



SRI VENKATESWARA COLLEGE

(University of Delhi)

Dhaura Kuan, New Delhi - 110 021



Prof C. Sheela Reddy
Principal

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Ref No : SVC/Admn/2021/P/

Most Urgent/Out Today/Email/WhatsApp/

6th June, 2021

Office Order

Social distancing is the only method to keep people at a distance to prevent the spread of the infection. We need to be very vigilant about this dreaded virus.

In view of the above, and in pursuance of the government order, to maintain 50% staff in offices, it has been decided to direct the college employees to be present in college during the working hours for smooth functioning of the college administration, as per requirement, w.e.f. Monday, 7th June 2021 till further orders. The Teacher-in-charge/Coordinators of respective departments/Reporting Officer are requested to submit a roster for the staff members working under their supervision and ensure that the roster is strictly followed, as per directives. The staff must attend their duties as per roster maintained.

The college employees are requested to report for duties as per directives till further orders.

The following directions are issued for compliance:

1. Officers/Staff Working From Home shall remain available on the telephone and other electronic means for the smooth functioning of the office. Supervisory Officers shall ensure that work is not affected, especially that of urgent nature.
2. Officials who are absent on days wherein their names are included in the roster shall apply for leave as admissible.
3. All Officers/staff residing in Containment Zone(s) shall be exempted from physically attending office till the Containment Zone is denotified.
4. Officers/staff who are residing in the Containment Zone shall Work From Home and shall be available on telephone and electronic means of communications.
5. Persons with Disabilities and pregnant women officials may be exempted from attending office, but they shall continue to Work From Home.
6. All officials who physically attend office shall strictly follow COVID appropriate behavior including the wearing of a mask, physical distancing, use of sanitizers and frequent handwashing with soap and water, etc. Further, Officials shall avoid crowding/gathering and loitering inside the office premises/corridors/lifts/canteens/parking areas, etc.
7. Officials who are symptomatic and whose family members have tested COVID positive are required to follow applicable COVID Protocol(s) of self-isolation/quarantine and testing under the information of the Principal.
8. All Officials are advised to get themselves vaccinated against COVID-19 as per relevant guidelines of the Government.
9. Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces, shall be ensured by the agencies concerned.

The above instructions shall be enforced with immediate effect till further others. Active cooperation of one and all is highly appreciated.

STAY SAFE --- STAY HEALTHY.

NOTES:-

1. All circulars/guidelines issued by the MHA/UGC/DU with regard to Covid-19 pandemic are to be followed strictly as per requirement.
2. *Staff and Students are cautioned that there are several fake circulars and notifications being circulated across social media. They must only refer to the Delhi University (www.du.ac.in) and College Websites (www.svc.ac.in) for all updates and information*
3. *Information given only on the University website (www.du.ac.in) or Sri Venkateswara College (www.svc.ac.in) shall be considered official.*
4. *All students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.*
5. For clarification, if any, you may email to principal@svc.ac.in
6. Any addendum/corrigendum shall be posted on the college website only.

Sd
Prof C. Sheela Reddy
Principal

Copy forwarded for information and necessary action to :- Teacher-in-charge/Coordinators of the respective departments, Wardens (Hostels), Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Website and File.