



Date: 04.06.2020

CIRCULAR

Subject : Phase-wise resumption of Institute functioning as per the Govt. of Maharashtra **MISSION BEGIN AGAIN** guidelines, dated 31st May 2020.

Reference : 1. Govt. of Maharashtra, Department of Revenue and Forest, Disaster Management, Relief and Rehabilitation, Mantralaya Order No. DMU/2020/CR.92/DistM-1, dated 31st May 2020. [Easing of Restrictions and Phase-wise opening of Lockdown (MISSION BEGIN AGAIN)]

2. Govt. of Maharashtra, Department of Revenue and Forest, Disaster Management, Relief and Rehabilitation, Mantralaya Order No. DMU/2020/CR.92/DistM-1, Dated 19th May 2020.

3. Govt. of Maharashtra, Circular No. Nyayik/2020/PK.58/Arogya 5, dated 30th May 2020.

4. Mumbai University Circular No. RGE/ICC/2020-21/8, Dt. Dated 25th May 2020.

The Institute is closed from **16th March 2020** on account of nation-wide lockdown due to COVID-19 pandemic. I sincerely appreciate the efforts taken by our faculty members during lockdown period to continue with the online teaching-learning to avoid academic loss to the students. I also thank the Registrar and the support staff from the Office who has completed the urgent work related to the sanction and disbursal of grant-in aid from DTE and payment of salaries of the employees of the Institute.

As per the **MISSION BEGIN AGAIN** guidelines issued on 31st May 2020 (Reference- 1), the Govt. of Maharashtra have permitted the phase-wise opening of the government offices w.e.f. **3rd June 2020** with 15% of total or 15 No. of employees whichever is more. This order of Govt. of Maharashtra is in-line with previous order dated **19th May 2020** (Reference-2) in which government have permitted to resume the functioning of University / College Offices to carry out the activities such as evaluation of answer sheets, declaration of results and development of e-content, etc.

With reference to the above referred guidelines of the Govt. of Maharashtra, Mumbai University wide their circular dated **25th May 2020** (Reference-4) have issued guidelines for essential services and other important administrative and academic activities to be completed during the lockdown period.

In view of all the guidelines referred above, the faculty and support staff members of the Institute are hereby informed that:

1. The Bhavans's Andheri Campus Administration has undertaken all the safety and precautionary measures as per SOPs suggested by MCGM to clean and sanitize the entire campus. The thermal screening of every person entering the campus is undertaken at the main gate of the campus.

In addition to these measures, the Institute has already taken measures like cleaning, disinfection, sanitization and fumigation of section offices, passages, common spaces like staircases and washrooms. Before beginning of the academic session, the entire building of the Institute would be once again thoroughly cleaned and sanitized for the safety of all the students, staff and faculty members.

To ensure proper cleaning and sanitization of the Institute building, the **EMF Coordinator** is suggested to guide Maintenance Supt., prepare posters, guidelines, etc. and if possible, conduct a webinar for all the students and employees of the Institute for creating awareness regarding safety precautions to be followed at the workplaces to contain the spread of COVID-19.

2. To expedite the pending administrative works in each department / section and to facilitate the maintenance of the in the section offices, the **contractual supporting staff** of all the departments / sections should report to the institute w.e.f. **5th June 2020** as per the work requirements of concerned department / section. The Section Heads (CoE / TPO / TEQIP-III Coordinator / PG Chairperson / Librarian / Maintenance Supt.) are advised to prepare a duty and work assignment chart of these employees.

The attendance records of these employees are to be maintained by the respective Section Heads and submit the same alongwith their salary payment documents for the month of June 2020.

3. The **non-teaching staff from office** should also report to the institute w.e.f. **5th June 2020** as per the instructions of Registrar. The Registrar is advised to prepare a the duty and work assignment chart for all the office staff in such a way that every day **5% of the total office staff** (minimum 10 or more) report to the Institute to carry out important administrative work.

The attendance records of these employees to be maintained by the Registrar in the attendance muster and submit the same to the establishment section to present to DTE / any other competent authority, if in case demanded.

4. The regular non-teaching staff will need to apply for the appropriate leave before their duty if they are not able to report to the office for any reason as per the duty chart prepared by the respective Section Heads. The final decision regarding their leave will be taken based on the guidelines issued by the DTE / Mumbai University or any other competent authority from time to time.

The contractual staff will need to apply for leave without pay if they are not able to report to the Institute as per the duty chart assigned by the Section Heads.

5. The employees residing in the **containment zones, sealed buildings** or are **home quarantined** by MCGM Medical Officers on account of COVID-19, should inform their Section Head regarding the same with proper supporting documents.

6. These rotational duties for all the regular and contractual non-teaching staff of the Institute will be applicable w.e.f. **5th June 2020** till **30th June 2020** or till receipt of further orders from the competent authority.
7. The **faculty members** working from home are advised to update the details of their academic / administrative work done in the **Work from Home portal of the DTE**. The supporting staff working from home also needs to submit the records of the work done from home to respective Section Heads.
8. The HoDs are advised to **take a review** of the pending and necessary **academic activities** such as assessment of Test-1 answer scripts (if not completed till now), evaluation of laboratory work, project work, etc. required for the preparation of grades and result declaration of FY, SY and TY students, as per the guidelines from Dean – Academics / Exam Section and call the **concerned faculty members** to the Institute to complete the same as and when informed by the Examination Section.

The **faculty members** involved in these activities may follow the liberal work hours with information to their HoD, however they would need to report to the Institute and carry out these activities in **time-bound manner** so as to avoid delay in declaration of the results of FY, SY and TY students.

9. In order to ensure the safety at the work place, all the employees are advised to install the **Arogya Setu App** in their mobile phones. They are also advised to strictly follow the guidelines given in the **National Directive for COVID-19 Management** available in the Annexure-I of Govt. of Maharashtra Order dated 31st May 2020 (Reference-1).

All the employees of the Institute are advised to follow the safety guidelines, precautionary measures to avoid spread of COVID-19 and extend their whole-hearted support to resume the smooth functioning of the Institute.

Dr. M. M. Murudi
I/c Principal

Copy to: HoDs / CoE / TPO / TEQIP-III Coordinator / PG Chairperson / Librarian / Registrar / Maintenance Supt. / EMF Coordinator

GOVERNMENT OF MAHARASHTRA
Department of Revenue and Forest, Disaster Management,
Relief and Rehabilitation, Mantralaya, Mumbai- 400 032
No: DMU/2020/CR. 92/DisM-1, Dated: 4th June 2020

ORDER

Amendments to the Guidelines- Easing of Restrictions and Phase-wise opening of Lockdown. (MISSION BEGIN AGAIN)

Reference:

- 1) Revenue and Forest, Disaster Management, Relief and Rehabilitation Department Order No. DMU-2020/C.R.92/DMU-1, dated 2nd May 2020, 3rd May 2020, 5th May 2020, 11th May 2020, 15th May 2020, 17th May 2020, 19th May 2020, 21st May 2020 and 31st May 2020
- 2) Ministry of Home Affairs (MHA) Order No. 40-3/2020-DM-I (A) Dated 1st May 2020, 11th May 2020, 17th May 2020, 20th May 2020 and 30th May 2020

In continuation to the Order No. DMU-2020/C.R.92/DMU-1, dated 31st May 2020 the State Government and in exercise of the powers, conferred under the Disaster Management Act, 2005 the undersigned, in his capacity as Chairperson, State Executive Committee, hereby issues orders to **amend and include** the following in these revised guidelines Order dated 31st May, 2020 after careful consideration of planning of containment areas and availability of health infrastructure, for the strict implementation by the concerned authorities of all the departments in the State of Maharashtra:

1. In Clause 6 under Mission Begin Again Phase I, under sub-clause (i) Outdoor Physical Activities, following condition is added after condition (6):


7) No equipment/ garden equipment/open air gym equipment/ play area equipment like Swings/ bars etc. will be allowed to operate.

2. In Clause 6, Mission Begin Again Phase II following sub-clause is added after sub-clause (d):

e. All shops on one side of the road/lane/passage will open for the full working hours on one day while all the shops of other side of the road will remain open on next day and so on. The Municipal Commissioners along with Police Commissioner should actively involve Market / Shop Owner Associations for giving effect to above arrangements and for smooth enforcements of requirements of social distancing and traffic management.

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3. In Clause 6, Mission Begin Again Phase III sub-clause (i) will read as:
- i) All private offices can operate up to 10% strength ***or 10 people, whichever is more***, with remaining persons working from home. However, all the employers will take sensitization program to educate the employees about adequate precautions on returning home so that vulnerable group especially the elderly is not infected. (With effect from 8th June 2020).
4. In Clause 6, Mission Begin Again Phase III following sub-clause is added after sub-clause (i):
- ii) *Printing and Distribution of newspapers (including home delivery) is allowed. It shall be with the knowledge of receiver and for the delivery of newspaper, personnel shall wear mask and use hand sanitizer and maintain social distancing. (With effect from 7th June 2020).*
5. In Clause 7, following sub-clause is added after sub-clause (f).
- g. *The offices/staff of Educational institutions (Universities/ Colleges/ Schools) can operate only for the purpose of non-teaching purposes including development of e-content, evaluation of answer sheets and declaration of results*
6. In Clause 9, sub-clause (ii) will read as:
- ii. However, interstate and inter district movement of persons shall continue to be regulated. ***However the inter-district movement of persons within the area of Municipal Corporations under the MMR (Mumbai Metropolitan Region) shall be allowed without any restrictions.*** The movement of standard labor, migrant workers, pilgrims, tourist etc. will continue to be regulated as per SOPs issued.


(AJAY MEHTA)

CHIEF SECRETARY

GOVERNMENT OF MAHARASHTRA

Copy to:

1. Principal Secretary to Hon'ble Governor of Maharashtra, Mumbai.
2. Hon'ble Chairman, Maharashtra Legislative Council.
3. Hon'ble Speaker, Maharashtra Legislative Assembly.
4. Principal Secretary to Hon'ble Chief Minister, Government of Maharashtra.

5. Principal Secretary to Hon'ble Chief Minister, Government of Maharashtra,
6. Secretary to Hon'ble Deputy Chief Minister, Government of Maharashtra,
7. Private Secretary to Leader of Opposition, Legislative Council / Assembly,
8. Private Secretaries of All Hon'ble Minister/Minister of State, Mantralaya,
9. All Additional Chief Secretaries/Principal Secretaries/Secretaries of Government of Maharashtra,
10. Director General of Police, Maharashtra State, Mumbai,
11. Principal Secretary, Public Health Department, Mantralaya,
12. Secretary, Medical Education, Mantralaya,
13. All Divisional Commissioners in the State,
14. All Commissioners of Police in the State,
15. All Commissioners of Municipal Corporations in the State,
16. All District Collectors,
17. All Chief Executive Officers, Zilla Parishad,
18. All District Superintendents of Police in the State.

