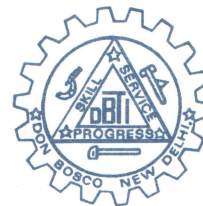


Don Bosco Technical Institute

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Dear Trainees & Parents,

12th October 2020

This is to bring to your kind attention that as per the direction from the department, the institute will be open for trainees from 15th October 2020 onwards. The schedule of re-opening is as given below.

Date of resuming	Courses	Remarks
15 th October 2020 onwards	2018-20 session trainees of Machinist, Turner, Grinder, Draughtsman and COPA trainees of 2019-20 session.	Practical classes
22 nd October 2020 onwards	2019-21 session trainees of Machinist, Turner, Grinder, Draughtsman and CVE Graphic Design and Offset of 2019-21.	Theory and practical classes
5 th November 2020 onwards (Tentative)	All the new trainees who have taken admission in 2020	Class time table will be given at the start of the classes.

The trainees will have to come to the institute with the institute uniform except the new trainees who are yet to get the uniforms. Wearing of face mask is compulsory in the institute. Parents have to send a letter of consent (letter saying that they agree to send their son/ward for training in the institute) as the trainees arrive for training.

Some of the safety precautions against Covid-19 are as given below.

Wash your hand with soap and water regularly. If this is not available, use hand sanitizer with at least 60% alcohol. Make sure to wash hand before touching eyes, nose and mouth.

Cover your nose and mouth with handkerchief/tissue while sneezing and coughing.

Avoid mass gathering and crowded places. Stay at least 1 meter away from people especially if they are unwell. Remember Prevention is better than cure of the disease.

Trainees and staff are to keep separate water bottles and avoid usage of common water bottle/mug/glass and manage canteens with all precautions.

All the staff and trainees should strictly follow wearing of face masks throughout the time in the institute as well as outside institute. No one is allowed inside the institute without face masks.

Trainees and staff showing symptoms of COVID-19 should not come to the institute and inform the same to the faculty/principal and plan ahead with local health authorities.

Some of the responsibilities of the trainees are:

Follow social distancing norms and good hygiene practices at institute and at home (regular hand washing and avoiding touching face in public)

Avoid gathering in groups and going to public places and go out only when necessary

Report any discomfort or any symptom to the parents and teachers immediately

Be welcoming towards recovered friends and teachers.

Avoid sharing of eating utensils, foods and drinks

Share the best practices learnt about preventing disease with family and friends

Download Aarogya Setu App.

Sincerely,

Principal

Principal

Don Bosco Technical Institute
Okhla Road, New Delhi - 110025