

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

(A+ Grade, NAAC Accredited)

NOTIFICATION

In pursuance of the orders of the Chief Secretary to Govt. Haryana, issued vide Memo No. 62/69/2021-6GS1 dated 04.01.2022 forwarded by Deputy Commissioner, Kurukshetra vide Memo No. 12566/MA dated 06.01.2022 regarding preventive measures to contain the spread of COVID-19-reg. and in continuation of the University notification vide Endst. No. RPS/2022/001-100 dated 02.01.2022, it is hereby notified that all the University offices/department etc. shall follow the following preventive measures with immediate effect till 20.01.2022 :

- (i) All Officers of the level of Dy. Superintendent and above/Directors/Chairpersons/Deans/Principals/Office Incharges should continue to attend their offices on regular basis.
- (ii) All the Branch Heads (Branch Officers/Deans/Directors/Chairpersons/Principals/Office Incharges) shall restrict the attendance of their officials/employees upto 50% of the actual overall strength. Rosters for their attendance are to be prepared and implemented by the concerned Head of the Department/Branch Heads. However, the Branch Head can call staff more than 50% physical attendance of any categories.
- (iii) All officials, who are permitted not to attend office on a particular day, are to make themselves available on Telephone and other electronic means of communication at all times from their residence and will work from home.
- (iv) Persons with disabilities and pregnant women employees shall be exempted from attending office but are required to work from home.
- (v) To avoid rush in commuting and lifts & corridors, all officers who attend office shall stagger entry and exit timings i.e. spread entry to office between 9:00 AM-10:00 AM and corresponding exit time. The Head of Office and HoDs shall take care of this aspect.
- (vi) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified by informing to the Branch Head.
- (vii) All officials/staff to ensure strict compliance with Covid-appropriate behavior viz. frequent washing of hands/sanitization; wearing a face mask covering the nose; observing social distancing at all times; ensure non-crowding in corridors, canteens etc.
- (viii) Entry of visitors/outside to the Government office shall be curbed appropriately.

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- (ix) Proper cleaning and frequent sanitization of work place, particularly of the frequently touched surfaces will be ensured by HoDs/Heads of Office.
- (x) Meetings, as far as possible, be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (xi) COVID-19 SOPs issued by the State Government from time to time shall be strictly adhered to.

REGISTRAR

Endst. No. ACM-I/M-34/22/ 136-235 Dated: 06.01.2022

Copy of the above is forwarded to the following for information and necessary action:-

1. Dean Academic Affairs, KUK.
2. Dean Students' Welfare, KUK *& Coordinator, Covid-19 SOPs Committee*
3. Dean Research & Development, KUK
4. All the Deans/Chairpersons/Directors of Faculties/UTDs./Institutes, KUK
5. Proctor/Deputy Proctors (Male & Female), KUK
6. Chief Wardens/Dy. Chief Wardens/Wardens of all the Hostels, KUK
7. Librarian, JLN Library, KUK
8. Principals, ITT&R/IIHS/USSMS, KUK
9. International Students' Advisor, KUK
10. Director Public Relations, KUK
11. Director, IT Cell, KUK with the request to get updated the University website accordingly.
12. Joint Director (Audit), KUK
13. Controller of Examinations-I & II.
14. All the Heads of Non-Teaching Offices/Depts., KUK
15. Chief Security Officer, KUK
16. Incharge, Sanitation, KUK
17. Executive Engineer, KUK
18. Coordinator, Equal Opportunity Cell, KUK
19. OSD to the Vice-Chancellor, KUK
20. Supdt. O/o the Registrar (for kind perusal of the Registrar)
21. P.A. to the Vice-Chancellor (for kind perusal of the Vice-Chancellor)

[Signature]
06/01/22
Deputy Registrar (Academic)
For Registrar