

PANJAB UNIVERSITY, CHANDIGARH

No.: 224/R/PA

Date: 19.03.2020

OFFICE ORDER

In the wake of spread of COVID-19 in the country all Heads/Chairpersons of Departments/Co-ordinators/Directors/Branches/Offices/Regional Centers/Rural Centre/s, Constituent Colleges, Wardens and Principals of all affiliated Colleges are hereby directed to strictly adopt the following measures in letter and spirit to check further spread of COVID-19, as per the decision taken by the competent authority of the University: -

1. As notified earlier, the teaching work shall remain suspended till 31st March, 2020. It has further been decided that Faculty Members shall not be required to visit the Campus/Regional Centers/Constituent Colleges/all affiliated Colleges, as the case may be, till 31st March, 2020. However, they may remain in touch with the Students through telephone/online/social media and they shall attend the Department only in case of any urgency.
2. For non-teaching staff of the Departments/Offices, arrangement would be made in such a manner that not more than 50% of the staff of the respective Department/Branch/Office, on a particular day, shall attend the office, to ensure that the work of the concerned Department/Branch/Office does not suffer and they will be deployed on rotational basis.
3. No Faculty Member/Staff shall leave the station without prior permission of the competent authority and they shall remain available as and when they are called upon by the concerned authority.
4. No personal enquiry shall be entertained on the University Campus and Single Window Enquiry will remain closed till 31st March, 2020. However, the concerned Branches/Offices shall respond to the queries of the Students through telephone/email, etc. For this purpose, the concerned Department/Office shall display the contact numbers/email Ids on the

Web page of their respective Department/Office, through University Computer Centre. Students/Researchers are advised not to visit University/Departments/Offices/Branches till 31st March, 2020.

Sd/-
(Prof. Karamjeet Singh)
Registrar

Issued to: -

1. All Chairpersons/Directors/Coordinators/Wardens (including the Regional/Rural Centres & Constituent Colleges) and Heads of all Non-Teaching Departments/Branches/Offices, of the University for urgent and necessary compliance.
2. All affiliated Colleges through Dean College Development Council
3. SVC for kind information of the Hon'ble Vice Chancellor, please.