

JADAVPUR UNIVERSITY
KOLKATA – 700 032

Ref. No. : R-PA/M-12/271/2020
Dated : September 28, 2020

CIRCULAR

I am sure you will appreciate that the University now requires the attendance of its employees to keep offices open on a regular basis in order to cater to the growing needs of various stakeholders, especially students. The State Government G.O. No. 07-Pr.Secy-HED/2020 dated 17/03/2020 had specifically stated :

'Administrative departments of colleges/universities like the office of Vice-Chancellor, Registrar, Finance / Examination department, Head of the institute including emergency services e.g. electricity, water supply, security etc may remain open as per local need to be decided by the head of respective institute.'

Subsequently, the GO No.17-Pr.Secy-HED/2020 of 30/07/2020 noted:

'...as State Government has announced admission process in UG level courses, concerned teaching/non-teaching staff deployed for the purpose will remain exempted from the restrictions imposed vide earlier orders. However COVID-19 norms/protocol shall be maintained as per government order issued from time to time.'

Keeping the University offices open is particularly important in the context of the initiation of the admission process. I have been also receiving reports from Ph.D and M. Phil. Students, and their supervisors, that their dissertations are not being despatched to examiners in online mode and examiners' reports are not being processed in online mode. To address such issues related to Ph.D./M.Phil. students, the concerned offices of the University need to be kept open. The HODs are also now coming to their offices, which requires their offices to be kept open. Again, laboratories cannot be kept closed indefinitely.

I, therefore, request all employees of the University to attend their concerned offices at least three days in a week or as directed by the controlling officer. However, those employees who reside in areas where they lack access to public transport or metro services may submit their requests to the respective HoD/Controlling Officer to get exemption from their attendance in offices.


REGISTRAR