



Ref: 15-1/BMSSA/2020-2021/CIRCULAR/02
2020

Date: 04 May

CIRCULAR

Sub: College duties for BMSSA Staff and Faculty under adherence to COVID-19 Preventive Measures specified by Govt of India

Ref: (1) VTU circular dated 2nd May 2020; (2) VTU circular dated 3rd May 2020; (3) Circular from BMSET dated 2nd May 2020; (4) BMSIT&M circular dated 3rd May 2020

Dear Colleagues,

As per the VTU circular dated 2nd May 2020, 33% of the staff (Teaching as well as Non-teaching) are required to attend the college on rotational basis from 4th May 2020 onwards. It has been decided to implement this order at BMSSA along with BMSIT&M with effect from 5th May 2020.

As per deliberations and further data collected through "online meetings" held with Faculty and Staff on 3rd May 2020, we have summarised the following measures for strict adherence:

1. BMSSA has resolved to follow "One Campus-One Norm" with respect to the common policies such as,
 - A) There will be only one entry/exit point to the campus at the gate.
 - B) All are required to wear face masks. They are required to wear the mask all the time -right from the time of leaving their residences and until they go back and reach their homes. Anyone without wearing the mask will not be allowed inside the campus.
 - C) Every staff shall sanitize their hands before entering the building/ their work place. They are advised to wash their hands with soap for at least 20 seconds very often.
 - D) No staff member is allowed to go to the hostel in the campus except Hostel and Mess staff. No lunch/ breakfast shall be provided to the staff working in the college.
 - E) Staff members shall not form groups for any discussion / meeting or during tea-time. Meetings shall be held using phone / Laptops etc using ICT.
 - F) Staff members should strictly maintain the safe distance (6 feet) at any point in time. Whenever the college bus is made available for commuting, the staff travelling shall maintain the safe distance by only one person sitting in a seat. Also, they shall clean their hands using the sanitizer before boarding.
 - G) The working hours of the college will be from 08.30 AM to 12.30 PM until 17th May 2020.
 - H) Gym and Lift facility shall not be used



I) If any employee is not well, showing symptoms of cold, fever, sneezing should not come to the college. They shall inform the illness to the Deputy Director. If anyone feels these symptoms after coming to the college, or anyone who comes across such a person with symptoms, he/she shall inform the Deputy Director, AO or the Doctor in the campus immediately.

J) All the employees shall install the “Arogya Sethu” app in their mobile phones.

2. These measures will be reviewed as and when the situation changes and suitable modifications will be issued, in coordination with BMSIT&M.
3. All the staff members are requested to cooperate and make our campus virus-free by taking all the measures seriously.
4. Annexure (i) and (ii) are attached herein for Faculty and Staff Rotation working plan at BMSSA.

/By Order/

**DIRECTOR
BMS SA**

BMS SCHOOL OF ARCHITECTURE
Yelahanka, Bengaluru-560 064

ANNEXURE I

DIRECTOR & PROFESSORS Rotational Work Details From 04.05.2020 to 17.05.2020

Professors			04.05.2020	05.05.2020	06.05.2020	07.05.2020	08.05.2020	09.05.2020 SAT	10.05.2020 SUN	11.05.2020	12.05.2020	13.05.2020	14.05.2020	15.05.2020	16.05.2020 SAT	17.05.2020 SUN
1	Dr. Sapna Papu	Professor & DIRECTOR	Dr. Sapna Papu		Dr. Sapna Papu		Dr. Sapna Papu	SAT	SUN		Dr. Sapna Papu		Dr. Sapna Papu		SAT	SUN
2	Dr. Shaila Bantanur	Professor & Deputy Director	10:30am - 3:30pm	Dr. Shaila Bantanur	Dr. Shaila Bantanur			SAT	SUN	Dr. Shaila Bantanur		Dr. Shaila Bantanur		Dr. Shaila Bantanur	SAT	SUN
3	Ar. Mondira Ganguly	Professor		Ar. Mondira Ganguly	Ar. Mondira Ganguly		Ar. Mondira Ganguly	SAT	SUN		Ar. Mondira Ganguly		Ar. Mondira Ganguly		SAT	SUN
4	Ar. Niranjan Das	Professor TENURE		Ar. Niranjan Das	Ar. Niranjan Das		Ar. Niranjan Das	SAT	SUN		Ar. Niranjan Das		Ar. Niranjan Das		SAT	SUN
5	Ar. Himadri Das	Professor TENURE	9:30am - 2:30pm	Ar. Himadri Das		Ar. Himadri Das		SAT	SUN	Ar. Himadri Das		Ar. Himadri Das		Ar. Himadri Das	SAT	SUN

NOTE:

01. If there is additional work to be completed, you may be required to work on Saturdays or extended hours till 3.30 pm.

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ASSOCIATE PROFESSORS Rotational Work Details From 04.05.2020 to 17.05.2020

Associate Professors				04.05.2020	05.05.2020	06.05.2020	07.05.2020	08.05.2020	09.05.2020 SAT	10.05.2020 SUN	11.05.2020	12.05.2020	13.05.2020	14.05.2020	15.05.2020	16.05.2020 SAT	17.05.2020 SUN
1	Ar. Seema Anil	Associate Professor	10:30am - 3:30pm	Ar. Seema Anil		Ar. Seema Anil		Ar. Seema Anil				Ar. Seema Anil		Ar. Seema Anil			
2	Ar. Sreerupa Deb	Associate Professor TENURE			Ar. Sreerupa Deb		Ar. Sreerupa Deb				Ar. Sreerupa Deb		Ar. Sreerupa Deb		Ar. Sreerupa Deb		
3	Ar. Syed Mohammed Sarmad	Associate Professor		Ar. Syed Mohammed Sarmad		Ar. Syed Mohammed Sarmad		Ar. Syed Mohammed Sarmad			Ar. Syed Mohammed Sarmad		Ar. Syed Mohammed Sarmad		Ar. Syed Mohammed Sarmad		
5	Ar. Cecon Swain	Associate Professor	9:30am - 2:30pm		Ar. Cecon Swain		Ar. Cecon Swain				Ar. Cecon Swain		Ar. Cecon Swain		Ar. Cecon Swain		
6	Ar. Sunil Kumar N	Associate Professor	10:30am - 3:30pm		Ar. Sunil Kumar N		Ar. Sunil Kumar N				Ar. Sunil Kumar N		Ar. Sunil Kumar N		Ar. Sunil Kumar N		
7	Ar. Vijaya Kumari	Associate Professor	9:30am - 2:30pm	Ar. Vijaya Kumari		Ar. Vijaya Kumari		Ar. Vijaya Kumari			Ar. Vijaya Kumari		Ar. Vijaya Kumari		Ar. Vijaya Kumari		
8	Ar. Nandini J	Associate Professor	10:30am - 3:30pm		Ar. Nandini J		Ar. Nandini J				Ar. Nandini J		Ar. Nandini J		Ar. Nandini J		
9	Ar. Janhavi Janardhan	Associate Professor	10:30am - 3:30pm		Ar. Janhavi Janardhan		Ar. Janhavi Janardhan				Ar. Janhavi Janardhan		Ar. Janhavi Janardhan		Ar. Janhavi Janardhan		
10	Ar. Harinadha Reddy	Associate Professor TENURE	10:30am - 3:30pm		Ar. Harinadha Reddy		Ar. Harinadha Reddy				Ar. Harinadha Reddy		Ar. Harinadha Reddy		Ar. Harinadha Reddy		
11	Ar. Harish R	Associate Professor	9:30am - 2:30pm	Ar. Harish R		Ar. Harish R		Ar. Harish R			Ar. Harish R		Ar. Harish R		Ar. Harish R		
12	Ar. Shreyasi Pal	Associate Professor	9:30am - 2:30pm	Ar. Shreyasi Pal		Ar. Shreyasi Pal		Ar. Shreyasi Pal			Ar. Shreyasi Pal		Ar. Shreyasi Pal		Ar. Shreyasi Pal		
13	Mrs. Gayathri S Shivakumar	Associate Professor (Allied)	9:30am - 2:30pm		Mrs. Gayathri S Shivakumar		Mrs. Gayathri S Shivakumar				Mrs. Gayathri S Shivakumar		Mrs. Gayathri S Shivakumar		Mrs. Gayathri S Shivakumar		
14	Ar. Padmini Rajaram	Assoc. Professor	9:30am - 2:30pm	Ar. Padmini Rajaram		Ar. Padmini Rajaram		Ar. Padmini Rajaram			Ar. Padmini Rajaram		Ar. Padmini Rajaram		Ar. Padmini Rajaram		

NOTE:

01. If there is additional work to be completed, you may be required to work on Saturdays or extended hours till 3.30 pm.

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ASSISTANT PROFESSORS Rotational Work Details From 04.05.2020 to 17.05.2020

Assistant Professors			04.05.2020	05.05.2020	06.05.2020	07.05.2020	08.05.2020	09.05.2020 SAT	10.05.2020 SUN	11.05.2020	12.05.2020	13.05.2020	14.05.2020	15.05.2020	16.05.2020 SAT	17.05.2020 SUN
1	Ar. Skweta Gupta	Asst. Professor	3:30am - 2:30pm	Ar. Skweta G	Ar. Skweta Gupta	Ar. Skweta Gupta	Ar. Skweta Gupta	SAT	SUN		Ar. Skweta Gupta		Ar. Skweta Gupta		SAT	SUN
2	Ar. Deepak D G	Asst. Professor	3:30am - 2:30pm		Ar. Deepak DG	Ar. Deepak DG	Ar. Deepak DG	SAT	SUN	Ar. Deepak DG		Ar. Deepak DG		Ar. Deepak DG	SAT	SUN
3	Ar. Supritha M Y	Asst. Professor	10:30am - 3:30pm	Ar. SuprithaMY	Ar. SuprithaMY	Ar. SuprithaMY	Ar. SuprithaMY	SAT	SUN		Ar. SuprithaMY		Ar. SuprithaMY		SAT	SUN
4	Ar. Minu Pradeep	Asst. Professor	3:30am - 2:30pm		Ar. Minu Pradeep	Ar. Minu Pradeep	Ar. Minu Pradeep	SAT	SUN	Ar. Minu Pradeep		Ar. Minu Pradeep		Ar. Minu Pradeep	SAT	SUN
5	Ar. Yashwini Roadmath	Asst. Professor	10:30am - 3:30pm		Ar. Yashwini R	Ar. Yashwini R	Ar. Yashwini R	SAT	SUN	Ar. Yashwini R		Ar. Yashwini R		Ar. Yashwini R	SAT	SUN
6	Ar. Ranjin Cheria	Asst. Professor	10:30am - 3:30pm		Ar. Ranjin	Ar. Ranjin	Ar. Ranjin	SAT	SUN	Ar. Ranjin		Ar. Ranjin		Ar. Ranjin	SAT	SUN
7	Ar. Binny Jaharan	Asst. Professor	3:30am - 2:30pm	Ar. Binny Jaharan	Ar. Binny Jaharan	Ar. Binny Jaharan	Ar. Binny Jaharan	SAT	SUN		Ar. Binny Jaharan		Ar. Binny Jaharan		SAT	SUN
8	Ar. Poorna Chinnappa B	Asst. Professor	3:30am - 2:30pm		Ar. Poorna C	Ar. Poorna C	Ar. Poorna C	SAT	SUN	Ar. Poorna C		Ar. Poorna C		Ar. Poorna C	SAT	SUN
9	Ar. Skwetha P E	Asst. Professor TENURE	10:30am - 3:30pm	Ar. Skwetha PE	Ar. Skwetha PE	Ar. Skwetha PE	Ar. Skwetha PE	SAT	SUN		Ar. Skwetha PE		Ar. Skwetha PE		SAT	SUN
10	Ar. Shantanu Chikkodi	Asst. Professor	3:30am - 2:30pm	Ar. Shantanu C	Ar. Shantanu C	Ar. Shantanu C	Ar. Shantanu C	SAT	SUN	Ar. Shantanu C		Ar. Shantanu C		Ar. Shantanu C	SAT	SUN
11	Ar. Jigisha Dharman	Asst. Professor	10:30am - 3:30pm	Ar. Jigisha D	Ar. Jigisha D	Ar. Jigisha D	Ar. Jigisha D	SAT	SUN		Ar. Jigisha D		Ar. Jigisha D		SAT	SUN
12	Ar. Rohan Panji	Asst. Professor	10:30am - 3:30pm		Ar. Rohan Panji	Ar. Rohan Panji	Ar. Rohan Panji	SAT	SUN	Ar. Rohan Panji		Ar. Rohan Panji		Ar. Rohan Panji	SAT	SUN
13	Ar. Anjan Kumar M	Asst. Professor TENURE	3:30am - 2:30pm		Ar. Anjan Kumar M	Ar. Anjan Kumar M	Ar. Anjan Kumar M	SAT	SUN	Ar. Anjan Kumar M		Ar. Anjan Kumar M		Ar. Anjan Kumar M	SAT	SUN
14	Ar. Vinutha B G	Asst. Professor	3:30am - 2:30pm	Ar. Vinutha B G	Ar. Vinutha B G	Ar. Vinutha B G	Ar. Vinutha B G	SAT	SUN		Ar. Vinutha B G		Ar. Vinutha B G		SAT	SUN
15	Mrs. Vidya Vijay K. P	Asst. Professor (Structures)	3:30am - 2:30pm		Mr. Vidya	Mr. Vidya	Mr. Vidya	SAT	SUN	Mr. Vidya		Mr. Vidya		Mr. Vidya	SAT	SUN
16	Mr. Pooja Shrinivas Malpasi	Asst. Professor (Structures)	10:30am - 3:30pm	Mr. Pooja Shrinivas Malpasi	Mr. Pooja Shrinivas Malpasi	Mr. Pooja Shrinivas Malpasi	Mr. Pooja Shrinivas Malpasi	SAT	SUN		Mr. Pooja Shrinivas Malpasi		Mr. Pooja Shrinivas Malpasi		SAT	SUN
17	Mr. Priya Ranjan Bekera	Asst. Professor (Art)	3:30am - 2:30pm	Mr. Priya Ranjan B	Mr. Priya Ranjan B	Mr. Priya Ranjan B	Mr. Priya Ranjan B	SAT	SUN		Mr. Priya Ranjan B		Mr. Priya Ranjan B		SAT	SUN
18	Mr. Chandan Kashyap	Asst. Professor (Art)	3:30am - 2:30pm	Mr. Chandan k	Mr. Chandan k	Mr. Chandan k	Mr. Chandan k	SAT	SUN	Mr. Chandan k		Mr. Chandan k		Mr. Chandan k	SAT	SUN
19	Ar. Avani Gor	Asst. Professor TENURE	3:30am - 2:30pm		Ar. Avani Gar	Ar. Avani Gar	Ar. Avani Gar	SAT	SUN	Ar. Avani Gar		Ar. Avani Gar		Ar. Avani Gar	SAT	SUN
20	Ar. Rakesh M	Asst. Professor TENURE		Ar. Rakesh M	Ar. Rakesh M	Ar. Rakesh M	Ar. Rakesh M	SAT	SUN		Ar. Rakesh M		Ar. Rakesh M		SAT	SUN
21	Ar. Shanu Raina	Asst. Professor	10:30am - 3:30pm		Ar. Shanu Raina	Ar. Shanu Raina	Ar. Shanu Raina	SAT	SUN	Ar. Shanu Raina		Ar. Shanu Raina		Ar. Shanu Raina	SAT	SUN
22	Ar. Nikhat Parvez	Asst. Professor	10:30am - 3:30pm		Ar. Nikhat Parvez	Ar. Nikhat Parvez	Ar. Nikhat Parvez	SAT	SUN	Ar. Nikhat Parvez		Ar. Nikhat Parvez		Ar. Nikhat Parvez	SAT	SUN
23	Ar. Deepti Shankar Hegde	Asst. Professor	3:30am - 2:30pm		Ar. Deepti SH	Ar. Deepti SH	Ar. Deepti SH	SAT	SUN	Ar. Deepti SH		Ar. Deepti SH		Ar. Deepti SH	SAT	SUN
24	Ar. Akshatha Devi	Asst. Professor	3:30am - 2:30pm	Ar. Akshatha Devi	Ar. Akshatha Devi	Ar. Akshatha Devi	Ar. Akshatha Devi	SAT	SUN		Ar. Akshatha Devi		Ar. Akshatha Devi		SAT	SUN
25	Mr. Pradeep Kallur	Asst. Professor (Allied) TENURE		Mr. Pradeep Kallur	Mr. Pradeep Kallur	Mr. Pradeep Kallur	Mr. Pradeep Kallur	SAT	SUN	Mr. Pradeep Kallur		Mr. Pradeep Kallur		Mr. Pradeep Kallur	SAT	SUN

NOTE:

01. If there is additional work to be completed, you may be required to work on Saturdays or extended hours till 3.30 pm.

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ANNEXURE II

Office Staff Rotational Work Details From 04.05.2020 to 10.05.2020

SI No	04.05.2020	05.05.2020	06.05.2020	07.05.2020	08.05.2020	09.05.2020	10.05.2020
1	Narayana S	Pushpa	Sudarshan	Pushpa	Sudarshan	S	S
2	Neelima	Jyothi	Neelima	Jyothi	Neelima	A	U
3		Rakshith	Sharath	Rakshith	Sharath	T	N
4		Bindhu	Narayana S	Bindhu	Narayana S	U	D
5		Asha	Usha	Asha	Usha	R	A
6		Sandeep	Rajakumar	Sandeep	Rajakumar	D	Y
7		Deepa S	Deepa C	Deepa S	Deepa C	A	
8		Subramanya	Kiran	Subramanya	Kiran	Y	
9		Harshitha	Vandana	Harshitha	Vandana		
10		Shantha	Ramyra	Shantha	Ramyra		

Office Staff Rotational Work Details From 11.05.2020 to 17.05.2021

SI No	11.05.2021	12.05.2021	13.05.2021	14.05.2021	15.05.2021	16.05.2021	17.05.2021
1	Pushpa	Sudarshan	Pushpa	Sudarshan	Pushpa	S	S
2	Jyothi	Neelima	Jyothi	Neelima	Jyothi	A	U
3	Rakshith	Sharath	Rakshith	Sharath	Rakshith	T	N
4	Bindhu	Narayana S	Bindhu	Narayana S	Bindhu	U	D
5	Asha	Usha	Asha	Usha	Asha	R	A
6	Sandeep	Rajakumar	Sandeep	Rajakumar	Sandeep	D	Y
7	Deepa S	Deepa C	Deepa S	Deepa C	Deepa S	A	
8	Subramanya	Kiran	Subramanya	Kiran	Subramanya	Y	
9	Harshitha	Vandana	Harshitha	Vandana	Harshitha		
10	Shantha	Ramyra	Shantha	Ramyra	Shantha		

NOTE:

01. Timings are from 8.30 am to 12.30 pm for staff who are using BMSIT Transport Facilities.
02. If anyone wants to commence from 9.30 am, they can extend up to 1.30 pm.
03. If there is additional work to be completed, you may be required to work on Saturdays or extended hours till 3.30 pm.