



भारतीय विदेश व्यापार संस्थान  
मानित विश्वविद्यालय  
**INDIAN INSTITUTE OF FOREIGN TRADE**  
(DEEMED TO BE UNIVERSITY)

(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY)

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No. E&M(1)/2021/25

2<sup>nd</sup> December 2021

**OFFICE ORDER**

**Sub: Commencement of Classes in Hybrid Mode**

As per the latest guidelines issued by DDMA on 29.10.2021 regarding reopening of educational institutions in Delhi, the Institute has decided to commence classes in hybrid mode with 50% seating capacity with effect from 4<sup>th</sup> December 2021 for the following programmes:

1. Full time MBA(IB) (2020-22) – final year
2. M.A. (Economics) (2020-22) – final year
3. Weekend programmes – Ph.D., MBA(IB) weekends and EPGDIB

A total of 16 class rooms have been identified for holding classes in hybrid mode with 50% seating capacity. Details are attached at **Annexure-I**. All requests for booking the class rooms must be submitted by the respective Divisions to E&M Division on weekly basis latest by every Wednesday for the classes scheduled for the next week.

All Academic Divisions are requested to call their students on rotation basis and plan their classes accordingly. They must ensure that the students attending the classes in physical mode should be fully vaccinated (i.e both doses). It is mandatory for students of full time MBA (IB) and M.A. (Economics) to obtain their parent's consent for attending physical classes as per **Annexure-II**. The students who have already submitted the consent form while availing the hostel facilities need not submit it again.

Instructions for the students regarding hybrid classes is attached as **Annexure-III** and SoPs for the faculty members for conducting hybrid academic sessions smoothly are attached as **Annexure-IV**.

This issues with the approval of Competent Authority.

(Dr. P.K. Gupta)  
Registrar

All Faculty, Staff and Students

**Copy to:**

1. PS to Vice Chancellor for information of Vice Chancellor.
2. Head (Computer Centre): For updation on the website of the Institute.

## Annexure - I

## LIST OF CLASS ROOMS FOR HYBRID CLASSES

S.No.	Room no.	Capacity	with social distancing
1	G-I	55	27 to 30
2	G-II	55	27 to 30
3	101	55	27 to 30
4	102	55	27 to 30
5	104	70	35
6	201	55	27 to 30
7	202	45	22 to 25
8	204	70	35
9	301 (New Conference Hall)	100	50
10	304	70	35
11	GE-II	50	25
12	B-II	65	30
13	G-II (Nalanda)	50	25
14	F-IV	20	10
15	322	40	20-25
16	OCH	80	40



**Parent's Consent Form  
(For Attending Institute)**

To  
The Head of Institute  
Indian Institute of Foreign Trade

**Subject: Consent regarding attending of Institute by my ward.**

With reference to the subject mentioned above, I \_\_\_\_\_.  
Father/Mother/Guardian of \_\_\_\_\_ (Name of the  
student), Programme \_\_\_\_\_, Roll No. \_\_\_\_\_  
am hereby pleased to give my consent and allow my ward to attend the Institute for  
classes and related activities. I will send my ward to the Institute wearing a mask  
and sensitize him / her to maintain social distancing, sanitize his / her hands from  
time to time, follow COVID Appropriate Behavior (CAB), not to share books, note-  
books, stationery items, Tiffin box etc.

I will ensure that I shall not send my ward to Institute in case my ward or anyone in  
the family is suffering from COVID-19 symptoms.

I also undertake to inform the Institute about any comorbidities or previous illnesses,  
if any.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Parent / Guardian \_\_\_\_\_

Parent / Guardian's Name \_\_\_\_\_

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_



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**INSTRUCTIONS FOR THE STUDENTS REGARDING HYBRID CLASSES IN  
DELHI CAMPUS**

- (a) Only fully vaccinated students are allowed to attend the classes in physical mode on campus.
- (b) It is mandatory for Full time MBA(IB) and M.A. (Economics) students to submit Parent's consent for attending classes as per attached sheet.
- (c) Installation and use of Aarogya Setu App is mandatory for all the students and status of the Aarogya Setu App would be checked at the entry gate of the Campus by the Security Staff.
- (d) Students residing in the containment zones or having symptoms of Covid-19 would not be allowed to enter the campus. Students are also advised not to visit areas falling within containment zone.

**Generic Preventive Measures/Covid-19 Appropriate Behaviour by Students:**

While on the campus, students are strictly required to follow the following health and safety measures at all times:

- (a) Students would be allowed entry to the campus only if they are using clean face cover/masks. The face mask/cover has to be worn at all times in the classrooms, library and other areas of the campuses failing which strict action will be taken against the student.
- (b) Physical distancing of at least 6 feet to be followed at all times in classrooms, library, hostels, play area and other areas of the campuses.
- (c) Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.
- (d) Users shall throw any waste/paper/used mask/gloves etc. only in the designated dustbins.
- (e) Spitting shall be strictly prohibited.



- (f) Touching the face or any part of the face should be avoided. Touching any surfaces of furniture/fixtures/railings/lifts/handles and other surfaces should be avoided.
- (g) Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- (h) Students are advised to take care of their health and look out for respiratory symptoms/fever and, if feeling unwell should report any illness at the earliest to Institute's doctor or nurse.
- (i) Students should follow self-discipline which is most important to contain the spread of Covid-19 pandemic through social distancing and maintaining hygienic conditions.
- (j) It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- (k) The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, meditation, eating fresh fruits, drinking warm water, healthy food (avoid fast food) and timely sleep.
- (l) In order to improve resilience and mental health, students should share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focussed approach, take a break from work, eat healthy and sleep timely etc.
- (m) Students should regularly sanitize their laptops, audio, video and other media accessories. Sharing of books, other learning material and eatables is discouraged.
- (n) All support and facilities would be provided to persons with disabilities (Divyangjan).
- (o) No discrimination based on caste, creed or gender would be allowed to take place. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family needs to be avoided.
- (p) Students should follow the guidelines, advisories and instructions issued by the Government authorities as well as by the Institute regarding health and safety measures in view of COVID-19 pandemic.
- (q) Any group discussions/social interactions would not be allowed in the campus.



**SOP for conducting Academic Sessions through Hybrid Mode**

1. A total of 16 classrooms are identified for holding classes in hybrid mode with 50% seating capacity
2. Sessions will be conducted through MS Teams.
3. Faculty members, including guest/visiting need to carry their fully-charged laptop to the class
4. A Bluetooth-enable microphone has already been issued to the faculty members and they are requested to carry the same to the class to use the same during the class
5. Digital Pad/Pen, Document viewer, etc will be provided to the faculty members by the respective Programme Offices whenever required
6. Students who are attending classes from the classroom need to carry their fully-charged laptop with headphone and need to attend the classes by muting their mics unless they have questions. In the absence of the headphone, students need to put their speakers off.
7. The existing mode of taking attendance through MS Teams and uploading it on Campus360 will be followed by the respective Programme Officers/Assistants/Associates
8. Guest MS Teams Ids will be provided to the respective Programme Offices for sessions that are going to be taken by the guest/visiting faculty members.
9. Programme Associate will be coordinating with the IT Support Team during the sessions for any kind of IT related assistance.
10. A training session will be conducted by the Computer Centre to both faculty members and Programme Office to explain the usage of the aforesaid devices pre-during-post class.