



Ref.No.13/SPAV/Estt./2020

Date: March 09, 2020

CIRCULAR

As you know that the world is going through the tough times fighting Novel Coronavirus (COVID-19) and it is time to take all safety measures to protect ourselves, society & nation. As the holi festival is coming near and all the faculty, staff & students are requested to keep them safe & sound and avoid unnecessary travelling to other states/ places. They are also requested to follow the guidelines issued by the World Health Organization (WHO) and Government from time to time and at-least follow the below mentioned basic protective measures:-

- *Observe good personal hygiene*
- *Wash your hands frequently*
- *Maintain social distancing*
- *Avoid crowding*
- *Avoid touching your eye, nose & mouth.*
- *Practice respiratory hygiene by coughing your mouth & nose with your bent elbow or tissue during coughing, sneezing.*
- *Seen medical help if you have fever, cough, breathing difficulty.*
- *Maintain distance at least 2-3 meter from person having cough, difficulty breathing.*

Please stay informed and follow the advice given by Health Care providers to enjoy life with health, prosperity and aura.

(Dr. Amitava Sarkar)
Registrar I/c

Copy to:

1. PS to Director, for kind information
2. All Faculty, Staff and Students for compliance
3. All Deans for information
4. All HoDs –with request to inform students
5. Chief Warden
6. Deputy Librarian
7. IT Section –for uploading on website
8. Notice Boards
9. Guard file