



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

B-21, Qutab Institutional Area, New Delhi-110016

Phone : 0091-11-39147200, 39147201, 39147202

Fax : 0091-11-39147214, Website : www.iift.edu

No.Reg.Off/05/2018

March 13, 2020

**OFFICE ORDER**

In view of the situation arising out of spread of COVID-19, following measures have been initiated at the Institute:

- All classes shall be suspended with immediate effect till 31<sup>st</sup> March, 2020 for all courses/programmes of the Institute.
- Examinations for all programmes/courses will go on as per the schedule. However, the Divisions are required to make the arrangements to spread out the students as much as possible.
- Academic Divisions may explore the feasibility for conducting online classes of programmes/courses, wherever possible. The same may be informed to the students.
- Faculty members/officers/staff/students are advised to refrain from intermingling in large gatherings/ group activities.
- All functions including seminars, conferences, symposia, workshops and group activities stand cancelled.
- All faculty/Staff members and students are advised to follow advisories being issued by the Health Ministry from time to time.

These measures will be re-visited after 31<sup>st</sup> March, 2020.

This issues with the approval of the Competent Authority.

  
(Dr. P.K. Gupta)  
Registrar

**All Faculty Members/Officers/Employees and Students of the Institute**

**Copy to:**

- Centre Head (Kolkata Campus): You may please implement similar measures at Kolkata Campus, if deemed appropriate, depending upon the local situation.
- SM: for updation of this Office Order on the Institute's Website.
- PS to Director : for information of Director
- All Notice Boards