



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

Hyderabad, Telangana State, India

Accredited 'A' Grade by NAAC

No.EFLU/Admn./F.184/2020/ 1133

23 March, 2020

CIRCULAR

- Sub: Preventive measures to achieve "Social Distancing" – Permission to Teaching and Non-Teaching Staff to work from home – Reg.
- Ref: 1. D.O. No. Secy. (HE)/MHRD/2020, dated 21.03.2020.
2. U.G.C. Letter F. No. 1-14-2020/Website, dated 21.03.2020.

In compliance with the references cited (1 & 2 above) issued by the Ministry of Human Resource Development (MHRD) and the University Grants Commission (UGC), in order to ensure safety of the Faculty members/Teachers/Researchers/Non-Teaching Staff of Higher Educational Institutions, the following precautions are taken:

- i) Faculty members/Teachers/Researchers/Non-Teaching Staff of the University are required to work from home till 31.03.2020 except the essential services viz., Electricity, Security, Health Centre, Transport, Water Supply, staff of Tagore International Hostel and Amritha Pritam Hostel and other required services. The staff concerned should attend to their staggered duties till 31.03.2020.
- ii) All the above staff members are required to maintain social distance while on duty.
- iii) 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 Bharat Shrestha Bharat" and other topics
- iv) The said period shall be counted on duty for all Faculty members/Teachers/ Researchers/Non-teaching staff upto 31.03.2020.
- v) Foreign Students are allowed to continue in their hostels and are advised to take all necessary safety precautions. The staff working in the Tagore International Hostel and Amritha Pritam Hostel shall be put on staggered duties.
- vi) The staff should not leave the head quarters without approval and they should be ready to attend to any work assigned by the University in emergencies.
- vii) All the Teaching and Non-Teaching Staff should check the University website from time to time for further updates.

All are required to comply with the above instructions.


REGISTRAR I/c

To

1. All the concerned
2. All the Notice Boards
3. The Dean, TI, with a request to upload the same on the University website
4. The Director I/c, Shillong Campus
5. The Director I/c, Lucknow Campus
6. Office of the Dean, CPD