

**CIRCULAR****COVID - 19 Advisory to all faculty/staff/students & residents of NITIE campus**

In view of the prevailing sensitive situation due to spread of pandemic COVID-19 and as advised by the Ministry of HRD, various deliberations and discussions with the Institute Functionaries and students have been held this evening. It has been decided to implement following preventive and precautionary measures against the spread of Corona Virus in the NITIE Mumbai campus.

**Precautionary and preventive measures to be followed with immediate effect:**

1. All classroom instructions and module ending examinations are henceforth suspended till March 31, 2020. The situation will be reviewed continuously and appropriate decision on resumption of classroom instructions/examinations will be intimated through email to all concerned. Updates will also be made available on the Institute website from time-to-time.
2. All students are advised to go home by informing the Wardens/ Dean (Student Affairs)/ Academic section before leaving the headquarters. However, students having any difficulty in traveling may stay back with due permission of the Institute authorities.
3. Fellow students are allowed to stay in the campus and work towards their projects if they wish, provided they take adequate precautions.
4. Those students who are planning to return to the campus after being away from campus are advised to proceed to their respective home directly instead of returning to the campus with due intimation to the institute. They may return only when situation reaches to normalcy and on receipt of communication from the Institute.
5. In case any of the students/faculty and staff members or their relatives have returned to campus recently (within the last 21 days) from any of the affected countries, they must necessarily report to Medical Officer, NITIE dispensary immediately for a health check up.
6. Library will function with bare minimum staff during this period.
7. Fitness Centre will remain closed during this period.
8. Staff members working for essential services shall continue to attend to their duties as it is being done currently. Staff members not staying on campus have the option of working from home with the approval of section / department head, who will make alternate arrangements for ensuring smooth running of the section. The Section/department Heads are requested to make a contingent plan in the use of staff during this period.

9. Executive Engineer I/c and JE (Civil) / JE (Electrical) must ensure that construction workers, labourers engaged in the campus etc. must follow proper guidelines issued to this effect.
10. Security personnel shall ensure that any outside visitors to the campus are permitted only after due intimation and verification from the Institute officials / campus residents.

**Further, the campus residents are also requested to note the guidelines given below in their own interest and in the interest of the other residents:**

1. To restrict movements outside the campus and limit only for bare essential activities.
2. To avoid inviting outside guests during this period, particularly those who have recently returned from foreign travel (during last 3-4 weeks).
3. To follow all health advisories as published by Central / State Government authorities and bodies in this regard.
4. Five rooms in MDP are identified for quarantine facilities in case of any emergency requirements.
5. Anyone showing symptoms of possible viral infection must report to the NITIE dispensary without any delay.
6. Institute dispensary will remain open on Saturdays/Sundays/ holidays during this period.

We wish everyone good health!



**REGISTRAR**

Distribution:

All Deans/All Faculty

All Officers/Staff/Students

All Notice Boards

Director: for kind information please