



NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES

Bhubaneswar - 751 013, Odisha

(ICSSR Institute in Collaboration with Government of Odisha)

No. 226 / NCDS

Date : 18.03.2020

Precautionary Measures with concern to COVID-19

1. All the office files be moved through electronic mode (mail) with effect from 18.03.2020, unless physical files are asked for, until further orders.
2. All seminars, conferences, meetings will not take place inside NCDS campus until further notice. If any staff member is organizing a meeting as per her/his work requirement then the concerned faculty/staff should take the responsibility to follow all necessary protocols, as advised by the government of Odisha with regard to COVID-19.
3. All classes will remain suspend until further notice and students/ scholars residing in hostel can go home. However, supervisors/ instructors can interact/ examine with the students virtually.
4. All office staff should maintain distance of one meter from each other at all possible times, unless the work demands.
5. All are advised to wash their hands frequently and follow all other advisory issued by Government of Odisha.
6. Any staffs with COVID-19 symptoms are requested to take medical advice.
7. Library will remain open from 10.00 AM to 5.30 PM only until further notice. Library users are advised to maintain safe distance from each other.
8. The NCDS Library will be closed for guest users until further orders.
9. All visitors are requested to defer their visit to NCDS and meetings with NCDS staff/ officials.


17/03/2020
SECRETARY