



# दक्षिण बिहार केन्द्रीय विश्वविद्यालय

**CENTRAL UNIVERSITY OF SOUTH BIHAR**

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur

P.S. – Tekari, District – Gaya (Bihar) PIN- 824236

F.No. CUSB/Admin/COVID-19 (109)/2021

Date: 05.01.2022

## **Office Order (Admin.)- 02/2022**

Pursuant to the Memo No. जी/आपदा-06-02/2020-38 dated 04.01.2022, Home Department (Special Branch), Government of Bihar, OM No.11013/9/2014-Estt.A-III dated 03.01.2021, DoPT, Govt. of India, imposing additional restrictions due to the rise in COVID positive cases, the following decisions have been taken to contain spread of COVID-19 :-

1. Office shall work with 50% attendance below to the rank of Section Officer whereas Section Officer and/ equivalent to & above Non-Teaching employees shall attend the Office with 100% attendance. All employees below to the rank of Section Officer will attend office regularly on every alternate day up-to 21.01.2022. No officials will leave the station without Prior Permission.
2. All the theory classes of Under Graduate and Post Graduate Programme shall be conducted in Online Mode till further orders following "Interim Regulations for Conducting and Monitoring Online Teaching-Learning during Covid-19 Period" as approved by the Academic Council.
3. Ph.D. Scholars of various departments shall come to attend their Classes in Offline mode as usual. Laboratory work of research scholars & other Practical Classes shall be conducted as per notified time-table using Offline Mode.
4. Presence of 100% Faculty Members is mandatory in the Campus during the said period. They will conduct their respective Classes using Class Room/Chamber through Online Mode.
5. The Heads of Department shall ensure conduct of timely classes in their respective departments in Offline/Online Mode as per their schedule.
6. All Hostellers/Day Scholars are directed to attend the classes through Online Mode only. Hostel inmates shall continue to remain in hostel till further orders and observe all COVID protocols issued from time to time by the University.
7. Persons with disabilities and pregnant women employees shall be exempted from attending office but are required to Work From Home (WFH).
8. Department Heads to ensure proper counselling of the Students with respect to effect of Covid-19.
9. Library shall remain open as usual.
10. All the Section Heads/Officers are required to prepare the Duty Roster of Officials of their department/section on every alternate day basis up-to 21.01.2022 and submit the same to the Office of the Registrar.
11. Security Officer will ensure proper cleaning and frequent sanitization of workplace particularly the frequently touched surface. All employee of the University must ensure strict compliance of instructions on COVID appropriate behaviour issued by MHA, MoH&FW and University from time to time.
12. Any person found violating the COVID Protocol shall be liable to be proceeded against, as per the provisions of Disaster Management Act, 2005 and other applicable laws.

This issues with the approval of the Competent Authority.

  
(Col. Rajiv Kumar Singh)  
Registrar

### **Copy To:**

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|---------------------------------------------|---|-------------------------------------|
| 1. PS to HVC/Registrar/FO/COE               | : | for information                     |
| 2. DSW/Proctor/Wardens                      | : | for information & implementation    |
| 3. All Faculty Members/Officers & Officials | : | for information & adherence         |
| 4. All students                             | : | for information & adherence         |
| 5. System Analyst                           | : | for uploading on University Website |

