



भारतीय विदेश व्यापार संस्थान (मानित विश्वविद्यालय)

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

INDIAN INSTITUTE OF FOREIGN TRADE (DEEMED TO BE UNIVERSITY)

(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY, GOVERNMENT OF INDIA)

कोलकाता केन्द्र
KOLKATA CENTRE

1583, मादुरदह, वार्ड - 108, बोरो - XII, चौबागा रोड, कोलकाता - 700107
1583, Madurdaha, Ward - 108, Borough - XII, Chowbaga Road, Kolkata - 700107

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No. IIFT(K)/Estb/CTF/2021(1)

6th June, 2021

OFFICE ORDER

Sub: Formation of Covid-19 Task Force in the Institute.

This is in reference to the OO No. Reg.Off/05(1)/2020 dated 3rd June, 2021, it has been decided to constitute a Covid-19 Task Force in Kolkata Campus also for implementing requisite measures to provide assistance and support to the employees of the Institute and their dependent family members, as and when required. As approved by the Competent Authority, the composition of the Covid-19 Task force is as follows:

S. No.	Composition	Members
1.	Faculty Members	1. Dr. Jayanta Kr. Seal, Professor 2. Dr. Bharat Kr. Chillakuri, Assistant Professor
2.	Institute's Doctor	Dr. Tapan Kr. Pal, Consultant Physician
4.	Four other employees	1. Shri Dwaipayan Ash, Section Officer (GA) and Convener 2. Shri Niloy Kr. Mukherjee, Section-in-Charge (Estb, E&M) 3. Shri Anand Kr. Seth, Sr. Assistant (Academic Admin) 4. Shri Pinaki Bhattacharya, Assistant (Academic Admin)

The scope, tenure and duties & responsibilities of the Committee are annexed herewith.

This issues with the approval of the Competent Authority.

(Dr. K. Rangarajan)
Head & Professor

All Faculty Members/Officers/Employees of the Institute (Kolkata Campus)

Copy to:

1. PS to Director: for information of Director
2. PS to Registrar: for information of Registrar
3. SM – for updation on the website of the Institute

Delhi Campus : IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi – 110016

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Annexure-I

Scope of the Committee:

- To propose a suitable system and management for handling and care of the Covid positive IIFT employees and their dependents (as per IIFT records).
- To create and implement a system for assistance to Covid Positive IIFT Employees and their dependents in managing and coordinating on different aspects and to help them attain faster recovery.
- To evolve and implement modalities for various proposals made by the Committee.
- To prepare budget for the proposals.
- To process administrative and financial sanctions required for the approved proposals through the Registrar and DFO.
- To report progress on the approved proposals.

The committee is required to submit the first assessment plan report along with the modalities for the implementation to the Head, Kolkata Campus and thereafter, present the same to the Registrar and Director within 15 days of constitution of the Task Force. This would be followed by periodic reporting and consultations with the Head, Registrar and Director.

Tenure: The committee may continue to work till the pandemic is over or minimized as per WHO.

Note: It may be noted here that the primary aim should be to assist IIFT employees in getting prompt medical care viz. assistance for admissions in empaneled hospitals/home isolations as the case may be and utilize the institutional facility created at IIFT whenever required.

Duties & Responsibilities:

- Propose an action plan for handling the pandemic before the next wave springs up.
- Suggest and implement a suitable plan for – what needs to be done, who needs to be contacted etc. for the employees of the institute. (With creating data-base for ambulance, empaneled labs, support staff etc.)
- Suggest and implement ways and means to make the system better prepared for the possible outbreak of the 3rd wave.
- To take a review of the existing measures and infrastructure put in place

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for Covid-19 preparedness and thereafter, initiate and implement the improvements needed.

5. To explore, initiate and implement tie-ups with doctors and hospitals for empanelment for admission, consultations and lab testing wherever necessary as per IIFT Medical Schemes.
6. Development, planning and implementation of support systems during Covid treatment (food, housekeeping, medicines, communication etc.)
7. Developing emergency protocol measures to handle the pandemic.
8. Developing & facilitating a system for organising vaccination camps for employees, and their families.
9. To develop a system to regularly monitor consumables (PPE kits, injectable etc.) and implement a suitable mechanism.
10. Initiate and implement suitable measures for helping the family (of positive patients) during the entire process.
11. In consultation with the Medical Officer of the Institute and other experts, the committee may also review the adequacy of in-house arrangements and implement suitable measures as per the treatment protocols for the following:
 - Faster and low-cost Testing kits (Rapid Antigen Test) and having tie-ups for other Covid related tests.
 - Arranging meal (s) for the covid positive employees
 - Arranging SOS medicine on the advice of the Doctor and further treatment in the Institute/residence in case of non-availability of hospital bed.
 - Arranging Ambulance facility and other Paramedical facilities, etc.
