



भारतीय कृषि अनुसंधान परिषद  
कृषि अनुसंधान भवन-II, नई दिल्ली-110012  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
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**डा. राकेश चन्द्र अग्रवाल**  
उप महानिदेशक (कृषि शिक्षा) (अ.प्र.)  
**Dr. Rakesh Chandra Agrawal**  
Deputy Director General (Agril. Edn.) (Act.)

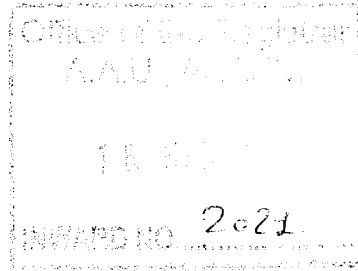
D.O.Agril.Edn.17-11/2019-A&P  
Dated the 17<sup>th</sup> March, 2020

Sub: Preventive measures to be adopted to contain COVID-19 in institution campuses/  
premises- reg.

Dear Madam / Sir,

As you all are aware that Corona Virus Disease (COVID-19) has been declared as a pandemic by the World Health Organization (WHO) and the same is now showing community spread. Some quick preventive measures have been suggested by issuing advisory/ circular by the Health Division of NITI Aayog to contain the infection / contamination in Institution premises. Copies of the Advisory / Circular are attached. In this regard, attention is also invited to the DO letter no. 1-14/2020 (Website) dated 5<sup>th</sup> March, 2020 issued by the UGC circulating advisory to the Universities / Colleges for prevention and reduction of transmission of the virus (Copy enclosed).

It is requested to follow the suggestions / advisory issued by the Health Division of NITI Aayog and UGC strictly to prevent spread of the virus in premises / campuses of Institutions under your control.



Your sincerely

(R.C. Agrawal)

Encl. a/a

1. Vice Chancellors of all SAUs/CAUs/DUs/CUs with Agriculture Faculty
2. Directors of Institutes under Agricultural Education Division

**Anand Agricultural University**  
Anand

Copy F.W.Rs.to:

All Unit/Sub Unit office, AAU..

*For implementation.*

No. AAU/REG/Co-ordi/ **1355** /2020  
Date: **20/03/2020**

REGISTRAR

NITI Bhawan, Parliament Street,  
New Delhi, the 06<sup>th</sup> March, 2020

**ADVISORY**

As you may all be aware that coronavirus, which was identified in China late last year, has quickly spread to about 76 countries with about 88,000 cases and 3000 + deaths. Now it is showing community spread, and some quick preventive measures can be taken to contain this infection at NITI premises as well.

The Health Division of NITI Aayog has prepared an advisory, which is circulated for information and compliance by all concerned :-

**BE RESPONSIBLE. PREVENT SPREAD AND DON'T PANIC**

Hygiene etiquette involves practices that prevent the spread of illness and disease. A critical time to practice good hygiene etiquette is when you are sick, especially when coughing or sneezing. Serious respiratory illnesses including Corona virus are spread by :

- Coughing or sneezing
- Unclean hands
  - Touching your face after touching contaminated objects
  - Touching objects after contaminating your hands

To help stop the spread of germs:

**Cough etiquette is especially important for infection control measures**

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket.

- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

**Remember to wash your hands after coughing or sneezing:**

- Wash with soap and water, or
- Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If clean, running water is not accessible, as is common in many parts of the world, use soap and available water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

**Any Employee having symptoms** of acute respiratory illness are (*fever, Cough, running nose, Shortness of breath etc*) recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their Reporting Officer and stay home if they are sick.

Employees who appear to have acute respiratory illness symptoms (i.e. running nose, cough, shortness of breath) upon arrival to work or becoming sick during the day shall be sent home immediately by their Reporting Officer. Sick employees should cover their noses and mouth with a tissue when coughing or sneezing (or an elbow or shoulder, if no tissue is available).

**We need to encourage and propagate : Be Responsible, Stay Home when sick, follow Respiratory etiquette and Hand hygiene at all the times.**

General Administration is being instructed to do the following :

- Provide tissues and no-touch disposal receptacles for use by employees.

- Provide soap and water and alcohol-based hand rubs in the NITI Aayog premises. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms, Reception, Biometric Attendance machines, Gym etc. to encourage hand hygiene.

**Housekeeping and environmental cleaning:**

- Regular cleaning of all frequently touched surfaces in the workplace, such as workstations, countertops, canteen table tops lifts, doorknobs etc. No additional disinfection beyond routine cleaning is recommended at the moment.
- Regular cleaning of Washrooms, especially basin and sinks. Supervision frequency to be increased to ensure that all the time hygiene of washroom is maintained.
- Disposable wipes/ tissues so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- PPE (personal protective equipment) may be considered for Reception, Security and Housekeeping.

In case, any Official/non-official need more information on this virus/preventive measures, he/she can contact the following for more information :-

1. Dr K Madan Gopal 23042086 and
2. Dr Venkatnarayana 23042818



( Dinesh Kochher )  
Under Secretary (Admn.)

**Standard Circulation through mail**

डी-26016/06/2020-सीटी/सामान्य-1

भारत सरकार  
नीति आयोग

नीति भवन, संसद मार्ग,  
नई दिल्ली -110001,  
दिनांक: 13 मार्च, 2020

परिपत्र

विषय: नोवल कोविड -19 के विरुद्ध निवारक उपाय संबंधी।

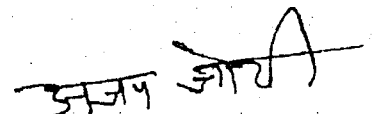
नोवल कोविड -19 के विरुद्ध निवारक उपाय के रूप में नीति भवन में प्रवेश करने वाले सभी कर्मचारियों और आगंतुकों से अनुरोध है कि वे प्रवेश स्थल पर अपने हाथों को साफ कर लें। इस उद्देश्य के लिए गेट नंबर 1, 2 और मुख्य द्वार (फ्रंट रिसेप्शन साइड) और पिछले द्वार (रियर (एनआईसी) साइड) सहित बिल्डिंग के प्रवेश स्थलों पर कई सुविधाजनक स्थानों पर सैनिटाइज़र रखे गए हैं।

सभी से अनुरोध है कि नोवल कोरोना (कोविड -19) से बचाव के लिए नीचे दिए गए मूल प्रोटोकॉल का पालन करें:

क्या करें	क्या न करें
बार-बार हाथ धोएं। साबुन और पानी से हाथ धोएं या अल्कोहॉल बेस्ड हैंड रब का इस्तेमाल करें। जब आपके हाथ स्पष्ट रूप से गंदे न हों, तब भी हाथ धोएं।	यदि आपको खांसी और बुखार का अनुभव हो रहा हो, तो किसी के साथ संपर्क में न आएं।
भीड़-भाड़ वाली जगहों पर जाने से बचें। भीड़ भरे स्थानों / बड़े समारोहों से बचें।	अपनी आंख, नाक और मुंह को न छुएं।
खांसने और छींकने पर नाक और मुंह टिश्यू या कोहनी से ढकें। उपयोग के तुरंत बाद टिश्यू को फेंक दें।	सार्वजनिक स्थानों पर न थूकें।
किसी के साथ संपर्क से बचें और 1 मीटर की दूरी बनाए रखें।	
खूब पानी / तरल पदार्थ पिएं और पौष्टिक आहार लें।	

सभी से अनुरोध है कि उपरोक्त प्रोटोकॉल का अवश्य पालन करें।

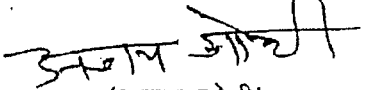
इसे सीईओ, नीति आयोग के निदेश पर कार्यान्वित किया जा रहा है।

  
(अजय जोशी)

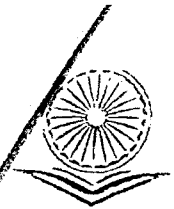
[niti@ismgr.gov.in](mailto:niti@ismgr.gov.in) के माध्यम से मानक वितरण।

प्रतिलिपि:

1. अनुभाग अधिकारी, स्टाफ कार सेल को स्टाफ कार/ डीएलवाई टैक्सी / ईईएसएल ड्राइवरों को साबुन और पानी से या अल्कोहॉल बेस्ड हैंड रब से बार-बार हाथ धोने से अवगत कराने के अनुरोध के साथ।
2. अनुभाग अधिकारी, केयर टेकर सेल को हाउस कीपिंग स्टाफ को उच्च स्तर की व्यक्तिगत स्वच्छता बनाए रखने के लिए और साथ ही सभी सामान्य क्षेत्रों, विशेष रूप से शौचालय, लिफ्ट, आदि को लगातार सैनिटाइज़ / साफ किया जाना सुनिश्चित करने के लिए अवगत कराने के अनुरोध के साथ।
3. आयुक्त, सीआईएसएफ, नीति आयोग को सीआईएसएफ कर्मचारियों को साबुन और पानी से या अल्कोहॉल बेस्ड हैंड रब से बार-बार हाथ धोने के लिए उपयुक्त निर्देश जारी करने के अनुरोध के साथ।

  
(अजय जोशी)

अवर सचिव, भारत सरकार



मानव संसाधन विकास विभाग

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

मानव संसाधन विकास विभाग, भारत सरकार  
(Ministry of Human Resource Development, Govt. of India)

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Ph.: 011-23236288/23239337

Fax: 011-2323 8858

E-mail: secy.ugc@nic.in

D.O. No.F.No.1-14/2020 (Website)

5<sup>th</sup> March, 2020

Dear Madam/Sir,

This is in reference to communications received from Secretary, Department of Health and Family Welfare and Joint Secretary (HE), MHRD regarding taking preventive measures to combat the threat of the Novel Coronavirus (COVID-19), as some cases of the virus have been reported in the country. Towards this, a coordinated and collective effort in a mission mode is needed, therefore all universities and their affiliated colleges are requested to take necessary precautions and follow the advisory given below to help in prevention /reduction of the transmission of the virus.

#### Advisory for Universities and Colleges – Novel Coronavirus (COVID19)

##### Universities and Colleges are advised to:

- Avoid large gatherings on campus.
- Any student/ staff with travel history to any COVID-19 affected country or in contact with such persons in last 28 days, should be monitored and home quarantined for 14 days.
- Faculty should be alert towards any student with signs and symptoms i.e. fever, cough and difficulty in breathing, and should immediately have the student tested.
- Till advised by the treating doctor the student should not join campus.
- Faculty staff and students should also be advised about simple public health measures of hand and respiratory hygiene.

**Hand hygiene:** Wash hands frequently and thoroughly with soap & water or use alcohol based hand sanitizer, even when hands are visibly clean.

##### Respiratory hygiene:

1. Everyone should cover their mouth with a tissue/handkerchief (or their sleeve if there are no tissues available) when they cough or sneeze and wash their hands afterwards.
  2. Do not touch your eyes, nose and mouth.
  3. Everyone should throw away used tissues in a bin and wash their hands after contact with coughing/sneezing.
- Frequently touched surfaces – door knobs, switches, desk tops, hand railings etc, should be disinfected.
  - Provide alcohol based hand cleaners/sanitizers in frequented spots of the universities/colleges.
  - Ensure availability of soap and water in rest rooms at all times.
  - Foot operated pedal bins lined with plastic bag should be provided in each classroom & rest room.
  - In hostels, health status of students as well as the other ancillary staff should be monitored on regular basis. In case, there are suspected cases, the authorized local medical authority should be called for examination.
  - Anybody with signs & symptoms (cough, fever or difficulty in breathing) should call State/UT helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011-23978046 or visit public health facility with a mask or mouth covered

An information pamphlet received from the Ministry of Health & Family Welfare to sensitize the students is enclosed.

With regards,

Yours sincerely,

Encl: As above

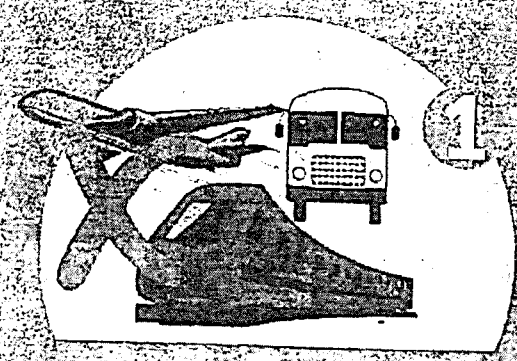
(Rajnish Jain)

The Vice-Chancellors of all Universities

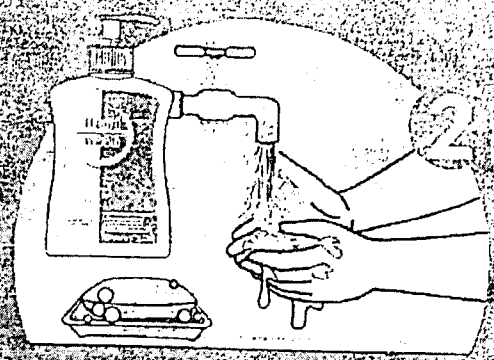


Ministry of Health and Family Welfare  
Government of India

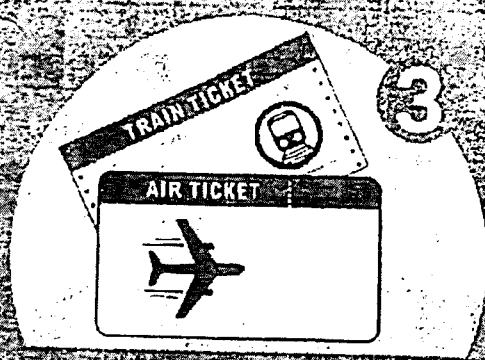
# Reduce the risk of Coronavirus infection Follow these important precautions



1. Avoid travel if you are suffering from fever and cough



2. Wash your hands frequently with soap and water



3. Share your travel history with your health worker (ASHA/ ANM)



If you have cough, fever or difficulty in breathing, contact a doctor immediately

**Stay protected!**

**Stay safe from Coronavirus!**

If you have returned from Wuhan, China after January 23, 2020, you need to know about the centres for testing. Call the Ministry of Health and Family Welfare Helpline

If you have returned from China in the last 14 days or have been in contact with any person affected by Coronavirus, then limit your contact with others and use a separate room for sleeping.

If you develop fever, cough and difficulty in breathing within 28 days of return from China, immediately call the Ministry of Health and Family Welfare Helpline

24x7 +91-11-23978046

or email at [ncov2019@gmail.com](mailto:ncov2019@gmail.com)



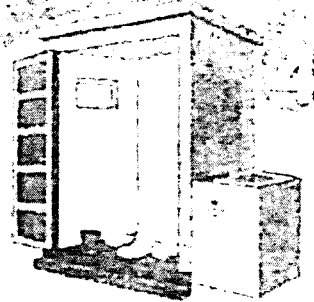
# Reduce the risk of Coronavirus infection

## Following informed precautions



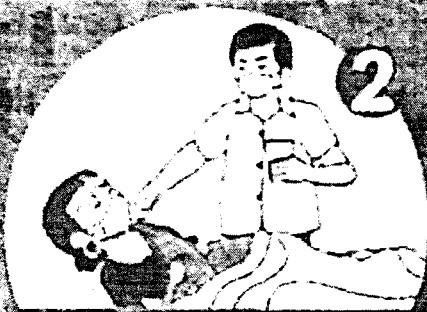
1

Remember to wash hands with soap frequently



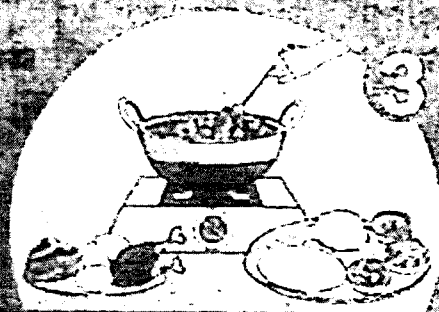
Coughing and sneezing

After using toilet



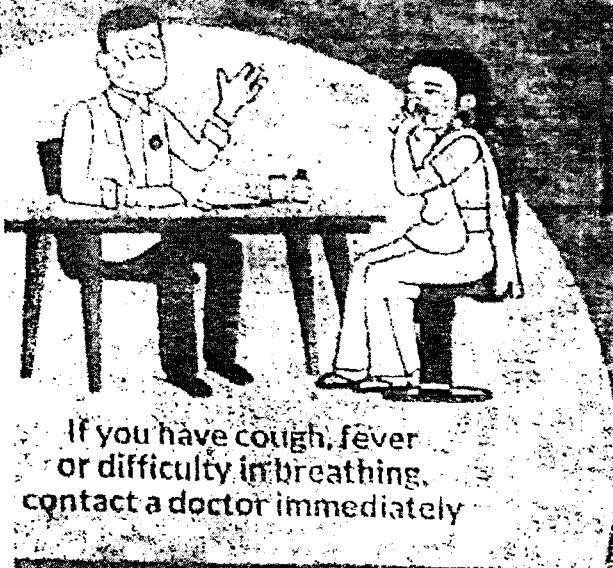
2

Clean your hands before and after caring for sick person



3

Before cooking, after cooking and before eating food



If you have cough, fever or difficulty in breathing, contact a doctor immediately

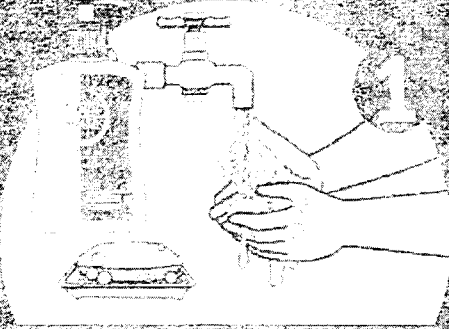
Stay protected!

Stay safe from Coronavirus!

☎ 491-11-23978046

or email at [hcov2019@gmail.com](mailto:hcov2019@gmail.com)

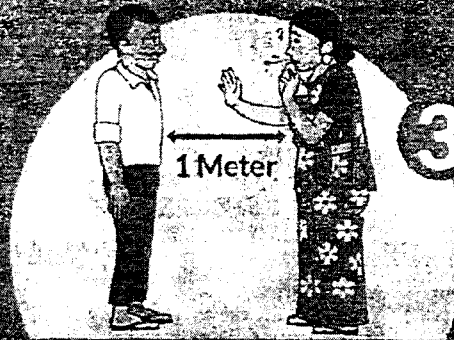
# Reduce the risk of Coronavirus infection Follow these important precautions



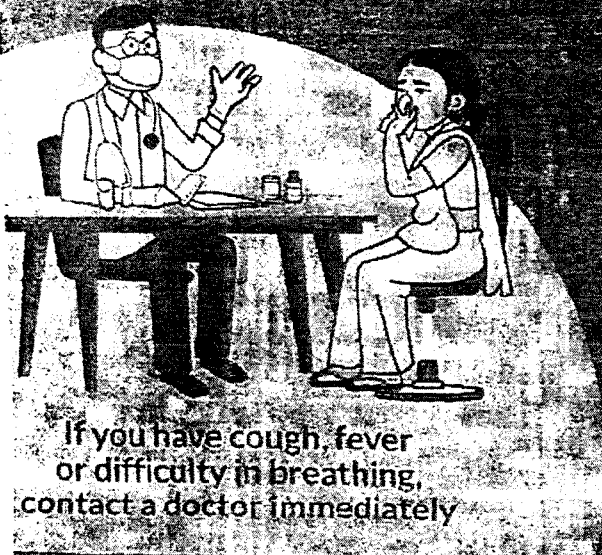
1  
Wash hands with soap and water frequently



2  
When coughing and sneezing, cover mouth and nose with handkerchief, tissue or elbow



3  
Avoid close contact with anyone with cold, cough or flu like symptoms



If you have cough, fever or difficulty in breathing, contact a doctor immediately

**Stay protected!**

**Stay safe from Coronavirus!**



**+91-11-23978046**

or email at [ncov2019@gmail.com](mailto:ncov2019@gmail.com)