



# भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर Indian Institute of Information Technology, Nagpur

“An Institution of National Importance by an Act of Parliament”

RTTC, BSNL, Near TV Tower, Besides Balaji Temple, Seminary Hills, Nagpur – 440 006

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4<sup>th</sup> June 2020

## NOTICE

Subsequent to Nagpur Municipal Corporation Order No. MC/86/2020 dated 01-06-2020 applicable for the period from 1<sup>st</sup> June 2020 to 30<sup>th</sup> June 2020 (Unlock-01) in relation to COVID-19 situation **the Institute has decided to implement the following measures with effect from 8<sup>th</sup> June 2020:**

1. All Administrative Offices of the Institute will open and operate on regular basis as usual in accordance with directives of Central / State Government / Local Authorities issued from time to time related to COVID-19 situation.
2. The Head of Departments shall start functioning on regular basis as usual.
3. All Faculty Members shall attend the regular duties and start functioning on regular basis as usual.
4. The persons above 65 year of age, persons with disabilities, pregnant women and employees in containment zones / areas should work from home. They should continue to discharge their duties from home over internet and whenever there is a need to be physically present in the Institute, they would be required to do so.
5. While implementing the above guidelines, it is mandatory to adhere to the following important instructions:
  - ⇒ Wearing a face cover is compulsory.
  - ⇒ Use of thermal scanning / sanitizing facility being provided by the Institute shall be appropriately used.
  - ⇒ Social distancing shall be followed.
  - ⇒ No gathering in work or public spaces including corridors.
  - ⇒ Maintenance of strict public hygiene.
6. Use of Aarogya Setu App enables early identification of potential risk of infection and thus acts as a shield for individuals and community. With a view to ensure safety in offices and work places, it is the Faculty / Staff should preferably download Aarogya Setu App and install it on their mobiles.
7. The Faculties / Staff and other employees shall strictly follow the directives of Central / State Government / Local Authorities issued from time to time related to COVID-19 situation.
8. The above arrangements shall be applicable with effect from 8<sup>th</sup> June 2020 to 30<sup>th</sup> June 2020 and shall be reviewed periodically and necessary revisions shall be made, if required.

**Dr. O.G. Kakde**  
Director

CC:  
I/c Dean  
I/c Registrar  
All HoDs / Admin Department / Website