



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MHRD, Govt. of India

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Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park Campus, Near Budha Park, Kalyani -741235,

West Bengal, website : [www.iiitkalyani.ac.in](http://www.iiitkalyani.ac.in)

No. IIITK/ 002 / 2020 / 75

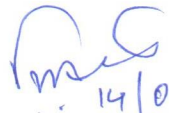
Date: March 14, 2020

## OFFICE ORDER

The undersigned is to convey that as per directive received from the Government of India and Government of West Bengal regarding necessary preventive measures against the new Coronavirus (COVID-19) outbreak, the Mentor Director has ordered the following :

- All classes and examinations of the Institute are suspended with immediate effect until 31<sup>st</sup> March 2020.
- All faculty members are requested to conduct the theory classes through online mode (email, phone, Skype, etc.) as far as possible to compensate for the classes during the suspension period.
- The practical classes to be compensated suitably and will be notified separately once the situation is improved.
- The students are not allowed to leave the IIIT Kalyani Hostels. However, in case of emergency, prior permission from the Mentor Director must be obtained before leaving the IIIT Kalyani campus.
- The students who are already outside of the IIIT Kalyani Hostels are advised to remain away till 31<sup>st</sup> March 2020. However, in case of emergency, prior permission from the Mentor Director must be obtained to enter the IIIT Kalyani campus.
- All faculty, staff, and students are requested to follow the advisory being issued by the Ministry of Health and Family Welfare from time to time and avoid unnecessary contact with each other. Further, necessary instructions in this regard will be provided by the concerned Institute functionaries.
- All functions/programmes such as Conference/Seminar/Workshop/Short Term Course/ social function/cultural function or any other function in the IIIT Kalyani Hostels/Academic building are also suspended till 31<sup>st</sup> March 2020.
- All bookings made for such functions/programmes inside the IIIT Kalyani Hostels/Academic Building are cancelled herewith. The respective organizers are requested to take note of the above and do the needful.

All concerned are being informed accordingly.

  
14/03/2020  
(S. N. Datta)  
Registrar (Offg.)

To  
All Heads of the Department / Section / Unit

Copy to :

1. Shri Amit Khare, Secretary, MHRD and Chairman, Governing Body, IIIT Kalyani
2. Mentor-Director, IIIT Kalyani
3. Executive-Director, IIIT Kalyani
4. Faculty Coordinator, IIIT Kalyani
5. All Faculty Members/Officers, IIIT Kalyani
6. All Faculty-in-Charges, IIIT Kalyani
7. President, Students' Gymkhana, IIIT Kalyani
8. All Wardens of Hostels, IIIT Kalyani