



(Accredited with 'A' Grade by NAAC)

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

Ref. No. AU/Estt./2020

Date : 19-11-2020

CIRCULAR

Sub : Establishment – COVID-19 – Teaching Staff – University
Department Restoration of Regular Duty – Reg.

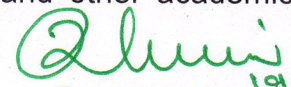
Ref : Approval of the Vice-Chancellor dated 19-11-2020.

In view of the decline in COVID-19 cases and also the Government proposed to reopen the colleges and Universities from 02nd December 2020, the teaching staff attached to various University Departments/Centres, who were permitted to engage students through online classes hitherto from home are advised to report to the department from 23.11.2020 onwards and continue to engage students through online. All are advised to follow the regular timings and sign in the attendance register apart from affixing their biometrics.

The following general preventive public health measures are to be followed:

1. Physical distancing of atleast 6 feet to be followed as far as feasible.
2. Usage of face covers/masks is mandatory.
3. Frequently hand washing with soap or alcohol based sanitizers.
4. Respiratory antiquated covering one's mouth and nose while coughing/sneezing with tissue/hand kerchief.
5. Self-monitoring of health and reporting illness at the earliest.
6. Spitting shall be strictly prohibited.
7. Installation and use of Aarogya Sethu App.

Deans of all Faculties and Heads of Departments are requested to ensure smooth and safe functioning of office and also monitor the attendance and other academic/examination related works.


Registrar i/c 19/11/2020

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, IQAC
The Director, Directorate of Research & Development
The Director, Directorate of 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


19-11-20

Copy to

The P.S. to Vice-Chancellor
The P.A. to Registrar