

# University of Mumbai



No.REG/ICC/2019-20/23

## C I R C U L A R

All the Principals/Directors of affiliated colleges/recognized institutions, Heads/Directors of the University Departments/Institutions, Director, Board of Examinations & Evaluation, Director, Students' Development, Director, National Service Scheme, Directors/Co-ordinators of the Thane and Ratnagiri Sub Campuses, Principal, Sir J.J. College of Architecture, Co-ordinators of Model Colleges at Ambadve and Talere, all the Heads and Incharge of the various administrative Sections/Units of the University are hereby informed that as per U.G.C. Advisory for Universities and Colleges issued vide D.O. No.F.No.1-14/2020(website) dated 5<sup>th</sup> March, 2020 (copy attached), the necessary preventive measures to combat the threat of Novel Coronavirus (COVID - 19) are needed to be taken in a mission mode.

All are therefore requested to follow the advisory meticulously to prevent the transmission of the virus. They are further informed to stop the use of Thumb mode biometric attendance system with immediate effect and adopt available alternate biometric attendance system or traditional (manual) system till the situation comes under control.

Place : Mumbai

Date : 6<sup>th</sup> March, 2020

  
(Dr. Ajay Deshmukh)  
REGISTRAR

To

All the Principals/Directors of affiliated colleges/recognized institutions, Head/Directors of the University Departments/Institutions, Director, Board of Examinations & Evaluation, Director, Students' Development, Director, National Service Scheme, Directors/Co-ordinators of the Thane and Ratnagiri Sub Campuses, Principal, Sir J.J. College of Architecture, Co-ordinators of Model Colleges at Ambadve and Talere, all the Heads and Incharge of the various administrative Sections/Units of the University Copy forwarded for information and necessary action

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Copy forwarded for information and necessary action

- 1) Deans of the Faculties
- 2) Finance and Accounts Officer,
- 3) Director, U.C.C.
- 4) Deputy Registrar, Establishment Section I/III,
- 5) Deputy Registrar, Establishment Section II/IV,
- 6) Deputy Registrar, General Administration Department, (Fort/Kalina)
- 7) P.A. to Vice-Chancellor, Pro Vice Chancellor, Registrar



प्रो. रजनीश जैन  
सचिव  
Prof. Rajnish Jain  
Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)  
बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002  
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 2397846 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,

(Rajnish Jain)

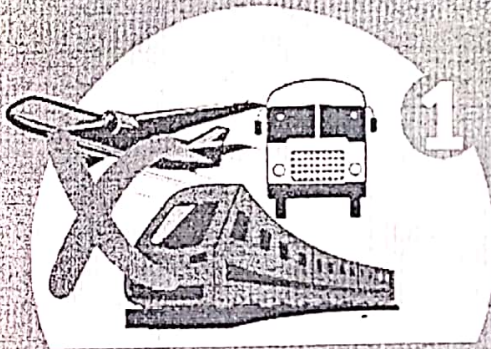
Encl: As above

**The Vice-Chancellors of all Universities**

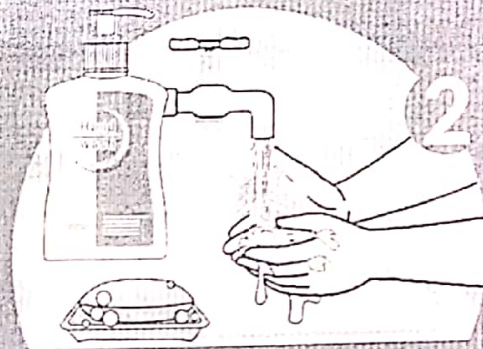


# Reduce the risk of Coronavirus infection

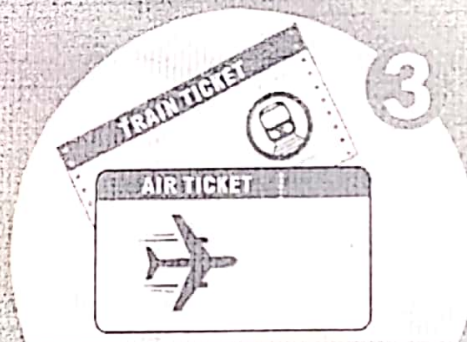
## Follow these important precautions



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 15: then get yourself tested for 2019-nCoV. 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 15 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 Ministry of Health and Family Welfare Helpline



+91-11-23978046

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

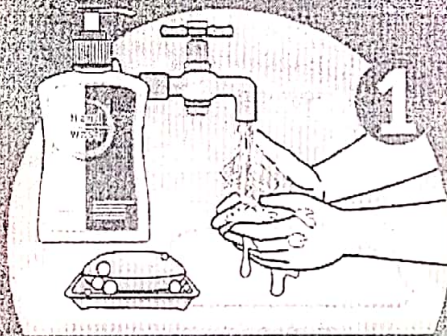




Ministry of Health & Family Welfare  
Government of India

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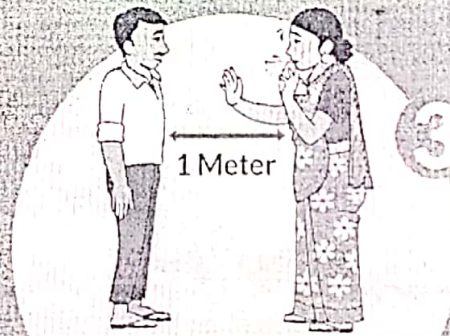
## Follow these important precautions



Wash hands with soap and water frequently



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



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



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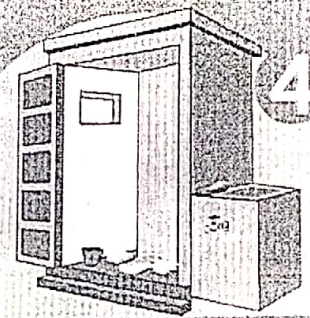
Ministry of Health and Family Welfare  
Government of India

# Reduce the risk of Coronavirus infection Follow these important precautions



After coughing and sneezing

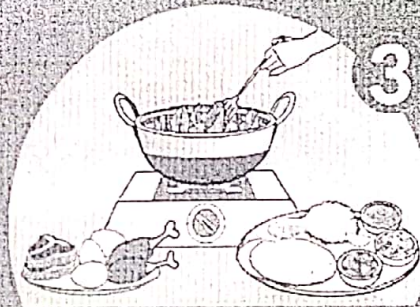
Remember  
to wash  
hands  
with soap  
frequently



After using toilet



Clean your hands before and  
after caring for sick person



Before cooking, after cooking  
and before eating food



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

**Stay  
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