



(Accredited with 'A' Grade by NAAC)

OFFICE OF THE REGISTRAR □ ANNAMALAI UNIVERSITY □ ANNAMALAINAGAR – 608 002

Ref. No. AU/Estt./2020

Date : 10-08-2020

CIRCULAR

Sub : Establishment – COVID-19 – Non-Teaching Staff functioning in University Departments and Offices – Modified guidelines – Regarding.

Ref : Our Office Circular No. AU/Estt./2020, dated 31-07-2020.

Considering the feedback received from various Departments of Study, the following partial modifications are made in the guidelines given vide circular cited above for smooth and safe functioning of the office.

1. The Non-Teaching Staff attached with various University Offices may be divided into **TWO** batches and each batch shall be asked to work for **THREE** consecutive days (Batch 1 : Monday – Tuesday – Wednesday & Batch 2 : Thursday – Friday – Saturday).
2. The Deans / Heads of Departments of various Faculties / Departments shall ensure smooth and safe functioning of the office. The minimum of 50% need not be insisted in the Offices of Deans and Head of Departments.
3. The Non-Teaching Staff attached exclusively with Laboratories / Workshops in various faculties, where no laboratory / research activities are performed shall be permitted to work from home and be instructed to be available on station. They are advised not to leave the head-quarters without prior permission.
4. Other guidelines given in the circular vide Ref. No. AU/Estt./2020, dated 31-07-2020 shall be followed scrupulously until further orders.

Registrar i/c

To

All the Deans of Faculties
All the Heads of the Departments / Divisions
The Controller of Examinations
The Director, DDE
The Director, Academic Affairs
The Director, Centre for Research & Development
The Director, Centre for Academic Research
The Director, International & National Collaboration for Academic & Research
The Director, Training, Placement & Entrepreneurship
The Director, Annamalai Innovation Centre
The Convener, Wardens' Council
The Librarian, University Library
The Joint Registrar (Admin.)
The Finance Officer / Deputy Finance Officer / Assistant Finance Officer
The Public Relations Manager
All Officers of the University
All Section Heads

Copy to

The P.S. to Vice-Chancellor

The P.A. to Registrar