



BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING
(Approved by AICTE, New Delhi & Affiliated to Guru Gobind Singh Indraprastha University, Delhi)
(An ISO 9001:2015 Certified Institution)
A-4, Paschim Vihar, Main Rohtak Road, New Delhi – 110 063

Ref. No.: BVCOE/ND/ADM/SN/045/2019-2020

Date: 20th February, 2020


OFFICE CIRCULAR

All the staff members and students are hereby informed that in view of preventive control for Corona Virus (COVID-19), the following preventive measures shall be undertaken:

1. Biometric attendance will remain suspended till 31st March, 2020.
2. All the housekeeping staff will wear mask
3. Stop handshaking / hugging
4. Everyone should pay special attention on maintaining good hygiene like covering / sneezing, washing hands with soap / hand sanitizer frequently, avoid touching mouth, nose and eye.
5. Avoid touching railings on stair, door handles, buttons in lift, etc. with open hand. For this, at-least keep a Tissue Paper in Hand. Dispose Tissues in proper dustbin.
6. Avoid taking open food, cut fruits, salads, etc. in public place.
7. Keep water bottle along with you to keep drinking water frequently.
8. People having low immunity should wear mask.
9. Avoid unnecessary travelling and mixing with new people.
10. Avoid meeting and greeting new people in public crowd.
11. Keep vigilance on basic **DOs** and report violation of basic **DON'Ts**.

Dr. Prakhar Priyadarshi, is hereby appointed as the Chief Nodal Officer to supervise its compliance.

Be vigilant to protect yourself, family and community from COVID-19.


Principal

Copy to:

1. Regional Director, Bharati Vidyapeeth Regional Office, New Delhi
2. All HODs (For information of Staff & Students)
3. Dean – Students Welfare
4. Incharge 2nd Shift
5. Website Incharge
6. Administrative Office / Accounts Department / Library / Exam Cell / T&P / NSS / Maintenance Department
7. Student Notice Board
8. Security Guard / House Keeping Incharge