



कुलसचिव कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Office of the Registrar
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

NOTICE

Novel Corona Virus (COVID-19): Advisory to Faculty/ Staff/ Students/ Campus Residents.

- Reference :**
- Advisory on Social Distancing Measuring in view of spread of COVID-19 disease (Ministry of Health & Family Welfare)
 - Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) (Ministry of Personnel, Public Grievances and Pensions, Letter No. F.No. 11013/9/2014-Estt.A.III dated 16/03/2020)

In continuation to the Notice No. 1212 /RO/2019-20, dated March 13, 2020, No. 2435 /RO/2019-20, dated March 14, 2020 and No. 2449 /RO/2019-20, dated March 17, 2020, in view of increasing cases of Novel Corona Virus (COVID-19) reported from different regions of the country and WHO declaring Corona Virus outbreak as pandemic, the following guidelines are issued as a precautionary measure to arrest the spread of Novel Corona COVID-19 within MNNIT Allahabad Campus.

- Non-essential travel should be avoided.
- Hygiene and physical distancing has to be maintained. Shaking hands and hugging as a matter of greeting to be avoided.
- Keep already planned weddings to a limited gathering, postpone all non-essential social and cultural gatherings.
- Discourage, to the maximum extent, entry of visitors in the office complex. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- Meetings, as far as feasible, should be done through video conferencing. Minimize or reschedule meetings involving large number of people unless necessary.
- Undertake essential correspondence on official email.
- Ensure proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces.
- All officials are advised to take care of their own health and look out for respiratory symptoms / fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH & FW, Government of India available at the following URL: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf

- All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, should take extra precautions.
- Seek early medical help if you have a fever, cough and difficulty in breathing and share travel history with Institute Medical Officer (9415014451) / Institute administration.
- The Head of the Departments / Deans / Sections In-charges / Chief Warden (Boys & Girls) / President SAC are also requested to ensure that soap dispensers and disinfectants are kept in all labs, facilities and other common places.
- All campus residents are requested to avoid inviting outside guests during this period and limit their outings to essential only.
- All persons entering the campus must display their respective I-Cards. Security personnel at entry points are being instructed to wear masks and hand gloves.
- The booking of Executive Development Centre is closed during this period to limit the spread of Corona Virus.
- Following indicative list of Do's and Don'ts for all concerned should be practised:-

Do's

- Maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief / tissues while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask / cloth to cover your mouth and nose.
- For any fever / flu-like signs/symptoms, please call Institute Medical Officer (9415014451) / State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes,, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.

- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.

In the individuals own interest and in the interest of the Institute community, it is important for every individual to follow the guideline / advisory issued by Govt. of India strictly which will stay in force till such time, it is revoked.

This advisory is issued with the concurrence of the Competent Authority.

[Signature]
18/03/2020

[Sarvesh K. Tiwari]

Registrar

No. 438 /RO/2019-20

Dated: March 18, 2020

Copy to:

1. Director.
2. All Heads/All Deans/P.T.P./Registrar.
3. All Faculty In-Charges/All Officer In-Charges/All Section In-Charges.
4. President, Students Activities Centre/Chief Proctor/Chief Warden/Warden In-charge Boys' Hostel/ Warden In-charge Girls' Hostel.
5. Coordinators/Prof. In charges: All Central Facilities: Computer Centre/ Workshop/ Library/ Gymkhana/ Centre for Interdisciplinary Research.
6. Dy. Registrar [Academic]/Dy. Registrar [Accounts]/ Librarian/ Medical Officer/ Executive Engineer [Civil]/ Executive Engineer [Electrical].
7. Faculty In-charge, Computer Centre/ Associate Faculty In-charge, Computer Centre for circulating to all users through e-mail as well as publishing on the Institute Website under the link: <http://www.mnnit.ac.in/index.php/administration-notification>.
8. All Assistant Registrars.
9. Guard File.

[Signature]
18/03/2020

[Sarvesh K. Tiwari]

Registrar