none">• Thermal Scanners• Oxymeters• Alcohol based Sanitizers• Face Masks• Face Shields• Gloves• Hand Wash Stations</div></div>
7.	To make adequate hygienic arrangements for safe hot drinking water, refreshments and food in the campus for Peer Team Members.
8.	To ensure that during the peer team visit all the stakeholders in the campus will compulsorily wear face Masks/Shields/Gloves
9.	To follow adequate social distancing arrangements during the Peer Team Visit.

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10.	To ensure appropriate clean and hygienic conditions including sanitization, fumigation, disinfection process and other procedures using 1% sodium hypochlorite solution/spray at all the places such as whole campus, including administrative, academic buildings, classrooms, laboratories, computer labs, hostels, canteen, hostel kitchen, mess, washrooms, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers, college buses, other transportation means etc..
11.	To disinfect the stationary materials, computers, laptops, printers etc. with 70% alcohol swipe before providing to the Peer Team Members at the hotel/institution during the visit.
12.	To ensure that during the presentations and interactions, the persons presenting/interacting with the Peer Team Members will compulsorily wearing masks, face covers, gloves and maintaining social distance.
13.	To ensure minimum participants not exceeding 50-60 personnel at any point of time during the PTV.
14.	To display Posters/Standees/AV media/ Proper signages, symbols, on preventive measures about COVID-19 with emergency number, helpline number, email id and contact details of persons in case of any emergency in the institution prominently at appropriate places to remind the students and staff for maintaining physical distancing.
15.	To ensure the norms of physical distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Conference/ Seminar halls, Sports, Gymnasium, Canteen, Parking Area etc.
16.	During the Local transportation arrangements, proper COVID-19 safety measures is taken by the University.
17.	To ensure proper disposal of COVID face covers/masks/gloves leftover by visitors and/or employees in the institution premises.
18.	To make spitting strictly prohibited in the campus
19.	To ensure that University has not involved any faculty, student, employee, etc who is affected by corona or is asymptomatic and not in good health.
20.	Medical arrangements to be made in case of any medical emergency to handle the symptoms such as fever, cough difficulty in breathing etc.


Registrar (Admin.) I/c

Copy to:

1. Prof T. K. Jena, SOHS
2. All PVCs
3. DD, VCO
4. Directors of Schools/HODs/Centre/Units/Cells - for further circulation among the officers and staff
5. Head, CD – with the request to kindly circulate among all IGNOU employees.
6. Post Master, IGNOU Campus
7. Bank Manager, PNB, IGNOU