

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY



HISAR-125 001

(ESTABLISHED BY STATE LEGISLATURE ACT 17 OF 1995)

'A' GRADE 'NAAC' ACCREDITED

OFFICE – ORDER

As per the directions of Ministry of Home Affairs, Govt. of India regarding Lockdown 3.0 issued vide order No.40-3/2020-DM-I(A) dated 1st May, 2020, and HISAR District administrator orders dated 2/5/2020, all Educational Institutes will remain closed, however online/distance learning is allowed.

Keeping in view of this, the **Guru Jambheshwar University of Science and Technology will remain closed till 17th May, 2020** and direct teaching or any other activity involving direct interaction with students will not be carried out. However online teaching which is continuing may be further continued till 15th May. Teachers can also conduct MCQ/Open book test or viva online to access the students learning.

The Govt. has allowed online/distance learning as well as offices to work with restrictions in Orange zones. So, the relevant offices of the University may start functioning for supporting the online learning activities and distance learning activities and common activities like preparation for examinations work, declaration of results, preparation of reports, assignments, writing notes, admission perpetration etc. while maintaining all the guidelines of COVID-19 for work places reproduced in Annexure-1 of the MHA letter. Concerned officers of the office should see that not more than five persons join the office in a given shift of morning (9.00AM -12.00 Noon) or evening (02.00 PM to 5.00 PM) including officer(s). It is not essential for any office to be opened for both shifts or even single shift. It may be decided as per requirements of pending jobs or as desired by the authorities. The officers concerned or employees can choose any shift to come in office or they can opt to work from home as per past practice. There will not be any activity involving interaction with students. The students or outsider cannot be called in offices and no meeting can be held, physically.

Cleanliness/sanitation and other maintenance activities will be carried out by the Ex.En/Public Health office(s) of the University and the security arrangements will be made by the CSO.

Proper thermal scanning be got done of the persons coming from outside of the university campus.

The necessary record of the employee visiting any office/building will be maintained by the person to be appointed by the officer of the concerned office. It will be the responsibility of the chairperson of department/office incharge to keep the record of employees who remain present in the office with timings entered in logbook.

REGISTRAR

ANNEXURE-1

NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

(RELEVANT PORTION)

WORK PLACES

9. Wearing of face cover is compulsory in all work places and adequate stock of such face covers shall be made available.
10. All persons in charge of work places shall ensure social distancing as per the guidelines issued by Ministry of Health and Family Welfare, both within the work places and in company transport.
11. Social distancing at work places shall be ensured through adequate gaps between shifts, staggering the lunch breaks of staff, etc.
12. Provision for thermal scanning, hand wash and sanitizer preferably with touch free mechanism will be made at all entry and exit points and common areas. In addition, sufficient quantities of handwash and sanitizer shall be made available in the work places.
13. Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., shall be ensured, including between shifts.
14. Persons above 65 years of age, persons with co-morbidities, pregnant women and children below the age of 10 years shall stay at home, except for meeting essential requirements and for health purposes.
15. Use of *Arogya Setu* app shall be made mandatory for all employees, both private and public. It shall be the responsibility of the Head of the respective Organizations to ensure 100% coverage of this app among the employees.
16. Large physical meetings to be avoided.
17. Hospitals/ clinics in the nearby areas, which are authorized to treat COVID-19 patients, should be identified and list should be available at work place all the times. Employees showing any symptom of COVID-19 should be immediately sent for check up to such facilities. Quarantine areas should be earmarked for isolating employees showing symptoms till they are safely moved to the medical facilities.