



नागालैण्ड विश्वविद्यालय
NAGALAND UNIVERSITY

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
(A Central University Established by the Act of Parliament No.35 of 1989)

मुख्यालय : लुमामी, जिला : जुन्हेबोटो (नागालैण्ड), पिन कोड - 798 627

Headquarters: Lumami, District: Zunheboto (Nagaland), Pin Code - 798 627

दूरभाष/Phone: 0369-2268268, फैक्स/Fax: 2268248, 2268223, ई-मेल/E-mail: registrar@nagalanduniversity.ac.in

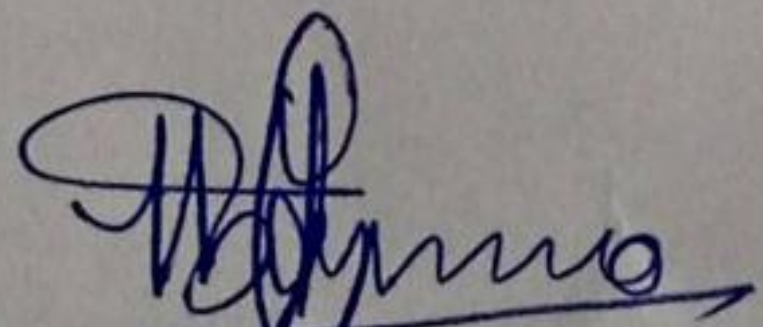
No. NU/Hq.L/ADM/GEN/A-20/08-

Date: 21st April 2021

ORDER

In view of the unprecedented rise in the number of COVID-19 cases across the state and pursuant to Ministry of Education, Department of Higher Education F. No.44011/2/2021-E-IV dated 16.04.2021 and DoPT O.M. F. No.11013/9/2014-Estt.A-III dated 19.04.2021, the following instructions are issued for strict compliance by all the Campuses/Departments/Offices/Sections of Nagaland University to prevent the spread of COVID-19.

1. Physical attendance of the officials/staff below the level of Section Officers shall be regulated and restricted to 50% of the actual strength with effect from 26th April 2021.
2. All officers of the level of Section Officers and above are to attend office on regular basis.
3. Controlling officers of all Sections/Departments at HQ Lumami shall prepare and notify week-wise roster of the staff under their control on or before 23rd April 2021. Similar step may be taken in the campuses by the Pro-Vice Chancellors and Dean, SET. Roster may be prepared in such a way that the 50% of the staff shall attend office on all working days of a particular week and work from home the following week and vice versa.
4. It shall be the responsibility of the Controlling Officers to ensure that works are not affected due to the roster system.
5. The roster system shall not apply to employees engaged in essential services such as healthcare, water supply, power supply, transport, etc.
6. Staff working from home shall not leave the station/place of residence without prior leave, failing which the number of days of absence from the station shall be deducted from leave at their credit.
7. Any staff leaving the station without leave during the period of their work from home, on return, shall have to undergo quarantine. The quarantine period shall be treated as leave and deducted from the individual's leave account.
8. Any employee or family members coming from outside Nagaland shall report the same to the Campus COVID Task Force under intimation to the controlling officer. If the family member(s) are required to undergo home quarantine, the employee staying with the family shall apply for applicable leave.

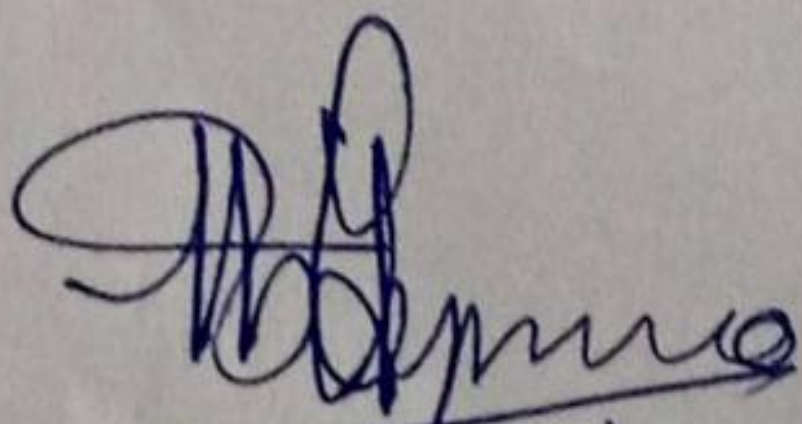

21-04-21

9. Employees leaving the station, even on non-working days, shall obtain prior station leave permission.
10. The instructions issued vide Notification No. NU/ADM/A-20/05(A)-76 dt. 15.04.2020 and NU/PRO/Cov-19/2020-114 dt. 19.04.2021 shall continue to be in force.
11. In partial modification to the advisory issued vide Notification No. NU/ADM/A-20/05(A)-54 dt. 13.04.2020, employees having symptoms of flu, fever, etc. during roster duty period or otherwise shall avail leave and seek immediate medical help from the University Health Centre or the nearest Hospital under intimation to the respective Controlling Officer, who will report the matter to the University administration.
12. Any official/staff residing in declared containment zone shall work from home till the containment zone is de-notified.
13. Persons with disabilities and pregnant women employees may be exempted from attending office but they shall continue to work from home until further orders.
14. Gathering of persons in and around office/department premises is to be strictly avoided.
15. Meetings, as far as possible, must be conducted through video-conferencing.
16. Canteen shall provide only take away facilities/services and follow COVID-19 SOP strictly.
17. Library may function as per Covid-19 SOP issued from time to time.
18. Respective campus shall regulate participants/players to avoid crowding in the sports and recreation facilities.
19. All employees shall strictly follow instructions on Covid-appropriate behavior issued from time to time including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
20. Visitors shall not be allowed to enter the University premises without obtaining prior consent from the Covid Task Force of the respective campus.

Contact No. of the Convener of the Campus Covid Task Force:

- | | |
|-----------------------|--|
| 1) HQ Lumami: | Prof. Wangshimenla (Mob: 7005241614) |
| 2) Kohima Campus: | Prof. N. Venuh (Mob: 9436000372) |
| 3) SASRD, Medziphema: | Mr. Mhonbemo Ngullie (Mob: 8974661480) |
| 4) SET, Dimapur: | Mr. Akangjungshi Longkumer (Mob: 7005137685) |

21. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
22. Dean/In-charge of Students' Welfare of the respective campus shall issue necessary instructions to the students and research scholars to ensure strict adherence to Covid-appropriate behavior.


21-04-21

This order is issued with the approval of the competent authority for the safety and well being of all concerned and shall come into effect immediately until further orders.

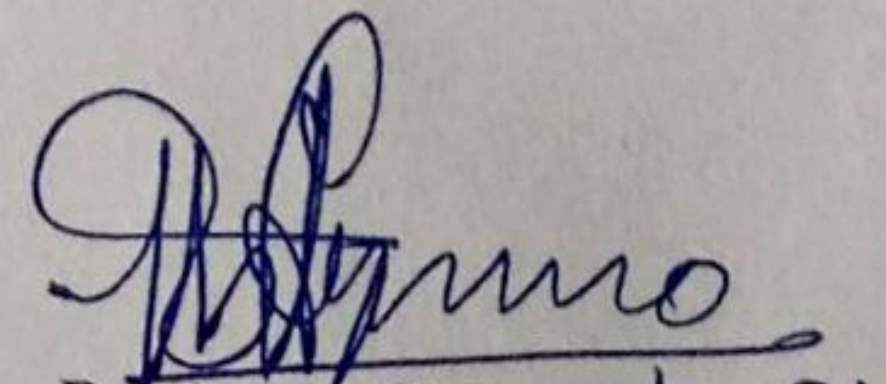
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(Dr. ABEMO)
Registrar

No. NU/Hq.L/ADM/GEN/A-20/08- 153

Date: 21st April 2021

Copy to:

- 1) Secretary to VC, NU, for kind information of the Vice-Chancellor.
- 2) The Pro-Vice-Chancellor, SASRD, Medziphema/Kohima Campus, Meriema/Dean, SET, Dimapur for kind information and necessary action
- 3) All Deans of Schools, NU, Lumami/Dimapur/ Kohima Campus, Meriema/Medziphema.
- 4) The Dean, RDC, NU, Lumami
- 5) Dean of Students' Welfare, NU, Lumami for information and necessary action.
- 6) All Heads of Departments, NU, Lumami.
- 7) The Convener, Covid Task Force, NU, HQ Lumami/Kohima Campus, Meriema/SASRD, Medziphema/ SET, Dimapur.
- 8) All Controlling Officers, NU, Lumami. For information and necessary action.
- 9) The PRO/Security Officer, NU, Lumami.
- 10) Sr. Scientist & Head, KVK. NU, Lumami.
- 11) The Principal, Kendriya Vidyalaya, NU, Lumami.
- 12) The Branch Manager, SBI, Lumami/In-Charge, Sub-Post Office, Lumami for information.
- 13) The System Administrator, NU, Lumami, with the request to upload the order in the NU Website.
- 14) Notice Board.
- 15) Office file.


Registrar 21-04-21