

**MAHATMA GANDHI INSTITUTE OF TECHNOLOGY
Kokapet (Village), Gandipet (Mandal), Hyderabad – 500075**

08-06-2020

Note to all the Staff Members:

Sub.: Advisory note to all the staff members – Regarding.
Ref.: JNTUH Circular No. C1/8717/2020 dated 01.06.2020.

Adverting to the reference cited above, all the teaching, non-teaching, contract and outsourcing staff shall attend the duty as per the normal procedure and follow the directions of the Government of Telangana. The Heads of the Departments, Faculty members and the Administrative Staff were informed to be engaged in their respective responsibilities of their Department with the support staff by coming over to the Institute in the earlier Advisory.

There is a change in the Advisory now to all the concerned due to the ongoing indefiniteness in the prevention of Corona Virus. The Management with an Objective to ensure the Safety and Welfare of the Staff members, decided to extend the **Work from Home** facility to enable each one of you to continue your efforts in safety but at the same time if there is a need you can always come over to the Institute and Work for any specific assignment to be accomplished with prior intimation to the Principal.

While Working from Home it is pertinent that the Staff members follow the following guidelines:

1. Every Faculty Member must necessarily have a Computer (a Desktop or a Laptop) along with a High-Speed Internet connection having support of a minimum of 2 GB Internet Data (preferably Broad Band Connection with Wi-Fi Dongle – to support your work even during Power Failure) at home. Also, they must make sure that the Laptop or Desktop microphone reception should be good, a Headset and a Webcam as additional supports.
2. The Staff Members must be prepared to join online meetings with half-an-hour notice time if called for, during the Working Hours.
3. The Meetings will be convened by using “Google Meet” platform, while you are at home and even when you are within the Campus to avoid Personal / Physical Interaction. All of you are also instructed to install “AnyDesk”, a remote desktop tool that provides platform independent remote access to personal computers and other devices running the host application.
4. All the Heads of Departments are instructed to carry on the Accreditation work by engaging the Faculty members and Administrative Staff through Online mode or by visiting the Institute for accessing the required data or files.

5. The Faculty members on Regular Scale of pay are on vacation as per the earlier instructions issued in this regard; however, it is now advised that they must be available in-Station for attending Academic Assignments.
6. In each Department, HoDs are instructed to ensure that the Staff attendance shall not exceed more than one third of the Staff to be available for work and to oversee the upkeep / sanitization of all the Classrooms, Drawing Halls and Seminar Halls & Laboratory Spaces.
7. All the Staff Members, who have not downloaded the Government **Aarogya Setu App**, must download and activate.
8. All are always strictly advised to wear Face Mask in the College. Dispose off all used and unwanted Masks and Tissues immediately in closed Garbage Bins.
9. Cooperate to record your temperature, pass through other procedural preventive measures and do not forget to sanitise your hands at the main gate **BEFORE** entering the College in your own interest and in the interest of others. Sanitise your hands regularly throughout the day.
10. Choose to sit at alternate Worktables / separate Workstations to increase distance between individuals. All are instructed to have Lunch to be taken at their respective Seats thereby avoiding possible gatherings. Do not share Food, Crockery and Cutlery or any other Personal items.
11. Always maintain Safe distance of minimum 2 Meters with Staff Members, inside / outside the Department / workplace. All are strictly instructed not to hold any Group Meetings / activities / celebrations in the college that could result in violation of the above guidelines issued in the interest of the safety of all concerned. If anyone is found resorting to such violations, they will be dealt for wilful indiscipline.
12. **DO NOT** visit or travel to the College if you notice any symptoms of Fever, Dry Cough, shortness of Breath & tiredness, even if they are of symptomatic or appear as minor ailments.

It is expected that the Staff Members will always take this Advisory in all seriousness and Stay Safe till further Advisory from the undersigned.

Principal

- Copy to:
- (i) Hon. Secretary
 - (ii) Director – AES
 - (iii) All the HoDs & Section I/c's