

MAHARSHI DAYANAND UNIVERSITY ROHTAK

(NAAC accredited A+ Grade State University established under Haryana Act No. 25 of 1975)

GENERAL ADMINISTRATION BRANCH

NOTIFICATION OF CONTAINMENT OF COVID-19 & RESTRICTED ATTENDANCE

In pursuance of the guidelines issued by the Chief Secretary to Government of Haryana vide No. 62/69/2021-6GS1 dated 4th Jan 2022 adopted by the University and circulated vide DR/GA//2022/special/102 to 201 on 5th January 2022 to contain the spread of variant of concern and surge in Covid-19 cases by regulating the attendance in offices till 20th January 2022 and other measures, the following shall also remain in vogue in the university in view of further guidelines received from the State Government and adopted for implementation:

1. Any large congregation including all kinds of public meetings, rallies, protests, dharnas etc shall remain prohibited on the campus
2. Physical attendance of teaching and nonteaching staff shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster for teaching faculty members may be prepared and a copy of the same may be sent to the office of the Dean Academic Affairs by all the heads or directors of the teachings departments. The teachers, who are to work from home on the specified days as per the prepared rosters, will hold online classes as per the timetable. The same pattern shall also be applicable on the University Campus School. Notwithstanding this provision, the heads or the directors may call the teaching staff as per the requirement even above the 50% strength.
3. The conduct of entrance examinations and recruitment tests by the university shall remain permissible by strictly adhering to the standard operating procedures and preventive measures to contain the spread of viral infections.
4. The sports complex may remain open for sports activities including outdoor sports, except for contact sports. The concerned shall ensure adherence to requisite social distancing norms, regular sanitization of the premises and other relevant norms.
5. All the offices and departments shall follow the principle of 'no mask-no service' by humbly making it clear to the service seekers and insisting for proper wearing of the mask.

The following is reiterated for the purpose of consolidation and ready reference:

1. Physical attendance of personnel working in the university offices shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the controlling officers at their own level for their officials and submit a copy of the same to the General Administration office through email at: ar.general@mdu.ac.in
2. All officers of the level of Deputy Superintendent or equivalent and above are to attend their offices on regular basis.
3. Persons with disabilities and pregnant women employees are to be exempted from attending office but they shall be required to work from home.
4. To avoid rush in commuting and in lifts & corridors etc all officers attending their offices shall stagger entry and exit timings i.e. spread entry to office between 9:00 A.M and 10:00 A.M with corresponding exit time. The controlling officers shall take care of this aspect.
5. All officials residing in containment zones shall remain exempted from coming to office till the containment zone is de-notified. They shall inform their controlling officers in time.
6. Those officers/staff that are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.
7. Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
8. All the personnel shall ensure strict compliance with Covid-appropriate behaviour viz. frequent washing of hands/sanitization; wearing face mask covering the nose; observing social distancing at all times; ensure non-crowding in corridors, canteens etc.
9. Entry of visitors/outside to the university offices shall be curbed appropriately.
10. Proper cleaning and frequent sanitization of work place, particularly of the frequently touched surfaces shall be ensured by the controlling officers.

11. The officials performing essential and emergency duties like that of sanitation, security, maintenance services etcetera shall remain exempted from this attendance restriction and will continue to perform their duties by maintaining the pandemic related protocol strictly.

REGISTRAR

Endorsement number: DR/GA//2022/special/202 to 301 dated: 17th January 2022

Copy of the above is forwarded to the following for information and further necessary action:

1. All the Deans of Faculties, Directors of Directorates and Institutes, Heads of University Teaching Departments, Controlling Officers, Branch Heads and all officers of M.D. University, Rohtak.
2. The Director, CPAS, Sector 40, Gurugram.
3. The Professor I/c., University Campus School, M.D. University, Rohtak.
4. Chief Wardens (Girls & Boys), M.D. University, Rohtak.
5. The Deputy Commissioner, Rohtak.
6. The Director, University Computer Centre, M.D. University, Rohtak with the request to upload it on the university website.
7. The Director, Public Relations, M.D. University, Rohtak.
8. The Controller Security, M.D. University, Rohtak.
9. OSDs and PAs to Vice-Chancellor, Dean Academic Affairs, Registrar, Controller of Examinations, DCDC, DSW, M.D. University, Rohtak for information of the authorities.

Deputy Registrar (GA)