Office Order

In continuation of office order No. SVSU/GB/2021/800 Date:18.04.2021 and in pursuance of the order of the Director General Higher Education, Haryana issued vide Memo No. DHE-010019/5/2020-Coordination-DHE dated 30.04.2021 instructions regarding COVID-19(Closure of Colleges and Universities), it is hereby notified that:

- All employees (Teaching and Non-Teaching) of the university shall work from home under the direction of their Department Heads/Reporting officers and will be available on call/video conferencing etc. till further orders.
- Online Classes will continue up to 31.05.2021 and Dean of concerned Skill Faculty shall monitor the same and submit the time table/plan to the office of Dean Academic Affairs. It shall be the duty of teacher concerned to share the Time table and link for Online teaching to all students. The Dean of concerned Skill Faculty shall monitor the same and take reports from all teachers regarding classes taught by a teacher, lesson delivered, number of students present in each class, online assignments etc.
- The Dean/Branch Head is authorized to call all non-teaching staff on staggered basis 50% of the staff on alternate days. Similarly, the Dean of the concerned Skill Faculty is further authorized to call any teacher in case of administrative exigencies, examination and evaluation related work on staggered basis as per the requirement and following COVID protocol.

Sd/-
Registrar

Endst No. SVSU/GB/2021/808                                                   Date:09.05.2021

Copy of the same is forwarded to the following for information and necessary action:

1. Dean Academic Affairs, SVSU
2. Dean Student Welfare, SVSU
3. Dean of all Skill Faculty, SVSU
4. All Departmental Head of SVSU
5. Controller of Examination, SVSU
6. OSD to the Vice Chancellor, SVSU
7. PA to Registrar
8. IT Head for uploading to the University Website.
9. Notice Board

Assistant Registrar(GB)