



# ANNAMALAI UNIVERSITY



(Accredited with 'A' Grade by NAAC)

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

Ref. No. AU/Estt./2020

Date : 31-07-2020

## CIRCULAR

Sub : Establishment – COVID-19 – Non-Teaching Staff – Functioning of University Departments and Offices with six days week – Ensuring social distancing with half the work force at any given point of time – Regarding.

Ref : Approval of the Vice-Chancellor dated 31.07.2020.

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1. The office of the various sections of the University shall function with 50% work force in any given day by maintaining social distancing. In addition, in order to compensate the working hours already lost, the Government have directed that a system of six-day working week including Saturdays as working days, with present office timings (09.45 a.m. to 05.45 p.m.) will be brought into force. As per the directions of Higher Education Department the academic year 2020-2021 commences from 03<sup>rd</sup> August, 2020 and online classes for senior students start from the same day. Further, publication of results of the previous semesters (except final semester) and admission for 2020 – 2021 are to be completed in two weeks.

2. Accordingly, as per the directions of the Government, the following system of functioning will be followed in the University as given below from 03<sup>rd</sup> August, 2020:-

- i) six-days working week including Saturdays as working days, with present office timings;
- ii) **all University Departments, Office of the Controller of Examinations, Office of the Director, DDE, Office of the Deputy Directors, DDE, Office of the Directors of various Centres, Office of the Deans of Faculties, Office of the Heads of the Department of Studies, Office of the IQAC, Office of the Co-ordinators, Office of the Deputy Co-ordinators and all Sections in the Administrative Office** shall function on all six days with half the work force (i.e., 50%);
- iii) all the Deputy Registrars / Assistant Registrars / Section Officers shall function on all six days;
- iv) in the start of a week, first batch shall work for 2 days at a stretch (Monday & Tuesday) and the second batch shall work for the next 2 days (Wednesday & Thursday) followed by the first batch for the next 2 days (Friday & Saturday);
- v) in the subsequent week, second batch shall work for 2 days at a stretch (Monday & Tuesday) and the first batch shall work for the next 2 days (Wednesday & Thursday) followed by the second batch for the next 2 days (Friday & Saturday);
- vi) notwithstanding the above alternate working system, the staff on off-duty shall also attend office, if called for at any point of time;
- vii) The Finance Officer / Deputy Finance Officer / Joint Registrar will attend duty on all working days. The Assistant Finance Officers will attend duty as per para (iv), (v) and (vi) above;

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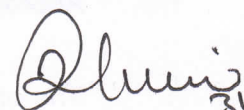
... (2) ...

viii) All Officers / Staff Members shall always be available for official work and accessible through any electronic mode of communication.

3. All the Heads of the Sections are directed to make the allocation of the two batches and schedule of their attending duty to the undersigned at the earliest with a copy sent to the Director, Annamalai Innovation Centre. Biometric attendance will be strictly followed with flashing of ID cards on the Machine.

4. All the Staff on-duty shall attend to the entire section work. Staff are directed not to apply leave as far as possible.

5. The above orders shall be followed scrupulously, until further orders.

  
31/7/2020  
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