

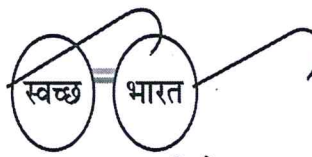


Dated: April 13, 2021

NOTIFICATION

As per the decisions taken in the meeting of the Directors of the Institutes/Deans of the Faculties, Co-ordinator of Hostels, Dean of Students, Chief proctor and other Senior Officers of the university under the Chairmanship of the Vice Chancellor, held on 13th April, 2021, the following are being notified with regard to management of COVID-19 positive cases in the University for implementation with immediate effect:

1. The HoD's / controlling officers of the office concerned shall prepare a roster to ensure that 50% of the employees shall attend the office every alternate day. Those staff who are not required to attend the office on a particular day, shall work from home and should be available telephonic /electronic means of communications at all times. Since ERP is functional for all financial and administrative work, so all the work should continue to be done on online mode through ERP from home. No services of university shall be hampered. All employees shall remain in station at all time and in case of exigency will attend the office when called by HoD/ Controlling officers.
2. This shall not be applicable to essential services on the campus like SS Hospital, Trauma Centre, Super-Specialty Building, Health Centres, EWSS, SSS, Security, Dairy, Agriculture Farm, Horticulture, Exams duties and those directly engaged in taking measures to control spread of COVID -19. However, depending upon the situation alternate decisions to manage the situation could be taken.
3. Classes will continue to be held in online mode as per time-table notified by each department. All the teachers should take the classes online as per notified time-table and their attendance in the department/ centre/RGSC should not be insisted upon. However, no one will be permitted to leave the station without the approval of the competent authority. They will always remain in station and will attend the department/offices when called as per need. Hostel Admin Warden/ Wardens and Coordinators should daily assess the situation in their hostels and report to the office of the Vice Chancellor with a copy of the same to the Registrar and Dean of Students.
4. Those who have not completed the evaluation of answer script of examination should evaluate the same and send the marks to the controller of Examinations within a week time. All the Directors of the Institutes /Deans of Faculties are requested to ensure the same.
5. All the Directors of the Institutes /Deans of the Faculties in consultation with the HoD's of concerned Department of their faculties will make the assessment of completion of syllabus by the teachers and finalize tentative timeline for holding the end semester exams and send the same to the Controller of Examinations within a week.



एक कदम स्वच्छता की ओर

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6. Seeing the rapidly increasing trend of COVID 19 cases on the campus, all the students are once again requested to return to safety of their homes as the classes are held on online mode and exams will also be held through online mode.

Akshay
13/4/21
ASSISTANT REGISTRAR
(General Administration)
S.K.S.

No.R/GAD/Misc/45/COVID-19/1558

,of date: 13.04.2021

COPY forwarded to the following for information and necessary action:

1. The Directors of Institutes/Deans of Faculties/Heads of Deptts/Offices//Sections/Units,
2. The Principal, Mahila Mahavidyalaya,
3. The Principals of College/Schools/affiliated colleges,
4. The Coordinators/Administrative Wardens/Wardens of the Hostels,
5. The Professor-In-Charge, R.G.S.C., Barkachha,
6. The Finance Officer,
7. The Chief Proctor,
8. The Dean of Students,
9. The University Librarian,
10. The Information & Public Relations Officer,
11. The Coordinator, Computer Centre
12. The Joint Registrar & Secretary to the Vice-Chancellor,
13. All the Joint Registrar/Dy.Registrar/Asstt.Registrar,
14. The P.A. to Registrar,
Banaras Hindu University.

Akshay
13/4/21
ASSISTANT REGISTRAR
(General Administration)
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