



# MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Motihari, District - East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

F. No.: 2-1/MGCUB/GA/2016/459]

Dated: 6<sup>th</sup> March 2020

## CIRCULAR

**Subject: Advisory to help in prevention/reduction of the transmission of the Novel Coronavirus (COVID - 19) - Reg.**

1. An Advisory for Universities and Colleges issued by University Grants Commission, New Delhi vide D.O.No.F.No.1-14/2020 (Website) dated 5<sup>th</sup> March 2020 to help in prevention/ reduction of the transmission of the Novel Coronavirus (COVID - 19), is enclosed herewith for necessary compliance.
2. Accordingly, all concerned (*viz. In charges of all administrative offices, DSW, Dean, Heads, Proctor, Provost, Wardens etc.*) are requested that this may kindly be given wide publicity among the staff and students of their Department/Section/Hostel.
3. This is issued with the approval of the Competent Authority.

**[DR PADMAKAR MISHRA]**  
OSD (Administration)

MAHATMA GANDHI CENTRAL UNIVERSITY  
Camp Office, Near OP Thana  
Raghunathpur, Motihari - 845 401  
District - East Champaran, Bihar (INDIA)

**Encl:** As stated above

**Copy of the above forwarded to following for information and necessary action:**

1. Notice Board
2. The OSD (Finance), MGCUB
3. The CoE/DSW/Proctor/Provost, MGCUB
4. All Deans of different Schools, MGCUB
5. All Heads of different Departments, MGCUB - with the request to bring the same to the knowledge of all staff and staff under their respective Department.
6. Warden, Girl's Hostel
7. Shri Ajeet Kumar, Section Officer (Chanakya Parisar)
8. System Analyst - with the request to upload the same on University Website.
9. Public Relations Officer, MGCUB
10. PS to the Vice-Chancellor - for kind information of the Hon'ble Vice-Chancellor please.
11. Guard File

06/03/2020  
**[DINESH HOODA]**

Section Officer  
MAHATMA GANDHI CENTRAL UNIVERSITY  
Camp Office, Near OP Thana  
Raghunathpur, Motihari - 845 401  
District - East Champaran, Bihar (INDIA)



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

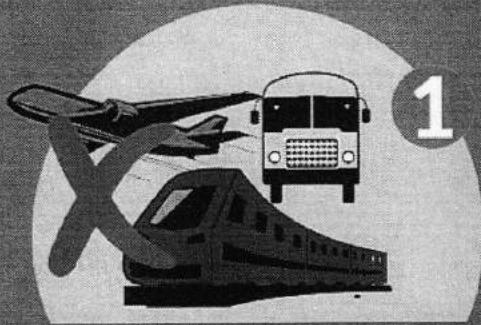
**The Vice-Chancellors of all Universities**





Ministry of Health & Family Welfare  
Government of India

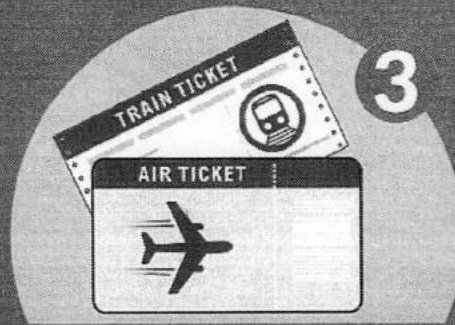
# Reduce the risk of Coronavirus infection Follow these important precautions



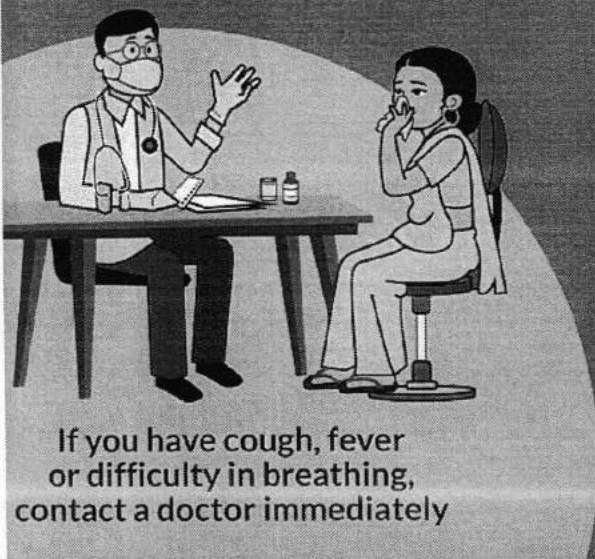
Avoid travel if you are suffering from fever and cough



Wash your hands frequently with soap and water



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 the Ministry of Health and Family Welfare Helpline



**+91-11-23978046**

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





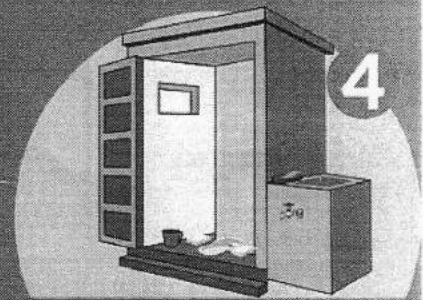
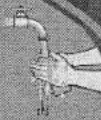
Ministry of Health & Family Welfare  
Government of India

# Reduce the risk of Coronavirus infection Follow these important precautions



After coughing and sneezing

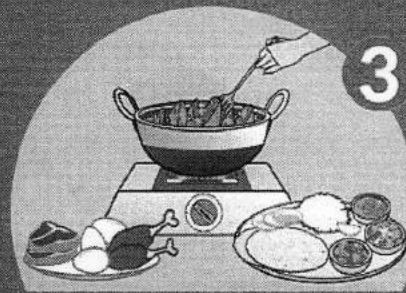
Remember to wash hands with soap frequently



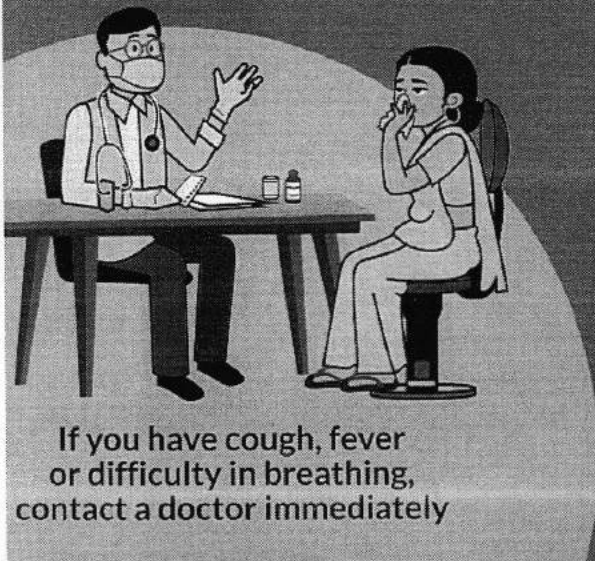
After using toilet



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

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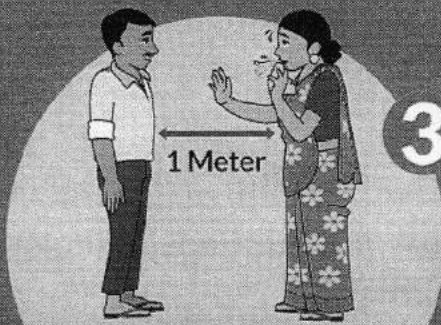
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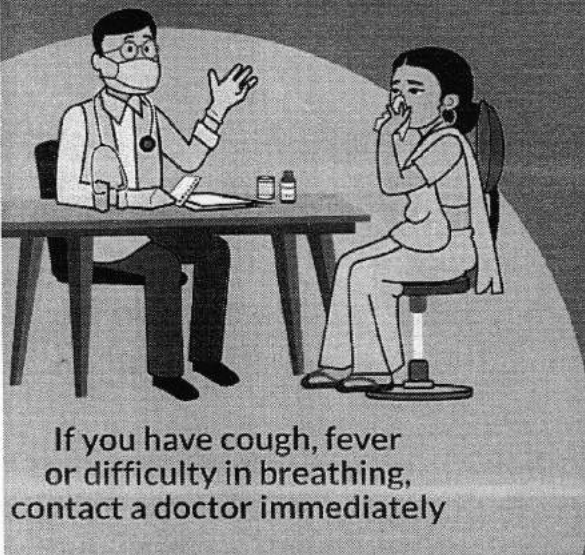
**1**  
Wash hands with soap  
and water frequently



**2**  
When coughing and sneezing,  
cover mouth and nose with  
handkerchief, tissue or elbow



**3**  
Avoid close contact with anyone with  
cold, cough or flu like symptoms



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

**Stay  
protected!**

**Stay safe from  
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