



F. No. 14-1/2020-Pers.(Misc.)
National Institute of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi-110016

January 19, 2022

CIRCULAR

Subject: Ensuring Covid Appropriate Behaviour and preventive measures from the spread of Novel Corona Virus Covid-19 and several new clusters of infection.

Vide an e-mail dated 13.12.2021 from Ministry of Education, it has been communicated that in a joint review meeting held with the States/UTs and Secretary, Department of Higher Education, it was noted that the enforcement of COVID Appropriate Behaviour has come down across States/UTs. Further, several new clusters of infection are also being reported in several States/UTs. A majority of these new clusters are being observed in Schools, Colleges and other higher Educational Institutes.

It was resolved in the meeting that the concerned department should ensure at their own level to review and assess the situation and enforce strict enforcement of Covid Appropriate Behaviour at all times and at all places in Schools, Colleges and other higher Educational Institutes.

Accordingly, all employees and faculty members of the Institute are requested to follow '**Covid Appropriate Behaviour**' strictly including **wearing of mask, physical distancing, use of sanitizer and frequent hand-washing with soap and water.**

Further, Crowding in lifts, staircases, corridors, common areas, including refreshment rooms/kiosk and parking areas is to be strictly avoided. Meetings, as far as possible, are continued to be conducted through video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

(D.S. Thakur)

Administrative Officer (I/c)

CC

- PS to VC
- PA to Registrar
- All Faculty Members
- All Sectional Heads-with the request to ensure strict follow up of Covid Appropriate Behaviour in their respective Sections/Departments.
- Notice Board
- Reception-They may ensure that no person should enter the premises without mask, thermal scanning and hand sanitization for each entrant is absolutely necessary without which entry should not be allowed.
- Security Supervisor (Watch & Ward Staff)-For similar action.
- Systems Analyst-with the request to upload the roaster on NIEPA website in the staff corner.