

**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY**  
**MURTHAL (SONEPAT)**

Ref.No. DCRUST/SPC/101  
Dated: 24.03.2020

**OFFICE OF REGISTRAR**

**Subject: ADVISORY regarding Preventive Measures to be taken to curtail the spread of Novel Coronavirus (COVID 19)**

In order to curtail the spread of Novel Coronavirus (COVID 19) and following the instructions/orders issued by the Government of India and the State Government of Haryana including to declare Lock Down in the Sonapat District, some preventive measures need to be taken for the well being of the Employees and the Residents of the DCRUST, the following ADVISORY is being issued for strict compliance by all employees and residents of the DCRUST Campus with immediate effect.

1. In order to take policy decision to protect DCRUST employees and residents during Coronavirus outbreak in India and to ensure effective implementation of the Government policies, orders and guidelines, DCRUST Corona Task Force is constituted under the chairmanship of Vice-Chancellor of the University consisting of the following officers:

|                                  |  |
|----------------------------------|--|
| a) Registrar                     | Member   |
| b) Dean Academic Affairs         | Member   |
| c) Dean Students' Welfare        | Member   |
| d) Professor Incharge Security   | Member   |
| e) Professor Incharge Sanitation | Member   |
| f) Chief Warden(Boys' )          | Member   |
| g) Chief Warden(Girls' )         | Member   |
| h) Controller of Finance         | Member   |
| i) Director UCC                  | Member   |
| j) Executive Engineer            | Member   |
| k) Professor Incharge Transport  | Member   |
| l) Medical Officer Incharge      | Member-Secretary & Nodal Office COVID 19 Control |
2. Dr. R. K. Garg, Director - UCC will devise a proforma to collect the information of the employees and their family members residing with them in the DCRUST campus in order to help and assist them as and when the need arises. Dr. Ravinder Dahiya, Nodal Officer Novel Corona virus (COVID 19) and MO I/c will arrange for its distribution, collection and maintaining the records.
3. Dr. Anil Khurana, Proctor will ensure effective implementation of the State Government orders regarding imposition of Section 144/Lock down/Preventive Measures/Guidelines, etc., maintaining internal discipline among the residents in coordination with Dr. A. K. Sharma, Professor I/c Security.
4. In order to facilitate the residents and to fulfil their basic essential needs within the ambit of the Government orders and guidelines, Dr. Vijay Kumar Sharma, Dean Students' Welfare and Dr. A. K. Sharma, Professor I/c Security will take all necessary steps:
  - The vendors (Grocery/Kiryana; Fruits and Vegetables, etc.) must be instructed to ensure proper supply of grocery/bakery items, milk and milk products, fruits and vegetables, etc. as per requirement to the residents on demand. The contact numbers of all vendors need to be shared with the residents for placing their demand on mobile/whatsapp in order to ensure social distancing. (Mayank (Karyana) mobile no. 9034796808 & Surinder(Fruits/Veg/Milk) mobile no. 8053489304)
  - However, in order to ensure effective implementation of the preventive measures/guidelines, the following services are stopped till further orders with immediate effect:
    - Distribution of Newspaper in the DCRUST Campus

- Entry of Maid-servant/Man-servant hired to perform typical domestic chores such as laundry, ironing, cleaning of the house, cooking, caring of kids, gardening, etc. considering persons not residing in the Campus, especially in adjacent high density areas near campus being potential source of spread.
  - The employees and residents are requested to direly minimize their travel outside the campus.
5. Dr. Ravinder Dahiya, Novel Coronavirus (COVID 19) & MO I/c to make necessary arrangements for providing general/common medicines and necessary healthcare facilities to all employees and residents. In order to minimize the movements, suitable mechanism may be devised for home supply of medicines/Pharmaceutical items on the request of the employee concerned made on Mobile/Whatsapp call.
  6. Dr. S. K. Grewal, Professor I/c Sanitation will perform the duties of Professor I/c Transport till further orders w.e.f. 24<sup>th</sup> March, 2020. He will ensure the 24\*7 availability of two vehicles simultaneously in addition to the Ambulance along with Drivers for emergent use.
  7. Dean Students' Welfare will arrange requisite funds for the purchase of the necessary equipment and material (e.g. Medical Staff Kit, Thermal Scanners, Masks, Spray Guns, Sanitization Material, Soaps, Sanitizers, Medicines, etc.) from the Students' Fund ensuring all purchases through already constituted Standing Purchase Committee strengthened with the inclusion of Sh. Jogender Dahiya, DR Faculty and Sh. Jitender Dalal, Storekeeper to perform purchase, stock entry, distribution, etc.. The expenditures may be made/adjusted/reimbursed from the DCRUST fund based on the nature/type of the beneficiaries/usage.
  8. Dr. Sukhdeep Singh, Chief Warden - Boys will ensure the availability of portable Public Address system and manpower to make announcements to keep the residents fully aware regarding various instructions/guidelines from time to time. Dr. Ravinder Dahiya will coordinate with Dr. Sukhdeep Singh.
  9. Sh. Balbir Singh, Executive Engineer will ensure uninterrupted power and water supply. Streetlights must be operational. All Security Gates must be equipped with 24\*7 lights, water outlets, fixed soap tumblers, functioning of gate locking devices and hinges, etc. to the satisfaction of Professor I/c Security.
  10. Dr. Vijay Kumar Sharma, Dean Students' Welfare to arrange for the distribution of personalized safety kit (Soap/Sanitizer, Gloves, Mask, etc.) through respective Heads/Incharges for Security, Sanitation, Construction (Electrical, Horticulture, Public Health, etc.), Medical Staff, etc.
  11. Dr. Raj Kumar, Dean Academic Affairs to issue necessary guidelines for academic matters (online classes, assignments, tests, etc.) in compliance of the orders/guidelines of the MHRD/State Government/UGC/AICTE, etc.
  12. Dr. R. K. Garg, Director - UCC to ensure uploading of orders/Instructions/Guidelines on the DCRUST website. Efforts may be made to explore the possibilities of using video conferencing within existing infrastructure/facilities for internal communication.
- This issues with the approval of the competent Authority

  
REGISTRAR 24-3-2020

All Employees and Residents, DCRUST, Murthal

Copy to  
Hon'ble Vice Chancellor