



**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY**  
**SURAT**

No. SVNIT/Acad/2020

Date: 22<sup>nd</sup> March 2020

**NOTICE**

**Sub: Preventive measures to achieve “social distancing”- permission to teaching and non-teaching employees to work from home.**

In compliance to the instructions contained in D.O. letter No. Secy(HE)/MHRD/2020 dated 21<sup>st</sup> March 2020 of Shri Amit Khare, IAS, Secretary, MHRD, Govt of India and as communicated by Secretary, UGC vide circular no F. No. 1-14/2020 (Website) dated 21.3.2020 the Faculty Members/ Researcher/ Non-Teaching staff are advised to work from home till 31<sup>st</sup> March 2020.

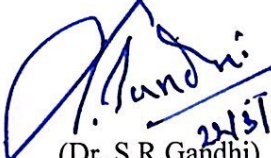
During this period the Faculty Members/ Researcher are advised to utilize this period for various academic activities such as:

- Development of on-line content, online teaching and online evaluation.
- Prepare lesson plan and develop instructional material for the courses to be offered during next academic year/ next semester.
- Carry on Research
- Write article, papers etc.
- Prepare innovative questions for ‘Question Bank’.
- Prepare innovative projects on “Ek Bharat Shreshtha Bharat” and other topics.

The said period (work from home) shall be counted as being on duty for all the Faculty members/ Researchers/ Non-Teaching staff including Ad-hoc and contact Teachers whose contracts are valid at least upto 31.03.2020. All concerned are required to intimate and take approval from respective Head of Department in this regard.

Students, who are still in the hostels, particularly are allowed to continue in their hostels and advised to take all necessary safety precaution.

The Faculty Members/ Researchers/ Non-Teaching employees are advised to provide their complete contact details i.e. mobile no, email id, residential address etc. to their respective Departmental Head so that they may be contacted in case of emergency.

  
(Dr. S R Gandhi)  
DIRECTOR 10:30 AM  
24/3/2020

CC:

Director PA/ Dy Director/ Registrar/All Deans/  
Chief Hostel Wardens/ CMO/ All Employees/ Students/ Notice Board