



**BHARATI VIDYAPEETH'S
INSTITUTE OF COMPUTER APPLICATIONS & MANAGEMENT**

(Affiliated to Guru Gobind Singh Indraprastha University, Approved by AICTE, New Delhi)

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06th March, 2020

OFFICE CIRCULAR

All the students and staff member are hereby informed that in view of preventive control for Corona virus (COVID-19), the following preventive measures shall be undertaken:-

1. Biometric attendance will remain suspended till 31st March, 2020.
2. All the housekeeping staff will wear mask
3. Stop handshaking / hugging.
4. Everyone should pay special attention on maintaining good hygiene like covering mouth/nose with Cloth/Tissue/flexed elbow, in case of coughing/sneezing, washing hands with soap frequently, avoid touching mouth, nose and eye.
5. Avoid touching railings on stair, door handles, buttons in lift, etc. with open hand. For this, at-least keep a Tissue Paper in Hand. Dispose Tissues in proper dustbin.
6. Avoid taking open food, cut fruits, salads, etc. in public place.
7. Keep water bottle along with you to keep drinking water frequently.
8. People having low immunity should wear mask.
9. Avoid unnecessary travelling and mixing with new people.
10. Avoid meeting and greeting new people in public crowd.
11. Keep vigilance on basic DOs and report violation of basic DON'Ts.

Dr. Nitish Pathak is hereby appointed as the Chief Nodal Officer to supervise its compliance.

Be vigilant to protect yourself, family and community from COVID-19.

(Prof. M. N. Hoda)
DIRECTOR

Copy to:

1. Notice Board
2. Institute's Website
3. All the faculty members
4. Guard File