



Ref. No.NITJ/Reg/ 3766-810

March 23, 2020

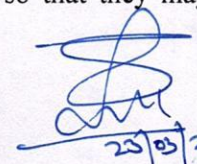
**OFFICE ORDER**

**Sub: Preventive measures to achieve "social distancing" - permission to teaching and non-teaching staff to work from home.**

In compliance to the instructions circulated by the Secretary (HE), Ministry of MHRD vide D.O.No.Secy(HE)/MHRD/2020 dated 21st March, 2020, the Faculty members/Teachers/Researchers/Non-teaching staff are permitted and advised to work from home **till 31.03.2020**.

1. During the period, the Faculty members/Teachers/Researchers are advised to 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 material for the courses to be offered during the next academic year/semester.
  - c) Carry on research.
  - d) Write articles, papers etc.
  - e) Prepare innovative questions for "Question Bank".
  - f) Prepare innovative projects on "Ek Bharat Shrestha Bharat" and other topics.
2. All Non-teaching staff except essential services will work from home as per the work assigned to them. Essential services like Medical, Electricity, Water, Housekeeping, Security etc. will continue and Controlling Officers shall make the necessary arrangements in this regard.
3. The said period will be counted as being on duty for all Faculty members/Teachers/Researchers/Non-teaching staff including Ad-hoc/Outsource and contract 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 precautions.
5. All Faculty members/Teachers/Researchers/Non-teaching staff are advised to provide their contact details i.e. Mobile No., e-mail id etc. to their respective Controlling Officers so that they may be contacted in case of emergency.

This issues with the approval of the competent authority.

  
23/03/2020  
(Dr S K Mishra)  
Registrar

A copy of the above is forwarded to the following for information and necessary action:

1. All Deans / Heads of the Departments / Coordinator TEQIP/Centres /Sections / Cells / Chief Warden / Librarian/ Medical Officer / Coordinator, Campus Security.
2. Head, Computer Centre / Webmaster – for putting the same on the Institute website.
3. All Assistant Registrars.
4. PA to Director for kind information of the Director.