

OFFICE OF THE DIRECTOR
Dr. AKHILESH DAS GUPTA INSTITUTE OF TECHNOLOGY & MANAGEMENT
(Formerly Northern India Engineering College)
New Delhi

DIR/Gen-Admin/2019-19

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CIRCULAR

**Sub: Precautions, Preventive steps, and creating awareness
against Corona Virus (COVID-19)**

All the Students as well as faculty and staff members are hereby advised to follow these health measures at all the time as a preventive steps against spreading of Corona Virus (COVID-19):

- (i) Observe good personal hygiene.
- (ii) Practice frequent hand washing with soap.
- (iii) Follow respiratory etiquettes – cover your mouth when coughing or sneezing.
- (iv) Avoid close contact with people who are unwell or showing symptoms of illness, such as cough, runny nose etc.
- (v) Avoid contact with live animals and consumption of raw/undercooked meats.
- (vi) Avoid travel to farms, live animal markets or where animals are slaughtered.
- (vii) Wear a mask if you have respiratory symptoms such as cough or runny nose.
- (viii) Report the illness to the nearest health facility and also inform the treating doctor regarding your travel history.

Note: All Professors and In-charges should alert student with sign & symptoms of fever, cough and difficulty in breathing and should immediately inform their parents to have the necessary tests of the student.


Prof. (Dr.) Sanjay Kumar
Director


(S. N. Garg)
Chief Executive Officer

Copy for information to:

1. Director (Coordination), ADGITM, New Delhi.
2. Principal (1st Shift), ADGITM, New Delhi.
3. Sr. Dy. Director (Construction), ADGITM, New Delhi.
4. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGITM, New Delhi.
5. Incharge (2nd Shift), ADGITM, New Delhi.
6. Chief Accountant (Accounts) ADGITM, New Delhi.
7. Head, Examination Controller (Examination Cell), ADGITM, New Delhi.
8. Dr. Saurabh Gupta, Incharge (Website Cell), ADGITM, New Delhi.
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