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सचिव

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सत्यमेव जयते

भारत सरकार

Government of India

मानव संसाधन विकास विभाग

Ministry of Human Resource Development

उच्च शिक्षा विभाग / स्कूल शिक्षा एवं साक्षरता विभाग

Departments of Higher Education/

School Education & Literacy

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127 'C' Wing, Shastri Bhawan, New Delhi-110 001

D.O. No. Secy(HE)/MHRD/2020

21st March, 2020

Chairman, UGC
Chairman, AICTE
Chairperson, NCTE
Chairperson, CBSE
Director General, NTA
Chairman, NIOS

All Autonomous organization under MHRD

Subject:- Preventive measures to achieve "social distancing" – permission to teaching and non-teaching staff to work from home

Dear

Kindly refer to my previous D.O. No. Secy(HR)/MHRD/2020 Dt 18.03.2020 whereby all on-going examinations and evaluation work were required to be postponed till 31.03.2020.

2. In order to ensure safety of the Faculty members/Teachers/Researchers/Non-Teaching staff of educational institutions, the following further precautions, should be taken:

- i) Faculty members/Teachers/Researchers/Non-Teaching staff under your organisation should be permitted and advised to work from home till 31.03.2020.
- ii) Faculty members/Teachers/Researchers should utilise this period for various academic activities such as:
 - a. Development of on-line content, on-line teaching and on-line evaluation.
 - b. Prepare lesson plan and develop instructional material for the courses to be offered during next academic year/next semester.
 - c. Carry on research.
 - d. Write articles, papers etc.
 - e. Prepare innovative questions for "Question Bank".
 - f. Prepare innovative projects on "Ek bharat Shrestha Bharat" and other topics.

iii) The said period shall be counted as being on duty for all Faculty members/Teachers/Researchers/Non-teaching staff including Ad-hoc and contract Teachers whose contracts are valid at least upto 31.03.2020.

iv) Students, who are still in the hostels, particularly foreign students, should be allowed to continue in their hostels and advised to take all necessary safety precaution.

3. All Faculty members/Teachers/Researchers/Non-teaching staff should provide their contact details i.e Mobile No., email id, etc to their institutions so that they may be contacted in case of emergency.

With regards,

Yours sincerely,


(Amit Khare)

Copy to the Chief Secretary of all States and UTs with a request to consider similar guidelines for the educational institutions under their control



Added Note: All the Teaching Faculty Members are urged to make it a point to follow the instructions here-above in the MHRD Notification to the extent practicable. Further, in connection with my Reminder Notification, all the teaching staff members are advised to send their prepared Study-materials to Dr. Samrat Chowdhury by 23/03/2020 before 11:00 AM, without fail. Also, avoid providing scan copy of hand-written scribbled pages - these are not readable & are no good for students. Do justice to the Students by providing carefully prepared computer typed ready-materials which would substantiate the classroom-teaching needs of students.

Seeking judicious cooperation from all.

With high regards,


(DR. BIPLAB CHATTOPADHYAY)

Principal
Taki Government College