

# Guru Jambheshwar University of Science and Technology, Hisar 125001

In pursuance of the order of the Chief Secretary of Government of Haryana issued vide memo no. 62/19/2020-6GS-I dated 16-4-2021 and DTE-spl08/2021-admin-1 dated 17-04-2021 regarding preventive measures to contain the spread of COVID-19, in view of health and safety of employees of the university, it is notified that the following directions to be implemented by all the offices/ UTDs of the university till 30<sup>th</sup> April 2021:

- i. The University will remain close for the students for offline classes and examinations. Hostels will also not operate.
- ii. All the offices and UTDs should be restricted to 50% physical attendance of the actual overall strength of the staff. The roster for their attendance to be prepared by concerned head of the offices/ UTDs. Individual head of the Offices/UTD, however, can call for the more than 50% physical attendance of any of the categories of their wings, if required on administrative grounds.
- iii. All officers of the level of the Dean/Chairpersons/ Directors/DRs/ARs, Head of Offices, equivalent and above are to attend the office on regular basis.
- iv. All the teaching classes and examinations should be continued in online mode as per time table and datesheet.
- v. Teachers should remain in touch with their Ph.D students and Project work students. Labs which required continuous operations may be kept operational. Specific permission may sought for the purpose.
- vi. The staff who do not attend the office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
- vii. The staff residing in the containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- viii. Meetings as far as possible to be possible to be conducted through video conferencing.
- ix. Entry of the outsiders/visitors in the university campus to be curtailed appropriately.
- x. Crowding in the any form is not allowed. Going from one branch to other branch be also avoided.
- xi. If you are not feeling well then do not attend the office on that date.
- xii. All employees of the age of 45 years and above are advised to get themselves vaccinated.
- xiii. All staff who attend office shall strictly follow the Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequently hand washing with soap and water.



OSD to VICE-CHANCELLOR

The above guidelines are issued after the approval of Vice Chancellor.

To: Registrar

: All Deans, Directors, Chairpersons, and Branch Officers