

March 28, 2020

**Sub: Precautions for COVID-19**


In order to take the precautions for spread of Novel Corona Virus (COVID-19); and in order to screen every one entering our Campus, we had earlier kept digital thermometers, as thermal thermometer was very difficult to get. However, we have arranged one; and have already started thermal check of all those entering the Campus.

But as an Institution, with so much of intellectual capital, we must take few more steps to properly safeguard all the residents.

I am of the following views:

- (i) Faculty and Staff residing in the campus should send not more than one member of the family out of the Campus in a day; except in case of any illness or any emergency.
- (ii) Movements of any family members of Faculty and Staff for more than one time a day, will be with the prior approval of the Director.
- (iii) A Team of two faculty members - Dr Kedar Mukherjee and Dr Deepankar Roy along with two staff members - Shri S D Jagtap and Shri C V Mallappa should explore the possibility of bringing one vendor each of grocery and vegetable to the campus every day so that the faculty and staff movement out of the Campus is restricted to the minimum.
- (iv) In case the above option is not working out despite the efforts of the above team, then we can make a request to our existing Contractor, Shri Tirupati to bring the necessary grocery and vegetable items to the Campus; instead of faculty and staff moving out of the Campus.
- (v) Domestic help and driver from outside should be restricted as has been done in many Societies in Pune for better prevention.
- (vi) A Register is proposed to be kept at the Main Gate of NIBM for everyone moving out of the Campus and coming inside the Campus with name, time, mobile number and signature of each one.
- (vii) Residents are advised to stay inside their house and maintain social distancing to combat the corona virus. Police is also visiting societies and creating awareness and cautioning not to violate the rules and government instructions and maintain hygiene.

Above are few thoughts, which can be put in force by all of us together, depending on the views of all those staying inside the Campus. The movement of the students for going out of the Campus has already been restricted.

  
K L Dhingra  
Director

**To: All Faculty & Staff Members**