

### **OFFICE ORDER**

This is in continuation to this Office Orders of even nos. dated 13.03.2020, 20.03.2020 and 23.03.2020 wherein it has been notified that the University will remain closed till 31.03.2020 in view of spreading of Novel Coronavirus (COVID-19). Now, in view of the nationwide lockdown till 14.04.2020 due to pandemic COVID-19, the Vice Chancellor has directed as under:

1. That the University shall remain closed till 14.04.2020 (except essential services like Medical, Water, Sanitation etc. where minimum operational staff shall be deputed on rotational basis.
2. The University will organize a seven-session JMI-Online Faculty Development for the benefit of all faculty members of the University.
3. The University will evolve and facilitate alternative ways of engaging with students through online teaching-learning process.
4. All Faculty Members are advised to use interactive tools extensively like SWAYAM in addition to Skype, Webcast, Google Hangouts, and Google Chats to engage students for online teaching and evaluation.
5. The University Library has enabled remote access to a wide variety of Subscribed and Open Educational Resources.
6. All Faculty Members shall continue to engage online teaching and evaluation and provide necessary study materials to the students.
7. Students staying back in the hostels to be looked after in terms of essential Messing, care, hygiene and medical counselling.
8. All the best practices and improvised steps taken to instill healthy life in campus to be dovetailed with social media.
9. The Counselling Centre has been activated to deal with the distressed caused by COVID-19 including tele-counselling services for students and staff members.
10. The University has identified a Quarantine / Isolation facility in case need arises.
11. Pay to outsourced and contractual staff to be credited irrespective of the attendance during lockdown period.
12. Medical Emergency Response Committee to monitor the situation regularly.
13. Social distancing and other medical advisory to be followed by all on-line learning avenues.
14. Salaries, Pension and financial matters to be dealt with on time as per procedure. Compliance of the Order dated 01.04.2020 as to the deduction of one day salary for the PM Relief Fund (CARE) from the teaching and non-teaching employees of the University may be made.

**(A.P. Siddiqui) IPS**  
Registrar

**Copy to the following for information & necessary action:**

1. All Deans of Faculties/Heads of Departments/Directors of Centres/Heads of Administrative Units, JMI
2. All Members of the Medical Emergency Response Committee, JMI
3. All Provosts of University Hostels, JMI
4. The Finance Officer, JMI
5. The Secretary to Vice-Chancellor/PA to PVC/Asstt. Registrar, Registrar's Secretariat, JMI
6. The Dy. Finance Officer, JMI
7. The Accounts Officer (PF & Pension), JMI

# JAMIA MILLIA ISLAMIA

Accredited by NAAC in 'A' Grade  
(A Central University by an Act of Parliament)  
Maulana Mohammed Ali Jauhar Marg, New Delhi-110025

जामिया मिल्लिया इस्लामिया

(संसदीय अधिनियमानुसार केन्द्रीय विश्वविद्यालय)  
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## Office of the Registrar

## कुलसचिव कार्यालय

دفتر مسجل

File No. Gen-04JMI/RO/E/2020

23.03.2020

### ORDER

In view of the Covid-19 entering into a critical phase and the Orders of the MHRD/DoPT/NCT/Delhi Police etc., issued for strict compliance, the Institutions/Offices have been closed down with the exception of essential services only. The public transport like Metros/Buses in NCR region have also been closed. The strong directives to close down the offices and everyone except (essential services) to remain at home, including permanent/Outsource/Daily wage. Therefore, it has been decided as follows:

1. The essential services of the University like Medical, Security, Sanitation, Water Supply, Electricity etc. will function to the absolute minimum as per operational requirement. The personnel shall be deployed in phases and as per roster to be chalked out by the head of office/Incharge.
2. In view of the closing of financial year, the Finance and Accounts Office to be functional as per the arrangement made by the Finance Officer, the related departments/Sections of Registrar Office including PICO dealing with the pending bills/Vouchers etc.
3. The Controller of Examination will deploy the office staff of the examination as per the essential requirement.
4. The VC /PVC/Registrar /Finance Officer and Controller of Exams will be available as per the essential requirement.

(A.P. Siddiqui), IPS  
Registrar

Copy to the following for information and necessary action:

1. All the Deans/HoDs/Directors/Principal University Polytechnic, JMI
2. The Controller of Examinations, JMI
3. The Finance Officer, JMI
4. The Chief Proctor, JMI
5. The Security Advisor, JMI
6. All the Provost (Boys/Girls), JMI
7. The University Librarian, JMI
8. The OSD, Vice Chancellor Secretariat, JMI
9. The Chief Medical Officer, Ansari Health Centre, JMI
10. Incharge, Building & Construction Department, JMI
11. The Secretary to VC/ The PA to PVC/The Asstt. Registrar, Registrar's Secretariat, JMI
12. File concerned

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**Office of the Registrar**

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## ORDER

F. No. RO/JMI/2020/

Dated: 20.03.2020

In view of the Novel COVID-19 outbreak and prevailing special circumstances, it is hereby notified as follows:

1. All the teaching staff of the various faculties and department will work from their home henceforth and they are directed to provide reading materials etc. for the assignment of each unit on time. They will send the copy to their respective HoDs for records. This arrangement is upto 31<sup>st</sup> March, 2020. All the teaching staff will be considered on duty and may be called in their respective department in case of exigency arises.
2. The deployment of the non-teaching staff will be done by the respective Office Head and they will chalkout duty roster for duties for which at least 50% staff will remain present on each day.
3. The staff under essential categories like water, electricity, sanitation, security and medical will be deployed as per the exigencies and daily requirement and will be rotated accordingly.
4. All the students' hostels are hereby closed and it is directed that students vacate their hostel rooms latest by Monday morning. The duration of this order is upto on 31<sup>st</sup> March, 2020 and likely to be extended in April, 2020 also.
5. All the mess facilities of the hostel will remain closed from Monday onwards till further orders.
6. The international students in view of the travel advisories and visa regulations etc. of the Govt. of India and Ministry of External Affairs, they may stay back in the hostel.
7. The Canteens, Central Library and all the department libraries will remain closed from tomorrow onwards.

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جامعہ  
ملیہ  
اسلامیہ

## Office of the Registrar

## कुलसचिव कार्यालय

The notification is issued by the order of the Competent Authority.

(A.P. Siddiqui), IPS

Registrar

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8. The University Librarian, JMI
9. The OSD, Vice Chancellor Secretariat, JMI
10. The Chief Medical Officer, Ansari Health Centre, JMI
11. Incharge, Building & Construction Department, JMI
12. All the Asstt. Registrars/ Admn. Units, JMI
13. Secretary to VC, JMI
14. The Asstt. Registrar (Registrar Sectt.), JMI
15. PA to PVC, JMI
16. File concerned.