

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

Gachibowli, Hyderabad – 500 032, Telangana, India

(A Central University)

ESTABLISHMEN & RECRUITMENT – II SECTION



No.MANUU/ER-I(B)/F.110/2019-20/1916

06 March 2020

CIRCULAR

Sub: Temporary Suspension of Biometric Attendance System until further orders - Reg.

Ref: Approval of the Vice Chancellor dated 6.3.2020

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In view of the outbreak of Novel Coronavirus 2019 (Covid-19) and as a precautionary measure, it has been decided to temporarily suspend the marking of attendance on Biometric Attendance System (BAS) for all the Teaching and Non-Teaching employees working in the University main campus and all other its off-campuses/institutes/offices in the country until further orders.

2. Therefore, all the Teaching and Non-Teaching employees are required to mark their attendance in the Attendance Registers and adhere to the timings of the University.

3. Further, all the employees are requested to follow the advisory issued by the University Grants Commission on preventive measure to combat the threat of the Novel Coronavirus (COVID-19) vide its D.O. letter No. F.No.1-14/2020 dated 5th March 2020.

REGISTRAR I/C.

Copy to:

1. All Deans of Schools of Studies
2. All Heads of Departments/Sections (Teaching & Non-Teaching)
3. All the Directors of Directorates/Centres
4. All the Principals of CTEs/Polytechnics/Lucknow Campus/ASCW/Model Schools
5. All the Regional Directors/Asst. Regional Directors of RCs/SRCs
6. The Deputy Registrar, ER-I
7. The Assistant Registrar, ER-II
8. Offices of VC/Registrar/FO
9. The Director, CIT - for uploading on the University website



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

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Bahadur Shah Zafar Marg, New Delhi-110002

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D.O. No.F.No.1-14/2020 (Website)

5th March, 2020

Dear Madam/Sir,

This is in reference to communications received from Secretary, Department of Health and Family Welfare and Joint Secretary (HE), MHRD regarding taking preventive measures to combat the threat of the Novel Coronavirus (COVID-19), as some cases of the virus have been reported in the country. Towards this, a coordinated and collective effort in a mission mode is needed, therefore all universities and their affiliated colleges are requested to take necessary precautions and follow the advisory given below to help in prevention /reduction of the transmission of the virus.

Advisory for Universities and Colleges – Novel Coronavirus (COVID19)

Universities and Colleges are advised to:

- Avoid large gatherings on campus.
- Any student/ staff with travel history to any COVID-19 affected country or in contact with such persons in last 28 days, should be monitored and home quarantined for 14 days.
- Faculty should be alert towards any student with signs and symptoms i.e. fever, cough and difficulty in breathing, and should immediately have the student tested.
- Till advised by the treating doctor the student should not join campus.
- Faculty staff and students should also be advised about simple public health measures of hand and respiratory hygiene.

Hand hygiene: Wash hands frequently and thoroughly with soap & water or use alcohol based hand sanitizer, even when hands are visibly clean.

Respiratory hygiene:

1. Everyone should cover their mouth with a tissue/handkerchief (or their sleeve if there are no tissues available) when they cough or sneeze and wash their hands afterwards.
 2. Do not touch your eyes, nose and mouth.
 3. Everyone should throw away used tissues in a bin and wash their hands after contact with coughing/sneezing.
- Frequently touched surfaces – door knobs, switches, desk tops, hand railings etc, should be disinfected.
 - Provide alcohol based hand cleaners/sanitizers in frequented spots of the universities/colleges.
 - Ensure availability of soap and water in rest rooms at all times.
 - Foot operated pedal bins lined with plastic bag should be provided in each classroom & rest room.
 - In hostels, health status of students as well as the other ancillary staff should be monitored on regular basis. In case, there are suspected cases, the authorized local medical authority should be called for examination.
 - Anybody with signs & symptoms (cough, fever or difficulty in breathing) should call State/UT helpline number or Ministry of Health & Family Welfare's 24X7 helpline at 011 2397846 or visit public health facility with a mask or mouth covered

An information pamphlet received from the Ministry of Health & Family Welfare to sensitize the students is enclosed.

With regards,

Yours sincerely,

Encl: As above

(Rajnish Jain)

The Vice-Chancellors of all Universities