



**OFFICE OF THE REGISTRAR**  
**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
AN INSTITUTE OF NATIONAL IMPORTANCE  
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. *RMS/172/20*

Date: *13.03.2020*

**Circular**

In view of the recent outbreak of Corona Virus (COVID-19) and the subsequent advisory issued by the Government of India in this regard, Institute has taken the following decisions:

1. All events including sports and cultural programme which require gathering shall be postponed till further notice.
2. In hospital, if any patient comes with cough and cold, the treatment shall be made with all care. List of all patients visiting the hospital for treatment shall be intimated to Mr. S.N. Dutta, Deputy Registrar, In-charge of CMS by the Medical Officer every day till further order.
3. Heads of all academic units and administrative units shall arrange Hand wash and Sanitizer to their respective department/ laboratories.
4. All Hostel/Hall Wardens shall arrange Hand wash and Sanitizer to all toilets.
5. Care taker section shall arrange Hand wash and Sanitizer to all toilets, offices, hospital etc.
6. For preventing mosquito, fogging with chemicals is to be applied throughout the campus positively by tomorrow. Assistant Registrar (Compound & Purchase) shall take necessary action in this regard.
7. Deputy Registrar (In Charge of CMS) shall arrange Hand wash, Sanitizer, three layer musk/seven layer musk along with some isolation units in the Institute Hospital for this purpose.
8. Swimming and gymnasium activity will be suspended till further order.

This order issued with the approval of the competent authority.

Sd/-  
(Biman Bandyopadhyay)  
Registrar

Copy forwarded for information and necessary action to:-

- 1) Private Secretary to the Director
- 2) All Deans/Heads of the Departments/Schools/ Centres
- 3) All Officers
- 4) Chief Warden
- 5) All Hall/Hostel Wardens
- 6) General Secretary, Students' Senate
- 7) E-notice Board
- 8) Institute Website

*H. 13/3/2020*  
Registrar