



No:D/ 64

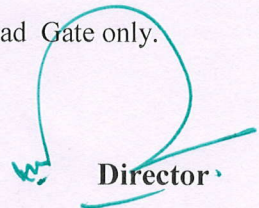
Date : 02 JUN 2020

**Notice regarding suspension of classes till further notice and functioning of various sections and department offices from 01/06/2020 to 30/06/2020 (Unlock-01)**

In view of prevailing situation relating to COVID-19 and as the instructions of Maharashtra State Government, as a precautionary measure, the classes for the entire Institute will remain suspended till further notice.

As per the instructions of Nagpur Municipal Corporation, Nagpur Order No.MC/86/2020 dated 01.06.2020 for the period from 01/06/2020 to 30/06/2020 (Unlock-01) and in continuation with notice no D/58 Dt. 15/05/2020 the following instruction are being issued :

- 01) Deans, Associate Deans, HODs, Section Heads, Administrative Officers should attend the regular duties as usual.
- 02) All faculty members should attend the regular duties after completion of Summer Vacations i.e. w.e.f. 04/06/2020 FN.
- 03) HODs and Section Heads should call Non-teaching staff members as per the requirement upto 33% of the total strength.
- 04) The persons above 65 year of age, persons with comorbidities, pregnant women and employees in containment zones / areas should work from home. They should continue to discharge their duties from Home over internet and whenever there is a need to be physically present in the institute, they would be required to do so. The containment zones / areas will defined by local authorities and the concern employee should inform section head by email with relevant details.
- 05) The Health Centre and other essential services like Security, Housekeeping, Electrical Maintenance, Estate Maintenance, Internet, Network Centre, Telephone Exchange, Hostels etc will be functioning as usual. To further encourage social distancing, the Library will also remain closed for the above period. However, all staff members working in Library should attend their regular duties as usual.
- 06) Use of Aarogya Setu App is necessary as it enables early identification of potential risk of infection and thus acts as a shield for individuals and community. With a view to ensure safety in offices and work places, it is resolved that all employees should download Aarogya Setu App and install on their mobiles.
- 07) All the staff members should ensure social distancing at work and follow the National Directives for COVID-19 management such as wearing mask, frequent sanitization and hand wash etc.
- 08) The residents of the campus should stay home, avoid social gatherings and maintain social distancing to prevent the spread of the virus.
- 09) The Staff members coming to the Institute from outside should enter from South Ambazari Road Gate only.

  
Director

**Copy to:**

1. All Deans /All Associate Deans/ All Head of the Departments/Section Heads/Hostel Wardens/In-charge VNIT Guest House/ In-charge VNIT Canteen/ OSD Library.
2. Sr. Medical officer /Medical officer / Security Officer for n a please.