

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)
ADMINISTRATION - SECTION



No. MANUU/Admin /F.61/2020-21/1026

Dated:18.08.2020

OFFICE ORDER

Sub: MANUU-COVID 19- Recommendations of the COVID-19 Monitoring Committee- Implementation and Adherence- Orders- Reg.

- Ref:**
- 1) Minutes of the COVID 19 Monitoring Committee held on dated 8th July, 2020
 - 2) Minutes of the COVID 19 Monitoring Committee held on dated 27th July, 2020
 - 3) Approval of the Vice Chancellor dated 18.08.2020.

Apropos to the subject cited, and in view of the few University Officials and family members being detected with COVID19 positive at HQ, it was imminent to take precautionary measures at work place and as such the COVID-19 Monitoring Committee of MANUU resolved to implement the following guidelines prepared in accordance with the guidelines issued by the Ministry of Home Affairs and Ministry of Health and Family welfare in all the Departments/Offices/centres as given below:

- i. Employees who have been attending regular office duties, who themselves are COVID-19 positive or their family members (including those who are residing with the employee) are advised to self quarantine for 14 days after completion of the treatment (from the date of discharge) from COVID 19. On resuming duty the official/employee shall submit the medical report stating COVID19 Negative of the Employee/family member. Hiding the information on COVID 19 positive either to the employee himself or his/her family member would be viewed seriously and action will be initiated if found guilty.
- ii. Officials/Employees staying residing in containment areas should not come to office till it is declared as non-containment area. On Attending office the employee should submit a copy of paper-clipping/Local government Notification of the area having being declared as non containment Zone.
- iii. All the offices of the Administrative Building and Teaching Departments and centers and all other offices are directed to procure the essentials like sanitizers, face masks, disinfection sprays etc. from their own imprest account.
- iv. All the off Campuses are also directed to purchase the essentials like sanitizers, face masks, disinfection sprays etc. from their own imprest account.

The above guidelines are to be implemented/adhered strictly so as to minimize the risk of spread COVID-19 in MANUU premises and amongst its employees.


Joint Registrar

To

The Heads, Dean, Directors, I/c of sections/Departments etc.(Headquarters, Satellite Campuses etc.)

Copy to:

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

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