



Date: 31/03/2020

## **Office Memorandum**

The University has been taking all necessary precautions and measures as a safeguard against spread of pandemic COVID 19 and notifying various Office Memorandums from time to time since second week of March, 2020, in light of the directions/instructions issued from time to time by the UGC/MHRD/GoI/State Govt.

Also, Faculty Members/Officers/Staff of the University have been advised to work from home till 14.04.2020 excepting for emergency services to maintain social distancing and lockdown in prevailing current situation due to COVID 19.

Vide Office Memorandum No. 492/Academic/2020 dated 13.03.2020, faculty members of departments were instructed to remain in contact with the concerned students to provide study material online to them.

Further, vide Office Memorandum dated 22/03/2020, all HODs and Deans, were directed to ensure the compliance of the MHRD D.O. No. Secy (HE)/MHRD/2020 dated 21/03/2020 and take necessary action as per directives contained in the above MHRD Letter wherein faculty members/teachers/researchers were instructed to develop on-line content, lesson plan, instructional material, carry out research, etc.

The UGC Letter F. No. 1-14/2020 (Website) dated 25/03/2020 has been also uploaded on University website. In this letter, detailed information has been provided for using several ICT initiatives of the MHRD, UGC and its Inter University Centres (IUCs) in the form of digital platforms (such as SWAYAM online courses, UG/PG MOOCS, SWAYAMPRAKASH, National Digital Library, Shodhganga, etc.) which can be accessed by the teachers, students and researchers.

In view of the above all Deans are hereby requested to compile and provide the latest updates/development of their respective departments (through HoDs) regarding progress of course/syllabus online made, information/content shared to the students/research scholars, difficulty of students/research scholar considered, development of content, etc. by the faculty member/teachers, latest by 01/04/2020 to the following Committee.

Sl No.	Name/Designation/Department	Coordinator/Co-coordinator/Member
1.	Prof. Amit Saxena, SoS, Mathematical & Computational Sc & Coordinator of IT Cell	Coordinator
2.	Dr. M.C. Rao, Associate Professor & Head Civil Engg and Coordinator of MOOCS & SWAYAM Online Courses	Co-coordinator
3.	Prof. B.N. Tiwary, Dean, SoS, Interdisciplinary Education & Research	Member
4.	Prof. LVS Bhaskar, Dean, SoS, Life Sciences	Member
5.	Prof. Manisha Dubey, Dean, SoS, Social Sciences	Member
6.	Shri T.P. Singh, Assistant Registrar (Academic)	Member

The Coordinator of the above Committee shall update the complied information immediately to Shri S.K. Mehar, P.S. to Hon'ble Vice-Chancellor.

The Committee shall also collect the above information from the Deans of all Schools of Studies on weekly basis and submit the same to Shri S.K. Mehar, P.S. to Hon'ble Vice-Chancellor.

With regard to the above, the Librarian is requested to provide necessary information as required to the HoDs/Deans and above Committee.

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. All Coordinator /Co-coordinator/Members of the above Committee for information and necessary action.
5. The Coordinator, IT Cell with a request to update this OM on the University website.
6. All Head of Department for information and necessary action.
7. The Chief Warden for information and necessary action.
8. The Dean Student Welfare for information and necessary action.
9. The Proctor for information and necessary action.
10. Office copy

By Order



Registrar (Acting)