



JADAVPUR UNIVERSITY
KOLKATA – 700 032

Date: April 20, 2021

NOTICE

With reference to the notification issued by the Government of West Bengal vide G.O. No. 715-Homs(Cons)/RIM(Cons)-92/2021 dated 17.04.2021 in connection with the recent surge of COVID-19, it is hereby notified for information of all concerned that from **21.04.2021** all Sections, Departments, Schools of the University will remain open for maximum of three days (preferably two days) in a week with a presence of skeleton staff members maintaining the Government guidelines.

All Section in-Charges of the Administrative Offices, Heads/ Director of Departments/ Schools are requested to prepare duty roster according to above guidelines, mentioning the dates of their opening of Sections / Departments / Schools. They are also requested to submit it to the undersigned electronically (registrar@jadavpuruniversity.in) at an earliest so that the same may be uploaded in the University Website.

For smooth functioning of administrative and academic work all are requested to abide by the followings:

- All are requested to ensure maintenance the roster prepared by the Section in Charge , Heads/ Directors of the Departments/School for the service to all stakeholders;
- The emergency services like security/ electrical and general maintenances/ sweeping services will remain open as usual practice for all days;
- All the staff members are requested to follow strictly personal protective norms (mask and hand sanitization) during pandemic COVID – 19.
- Research scholars and others are not allowed in the University campuses without exigencies. Permission from the Registrar duly forwarded by the Supervisor / HoD is required in that case.

Campus sanitization be done to all parts at least twice a week.

This arrangement will be continued till further notice. Cooperation from all is earnestly solicited

Sd/-

REGISTRAR

Copy to:

1. All Sections/Units/Departments/Schools/Centres (including Salt Lake Campus)
2. O/o the Registrar / Records – 2 copies