**MAULANA AZAD INSTITUTE OF DENTAL SCIENCES**

**INSTURCTIONS TO INTERNS/EXTERNS/JRs FOR EMERGENCY DUTY DURING COVID-19**

1. Please make yourself aware of your respective duty schedule.
2. All have to report on time and no exchange of duty is permitted.
3. The Intern/Extern/JR have to meet the SR (on call) on the day of the duty in morning, at 09.00 am on the first floor, Room No: 101. They should sign in the emergency duty attendance at 09.00 am, 04.00 pm and 09.00 am next morning.
4. Non-compliance of the duty will be strictly dealt withby the Institute.
5. All Intern/Extern/JR should carry their **Institutional Identity Card** all times to avoid inconvenience during transit to the Institution. In case if you do not have **Institutional Identity Card kindly get it made before the duty date from the Admin. Office, 1st floor, Room No: 116.**
6. Please make arrangements for your food.
7. A Self declaration form with regard to COVID-19 Protocol is being enclosed. All Intern/Extern/JR have to fill the same and submit the form well in advance through e-mail i.e. [zainabgauri@yahoo.co.in](mailto:zainabgauri@yahoo.co.in)

s/d

Dy. Director (Admin.)