

UNIVERSITY OF JAMMU

ORDER

Reference:- Government Order No.36-JK (DMRRR) of 2021 dated 29.05.2021 issued by the Department of Disaster Management, Relief, Rehabilitation & Reconstruction State Executive Committee, Civil Secretariat, Jammu vide endorsement No. DMRRR/PS/Secy/552/2020 dated 29.05.2021.

Consequent upon issuance of above mentioned order regulating and easing the permissible activities and movements in the UT of J&K and in continuation to the earlier order issued by the University of Jammu vide No: PA/REG/21/271-87 dated 28.04.2021, following shall be the revised guidelines with effect from **01.06.2021** till further orders and unless ordered otherwise by the UT Administration of J&K in respect of the Universities: -

- a. All Campus Deans, Heads/Directors of the respective Departments/Directorates, Dean Students Welfare/Administrative Officers/Deputy Registrars/Assistant Registrars/Other Controlling Officers of equivalent pay band positions including Library staff shall continue to attend their offices regularly as per the official exigencies. The rest of the Non-Teaching employees, that is, below the rank of Assistant Registrar and equivalent pay band positions, shall continue to work from home/online mode under the supervision/control and discretion of their respective Controlling Officers. They must mandatorily be required to keep their mobiles phones always in **SWITCH ON** mode and shall remain available on telephone and other electronic means of communication at all times.
- b. The Head of the Departments/ Controlling Officers shall be responsible for getting the official work and other time bound assignments pertaining to their respective Departments/Directorates/Wings/Offices/Branches completed without any delay, for which they shall also have the discretion to call any COVID-19 negative employee to get the work done from University Campus in the Offline mode also, after taking all SOPs and COVID related precautions. Such employee(s) shall be mandatorily required to attend the Office, as directed by the concerned Controlling Officer. **The Controlling Officers particularly of the Examination Wing and DDE must ensure that all the queries/grievances of the students received from different quarters be immediately addressed under proper intimation to concerned.**
- c. The Teaching Faculty, shall however, continue to impart teaching instructions to the students of all semesters, including research work Supervision of their respective Scholars through online mode from their respective work areas/residences as per the feasibility.
- d. All the employees of essential services like University Health Centre, Sanitation, Arboriculture and Landscaping Unit, University Works Department, Security etc. shall continue to perform their duties uninterrupted.

- e. Meetings, Seminars, Conferences etc. through offline mode shall be avoided as far as possible and the preferred mode for organizing such activities must be through online mode only.
- f. No employee is allowed to leave the station without prior approval from their respective Controlling Officers and sanctioning of proper authorized leaves due to him/her. In case any employee visits outside the UT of J&K for any reason, after obtaining approval, he/she shall be required to furnish negative RT-PCR report of the test conducted not earlier than preceding 72 hours before entering the Campus.
- g. The University Health Centre shall continue to work on the sanitization process of the various Offices/residential areas/hostels of the University on regular basis.

Rest of the Guidelines as already notified from time to time shall continue to remain operative.

Nashrotia
REGISTRAR

No: PA/REG/21/338-55

Dated: -31.05.2021

Copy to: -

Special Secretary to the Vice Chancellor

Sr. P.A. to the Dean Academic Affairs/Dean Research Studies/Dean Planning & Development/Registrar /Controller of Examinations/DCD/DDE/ Director(DIQA)

All Rectors / Directors of the Offsite Campuses of the University

Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/ I/c Librarian (Dhanvantri Library)

All Heads/Directors of the Teaching Departments of the University

I/c Administrator, General Zorawar Singh Auditorium

Sr. P.A. to the Joint Registrar (Finance/ DDE)

I/c Computer Centre/Coordinator Campuses

Programme Coordinator(NSS)

. All Wardens of University Hostels

. President, JUTA/JUOWA/JUNTEU/JUNGEA

. All Dy. Registrars/SE/EXEN/ I/C Media Cell / Manager Guest House

. Chief Medical Officer

. All Assistant Registrars

. Chief Security Officer

. I/c University Website

. All Sections/Guard File