



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]

OFFICE ORDER

Sub. : Preventive measures to achieve social distancing to contain the spread of COVID-19.

In continuation to the Notice No. 1212 /RO/2019-20, dated March 13, 2020, No. 2435/RO/2019-20 dated March 14, 2020, No. 2449/RO/2019-20 dated March 17.2020 and email dated 20.02.2020 received from the Ministry of HRD regarding preventive measures to be taken to contain the spread of COVID-19, it is notified that the following preventive measures are to be implemented and compiled with immediate effect.

1. The Mid Semester Break is extended up to till **April 12, 2020**. Accordingly, Class Work and all student related activities [including academic & research] for UG, PG & Ph.D students will continue to remain suspended till **April 12, 2020**.
2. All faculty members except Head of Departments /Deans/ Chief Warden [Boys]/ Chief Warden [Girls]/ OSD will be on compulsory vacation up to **April 12, 2020**.

Those faculty members who wish to leave station may do so after submitting Station Leave Application.

3. All Head of Departments/ Deans/ Section In-charges should ensure 50% of Group B & C employees of their Department/ Section including those on Institute Contract or through Outsourcing attend the office everyday. The remaining 50% staff should be instructed to work from Home. All Head of Departments/ Deans/ Section In-charges are advised to draft a weakly roster of duty for Group B & C employees including those on Institute Contract or through Outsourcing and ask them to attend office in alternate weeks. While preparing the above duty roster, the concerned Head of Departments/ Deans/ Section In-charges will ensure that at least one staff is available in the Department/ Section everyday. All Head of Departments/ Deans/ Section In-charges shall ensure to submit a copy of the duty roster, so prepared, to the office of the Director/ Registrar.


This arrangement will be implemented with immediate effect and will continue till **April 04, 2020**.

4. All employees working from home must be available on phone/electronic means to assist the Officer In-charge/ administration from time to time. If any need arises, they may be required to be present in office immediately.

Now

5. However, all Assistant Registrars, Deputy Registrar, staff of the office of the Registrar/ Director and all Group 'A' officers will attend the office as usual to ensure proper upkeep of essential/emergency services.
6. All staff engaged with essential services like medical, electricity, sanitation, security, water supplies, gardening etc. will attend office as usual.

This notice is issued with the approval of the Competent Authority.


21/03/2020


[Sarvesh K. Tiwari]
Registrar

No. 2475 /RO/2019-20

Dated: March 21, 2020

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.


21/03/2020