VIDYASAGAR UNIVERSITY

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

Dated: 25.11.2020

NOTIFICATION

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

1. **The University will function from Monday through Friday from 11.00 am to 4.00 pm with effect from 01.12.2020** strictly maintaining the notified government protocol regarding COVID-19 and as per WHO guidelines.

2. The Office of the Vice-Chancellor, Registrar, Finance Officer, Controller of Examinations, Inspector of Colleges, Dean of Students' Welfare, University Engineer, PG & UG Secretary, Development Officer, Executive Director, Computer Centre, Medical Officer, Directorate of Distance Education and Central Library etc. will function from Monday through Friday with full staff strength.

2. The Head / TIC of the Academic Departments are requested to report for duty as and when required 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 December, 2020, prepared by the HoD / TIC, should reach the undersigned by 01.12.2020.

3. All the Office Staff and Laboratory Staff of academic departments are requested to report for their regular duty with effect from 01.12.2020.

4. The Central Library will function as mentioned above without any public access.

5. All emergency and essential services like security, water supply, electric 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. All Faculty Members are requested to give ONLINE classes as per time table already notified and to be notified later in the public domain. Students are advised not to enter the campus and their department. But they are advised to keep in regular touch with their teachers through emails/e-learning modes to continue and maintain their academic activities and programmes.

7. All Hostels will remain closed till 31st of December, 2020 or until further order. But adequate arrangements as per medical protocol will be made for foreign students who are not able to leave the campus due to distance or otherwise. No visitor will be allowed during the period to visit the hostel, without prior permission of the University authority.

6. The members of the research scholars are advised 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 the Registrar and along with their undertaking in the prescribed format regarding strict adherence to the COVID 19 protocol while doing emergency laboratory work.

All concerned are being informed accordingly.
This is issued with the approval of the competent authority.

Sd/-
Registrar

Memo No. VU/R/Noti./1080/2020 Dated: 25.11.2020

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*

25/11/2020

(Dr. J. K. Nandi)
Registrar

Registrar
Vidyasagar University
Midnapore - 721102
West Bengal, India

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e-mail : registrar@mail.vidyasagar.ac.in

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