

Maulana Azad National Institute of Technology

(An Institution of National Importance)

Bhopal - 462003

R-17/2020/156

Dated: 27/10/2020

OFFICE ORDER

In pursuance of the order No. 40-3/2020-DM-I(A) dated 30th September, 2020, of the Ministry of Home Affairs, Government of India, the following is notified to all faculty, officers & staff for information and compliance:

1. All offices will resume with full strength w.e.f. 02.11.2020 (Monday) with usual office timings with regular attendance.
2. All on-campus students related activities [including academic and research] for U.G., P.G. and Ph.D. students will continue to remain suspended till further notice.
3. However the Head of the Department will satisfy herself/himself that there is a genuine requirement of research scholars (Ph.D) who are in advance stage and also the final year post-graduate students in science and technology stream for laboratory/experiment work will be permitted.
4. Presence of all Faculty members/ Non-faculty Officers/ Staff including those on Institute Contract as well as those deployed through outsourcing agency is mandatory.
5. However, faculty members shall continue imparting online/distance learning as per prevailing practice being adopted during curfew/lockdown period from the institute/department only.
6. All Deans/ Heads of the Departments/Controlling Officers shall ensure compliance of advisories/guidelines on social distancing by staggering of office hours in their respective departments/Sections/Offices issued by Ministry of Health & Family Welfare and Ministry of Home Affairs from time to time.
7. Wearing of mask and carry individual sanitizer in the institute shall be mandatory for all employees.
8. Academic departments will open for administrative purposes only. However, no student shall be allowed to enter the Department/Section/Hostel/Library and no academic/research activity involving student(s) be permitted.
9. Further, all faculty and staff members have to remain at the station. If they have to leave the station, leaving permission with applicable leave should be taken from Registrar/Director.

This issues with the approval of the Competent Authority.


REGISTRAR
27/10/2020

Copy to:

1. All Heads/All Deans |for wide circulation
2. All Section In-Charges |
3. Security Officer
4. Notice Boards
5. PIC- Website for uploading on Institute Website
6. Director for information please