



**Visva-Bharati**  
**Santiniketan**

**NOTIFICATION**

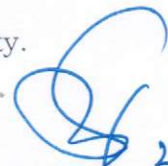
In pursuance of D.O. No. Secy(HE)/MHRD/2020 dated 21.03.2020 of the Secretary, Ministry of Human Resource Development (Department of Higher Education), read with memorandum vide F.No.1-14/2020(website) dated 21.03.2020 of the Secretary, University Grants Commission, it is notified for information of all employees of Visva-Bharati that the following precautions are being taken by the University in view of the outbreak of Novel Coronavirus (COVID-19):

- 1) Faculty members/researchers/non-teaching staff of the University are permitted and advised to work from home till 31.03.2020.
- 2) Faculty members/researchers should utilize 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 materials 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 Shreshtha Bharat' and other topics.
- 3) The said period will be counted as being on duty for all the faculty members/researchers/non-teaching staff including ad-hoc and contractual teachers whose contracts are valid at least upto 31.03.2020.
- 4) Students, who are still in the hostels, particularly foreign students, are allowed to continue in their hostels and advised to take all necessary safety precaution.
- 5) All faculty members/researchers/non-teaching staff should provide their contact details i.e. mobile no, e-mail id etc., to their controlling officers so that they can be contacted in case of emergency.
- 6) However, emergency/essential staff dealing with water supply, electricity, security, medical/health/sanitation etc. should attend their duties (by rotation, as arranged by their controlling officers) with all precautions.
- 7) Office heads/controlling officers (especially those dealing with health/emergency/essential services) should not leave station without prior approval of the authority.
- 8) No Medical Officer/nursing staff/technicians and other staff of P. M. Hospital should take any leave or leave station until further orders.

This comes into force with immediate effect.-

This issues with the approval of the competent authority.

No. REG/Notify/156/1522  
Date : 23/03/2020


  
23/03/2020  
Registrar(Acting)  
Visva-Bharati

To:

1. All Directors and Principals of Bhavanas/Vibhagas
2. All Heads of both academic Departments/Centres and administrative offices

Copy forwarded for information and necessary action:

1. Dean of Students Welfare
2. Proctor
3. Chief Medical Officer, PM Hospital
4. Prof. in-Charge of Security
5. Librarian, Central Library
6. All Joint Registrars/Deputy Registrars/Assistant Registrars/Section Officers
7. Deputy Registrar and C. S. to the Vice-Chancellor
8. P. A. to Registrar
9. University Webmaster - To upload it in the University Website.
10. Hindi Officer - To translate it into Hindi and upload it in the University Website.

 23/3/2020