

# UNIVERSITY OF JAMMU

## ORDER

In continuation to Order No: PA/REG/21/116-26 dated 16.04.2021 and in view of the surge in COVID-19 positive cases across the country and with an aim to contain/prevent the spread of COVID-19 virus infection in the University, following guidelines, based upon the recommendations of the Committee constituted in this behalf and also in view of the fact that only Administrative units have been allowed by the government, is hereby notified for the information of all concerned for its implementation till 30<sup>th</sup> April, 2021.

1. As interim safety measures, following shall be the guidelines for regulation of attendance in the University of Jammu from Monday, 19<sup>th</sup> April, 2021:
  - a. All Campus Deans, Heads/Directors of the respective Teaching Departments/Directorates, Dean Students Welfare/Administrative Officers/Deputy Registrars/Assistant Registrars/Other Controlling Officers of equivalent pay band positions including Library Staff shall resume normal regular working from Monday, 19<sup>th</sup> April, 2021.
  - b. The rest of the Non-teaching employees i.e. below the rank of Assistant Registrar and equivalent pay band positions, shall work from home/Online mode under the supervision/control and discretion of their respective Controlling Officers. They shall mandatorily be required to keep their mobiles phones always in SWITCH ON mode and shall remain available on telephone and other electronic means of communication at all times. Further, any of the COVID-19 negative employees can be called by the concerned Controlling Officer, as and when his/her services are required to attend the Office.
  - c. The Controlling Officers shall be responsible for getting the official work pertaining to their respective Departments/Directorates/Wings/Offices/Branches performed satisfactorily for which they shall have the discretion to get the work done from University Campus in the Offline mode also, if required, after following all SOPs and taking COVID related precautions.
  - d. The Teaching Faculty, shall however, continue to impart teaching instructions to the students of all the Semesters, including research work supervision of their respective Scholars through Online mode from their respective work areas/residences as per the feasibility.
  - e. All the employees of Essential Services like University Health Centre, Sanitation, Arboriculture and Landscaping Unit, University Works Department, Security etc. shall continue to perform their duties uninterrupted.
2. Meetings, Seminars, Conferences etc. through offline mode shall be discouraged and the preferred mode for organizing such activities shall be through online mode only.
3. The students residing in the hostels may be allowed to leave for their home, if they so desire, after taking proper permission from the concerned Wardens. However, they are advised to take away with them all their important belongings/items like books/mobiles/other gadgets kept in the hostels which may be required by them in connection with their study/online classes. In case a student desires to stay back and attend the online classes from hostels, he/she is advised to follow all SOPs notified by the Government/University from time to time.

*Passation*

4. No employee is allowed to leave the station without prior approval from their respective Controlling Officers and sanctioning of proper authorized leave due to him/her. In case any employee visits outside the UT of J&K for any reason, after obtaining approval, he/she shall be required to furnish negative RT-PCR test report conducted not more than preceding 72 hours before entering the Campus.
5. The University Health Centre shall continue the sanitization process in respect of various Offices/residential areas/hostels of the University on regular basis.
6. Further, as already notified vide order dated 16.04.2021, an Information Counter/Help Desk shall be provided by the Examination Wing behind the Office of Dean Research Studies. The entry/exit of students shall be regulated only through the University Gate near J&K Bank building, subject to production of valid Identity Proof and thermal screening by the concerned staff on duty besides adherence to the all COVID-19 Standard Operating Procedure (SOPs) by the students. The University Security shall put in place the required control mechanism so as to ensure that no student is allowed to enter the University Campus beyond this point near the Office of Dean Research Studies.

**Rest of the guidelines as already notified vide Order No: PA/REG/21/116-26 dated 16.04.2021 shall continue to remain operative.**

**All the above guidelines shall be applicable till 30<sup>th</sup> April, 2021 and the same shall be reviewed thereafter, depending upon the situation regarding surge or otherwise of COVID-19 cases and guidelines being issued by the Government in this regard.**

*Nashotia*  
REGISTRAR

No: PA/REG/21/127-45

Dated: -18.04.2021

**Copy to: -**

1. Special Secretary to the Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE/ Director(DIQA)
3. All Rectors / Directors of the Offsite Campuses of the University
4. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian (Dhanvantri Library)
5. All Heads/Directors of the Teaching Departments of the University
6. I/c Administrator, General Zorawar Singh Auditorium
7. Sr. P.A. to the Joint Registrar (Finance/ DDE)
8. I/c Computer Centre/Coordinator Campuses
9. Programme Coordinator(NSS)
10. All Wardens of University Hostels
11. President, JUTA/JUOWA/JUNTEU/JUNGEA
12. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House
13. Chief Medical Officer
14. All Assistant Registrars
15. Chief Security Officer
16. I/c University Website
17. All Sections/Guard File