



Indian Institute of Technology Jodhpur

No. IITJ/Admin/2019-20/289

Dated: 24 March 2020

CIRCULAR

Subject: Advisory for Staying Safe in the Campus

It is hereby notified to all Campus residents that the following procedure may be followed for staying safe in the campus:

1. Any employee/campus resident who is likely to receive a visitor/relative(s) at their homes must provide intimation about the visitor with complete information and details about their travel abroad to the Office of Logistics, **by email**.
2. All residents are requested to provide details about the present visitors/relatives staying with them and their travel history, if they have travelled abroad in last three weeks, to the Office of Logistics immediately, **by email**.
3. Any symptoms of cold and cough observed in the residents, their families, visitors/relatives must not be ignored and reported to the Doctor's at PHC or Institute's Medical Officer **Dr. Ronika Yadav** for initial diagnosis. Dr. Yadav is available at Mobile No. **96620 84455 and 2179 (0291-280 2179)**.
4. It is also advised to all residents that they may **not venture out of their homes** for other than absolutely essential/emergency purposes and stay safe inside their homes, at least until 31 March. This period may be extended if the situation so warrants.
5. Visitors with symptoms of cold, cough and fever shall not be allowed to enter the campus including the daily workers, house-keeping staff, security guards and all others visiting the campus for work purposes and who are not covered here. (to be written in Hindi and to be conveyed to Logistics).
6. **Tata Gate shall not be used** by campus residents for any purpose.
7. Residents are advised **not to use lift unless essential**. Use stairs without touching the railing guard.
8. Any **parcels** arriving through **courier** must be **left at the main gate for 48 hours**, thereupon the Security Guards may deliver them to the concerned. In case any parcel arrives at the doorstep of residents, it is advised to leave it outside the house for 48 hours.

This issues with approval of the Competent Authority.

-Sd/-

(P.G. Basak)

Advisor (Admin) & Offg. Registrar

Distribution

1. Director - *for kind information*
2. All Faculty, Staff and Students
3. Faculty -in-charge (Logistics)
4. Deputy Registrar (Logistics)
5. Security Officer
6. Webmaster: for posting the CIRCULAR on the Institute's website