



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कन्नूर  
**National Institute of Fashion Technology, Kannur**

12200(2)/NIFT/NIFT/KNR/Estt./ Off. Order/2021

31<sup>st</sup> January, 2022

**कार्यालय ज्ञापन / OFFICE MEMORANDUM**

Subject: Preventive measures to contain the spread of Novel Coronavirus (Covid-19)

Ref: MHA Order No. 40-3/2020-DM-I(A) dated 27 th December 2021

The roster-based attendance is discontinued with immediate effect and attendance to Officers / staff /outsourcer made compulsory in all working days except for those officers/ staff who are on sanctioned leave

The Officers/staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:

- a) 9.00 AM to 5.30 PM
- b) 10.00 AM to 6.30 PM

Faculty members can work from home and take online classes, till 15.02.2022. Faculty members shall not leave their Headquarters and shall attend office on emergency basis, if required.

All Officers/ Staff have to ensure strict compliance with Covid -19 appropriate behaviour viz. frequently washing of hands/sanitization, wearing mask/face cover, observing social distancing at all times.

Further it will be reviewed as per directions from NIFT H.O/Central Govt./State Govt.

This is issued with the approval of the Competent Authority.

Dr. Bhaskaran K M  
Joint Director

To  
All Faculty/Officers/Staff (including outsource)  
webmaster – for publication in the website  
Copy To,  
Director General, NIFT – For information please  
Dean (Academic), Director (Admin), CVO  
All Campus Directors