



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.Off/05/2018

March 16, 2020

OFFICE ORDER

In continuation of the Office Order of even number dated 13.3.2020, it has been decided to initiate the following additional measures with immediate effect at the Institute:

- Owing to the non-availability of students due to the fear of COVID-19, the examinations for Full-Time MBA (IB) Programme 2019-21 batch would stand postponed with immediate effect. However, the examinations in Kolkata Campus may go on as per schedule.
- All students residing in the hostels are advised to vacate them as soon as possible.
- Online examinations for other programmes/courses may be held, wherever feasible.
- The Library shall be opened only for the routine maintenance and would be closed for all other purposes.
- Division /Section Heads may allow their faculty/research staff and administrative staff upto the level of Senior Assistant to work from home till 31st March, 2020, wherever feasible. However, the staff may be advised to remain in regular contact with their Division/ Section Heads for performing routine tasks/tasks assigned to them.
- Section Officers and above would have to attend office for ensuring completion of the administrative/academic work of the Institute. However, they are advised not to travel by public transport and instead use their private vehicles.
- Employee with signs & symptoms (cough, fever or difficulty in breathing) are advised not to attend the office. They may contact Institute's Doctor for any medical advice/help.

These measures will be re-visited after 31st 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