

PVG's College of Engineering and Technology, Pune
To Achieve Excellence in Engineering Education

Ref. No: COET/ESTT/20-21/29

Date: 10/09/2020

OFFICE ORDER

As a step towards **MISSION BEGIN AGAIN** and to prevent the spread of COVID-19, the college has formed a **Vigilance Committee** and has appointed **Prof. Ms Bhavana Julme as Vigilance Officer**. The Vigilance Committee shall ensure that the norms of social distancing, and **Directives** mentioned below are being followed in the college.

The composition and responsibilities of Vigilance Committee:

Building/Floor	Member	Department
Vigilance Officer and Convener of Committee: Prof. Bhavana Julme , Faculty-Computer Dept and college NSS Coordinator.		
Stock (sanitizers, handwash and masks)	Mr. Satish Ruikar	Office
Ground Floor: Campus and Office	Mr. Rajendra Thakar	Office
Ground Floor	Mr. Rahul Shirkande	Printing
First Floor	Mr. Shibu Rajan	Electrical
Second Floor	Mr. S. D. Shingte	Mechanical
Third Floor	Prof. S. G. Kamble	IT
Fourth Floor	Mr. S. S. Mohol	E&TC
MBA Building	Prof. Nishikant Gajakas	MBA
Library	Mr. E. T. Ivare	Library
Workshop	Prof. S. A. Yevale	Mechanical

Directives to be followed at the PVG's COET, Vidyanagari Campus (As per National Directives for COVID-19 Management):

1. **Face covering:** Use of masks to cover the face
2. **Screening and hygiene:** All are instructed to use sanitizers, hand wash regularly. The thermal screening will be done at the entry point.
3. **Social distancing:** Must maintain a minimum distance of 6 feet (**Do Gaz Ki Doori**). HODs shall ensure the proper staggering of the staff duties. Staff and students shall

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avoid standing in a group and chatting, and also frequently going out of the campus together.

4. **Spitting in the campus:** All should follow this strictly, and it is punishable with fine as per the regulations of higher authorities.
5. Consumption of liquor, paan, gutka, tobacco is strictly prohibited and is punishable with fine as per the regulations of higher authorities.
6. The Vigilance Committee shall ensure that there is sufficient stock of sanitizers, handwash, cleaning material and masks at each department/section.
7. The Vigilance Committee shall ensure that above directives are well-followed by the staff and students of the college.

All the employees and students are informed to follow the instructions of Vigilance Committee and cooperate.



(Dr. Kalyani Kulkarni)
I/C Principal
PVG's COET, Pune

Copy to:

1. Shri. S. P. Redekar, Registrar PVG and Director PVG's COET
2. Prof. R. G. Kaduskar, Director, PVG's COET
3. All HODs for circulation amongst staff (Comp/Elect/E&TC/IT/Mech/Print/MBA), TPO, Library
4. Establishment/Students Section/Accounts/Reception/Security
5. Office File