



(Accredited with A\*Grade by NAAC In the Thlr Cycle)

Ref.No. B4/07443/2016

Date : 16.05.2020

**CIRCULAR**

Sub : Estt. Bharathidasan University – Corona Virus Disease – Covid-19 – Notification – reg

Ref : 1. G.O. (Ms.No. 152, Health and Family Welfare(P1) Department dated 23.03.2020  
2.(i) Disaster Management (DM-II) Department G.O.(Ms). No.239 /MS/2020 dated 15.05.2020  
3. Vice-chancellor's order dated 16.05.2020

1. With reference to the G.O cited above and as per the directions of our Vice-Chancellor, Bharathidasan University will resume regular functioning from **18.05.2020** by maintaining social distancing in the Departments and Administrative offices. All the Heads of the Departments and sections are directed that all the offices shall function with half of the work force in any given day. In addition, in order to compensate the working hours already lost, the Government has directed that a system of six day working in a week including Saturdays as working days with present office timings will be brought into force.
2. Accordingly, as per the directions of the Government the following system of function in the University will be followed with effect from 18.05.2020.
  - I. Six days working week including Saturdays as working days with present office timings.
  - II. All University Departments/ Admin Office shall function with half of work force (i.e 50%).
  - III. In the start of a week, first batch will work for 2 days at a stretch (Monday & Tuesday) and the second batch shall work for the next 2 days (Wednesday & Thursday) followed by the first batch for the next 2 days (Friday & Saturday).
  - IV. In the subsequent week second batch shall work for 2 days at a stretch (Monday & Tuesday) and the first batch shall work for next 2 days (Wednesday & Thursday) followed by the second batch for next 2 days (Friday & Saturday).
  - V. Notwithstanding the above alternate working system, the staff on off-duty shall also attend office, if called for, at any point of time.
  - VI. All the deans of Faculties/Heads of the Departments/Controller of Examination/Deputy Controller of Examination/Director CDE, Research,CCCD,Projects, BECH RUSA,IQAC/Finance Officer/Deputy Registrar/Assistant Registrar/Section officers will attend duty on all working days.
  - VII. All officers/Staff members shall always be available for official work and accessible through any electronic mode of Communications.

☎ 0431 2407092 | E-mail : reg@bdu.ac.in | www.bdu.ac.in

All Communications are to be addressed to the Registrar only.  
Please quote our reference in all your replies



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3. All the Heads of the Department and Heads of all the sections of the office are directed to make the allocation of the two batches (Both teaching and Non-Teaching) and the schedule of the attending duty shall be communicated to the undersigned at the earliest.
4. All the staff are directed not to apply any kind of leave during this period.
5. The above order shall be followed scrupulously until further orders.

*K. Gopinath*  
REGISTRAR 16. May. 2020

Note : List of Staff members in Batch A & B will be posted in website/social media.

To

All Head of Departments/ Centers/Unit Officers /  
Principals of Univ. Constituent Colleges, PG Extn. Center  
Bharathidasan University

**Copy to:**

1. Controller of Examinations, Bharathidasan University
2. The Finance Officer, Bharathidasan University
3. Director, Centre for Distance Education, Research, IQAC, BECH-RUSA
4. Director, University Informatics Centre to upload this in the University Website.
5. PRO & P.S to V.C, Bharathidasan University
6. P.A. to Registrar, Bharathidasan University