



NATIONAL INSTITUTE OF AYURVEDA

IT CENTER

Guidelines for Functioning of IT CENTER during COVID 19 Pandemic

Valid till - 13-06-2020 (or any further notice whichever is earlier)

1. Browsing facility - Remains Suspended for all (students, staff and faculties).
2. Printing Job Work - Will be done as per SOP given below
3. Students may request for printing of their documents by sending the document as an attachment in **PDF format only** to sendatnia@gmail.com.
4. Please mention your below details in the mail:
 - 4.1. Name
 - 4.2. Contact No.
 - 4.3. Department / Year
 - 4.4. No. of copies of the document :
 - 4.5. Page Numbers (*Eg. like ALL / 2-5 / 10-50*) :
5. Printing requests through Pen Drive, CD or etc. shall not be entertained.
6. After successful printing of documents , ITCENTER will mail the details of
 - 6.1.1. Amount of printing.
 - 6.1.2. Date and Time of collecting the documents.
7. Please come with **the exact amount mentioned in the mail as we will not be able to return the change.**
8. Please wear a face mask, maintain 2 meters distance and other safety guidelines of the government.

Thanks

IT CENTER
IT-INCHARGE