

**JADAVPUR UNIVERSITY**  
**KOLKATA – 700 032**

**Ref. No. : R-PA/M-12/096/2021**  
**Date : July 30, 2021**

**NOTICE**

As directed by the Vice-Chancellor, it is notified for information of all concerned that in concurrence with the order bearing reference no. 753/IV-ISS/2M-22/2020 dated 29.07.2021 issued by Chief Secretary, Government of West Bengal in view of the situation arising from the spread of Novel Corona Virus (COVID-19), the University will remain closed upto **15.08.2021**.

All offices dealing with essential services like Finance and Accounts, Controller of Examinations, Scholarship, Research, Ph.D. Cells, Dean of Students and all offices under the Registrar will remain open with the statutory skeleton of 25% of staff in the concerned offices on Monday Wednesday and Friday from 11AM to 5PM.

The officers of the concerned offices are requested to prepare the rosters and intimate their office staff about their mandatory attendance. If the Head of any Department/ Director of a School wishes to keep his/her office open on Monday, Wednesday and Friday, he/she may prepare the necessary roster of concerned staff and submit it to the Registrar. The attendance of such employees in the roster will be mandatory.

Moreover, online academic activities will continue as usual. The emergency services like Medical Unit /security/ electrical and general maintenance/ sweeping will function as usual practice on all days.

*J. Ban*  
*30.7.21*  
**REGISTRAR**