

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
(Accredited "A" Grade by NAAC)



No. MANUU/Admn /F.110/2020-21/1020

01.07.2020

OFFICE ORDER

**Sub:** MANUU-COVID 19- Observance of MHRD Guidelines till 31<sup>st</sup> July, 2020- Orders-Reg.

**Ref:** 1) MHA orders No.40-3/2020-DM-I(A) GOI, dated 29<sup>th</sup> June, 2020.  
2) MHRD Ltr No.16-6/2020-U1A dated 30<sup>th</sup> June, 2020  
3) Approval of the Vice Chancellor I/c dated 01.07.2020

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The Ministry of Human Resource Development, Government of India, vide its communication 2nd cited under reference has issued guidelines on Unlock 2, and directed to observe the same in all the colleges and educational institutions all over India. Accordingly all the Educational Institutions will remain closed till 31.07.2020. Further it is informed that online/distance learning shall continue to be permitted and shall be encouraged.

However in order to ensure the safety of the Faculty members /teachers/ researchers/ non teaching staff of Higher Education Institutions the following precautions are advised to be implemented strictly vide the orders referred above.

- i. Faculty members /teachers/ researchers/ non teaching staff are permitted and advised to work from home till **31st July 2020**.
- ii. Faculty members Teachers/ Researchers should utilise this period for various academic activities, as already communicated vide D.O.No.Secy/HE/ MHRD/2020 dated 21<sup>st</sup> March, 2020
- 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 up to **31.7.2020**.
- iv. Arogya Setu Application enables easy identification of potential risk of infection and, therefore, it is directed that Arogya Setup App is installed by the students, faculty and employees to fight against **covid-19**.
- v. In exigency the services of any faculty member/ teacher/ researcher/ non teaching staff are required, they shall attend duty with all precautionary measures as mentioned in the guidelines issued by MHA / MHFW.
- vi. Further all the Faculty members /Teachers/ Researchers/Non teaching staff should compulsorily provide their contact details i.e. mobile number, E-mail ID etc. to their concerned Departments, so that they may be contacted in case of emergency.

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**ADMINISTRATION - SECTION**



**Continuation of Essential Services:**

- i) Health Center will continue to attend the medical services.
- ii) The Concerned Heads of Sections/Departments more particularly Sections dealing with essential services may draw up a roster of staff who are required to render essential services in their Sections/Departments/Centre/Directorate/Library etc. In other words Sections/Departments etc. may function with skeleton staff by taking all the precautionary measures.
- iii) The Principals/Heads/ Incharges of Regional Centers and Sub Regional Centers may also draw up a roster of staff and render essential services considering the local situation.
- iv) No Guest shall be accommodated in the University Guest House till further orders.
- v) Concerned Heads of Sections/Departments etc. are advised to incur expenditure from the imprest for the purchase of sanitizers, facemasks etc. if required they may draw advance also for the purpose.

States/UT's where based on assessment of local situations to keep the spread of COVID 19 in check, local restrictions have been imposed and attendance of officers/ staff is not feasible due to such restrictions, the matter may be reported by the employee to the concerned Head / Incharge / Headquarters as containment of COVID-19, health and life are more important than any things. However, they should be available online to their respective Head during the working hours and attend the Office work/online teaching, as the case may be.

  
**REGISTRAR I/c**

To

*All Deans of School of Studies/Heads of Departments, Directors of the Centres and Directorate/ Principals/Incharge/Central Library and Heads of Sections (Teaching & Non Teaching) Headquarters, Satellite Campuses, Regional Centres, Sub Regional Centres Proctor & Incharge Security, Provost (Boys&Girls)/Warden*

Copy to:

1. Offices of Vice-Chancellor / Registrar /FO
2. Director, CIT for uploading on University Website
3. Concerned file