

Maharaja Agrasen College, Jagadhri

Date: 17-04-2021

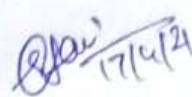
Office Order

As per notification from Director General Higher Education, Haryana vide Memo No. DHF-010019/5/2020-Coordination-DHE dated 16-04-2021, all the Higher Education Institutions under the ambit of Higher Education Department shall remain closed till 30 April, 2021. The college staff will adhere the following SOPs in addition to those issued by the Govt. of Haryana vide DMC-SPO-2020/4584 dated 16/04/201:-


- That all the members of teaching staff shall take online classes as per time table and keep proper record for the same, failing which they will be treated on leave.
- That the college office shall be open on every working day from 10:00 AM to 2.00 PM to handle the necessary office/administrative work. One person will attend the office on rotation basis from among the office staff.
- All the support staff (IVth class) will also be on duty from 10:00 AM to 2.00 PM daily to maintain the college (cleanliness, gardening, security and other work).
- All the members of the staff shall remain available on phone for any exigency and perform the duty as directed by the Principal/Management.
- Those tasked already for any specific purpose (exam, evaluation etc.) will remain available accordingly as per requirement/schedule.
- The members of the Faculty are advised to carry on their co-curricular and extracurricular activities in online mode and make proper reporting through media/documentation etc.


Principal


17/4/21


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