



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

Regional Campus, Lucknow

Moti Mahal, 2 Rana Pratap Marg, Hazratganj, Lucknow-226001

No. EFL-U/LC-LKO/F-4/2020/628

23 March 2020

CIRCULAR

Subject: 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
3. E.F.L.U. Circular No. EFLU/Admn./F.184/2020/1133, dated 23.03.2020

In compliance with the references cited (1, 2 and 3 above) issued by the Ministry of Human Resource Development (MHRD), the University Grants Commission (UGC) and EFL University, Hyderabad in order to ensure safety of the Faculty members/Teachers/Researchers/Non-Teaching Staff of Higher Educational Institutions, the following precautions are taken.

1. Faculty members/ Teachers/ Researchers/ Non-Teaching Staff of Regional Campus Lucknow are required to work from home till 31 March 2020. The contractual security guards should continue to attend to their duties.
2. The security guards on duty are required to maintain social distance while on duty.
3. The 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 others topics.
4. The said period shall be counted on duty for all Faculty members/Teachers/Researchers/Non-Teaching Staff upto 31 March 2020.
5. The staff should not leave the station without approval and they should be ready to attend to any work assigned in emergencies.
6. All the Teaching and Non-Teaching Staff should check the University website and the Regional Campus, Lucknow website from time to time for further updates.

All are required to comply with the above instructions.

Director

Copy to:

1. All concerned
2. The Registrar, EFLU, Hyderabad
3. Assistant Registrar, Regional Campus, Lucknow to get it uploaded on the Campus website
4. All the Notice Boards