

# KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Formerly known as KLE University)

(Deemed-to-be-University established u/s 3 of the UGC Act, 1956)

Accredited '**A**' Grade by NAAC (2<sup>nd</sup> Cycle)

Placed in **Category 'A'** by MHRD (GoI)

*JNMC Campus, Nehru Nagar, Belagavi-590 010, Karnataka State, India*

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Ref. No.KAHER/19-20/D-230320010

23<sup>rd</sup> March 2020

Important & Urgent

## C I R C U L A R

**Sub: Preventive measures to achieve 'social distancing' – permission to teaching and non-teaching staff members to work from home.**

- Ref:**
1. Letter No.Secy(HE)/MHRD/2020 dated 21<sup>st</sup> March 2020 received from Secretary, MHRD, Government of India, New Delhi.
  2. University Circular No.KAHER dated KAHER/19-20/D-180320013 dated 18<sup>th</sup> March 2020

In accordance with the directions received from the **Ministry of Human Resource Development, Government of India** (vide letter cited at Reference (1) – copy enclosed, the Principals of the constituent units / Heads of the Institutions are hereby instructed to initiate appropriate measures to ensure safety of the faculty members / teachers / researchers, non-teaching staff members and students as detailed in the aforesaid letter cited at Reference **for containment of spread of Coronavirus disease [COVID-19]**.

In pursuance of the same and in view of suspension of classes till **31<sup>st</sup> March 2020**, as per the University Circular cited at Reference (2), **the faculty members, researchers and non-teaching staff members of the following Institutions are hereby permitted to work from home with immediate effect to 31<sup>st</sup> March 2020 or until further notice:**

1. Pre and Para-Clinical Departments of J.N.Medical College, Belagavi (except Microbiology) including Public Health, Biostatistics and Epidemiology, Hospital Administration, Psychology and Allied Health Sciences
2. Clinical Departments of J.N.Medical College, Belagavi viz. Psychiatry, Ophthalmology, Skin & VD
3. KLE VK Institute of Dental Sciences, Belagavi
4. KLE Shri B.M.Kankanawadi Ayurveda Mahavidyalaya, Belagavi
5. KLE College of Pharmacy at Belagavi, Hubballi and Bengaluru
6. KLE Institute of Physiotherapy, Belagavi
7. KLE Institute of Nursing Science, Belagavi
8. KLE Homoeopathic Medical College, Belagavi
9. KLE Graduate School of Hotel Management and Catering Technology, Belagavi
10. KLE School of Music, Belagavi
11. KAHER Departments

The Principals of all the constituent colleges / Heads of the Departments shall prepare **rotation posting of the faculty members / non-teaching members who are required to carry out work at College office / Hospital and the remaining shall work from home.**

The faculty members and researchers of the aforesaid Institutions are hereby informed to **utilize this period for various academic and research activities** as detailed in the MHRD Circular cited at Reference (1). The concerned Principals / Heads of the Departments **shall review the assignments carried out by the faculty members / researchers during the aforesaid period.**

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The UG and PG students (particularly **foreign / NRI students**) shall **continue to remain in the hostels and not leave the Hostels / campus**. All the on-going examinations and evaluation work (including submission of PG dissertations) are to be postponed **till 31<sup>st</sup> March 2020 or until further orders**.

All the academic, non-academic events, co-curricular and extra-curricular activities / events including workshops, conferences, etc. stand postponed **till 31<sup>st</sup> March 2020 or until further notice**.

The Principals of the constituent units (other than the above mentioned institutions / departments as mentioned above) shall ensure that a few of the **faculty members / Interns / PGs / Technicians / Administrative Staff** working in the **Clinical Departments and Department of Microbiology** be posted to the **KLE Dr. Prabhakar Kore Hospitals / College Office** on rotation basis so as to carry out **OPD and Emergency Department work**. The **Primary Health Centers and Urban Health Centres** which are under the management of J.N.Medical College, Belagavi shall **continue to work as per the directions of the Government of Karnataka with rotation of PGs, Interns and Nursing Staff** as planned by the respective **Medical Officers** with intimation to the HoD, Community Medicine.

**In case of extreme urgency / outbreak**, the Principals / Heads of the Departments are hereby **authorized to cancel the arrangement of working from home and recall those who are permitted to work from home / proceeded on long leave**, so as to **manage the medical emergency work**.

The contents of this Circular be brought to the notice of all the faculty members / staff members / researchers / students of your Institution to note and comply with the above directions of the University.

To  
**The Principals,**  
All constituent units,  
KAHER,  
Belagavi.

CC to:

1. The PA to Hon. Chancellor, KAHER, Belagavi.
2. The Special Officer to Hon. Vice-Chancellor, KAHER, Belagavi.
3. The Medical Director and Chief Executive, KLE Dr. PK Hospital and MRC, Belagavi.
4. The Medical Superintendent, KLE Dr. PK Charitable Hospital, Belagavi.
5. The KAHER Officials.



  
**Prof. Dr. V.A. Kothiwale**  
Registrar

अमित खरे, भा.प्र.से.

सचिव

AMIT KHARE, IAS  
Secretary

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सत्यमेव जयते

भारत सरकार

Government of India

मानव संसाधन विकास मंत्रालय

Ministry of Human Resource Development

उच्चतर शिक्षा विभाग / स्कूल शिक्षा एवं साक्षरता विभाग

Departments of Higher Education/  
School Education & Literacy

127 'सी' विंग, शास्त्री भवन, नई दिल्ली-110 001

127 'C' Wing, Shastri Bhawan, New Delhi-110 001

D.O. No. Secy(HE)/MHRD/2020

21<sup>st</sup> March, 2020

Chairman, UGC  
Chairman, AICTE  
Chairperson, NCTE  
Chairperson, CBSE  
Director General, NTA  
Chairman, NIOS  
All Autonomous organization under MHRD

Subject:- Preventive measures to achieve "social distancing" - permission to teaching and non-teaching staff to work from home

Dear

Kindly refer to my previous D.O. No. Secy(HR)/MHRD/2020 Dt 18.03.2020 whereby all on-going examinations and evaluation work were required to be postponed till 31.03.2020.

2. In order to ensure safety of the Faculty members/Teachers/Researchers/Non-Teaching staff of educational institutions, the following further precautions, should be taken:

- i) Faculty members/Teachers/Researchers/Non-Teaching staff under your organisation should be permitted and advised to work from home till 31.03.2020.
- ii) Faculty members/Teachers/Researchers should utilise this period for various academic activities such as:
  - a. Development of on-line content, on-line teaching and on-line evaluation.
  - b. Prepare lesson plan and develop instructional material for the courses to be offered during next academic year/next semester.
  - c. Carry on research.
  - d. Write articles, papers etc.
  - e. Prepare innovative questions for "Question Bank".
  - f. Prepare innovative projects on "Ek bharat Shrestha Bharat" and other topics.

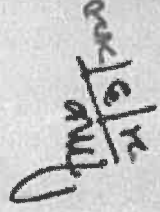
- iii) The said period shall be counted as being on duty for all Faculty members/Teachers/Researchers/Non-teaching staff including Ad-hoc and contract Teachers whose contracts are valid at least upto 31.03.2020.
- iv) Students, who are still in the hostels, particularly foreign students, should be allowed to continue in their hostels and advised to take all necessary safety precaution.
3. All Faculty members/Teachers/Researchers/Non-teaching staff should provide their contact details i.e Mobile No., email id, etc to their institutions so that they may be contacted in case of emergency.

With regards,

Yours sincerely,

  
(Amit Khare)

Copy to the Chief Secretary of all States and UTs with a request to consider similar guidelines for the educational institutions under their control

  
21/3/2020