

**AMIT KHARE, IAS**  
Secretary

Tel. : 011-23386451, 23382698  
Fax : 011-23385807  
E-mail : secy.dhe@nic.in



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 bhara 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,

  
28/3/2020  
(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