

OFFICE MEMORANDUM

All the HODs, Deans, Officers, Section Heads, DSW, Chief Warden, Proctor, Medical Officer etc., are hereby directed to ensure the compliance of the MHRD D.O. No. Secy (HE)/MHRD/2020 dated 21/03/2020 (as attached herewith) and take necessary action as per directives contained in the above MHRD Letter in light of preventive measures to be taken related to Novel Coronavirus (COVID-19).

All faculty members/Officials/staff are advised to work from home till 31.03.2020 and they must do the needful for discharging their duties and monitor the ongoing activities/works of the University. They must be also available in the headquarters so that they should be contacted through mobile/email, etc. in case of emergency.

It is to further inform that all the Departments/Offices/Sections of the University shall remain closed till 31.03.2020, however, the concerned faculty members/Officials/staff/sections who are associated with the emergency services (such as Sanitary, water supply, electricity, medical facility, security, etc.) shall be available for discharging the duties, maintaining the necessary precautions due to COVID-19.

By order
Registrar (Acting)

Copy to:

1. PS to Vice-Chancellor for kind information to Hon'ble Vice-Chancellor.
2. P.A. to Registrar for information and necessary action.
3. All Deans of School of Studies for information and necessary action.
4. In-charge, IT Cell with a request to update this information the University website.
5. All officers/section heads for information and necessary action.
6. All Head of Department for information and necessary action.
7. Chief Warden for information and necessary action.
8. Dean Student Welfare for information and necessary action.
9. Proctor for information and necessary action.
10. Medical Officer for information and necessary action.

Registrar (Acting)
GGV