

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)

Administration-Section/ प्रशासन अनुभाग



No. MANUU/ Admn. /2019-20/ F.110/ 1803

Date: 2<sup>nd</sup> May, 2020

OFFICE MEMORANDUM

**Sub: University's academic and non-academic activities during the lockdown period necessitated due to COVID-19.**

**Ref: Approval of Vice-Chancellor dated 2<sup>nd</sup> May, 2020**

Attention is invited to University's Notification No. MANUU/REG/COVID-19/2020 dated 15<sup>th</sup> April, 2020 wherein all the stakeholders of MANUU were requested to strictly follow the guidelines contained in Government of India, Ministry of Home Affairs, Order No. 40-3/2020-DM-I(A) dated 15<sup>th</sup> April, 2020. Ministry of Home Affairs vide its Order of even number dated 1<sup>st</sup> May, 2020, has issued a new set of guidelines on the measures to be taken for containment of COVID-19 in the country during the extended period of national lockdown for a further period of two weeks with effect from 4<sup>th</sup> May, 2020.

2. Accordingly, as directed by the Hon'ble Vice Chancellor, the University has decided to carry out its academic and non-academic activities at its headquarters at Hyderabad and in its off-campus units and RCs and SRCs as below, in accordance with the letter and spirit of the refereed order of MHA.

**(a) Academic Activities**

The academics activates of the departments / centres at the headquarters and Off campuses Units would be continued through the online/distance learning. Concerned Heads of Departments / Centres and Faculties would continue to carry out their academic activities in collaboration with Centre for Information Technology and Instructional Media Centre by making use of all the available e-resources, as communicated through different Circular etc., from time to time to ensure that their studies are not affected.

**(b) Non-academic Activities**

- (1) All officers of the Deputy Registrar level and above including Regional Directors in Regional Centres, SRCs, Directorate and Heads of Departments / Centres / Off – Campuses, who are carrying out administrative functions, shall attend to their office duties as per the MHA's Order referred to above.
- (2) The remaining staff shall attend to duties up to 33 % as per functional requirements and the Heads of Departments/ Directorates/ Centres/ Branchs / Sections / Units etc. are required to make use of their services on rotation basis.
- (3) In the case of a Department/Directorate/Centre/Branch / Section / Unit, where the strength of officers and staff is less than three, office work may be ensured on rotation basis considering the functional requirements without any bias and if any issue is there, it may be reported to higher authorities for seeking necessary guidelines.

मानू, गच्चीबौली हैदराबाद--500032 (TS) India

Administration Section -040-23008440, 040-23006607,12 -16 , Email: manuuang@gmail.com

Extn:1331 Website: [www.manuu.ac.in](http://www.manuu.ac.in)

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(c) The directives of Ministry of Home Affairs contained in the order referred to above concerning precautionary measures to be under taken at work place shall be taken care of by the concerned Heads of the Departments /Directorates/ Centres / Off-Campuses / Branches / Sections / Units / etc. Procurement of materials, if required, in this connection may be made by them through imprest or advance.

(d) In States / UTs where based on assessment of local situation to keep the spread of COVID-19 in check, local restrictions have been imposed and attendance of officers / staff is not feasible due to such restrictions, the matter may be reported to concern Head /Incharge/Headquarters seeking necessary guidance, as containment of COVID 19, health and life are more important than any things.

3. MANUU health committee, constituted as task force for COVID 19, would continue to take care of the health, and monitor, evaluate and facilitate the mental health and well being of all the stake holders and help them to overcome the stress, tension, depression and other mental issues that may emerge during and after COVID-19 lock down and direct, aid and advise the Health Committees of Off Campuses in this regard.

4. All the stake holders of MANUU are requested to keep visiting the University website for further guidance to the followed from time to time and to follow instructions/advisories, if any issued subsequently, by the Govt of India, respective State Government, UGC, etc. in letter and spirit, as usual, for the containment of COVID-19 epidemic.

  
REGISTRAR I/c

To

All Heads /Directors/ In-charge of Departments / Centres/Sections etc. (Teaching & Non-Teaching)  
(Headquarters, Off-Campuses, Regional Centres and Sub-Regional Centres)

Copy to:

1. Vice-Chancellor's Office
2. Registrar / Finance Officer's Office
3. Director I/c, CIT for uploading on MANUU website

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