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BITT POLYTECHNIC

(Approved by AICTE, New Delhi & Affiliated to Jharkhand University of Technology, Ranchi)

RUN AND MANAGED BY BIRSA INSTITUTE OF TECHNOLOGY (TRUST) - BITT

मानवता की सेवा, सभी के लिए सर्वश्रेष्ट शिक्षा













UNIT OF BITT

हमारे सभी विद्यार्थियों एवं सहयोगियों को हमारी २७ वर्षों की गौरवशाली यात्रा का हिस्सा बनने के लिए धन्यवाद.

आपका विश्वास ही हमारी निरंतर सफलता की प्रेरणा है।

सर्वश्रेष्ट पॉलीटेक्निक संस्थान, सर्वोत्तम पढ़ाओ, सर्वोत्तम बनाओ।

Dated: 04/02/2022

NOTICE

(Regarding Offline Classes of Diploma Session 2019-22 and 2020-23)

All diploma students of semester 3rd and 5th of session 2019-22 and 2020-23 are hereby informed that in light of the memo no. 40/CS, dated 01.02.2022 released by Home, Prison and Disaster Management Department, Government of Jharkhand, regarding reopening of state polytechnic, the college will open from 09.02.2022 as per the usual time-table. The students are further Informed that they are required to submit their certificate of COVID vaccination (both doses, as per applicable) as per the COVID guideline for the offline classes. Therefore, the students are advised to submit the hard copy of Covid vaccination certificate to the reception at second floor. They may also keep the soft copy of Covid vaccination certificate in their mobile phone so that it can be shown to the respective authorized authorities on demand. It is strictly advised to wear mask compulsorily in the college campus and follow the all Covid protocols. The COVID guidelines SOP are attached herewith.

The Students are also informed regarding their Internal Examination-II and Re-registration that the college will commence the internal examination-II between 11.02.2022 to 20.02.2022. The detailed notification regarding internal examination and re-registration will be notified soon.

Note: The Students are advised to submit their dues (if any) till 12.02.2022 to avoid any inconveniences, if not paid yet. Please ignore, if you have already paid.

BITT HELP-DESK:

BITT Special Student's Care: Should you have any Enquiry/Observations / Suggestions / Grievances / Complaint /Appreciation / Required Support / Willing to Support / Feedbacks, you are being advised to use your communication medium as given instructions within the specified time and days only and they will get a reply within 72 working hrs. No any other communication medium will be entertained for your Queries/Observations/ Suggestions/ Grievances/ Feedbacks. Please reach us on -

Call BITT Helpline No: +91- 9470193650 (days – Monday, Wednesday & Friday, Time- 11:30 AM - 01:30 PM), Only Voice calls will accept during active hrs. & days. It is further advised not to call to any other contact number for Suggestions/Enquiry/Grievances/Complaint/Appreciation/Required Support/Willing to Support.

BITT WhatsApp Helpline No: 9931080111 (days - Monday - Thursday, Time - 12:30 PM - 02:30 PM), Only WhatsApp query will be accepted during the active hrs. & days. No any voice call will be entertained on this No. It is further advised not to WhatsApp to any other contact number for Suggestions/Enquiry/ Grievances/Complaint/Appreciation/Required Support/Willing to Support.

BITT BROADCAST NO: +91-7061967009, 993108011 All students are advised to save the above No. in their phone book diary, because the important information/notices related to academic/non- academic are sent through this BITT BROADCAST NO. +91-7061967009, 9931080111. It is further advised not to call/WhatsApp to this contact number for Suggestions/Enquiry/Grievances/Complaint/Appreciation/Required Support/Willing to Support.

Write us (For any Queries/Observations/Suggestions/Grievances/Feedbacks/Support/ Complaint): rkbitt@gmail.com. It is further advised not to Email to any other officials for Suggestions/Enquiry/Grievances/Complaint/Appreciation/Required Support/Willing to Support.

Write us (For documents related queries only): bittpolytechnic@yahoo.com (days between Monday - Thursday, Time- 11:30 AM - 03:00 PM), Only mails will be accepted during active hrs. & days. The students are advised to mail only after taking confirmation on BITT Helpline No: +91-9470193650. It is further advised not to email to any other officials for documents related support/enquiry.

NOTE 1: The Students wish to collect the documents of there from the college need to follow the process by getting the email of the college for collection of documents on a specified date, they are advised to collect the documents at the given time otherwise students themselves will be responsible for any inconveniences in collection of documents before or after the date.

NOTE 2: In respect of Caution refund (Whose application is submitted in the correct/incorrect format by March, 2020), the students who have been given time for verification or other procedures through the email, will remain the same. So the students are advised to follow the email, sent by the college, otherwise the students themselves are responsible for any inconveniences. Apart from this, no one else will be entertained. Other students regarding Caution refund will be automatically informed by the college through further notice.

NOTE 3: COVID 19 Cases in the third wave of pandemic have started to fall and according to the relevant order of the Home, Prison and Disaster Management Department of the State Government, Government of India and Home, Prison and Disaster Management Department, Government of Jharkhand, in the light of Memo Number 40/CS, dated 01.02.2022 for offline office visit or for any academic/non-academic work or activities, all diploma students of session 2013-16, 2014-17, 2015-18, 2016-19, 2017-20, 2018-21, 2019-22 and 2020-23 will have to seek permission by contacting BITT Helpline No. 9470193650 only (days- Monday, Wednesday, Friday, Time-11:30 AM to 01:30 PM.). So that all the rules & regulations/guidelines/covid protocols are complied with as per the COVID-19 Prevention Act. The institute management will not be liable against any action taken by the district administration and law, if any violation of the rules is found. Therefore, all the students and parents are requested to follow the above rules at all times. We apologize for any inconvenience caused by this. The diploma students of all sessions 2013-16, 2014-17, 2015-18, 2016-19, 2017-20, 2018-21, 2019-22, 2020-23 and 2021-24 are further Informed that they are required to submit their certificate of COVID vaccination (both doses, as per applicable) as per the COVID guideline while visiting the college campus. Therefore, the students are advised to keep the hard copy and soft copy of Covid vaccination certificate so that it can be shown to the respective authorized authorities on demand.

BIRSA INSTITUTE OF TECHNOLOGY (TRUST)- BITT: Indeed, it is pride moment for all of us that BITT Group of Institution is Celebrating it's 27 Glorious Years in field of Technical Education, Scholarship & Serving the Nation in the Excellent way. BITT Polytechnic - मानवता की सेवा, सभी के लिए सर्वश्रेष्ठ शिक्षा (Approved by AICTE, NEW DELHI & Affiliated to Jharkhand University of Technology) - सर्वश्रेष्ठ पॉलिटेक्निक संस्थान, सर्वोत्तम पढ़ाओ, सर्वोत्तम बनाओं We firmly believe in "Student Centric Approach. So, Be Proactive, Not Reactive!!! " Your kind cooperation in this regard is highly appreciated.

Covid Guidelines: The College has no responsibility in case any of the student, visitors (visiting office) get corona infected the college is following all the COVID protocols keeping the spread of CORONA.

Your co-operation in this regard, will help in containment of spread of COVID-19 virus and various associated variants of Concern (VOCs).

Stay Safe & Healthy!!!

With Best Wishes, BITTP, Devi Darshan, Getlatu, Ranchi-835217

For related queries: Admission/Scholarship/Placement/Start-up/Entrepreneurship/Notices/Any details, Visit URL given as: http://www.bittpolytechnic.com

Principal
BITT Polytechnic

Principal,

BITT Polytechnic

Copy to,

- 1. Hon'ble Chairman, BITTGOI
- 2. Principal
- 3. **Assistant Registrar**
- 4. All HoDs
- Controller of Examinations
- **Accounts Department**
- 7. Workshops
- 8. Library
- **Notice Board** 9.
- 10. Website
- 11. File

आपका विश्वास ही हमारी निरंतर सफलता की प्रेरणा है।









हिन्दी, इंग्लिश, कंप्युटर एवं डिजिटल शिक्षा सभी के लिए । बेटी बचाओ-बेटी पढ़ाओ, लड़का-लड़की एक समान । वृक्ष लगाओ-जीवन बचाओ, नशा मुक्त-स्वस्थ भारत, रेन वाटर हार्वेस्टिंग, सौर उर्जा, स्टार्ट अप, पीएम ई-विद्या, डिजिटल इंडिया, ऑन्मिनर्भर डिजिटल बीआईटीटी, इंटर्नशाला, लड़कियों के लिए विद्या लक्ष्मी स्कॅलरशिप, अंतरराष्ट्रीय कार्यशाला, झारखंड स्किल डेवलपमेंट मिशन, कौशल एवं कुशल रोजगार, कल्याणकारी छात्रवृत्ति योजनायें ।

Government of Jharkhand Home, Prison & Disaster Management Department (Disaster Management Division) ORDER

Whereas, the Ministry of Home Affairs has issued lockdown/Unlock orders vide Order dated 24.03.2020, Order dated 15.04.2020, Order dated 01.05.2020, Order dated 17.05.2020, Order dated 30.05.2020, Order dated 29.06.2020, Order dated 29.07.2020, Order dated 29.08.2020, Order dated 30.09.2020, dated Order 25.11.2020, 27.10.2020,Order dated dated Order 28.12.2020, Order dated 27.01.2021, Order dated 26.02.2021, Order dated 23.03.2021, Order dated 29.04.2021, Order dated 27.05.2021, Order dated 29.06.2021, Order dated 28.07.202, Order dated 28.08.2021, Order dated 28.09.2021, Order dated 28.10.2021, Order dated 30.11.2021 and Order dated 27.12.2021 due to the prevailing COVID 19 situation;

Whereas, in exercise of the powers, conferred under Section 10(2)(1) of the Disaster Management Act 2005, the Union Home Secretary and Chairman, National Executive Committee has issued an order dated 27.01.2022 directing to consider implementation of the normative framework for taking evidence based containment measures for COVID 19 as communicated vide Ministry of Health and Family Welfare DO Number Z 28015/318/21-EMR dated 21.12.2021 and directing to implement the National Directives for COVID-19 management;

Whereas, in exercise of the power conferred under section 22(2)(h) of the Disaster Management Act, 2005, undersigned in his capacity as Chairperson, State Executive Committee has issued directions to all the Departments of Government of Jharkhand and all the District Administrations for the strict implementation of Guidelines and State Directives vide Order number 02 dated 15.01.2022;

Whereas, in exercise of the powers under section 18(2)(d) of the Disaster Management Act, 2005, the State Disaster Management Authority has directed the undersigned to issue an order with guidelines for the containment of COVID 19;

Now therefore, in exercise of the power conferred under section 22(2)(h) of the Disaster Management Act, 2005 the undersigned, in his capacity as Chairperson ,State Executive Committee, hereby directs all the Departments of Government of Jharkhand and all the District Administrations to ensure that the following guidelines are observed by all with immediate effect till further order:

 All outdoor congregations of more than 200 persons are prohibited. Prior consent of Deputy Commissioner shall be obtained in case of congregation exceeding 200 persons.

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- 2. All indoor congregations of more than 200 persons or 50% of hall capacity, whichever is less, are prohibited. Prior consent of Deputy Commissioner shall be obtained in case of congregation exceeding 200 persons.
- 3. Schools, including residential schools and sports training centres, are permitted to operate offline classes for classes 9,10,11 and 12 in the districts of Ranchi, Purvi Singhbhum, Deoghar, Chatra, Simdega, Seraikela-Kharswan and Bokaro. Schools, including residential schools and sports training centres, are permitted to operate offline classes from classes 1 to 12 in all the remaining districts of the state.
 - i. The SOP/guidelines for health and safety protocol for reopening of schools and learning with social distancing (annexed)issued by Department of School Education and Literacy, Ministry of Education, Government of India shall be complied with.
 - ii. All students, teachers and personnel shall wear mask properly at all time covering the mouth and nostrils.
 - iii. Digital content/ online education shall continue to be provided to students.
 - iv. Attendance shall not be mandatory. It shall be optional for students to attend offline classes.
 - v. Prior consent of parent/guardian shall be mandatory for students to attend offline classes.
 - vi. Group cultural activities are prohibited.
 - vii. Offline tests and examinations are permitted for students of classes which are permitted in respective districts.
 - viii. Teachers shall be compulsorily vaccinated for COVID-19 with two doses of vaccine before coming to school for offline classes.
 - ix. District administration shall randomly test the teachers, students and other school personnel for COVID-19 from time to time.
 - x. Schools may use air conditioning to the minimum possible extent and instead avail of fresh air ventilation in indoor spaces.
 - xi. The attendance of teachers and non teaching personnel is permitted for administrative purposes.
 - xii. Hostel accommodation is permitted for students attending permitted offline classes.
- 4. Coaching institutions are permitted to operate offline classes for students of class 9 and above in the districts of **Ranchi**, **Purvi**

Singhbhum, Deoghar, Chatra, Simdega, Seraikela-Kharswan and Bokaro. Coaching institutions are permitted to operate offline classes for students of all classes in all the remaining districts of the state.

- The SOP/guidelines for health and safety protocol for health and safety protocol for reopening of schools and learning with social distancing issued by Department of School Education and Literacy, Ministry of Education, Government of India shall be complied with.
- ii. All students, teachers and personnel shall wear mask properly at all time covering the mouth and nostrils
- iii. Digital content/ online classes may be provided to students.
- iv. Teachers shall be compulsorily vaccinated for COVID-19 with two doses of vaccine before coming to coaching institute for offline classes.
- v. District administration shall randomly test the teachers, students and other personnel for COVID-19 from time to time.
- 5. Colleges and Universities are permitted to operate offline classes:
 - Guidelines issued by University Grants Commission for reopening the colleges and universities post lockdown due to COVID-19 (annexed)shall be complied with.
 - ii. All students, teachers and personnel shall wear mask properly at all time covering the mouth and nostrils.
 - iii. Digital content/ online education shall continue to be provided to students.
 - iv. Attendance shall not be mandatory. It shall be optional for students to attend offline classes.
 - v. Group cultural activities are prohibited.
 - vi. Teachers shall be compulsorily vaccinated for COVID-19 with two doses of vaccine before coming to college for offline classes.
 - vii. Students shall be compulsorily vaccinated for COVID-19 with double dose before coming to college for offline classes.
 - viii. District administration shall randomly test the teachers, students and other personnel for COVID-19 from time to time.
 - ix. Colleges and Universities may use air conditioning to the minimum possible extent and instead avail of fresh air ventilation in indoor spaces.

- Hostel accommodation is permitted for students attending permitted offline classes.
- xi. Offline tests and examinations are permitted.
- ITI, skill development centres and polytechnics are permitted to operate offline classes.
 - i. SOP for resumption of academic work in Industrial Training Institutes issued by Directorate General of Training, Ministry of Skill Development and Entrepreneurship, Government of India (annexed) shall be complied with.
 - All students, teachers and personnel shall wear mask properly at all time covering the mouth and nostrils.
 - Digital content/ online education shall continue to be provided to students.
 - iv. Group cultural activities are prohibited.
 - v. Teachers shall be compulsorily vaccinated for COVID-19 with two doses of vaccine before coming to ITI/polytechnic / skill development centre for offline classes.
 - vi. Students shall be compulsorily vaccinated for COVID-19 with double dose before coming for offline classes.
 - vii. District administration shall randomly test the teachers, students and other personnel for COVID-19 from time to time.
 - viii. Offline tests and examinations are permitted.
- 7. Training institutions of Government of India and state government are permitted to function in accordance with SOP (annexed)issued by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Government of India.
- 8. Offline examinations to be conducted by various authorities of Government of India, Government of Jharkhand, national examinations conducted by private authorities/ institutions, examinations conducted by Universities/ Colleges in the state and examinations conducted by schools for classes permitted are permitted subject to compliance of SOP dated 10.09.2020 (annexed) issued by Ministry of Health and Family Welfare, Government of India in this regard.
- All stadiums and swimming pools are permitted to open only for the purpose of training of sportspersons..
- 10. All gymnasiums are permitted to open on all days.
- 11. All Government of India, State Government, semi government and private offices are permitted to function with 100 % strength of human resources.
- 12. All parks and tourist places shall be closed to public.

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- 13. Restaurants/ bars/ cinema halls/ shops/ shopping malls shall ensure that the number of persons doesn't exceed 50% of the capacity at any given point of time.
- 14. All shops and shopping establishments shall not remain open beyond 8 PM except restaurants/ bars/ medicine shops/ fuel outlets which shall remain open till normal time.
- 15. All processions are prohibited.
- 16. All fairs and exhibitions are prohibited.
- 17. No person without mask/face cover shall be permitted entry in any public place. Wearing of mask/ face cover with mask/face cover covering the mouth and nostrils is mandatory at all times (including conversation) in public place with the exception of period of eating/drinking.
- 18. The guidelines and state directives annexed shall be followed.
- 19. Any person violating these guidelines or the attached state directives will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act 2005, besides legal action under Section 188 of the IPC and other legal provisions as applicable.

Chief Secretary

Memo no. 40/CS

Ranchi, Dated: 01:02:2022

Copy to - Principal Secretary to Chief Minister/PS to all Ministers/DS to Chief Secretary/All Additional Chief Secretary/Principal Secretary/Secretary/Director General of Police/All Divisional commissioner/DIG/DC/SSP/SP, Jharkhand for information and necessary action.

Chief Secretary

Memo no. 40/CS

Ranchi, Dated: ...0)・02・2022

Copy to -Secretary, Ministry of Home Affairs, Government of India/Secretary, Ministry of Health and Family Welfare, Government of India.

Guidelines on the measures to be taken by Departments of Government of Jharkhand/District Administrations for containment of COVID-19.

- 1. The directions and national directives communicated vide Order dated 27.01.2022 (annexed) of Ministry of Home Affairs; Government of India shall be implemented.
- 2. The measures for COVID-19 as communicated vide Ministry of Health and Family Welfare DO Number Z 28015/318/21-EMR dated 21.12.2021 (annexed) shall be implemented.
- 3. The examinees of all examinations permitted shall be exempted from restrictions related to movement out of Containment zone(s) for the purpose of examinations and their admit card shall be treated as entry pass for this purpose. SOP dated 10.09.2020 (annexed) issued by Ministry of Health and Family Welfare shall be complied with.
- 4. Hotels, Restaurants and other hospitality units such as guest house/ Dharamshala/ lodge etc shall comply with the SOP on preventive measures laid down by Ministry of Health and Family Welfare, Government of India in this regard on 04.06.2020(annexed).
- 5. Shopping Malls shall comply with SOP on preventive measures issued by Ministry of Health and Family Welfare, Government of India on 01.03.2021 (annexed) in this regard.
- 6. Movie halls and multiplexes shall comply with SOP dated 31.01.2021 (annexed) issued by Ministry of Information and Broadcasting, Government of India in this regard.
- 7. All domestic travellers shall comply with the guidelines for domestic travel (air/train/inter-state bus travel) issued by Ministry of Health and Family Welfare, Government of India, on 24.05.2020 in this regard (annexed).
- 8. All international travellers on Vande Bharat and Air Transport Bubble flights shall comply with the SOP issued by Ministry of Home Affairs, Government of India on 22.08.2020 in this regard (annexed).

Cell.

- All domestic air travel shall be in accordance with guidelines issued by Ministry of Civil Aviation, Government of India on 25.05.2020(annexed).
 - 10.Haats in rural/urban areas shall be permitted only on the condition that adequate arrangements for ensuring social distancing is ensured. Marking of circles on ground shall be done to ensure social distancing.
 - 11. Offices shall comply with the SOP on preventive measures laid down by Ministry of Health and Family Welfare, Government of India in this regard on 04.06.2020 (annexed).
 - 12. Public transport shall be in compliance with SOP issued by Department of Transport, Government of Jharkhand.

13. The state directives as annexed shall be adhered to while carrying out the permitted activities.

Guidelines to be observed at all Religious Places/Places of Worship

- Religious Places/Places of Worship for public in containment zones shall remain closed. Only those outside containment zones are allowed to open up.
- 2. The number of persons present at any time in a Religious Place/Place of Worship would be such as to ensure a minimum of six feet distance between any 2 persons subject to an overall ceiling of 100 persons or 50 percent of capacity of the religious place/place of worship, which ever is less.
- 3. Individuals shall maintain a minimum distance of 6 feet at all times within the Religious Place/Place of Worship.
- 4. Devotees at a Religious Place/Place of Worship shall not spill over to adjoining area/street.
- 5. Staggering of visitors to be done to ensure social distancing.
- 6. Specific markings six feet apart shall be made by those in charge of the Religious Place/Place of Worship to ensure social distancing.
- 7. Seating arrangement to be made in such a way that adequate social distancing of 6 feet is maintained.
- 8. Under no circumstance shall there be crowding in Religious Place/Place of Worship. In case those in charge of Religious Place/Place of Worship apprehend crowding on any given occasion or daily then they shall inform the district administration in writing and keep the Religious Place/Place of Worship closed to public until the district administration intervenes and regulates the entry of devotees.
- 9. All persons to be allowed entry only if they are using face cover/masks.
- 10. Wearing of mask is mandatory at all times in the Religious Place/ Place of Worship.
- 11. Wearing of mask is mandatory for priests/clergy etc also including the period of recitation of mantra/hymns/prayer etc.
- 12. Touching of statues/idols/holy books/bells is not permitted.
- 13. Community singing/singing in groups/choir is not permitted.

- 14. Physical offerings like Prasad are not permitted.
- 15. Distribution or sprinkling of holy water/Bhog/Prasad distribution is not permitted.
- 16. Use of common prayer mats is not permitted. Devotees shall bring their own prayer mats which they may take back with them.
- 17. Observance of no physical contact to be maintained at all times between the devotees as well as between the devotees and priest/clergy etc.
- 18. The devotees shall not embrace each other and shall ensure that there is no physical contact while greeting each other.
- 19. Entrance to have hand hygiene facility and thermal screening provisions.
- 20. Only asymptomatic persons shall be allowed in the premises.
- 21. Shoes / footwear to be preferably taken off inside own vehicle. If needed they should be kept in separate slots for each individual / family by the persons themselves.
- 22. Proper crowd management in the parking lots and outside the premises in compliance of social distancing norms shall be ensured.
- 23. Separate entry and exit for visitors wherever feasible shall be organized.
- 24. Daily sanitization shall be carried out at regular intervals in the premises of the Religious Place/Place of Worship with particular focus on lavatories, hand and foot-washing stations/areas.
- 25. The floor should particularly be cleaned multiple times in the premises.
- 26. Proper disposal of face covers / masks / gloves left over by visitors and/or employees should be ensured.
- 27. No fair is permitted.
- 28. No procession is permitted.
- 29. Any shop, stall, cafeteria etc. outside and within the premises shall follow social distancing norms at all times.

State Directives for COVID-19 Management

- 1. Wearing of face cover/mask properly covering the mouth and nostrils is compulsory in public places, in work places, and during transport.
- 2. Individuals shall maintain social distance of do-gaz-ki-doori in public places.
- 3. Spitting in public places is prohibited.
- 4. Persons above 65 years, persons with co-morbidities, pregnant women and children below the age of 10 years are advised to stay at home, except for essential and health purposes.
- 5. District authorities may advise individuals to install the AarogyaSetu application on compatible mobile phones and regularly update their health status on the app.

Shops

- 6. Provision for sanitizer will be made at all entry point.
- 7. All persons in charge of shops will ensure that the number of persons entering the shop shall not exceed the number required to maintain social distance.
- 8. Wearing of face cover/mask is compulsory by workers and customers.
- 9. Hand gloves may be worn by all the workers.
- 10. Shops would ensure frequent sanitisation throughout the day of all points which frequently come into human contact eg. door handles, surface of table/counter etc.
- 11. Shops would ensure sanitisation of entire workplace and common facilities at the beginning of the day and end of the day.
- 12. Shops to ensure that any worker suffering from fever/cough/breathing problem does not attend the shop and is referred to nearest health facility.
- 13. Any customer apparently having cough/breathing problems to be denied entry and may be asked to immediately contact health facility.