



# VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,  
West Bengal, INDIA.

Dated: 05.01.2021

## NOTIFICATION

I have been directed to notify the following for general information of all stakeholders of the University:

1. The University will function from **Monday through Friday from 11.00 am to 4.00 pm** strictly maintaining the notified government protocol regarding COVID-19 and as per WHO guidelines.
  2. The Office of the Vice-Chancellor, Registrar, Finance Officer, Inspector of Colleges, Dean of Students' Welfare, PG & UG Secretary, Development Officer, Medical Officer, Directorate of Distance Education, Centre for Continuing and Adult Education and Central Library etc. **will function from Monday through Friday with maximum 80% staff strength** except the Office of the Senior University Engineer, IQAC, Controller of Examinations and Executive Director, Computer Centre in view of the ensuing NAAC visit. A roster of staff attendance for the month of January, 2021, prepared by the respective heads of the concerned administrative departments should be sent to the undersigned for approval of the Hon'ble Vice-Chancellor.
  3. The Head / TIC of the Academic Departments are requested to report for duty from Monday through Friday and maximum 50% of the teachers of a department may visit the department at a time on alternate days (Monday, Wednesday, Friday), for academic and or other activities. A roster of such visits of Teachers for the month of January, 2021, prepared by the HoD / TIC, should be sent to the undersigned. All the office staff and Laboratory staff of academic departments are requested to report for their regular duty from Monday through Friday. NAAC accreditation process for Vidyasagar University is at present going on. All HoDs are requested to be present in the University on all working days in order to provide data/clarification which will be sought as and when required in the coming few weeks for Data Validation and Verification (DVV) section of NAAC. They should be present in University five days a week with effect from 06.01.2021 until the DVV process is completed.
  4. The Central Library will function as mentioned above without any public access.
  5. All emergency and essential services like security, water supply, electricity supply, electronic surveillance, emergency ICT maintenance services, cleaning, and other essential services in the University campus (including Academic and Administrative Departments and Central Library) including those at the Banglow of the Hon'ble Vice-Chancellor etc. will continue to function as per guidelines mentioned above.
  6. The research scholars are requested not to come to their respective Departments on regular basis. For emergency access to research laboratories, the concerned Heads of the Departments, will be required to send the list of expected research scholars to the Registrar along with their undertakings and gate passes in the prescribed format regarding strict adherence to the COVID 19 protocol while doing emergency laboratory work. The Heads / TICs are requested to ensure that at a time only three research scholars are permitted to work in a Laboratory on any Monday, Wednesday and Friday.
- All concerned are being informed accordingly.  
This is issued with the approval of the competent authority.

Sd/-  
Registrar

Memo No. VU/R/Noti./031/2021 Dated: 05.01.2021

Copy forwarded for information and necessary action to:

1. The Dean(Actg.), Faculty of Arts and Commerce,
2. The Dean(Actg.), Faculty of Science,
3. All HOD's / TICs of all Academic and Administrative departments to circulate among all employees, students and scholars of his/her department
4. The Director, DDE circulate among all employees of DDE
5. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
6. The Office Supdt., Registrar's Office,
7. The Establishment Section,
8. The Information Scientist for wide circulation on the University website,
9. Guard File

Registrar  
Registrar

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