



Ref.No.:IISER-K/OO/Admin/2019/779

Date: 16.03.2020

**कार्यालय आदेश / OFFICE ORDER**

**Sub:** Covid-19 (corona virus) Preventive Measures

In view of the Covid-19 (corona virus) outbreak in India, IISER Kolkata will be implementing the following precautionary steps applicable to all those associated with IISER Kolkata, on or off campus, in the interest of the IISER Kolkata community.

1. All classes are suspended till 26<sup>th</sup> April, 2020, and will start on 27 April, 2020 unless otherwise notified through the Institute webpage. All BS-MS students, MS-by-Research students, and 1<sup>st</sup> and 2<sup>nd</sup> year I-PhD students are asked to leave the campus within 19<sup>th</sup> March 2020.
2. The revised Academic Calendar will be available through the Institute webpage.
3. PhD students who are in the campus are advised to remain in campus. However, they may voluntarily opt to leave the hostel up to 31<sup>st</sup> March, 2020. In case, they choose to go outside the state, they are not permitted to return before 26 April, 2020.
4. All seminars, symposiums, conferences, colloquiums and interviews are postponed until further notice.
5. All the members of the institute must carry the Institute ID Card at all times while on campus as entry for outsiders is restricted until further notice.
6. Outsiders/Visitors/Vendors and parcels/courier delivery personnel are not allowed to enter the campus. Material/equipments have to be delivered and collected at the gate.
7. Entry Gate No. 3 (Prefab) shall be closed. No thoroughfare shall be allowed temporarily until 31<sup>st</sup> March, 2020 and a notice to this effect shall be displayed at the Gates.
8. Liquid soaps shall be placed in sufficient quantities for frequent use and protective masks shall be issued to housekeeping, security, and mess personnel.
9. Employees/Workers/Students are exempted from marking their attendance through Biometric Attendance System. However, attendance be recorded in the attendance register.



10. If anyone is sick and on evaluation for COVID-19 will be quarantined in the isolation room at IISER Kolkata until the person leaves the campus.
11. Faculty and staff members are advised not to go abroad this summer (up to 26<sup>th</sup> April, 2020), and are advised to avoid air travel as far as possible. Those who are coming back from visits abroad should be under self-quarantine for 14 days.
12. Faculty and staff, especially those who commute from outside the campus, are requested to practise personal hygiene advisories and to take adequate precautions. In case they develop some symptom, they should report at the Medical Centre, and should quarantine themselves at home voluntarily with intimation to the higher authorities.

Since, the issue is evolving; guidelines shall be issued by the concerned offices from time to time.

  
कुलसचिव / Registrar

**प्रतिलिपि/Copy to:**

1. All members of the institute-by mail.
2. System Admn.- For uploading in Institute Website.
3. Director's Office.