



कुलसचिव कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Office of the Registrar
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

No.15 /RO/2020-21

Dated: May 20, 2020

NOTICE

In continuation of the notice circulated vide mail dated 18.05.2020 and in pursuance of the guidelines issued by the Government of U.P. vide letter dated 18.05.2020 and also by the District Administration, movement of public is allowed between 7.00 a.m. and 7.00 p.m., except in the containment zones. In view of this, following are clarified for the information, compliance and necessary action of all concerned.


- (i) The offices of various Departments/Schools/Sections, etc. may be opened on all working days w.e.f. 21.05.2020 in the first half only (from 10.00 am to 2.00 pm) at the discretion of the concerned Head of the Department/Offices/Units required. Head of Departments/Deans/Section In-charges while doing so shall ensure that no work is left unattended. However, the places of mass/ public gathering such as Tea Clubs of the Departments, Canteen, Hostels & their Offices, Library, etc. will not be opened.
- (ii) Academic departments will be open for administrative purposes only, as mentioned above, as and when required, as per the timing mentioned above, while maintaining the minimum required presence of the employees. Non-faculty members of a Department/ School will be required to attend the office as per requirement and directives of the concerned Head of Department/School.
- (iii) However, no student shall be allowed to enter the Department/Section/Hostel and no academic/research activity involving student(s) be permitted (in terms of Ministry of Home Affairs guidelines regarding the educational institutions).

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- (iv) The Heads of the Departments/Offices/Units will be the in-charges of the respective premises to maintain and manage the services. They may call Group 'A', 'B' and 'C' staff as well as staff on contract including those provided through outsourcing agency etc., to perform various activities, as and when required. Employees attending various offices during this period are advised to take all necessary precautionary measures and to follow all advisories and health guidelines issued by the Government of India from time to time. All are also advised to take special care for the following in addition to advisory and precautionary measures as notified by the Government of India/Institute from time to time:
- a) Maintaining proper physical distance/Following Social distancing norms
 - b) Wearing of Face-masks at all the times.
- (v) All the Heads of Departments/offices/ In-charges are required to maintain records of all such persons attending the office on a particular day.
- (vi) Further, the non-faculty members, who are not required to attend office on a certain day, as per the decision of the respective Head of Department/ Dean/ Section In-charge, must all the time be available on mobile phone, WhatsApp and other electronic means of communications and also remain fully prepared to be called for emergency duty in exigencies, for which they would be electronically informed through telephone/mobile or e-mail/WhatsApp.
- (vii) These instructions are not applicable to the staff and departments covered under essential services, where 100% attendance is compulsory except for the persons coming from Containment Zones.


The above arrangement shall be effective from 21.05.2020 and will remain in force up to 31.05.2020 or till further notice in this regard, whichever is earlier and will be reviewed periodically and updated depending on the guidelines and orders issued by the authorities in this regard.

This issues with the approval of the Competent Authority.


20/05/2020
[Sarvesh K. Tiwari]
Registrar

Copy to:

1. Director.
2. All Heads/All Deans/P.T.P./Registrar.
3. All Faculty In-Charges/All Officer In-Charges/All Section In-Charges.
4. President, Students Activities Centre/Chief Proctor/Chief Warden/Warden In-charge Boys' Hostel/ Warden In-charge Girls' Hostel.
5. Coordinators/Prof. In charges: All Central Facilities: Computer Centre/ Workshop/ Library/ Gymkhana/ Centre for Interdisciplinary Research.
6. Dy. Registrar [Academic]/Dy. Registrar [Accounts]/ Librarian/ Medical Officer/ Executive Engineer [Civil]/ Executive Engineer [Electrical].
7. Faculty In-charge, Computer Centre/ Associate Faculty In-charge, Computer Centre for circulating to all users through e-mail as well as publishing on the Institute Website under the link: <http://www.mnnit.ac.in/index.php/administration-notification>.
8. All Assistant Registrars.
9. Guard File.


20/05/2020

[Sarvesh K. Tiwari]
Registrar