

NOTICE

Date : 10.10.2020

Dear all,

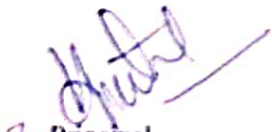
Its time to take precautions for us, our beloved ones and society as a whole !
As a part of CMS initiative against the scrofulous and current challenge for the world to combat -
Corona Virus; please follow the following simple guidelines at personal, domestic and institutional
level at all AEF - HE Units.

Corona virus: BASIC PRECAUTIONS for Indian citizens

1. Clean hands frequently. Use soap, water or alcohol based rubs
2. Cover coughs & sneezes with tissue, handkerchief or elbow. Discard tissue properly
3. Avoid close contact with people having cold, cough, fever or flu like symptoms
4. Avoid unprotected contact with wild or farm animals
5. Don't eat raw or uncooked animal products
6. Avoid eating tinned food and refrigerated food items
7. Avoid unnecessary socializing / minimize the socializing.

Please percolate the message profusely to all your students, faculty, Admin & support staff.
Ensure they are following the said precautionary measures
facilitate providing the handrub/antiseptic solutions and disinfectants

PREVENTION IS BETTER THAN CURE


Principal
PRINCIPAL
Ashoka Center for Business and
Computer Studies, Nashik



Date:- 18/09/20 .

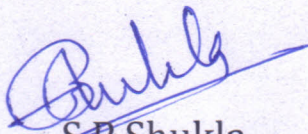
CIR/HR/20-21/12

CIRCULAR

This is to remind you all that following things are to be strictly observed and implemented at all the units (AEF / AUAPL/VGPL/HEIPL).

1. Use of helmet for two wheelers
2. Use of mask
3. Downloading & installation of "ArogyaSetu" App in mobile phone and keeping it on.
4. Observation of social distancing

All head's will ensure that above mentioned things are followed and strictly implemented. Head's will submit report about installation of "ArogyaSetu" App in a given format.


SP Shukla
Secretary

Date:- 2nd Dec 21

CIRCULAR

It is observed that wearing masks has become casual among the employees. As we continue to monitor our workplace and implement safety measures based on guidance from the Centres for Disease Control and Prevention (CDC) and other government organizations. In line with those safety measures, we are providing this guidance regarding the use of masks (preferably N-95) to prevent the spread of COVID-19.

Remember that wearing a mask can help prevent the spread of the disease, in addition to other measures that you should be taking in the workplace and at home, such as frequent hand washing, cleaning and sanitizing frequently-touched surfaces, and practicing social distancing.

To get the benefits from a face covering:

- Make sure it completely covers your nose and mouth.
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily or more often if contamination occurs.
- Don't let others wear your masks.
- If using disposable masks, do not reuse them, and throw them away in appropriate trash receptacles.
- Don't lay your masks on any surface that may contaminate either the covering or the surface.
- **Wearing of dupatta / scarf as mask will not be accepted at all.**

Use of masks will be monitored by Head's, Process Owners and CCTV Cameras for all staff (Academics, Admin, Support Staff). Any individual not following the instructions will be fined Rs 500/- per incidence.


Secretary