

No.2457/DHTE/Estt/E3/2020/
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF HIGHER AND TECHNICAL EDUCATION

Puducherry, dt. 23.03.2020

OFFICE MEMORANDUM

Sub: DHTE – Estt – Preventive measures to control the spread of Novel Corona Virus (COVID-19) – Instructions - Issued.

Ref: 1. D.O. No. Secy(HE)/MHRD/2020, dt.21.03.2020 of the Secretary, Dept. of Higher/School Education & Literacy, Ministry of Human Resource Development, New Delhi.

2. I. D. Note / Memorandum No.A.49011/12/2020/DPAR/CCD(2) dated 22.03.2020, of the Under Secretary to Govt., DP&AR (PW), Puducherry.

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In order to take ensure safety of the faulty members / Teachers /Researchers / Non-Teaching staff of all Educational Institutions in U.T. of Puducherry, as per the directions of the Secretary, Department of Higher/School Education & Literacy, M.H.R.D., New Delhi, cited 1st above and also as per the I.D. Note /Memorandum of the DP&AR (PW), Puducherry, cited 2nd above the following precautionary measures are taken:

- i) Faculty members/Teachers/Researchers/Non-Teaching staff of all Educational Institutions in the U.T. of Puducherry are permitted and advised to work from home till 04.04.2020;
- 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 question for "Question Bank".
 - f. Prepare innovative project on "Ēk 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 contract are valid at least upto 31.03.2020.
- iv) Students, who are still in the hostel, particularly foreign students, should be allowed to continue in their hostels and advised to take all necessary safety precaution.




Further, the following instructions also shall be strictly complied with, by all staff:

- a) All the Faculty members/Teachers/Researchers/Non-Teaching staff should be available on telephone/mobile at all times (24x7),
- b) No leave shall be granted to any official,
- c) Official shall not be permitted to avail station leave during weekly off/ public holidays.
- d) Refusal to attend phone calls / office duty in exigencies will invite disciplinary action, besides treating their period of duty from home as unauthorised absence.
- e) All education Institutions under this Directorate are to ensure the presence of two Group "C" staff during office hours to attend any exigency of work/call on daily roster basis at the discretion of the institutions concern.

//BY ORDER//




(M.S. RAMESH)
OFFICER ON SPECIAL DUTY

To

All Educational Institutions,
Puducherry / Karaikal / Mahe / Yanam.

No.2457/DHTE/Est/E3/2020
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF HIGHER AND TECHNICAL EDUCATION

Puducherry, dt. 03.04.2020

I.D. NOTE

Sub: DHTE – COVID-19 – Monitoring Committee for conduct of
e-classroom – Reg

In order to ensure foolproof conduct of e-classrooms and to submit their report by all the colleges in the prescribed Google form, the following Principals are requested to monitor the same and submission of report everyday by all the Colleges.

- 1) Dr. S. Kothandaraman, Principal, PEC – PEC & PKIET
- 2) Dr. D. Aravazhi Irusappanne, Director, KMGIPGSR – All Govt. Arts & Science and Law College
- 3) Dr. B. Kumaran, Principal, IGCAS – All PONSHE college
- 4) Dr. G. Rani, Principal, WPTCP - MNGPC and all PIPMATE colleges



(M.S. RAMESH)
OFFICER ON SPECIAL DUTY

To

The Principals concerned.

Copy to:

PA to DHTE, Puducherry