

# National Institute of Pharmaceutical Education and Research, SAS Nagar

F.1-17(64)/2014/Estt./Spl-1

Dated: 22.03.2020

## Circular

In order to ensure the safety of faculty, staff and students of the Institute and to ensure the measure to achieve **social distancing as directed by Govt. of India/MHRD**, the following precautions shall be taken:

1. The Faculty/ Staff and Research scholars are hereby permitted and advised to work from home till 31.03.2020.
2. The Faculty/ Research scholars may utilise this period for development of academic activity from home.
3. The aforesaid period shall be counted as being on duty.
4. All Faculty and staff shall be available on Phone/ email so that they may be contacted in case of emergency.
5. All Faculty and staff staying in side the campus shall firstly be called for attending the office and could be assigned additional duties and responsibilities in emergent situations.
6. Incharge Engg. Section will plan out the list of outsourced staff who will be allowed to enter the campus for attending essential services.
7. Similarly HoDs shall also issue necessary instructions to respective departments for switching off the all non-essential equipments in including heavy equipments and take necessary actions to close down the labs.
8. Incharge Animal House shall make necessary arrangments for smooth functioning of Animal house. As for as possible staff residing inside the campus be deputed for attending essential duties. He should liase with SEO for requirement of most essential outsourced staff required to be called for duty.
9. All the center/plant incharges should also take necessary actions for closing down the plants/centers keeping in view the essentiality.
10. Students who are still in hostel are advised to take all necessary precautions on the issue.

This issues with the approval DT please.

Jitender Kumar Chandel

Officiating Registrar