



Memo No. VU/R/Noti./01/2022

Date: 02.01.2022

NOTIFICATION

This is to notify for general information of all stakeholders of the University that pursuant to the Notification bearing No. 753-/XVII-ISS/2M-22/2020 dated 02.01.2022 issued by the Chief Secretary, Government of West Bengal, the University will function as per the following schedule maintaining all precautionary measures with effect from 03.01.2022:

- 1. The University employees (Officers and Non-teaching staff) of the Academic and Administrative Departments including Central Library will be required to attend the office physically as per roster on all Mondays and Tuesdays; Thursdays and Fridays from 11.00 am to 4.00 pm strictly maintaining the notified government protocol regarding COVID-19 and as per WHO guidelines.** All employees (Officers and Non-teaching staff) are requested to kindly make themselves available over phone and other electronic medium on all other working days of the week from 11.00 am to 4.00 pm.
2. Sanitization of the entire campuses will be done on every Wednesday.
- 3. All Administrative Departments/Sections will continue as per the time schedule mentioned above with maximum 50% staff members or 4 staff members whichever is higher on roster basis.** However, the departments/sections dealing with essential services like salaries & payments, examinations, admission, students' registration and migration, University security, water supply and engineering, and maintenance may function on all week days or as and when required with 50% staff only. All Heads of the Administrative Departments/Sections are requested to prepare the duty roster well in advance which will be uploaded on the University website, after approval of the Hon'ble Vice-Chancellor.
4. The Central Library will function as mentioned above without any public access.
- 5. All classes of Academic Departments will remain suspended until further order. All Academic Departments/Sections will continue as per the time schedule mentioned above with maximum 50% faculty and staff members on roster basis.** All Faculty Members are requested to give ONLINE classes as per time table. Students are requested not to enter into the campus and their departments but they are requested to keep in regular touch with their teachers through emails/e-learning modes to continue and maintain their academic and research activities and programmes. Only Research Scholars to be permitted on a case to case basis for two hours each for emergency access to research laboratories on all Mondays and Tuesdays; Thursdays and Fridays during 11.00 am to 4.00 pm. All Heads of the Departments, will be required to send the list of expected research scholars to the Registrar along with their undertakings in the prescribed format regarding strict adherence to the COVID 19 protocol while doing emergency laboratory work.
- 6. Faculty members of Directorate of Distance Education will visit the Office on roster basis on Mondays and Tuesdays; Thursdays and Fridays from 11.00 am to 4.00 pm.** All Faculty Members of DDE are requested to take ONLINE classes as per time table. The Director, DDE is requested to prepare the roster well in advance which will be uploaded on the University website, after approval of the Hon'ble Vice-Chancellor. All concerned are being informed accordingly.

This is issued with the approval of the competent authority.

Sd/-
Registrar

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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/sections to circulate among all employees, students and scholars of his/her department/ section,
4. The Director, DDE circulate among all employees of DDE,
5. The Senior Information Scientist for wide circulation on the University website,
6. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor,
7. The Office Supdt., Registrar's Office,
8. The Establishment Section,
9. Guard File

Registrar