



(An Autonomous Institution under MHRD, Government of India)
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127.

मेलक्कोटैयुर, वंडलूर-केलम्पाक्कम राड, चेन्नई-600127

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No. Acad/Final Year Students/2021/001

03.02.2021

Office Memorandum

1. Taking into account guidelines of Govt. of India / Govt. of TN, students of the following batch are hereby advised to report to the Institute as per schedule given below:

Batch	Dates of Reporting to campus	Students
M Tech Final Year (2019)	Feb 10 - 15	ALL Students
M Tech First Year (2020)	Feb 20 - 25	ALL Students
DD Final Year (2016)	March 1 - 5	CED 1-20, ESD 1-20, MFD 1-20
DD Final Year (2016)	March 10 - 15	CED 21-45, EVD 1-20, MPD 1-20
B Tech Final Year (2017)	March 20-25	COE 1-20, EDM 1-20, MDM 1-20, MSM 1-20
B Tech Final Year (2017)	March 30-April 5	COE 21-50, EDM 21-45, MDM 21-49, MSM 21-41

2. Students are required to be in quarantine at Banyan/ Lotus hostel for a period of 5 days before moving to their respective ~~class~~ rooms / Lab. They should not visit lab, or any other place within the campus or outside during the period of quarantine. The food will be made available on request from mess on payment basis.
3. Students are further advised to intimate their schedule including the date and time of their arrival to the Dean (SA) / hostel office at least five days prior to your arrival.
4. The students are also required to submit a consent form duly signed by the student and his/her parents to Dean(SA)/Academics/Hostel Office. A copy of consent form is enclosed as **Annexure I** along with this OM.
5. Day scholars coming from their native place are advised to quarantine themselves after coming to their place of stay near to the Institute in Chennai for at least five days before visiting the Institute.
6. Students after reporting to the Institute are advised to stay in the hostel and should not visit their parental/relative's/friend's home etc. without prior permission.
7. All the students are required to strictly follow standard operating procedure and a copy of the procedure is attached as **Annexure II**.
8. Any violation of the above will be viewed seriously and suitable action will be taken as per rules and regulations of the Institute.

S/d

JR (Academics)

To:
All concerned students

Copy to:

- Dean (SA): for information and suitable instruction to mess.
- Registrar: for information
- Faculty: for information



18/02/21