



भारतीय विदेश व्यापार संस्थान
मानित विश्वविद्यालय
INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED TO BE UNIVERSITY)
(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY)



बी-21, कुतुब इन्स्टीट्यूशनल एरिया नई दिल्ली-110016
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No. Reg.E&M/2(1)/2021/Misc.

29th December, 2021

OFFICE ORDER

Sub: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) — regarding

In pursuance to the Government of National Capital Territory of Delhi, DDMA Order No.60/DDMA/COVID-19/2021/500 dated 28.12.2021 regarding Yellow Alert (Level-1), it has been decided to implement the following measures/modalities in the Institute with immediate effect:

- i. All academic activities for all programmes and courses of the Institute will take place in online mode.
- ii. Students who are residing in the hostels must follow all Covid-19 protocols viz. maintenance of social distancing norms, wearing of masks and health & hygiene practices etc.
- iii. Gym and Yoga Room will remain closed.
- iv. Usage of Library will remain closed for the students.
- v. No gatherings of more than 4-5 persons will be allowed anywhere in the Campus.
- vi. No social/cultural/academic gatherings will be allowed.
- vii. Security Guards will report the names of the faculty/officers/staff/students who will not be wearing masks and following covid appropriate behaviour.
- viii. In order to enable the smooth commuting of employees of the Institute in view of the restrictions on public transportation, all employees (regular/contractual) must attend the office mandatorily for at least 7 hours everyday. In order to enable the employees to follow staggered timings, a relaxation of 1.5 hours may be provided with the approval of the Head of the Division/Section concerned.
- ix. The faculty/officers/staff shall follow staggered timings to avoid over-crowding in the Institute as decided by the Heads of the Department.
- x. All employees of the Institute are directed to ensure strict compliance of instructions issued by MHA and Ministry of Health & Family Welfare from time to time, on regular sanitization/cleaning of workplaces, maintenance of social distancing norms, wearing of masks and health & hygiene practices etc.

The above instructions shall be in force with immediate effect until further orders.

This issues with the approval of the Competent Authority.


(Dr. P. K. Gupta)
Registrar

All Faculty Members/Officers/Staff/Students of the Institute

Copy to:

1. Dean
2. All Heads of Divisions/Departments/Centres
3. Centre Head (Kolkata Campus): You may please implement similar measures at Kolkata Campus, if deemed appropriate, depending upon the local situation as per the guidelines issued by the State Government/WBDMA.
4. Head Computer: for updation of this Office Order on the Institute's Website.
5. Hindi Officer- for issuance of order in Hindi.
6. PA to Vice Chancellor: for information of Vice Chancellor
7. All Notice Boards