



# Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of  
Minority Affairs and Madrasah Education, Govt. of West Bengal)  
IIA/27, New Town, Kolkata - 700160, West Bengal

Memo No.: AU/REG/0358/20

Date: 05-06-2020

## Office Order

As per directives of the Higher Education Department, Govt. of West Bengal, vide reference no. 12-Pr. Secy-HRD/2020 dated 30-05-2020, the following steps have been taken to ensure normal functioning of Aliah University:

- The following offices will remain open from 08-06-2020 as below:
  - O/o the Vice-Chancellor : As and when required.
  - All sections under the O/o the Registrar : Thrice in a week (Monday, Wednesday, and Friday).
  - All sections under the O/o the FO : Thrice in a week (Monday, Wednesday, and Friday).
  - All sections under the O/o the COE : Thrice in a week (Monday, Wednesday, and Friday).
  - Ph. D. Section : Thrice in a week (Monday, Wednesday, and Friday).
- We expect the presence of staff members in the above-mentioned days.
- Those who are residing within 10 km radius of the University are requested to follow the schedule mentioned for attending the office.
- Campus sanitization will be undertaken as per rule.
- Contact-free sanitization machines will be installed at relevant places in the campus.
- Arrangements will be made to keep open the canteen. Those who wish to avail of the facilities of the canteen should inform the canteen staff beforehand.
- As partial public transport is available, the University is not in a position to provide the facilities given to the staff members who were attending the office till Lockdown 4.
- All the staff members are requested to follow strictly personal protective norms (mask and hand sanitization) during pandemic COVID-19.
- The emergency services will remain open as usual practice. All staff members related to the emergency services are requested to join their duty.
- Restrictions on the opening and use of the facilities of academic departments will remain in vogue till 30 June 2020 in accordance with University Notification already issued in the matter.

  
Registrar (Officiating)

Memo No.: AU/REG/0358(9)/20

Date: 05-06-2020

Copy to:

- PA to VC for kind information of Hon'ble Vice-Chancellor.
- Dean, .....
- Finance Officer.
- Controller of Examinations (Acting)
- Deputy Registrar.
- Head/ Heads (Officiating), Dept. of .....
- Medical Officer.
- University Website.
- Guard File.

Registrar (Officiating)