



# SANT BABA BHAG SINGH UNIVERSITY

Ref.No:SBBSU/20/1382

Date: 16/11/2020

## OFFICE ORDER

This is for the information to all the Deans/Dy. Deans/ HODs/CODs, teachers and students that as the University is going to open from 16.11.2020. A task force has been constituted as per the guidelines of the Punjab Govt to maintain COVID-19 norms in the University campus.

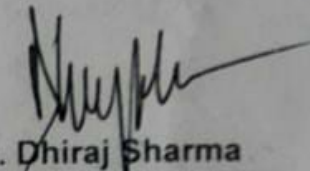
TASK FORCE	TEAM INCHARGE	TEAM INCHARGE ASSISTANTS	BLOCK / INSTITUTES FOR SANITIZATION
TASK FORCE TEAM 1	Vijay Bahadur Singh Contact- 8427146542	Jaswinder Singh Raj Kumar Manvir Singh	3-A
		Inderjit Singh Kulwinder Singh Paramjit Kumar	5,8,10
TASK FORCE TEAM 2	Balwinder Singh Contact- 9779392194	Amandeep Singh Dalvir Lal Raman Kumar	7
TASK FORCE TEAM 3	Mr. Subash Kumar Contact- 8894148056	Sham Lal Sanjeev Kumar	6 (Boys Hostel)

S. No	Guidelines	Responsibility
1	Respective Deans of the institutes will take care of the proper sanitization of their blocks and send a report of it whenever it is done. They will ensure the use of scanners and foot operated liquid sanitizer dispensers.	All Deans
2	Only Security Guards will use thermal scanners and they will hand over it to the next security guard on duty for daily operation	Security Guards (Manager Facilities)
3	The Institutes will be regularly sanitized by using 1% sodium hypochlorite	Team Incharges
4	Each department must ensure that thermal screening is done before the entry of the students and the faculty inside the department.	Team Incharges
5	On the main gates of the university, thermal screening must be ensured.	Manager Facilities
6	The masks and sanitizers would be used regularly and this will be responsibility of the faculty and students themselves	Deans/Dy. Deans/HOD's, COD's
7	The library, common rooms, canteen should maintain social distancing.	Librarian and Dy. Dean Students Welfare



8	Awareness program should be initiated by the Public relation department and or the department of Mass Communication to make the students aware about the latest guidelines issued by the government	Dy. Director (Student Welfare)
9	The areas frequently used should be sanitized on regular basis	All team Incharges
10	The staff is supposed to follow the guidelines of Government of India strictly by maintaining proper hygiene and cleaning and maintain social distancing as required.	All HOD's /COD's
11	A psychological counseling centre should be set up in University, if not already available, for providing psychological support to the students and faculty.	Dr. Anket Kumar

This issues with the approval of Competent Authority.

  
Dr. Dhiraj Sharma  
Registrar

**Cc:**

1. Secretary, SBBSMCS
2. Vice-Chancellor, SBBSU
3. Director (Administration)
4. All Directors
5. All Dy. Directors
6. All Deans
7. Dy Deans, SBBSU
8. Controller of Examination
9. All HoDs and CoDs (For circulation amongst faculty & staff members)
10. C.A.F.O, T&P Cell, Chief Warden (Boys Hostel), Manager Facilities, Librarian, Estate Officer, Incharge Dispensary, Store Incharge, Workshop Supdt, Dental Surgeon/Dental Clinic
11. Website Committee – To upload at University website
12. All Incharges (Task Force Team)
13. Notice Board (For Students)