



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Sub Post Office-182320, J&K

No. SMVDU/Adm/Estt./20/1029-33

Dated: 11-08-2020

CIRCULAR

Sub: "Regarding resuming of duties by Teaching & Non-Teaching Staff at SMVDU Campus in lieu of resumption of classes (via on-line mode) for continuing & fresh batch of students for Session 2020-21 and attending office thereof.

Reference to the earlier emails already issued in this regard vide dated 7th August 2020, the administration is receiving a lot of queries from various Heads as well as Faculty Members w.r.t their attending Office and marking of attendance.

In this regard, as approved by the Competent Authority, it is enjoined on all Faculty & Staff Members that they shall attend the University and enter their attendance in the Biometric System via face recognition, maintaining 6 feet distance as per COVID-19 guidelines, once in the morning and then afterwards in the evening while leaving, w.e.f 17th August 2020.

In Time: 9:00 A.M. till 9:15 A.M. in the morning

Out Time: 4:00 P.M. in the evening [till the evening curfew continues in the city and later 5:00 P.M.]

All Faculty Members are expected to attend office on all working days. For staff members below the rank of Assistant Registrar, a roster as already communicated earlier shall be maintained, for attending office on alternate days, or as decided by the Head, so that not more than 50% staff attends office on a given day. For officers at the rank of Assistant Registrar and above, it is mandatory to attend office on all working days.

In case of absence, appropriate leave as admissible under rules may be applied, by the employees, well in advance as per procedures already laid out.

The Network centre shall coordinate with the Security Wing for ensuring that all Biometric Machines are in working order w.r.t face recognition.

The attendance details [from 21st of the preceding month till 20th of the current month] printed out of Biometric software, along with a leave statement shall be submitted by all Schools / Sections every month duly certified, so as to reach establishment wing latest by 25th of the current month, to facilitate timely compilation and release of salary.


Registrar

CC:

1. All Deans/~~HOs~~ Heads of Schools / Sections for information and circulation among all Faculty and Staff for strict compliance.
2. PS to VC for kind information of the Hon'ble Vice Chancellor.
3. Faculty In-Charge Network Centre, for information and compliance.
4. Faculty In-Charge Website, for uploading on the University website.
5. Security Officer, for information and compliance.
6. Concerned File.