

**MAHATMA GANDHI INSTITUTE OF TECHNOLOGY  
Kokapet (Village), Gandipet (Mandal), Hyderabad – 500075**

10-04-2021

**Note to all the Staff Members:**

Sub.: Advisory note to all the staff members – Regarding.

Ref.: Severity of COVID 19 pandemic prevailing during the past few days.

The Management with an Objective to ensure the Safety and Welfare of the Staff members, decided to extend the **Work from Home** facility to enable them to continue their efforts in maintaining safety. At the same time if there is a need they must come over to the Institute and Work for the specific assignment to be accomplished after receiving instructions from the HoD.

- Adverting to the reference cited, all the teaching (regular & contract) staff shall attend academic work from their respective homes. The Heads of the Departments and the Administrative & Support Staff must necessarily be available in the campus on all the working days to discharge their duties.
- All the Heads of Departments are instructed to carry on the Accreditation work by engaging the Faculty members and Administrative Staff.
- All the HoDs must ensure the submission of video recording of online classes along with attendance of students.
- HoDs must ensure two to three faculty members & two technicians/lab assistants per day to be present in the campus on all the working days. However, staff working in the Principal's office, AES, Accounts Section, HR & Establishment, Estate office, Library, Maintenance department, all the programmers, Legal & Liaison officer, AO I/c - CBES, must be always available in the campus.
- Transport department shall function as usual with all the facilities.
- All the staff must be available in-Station for attending works related to the college. They should not leave the Head Quarters without prior permission from the HoD & the Principal.


**While Working from Home it is pertinent that the Staff members follow the following guidelines:**

1. Every Faculty Member must necessarily have a Computer (a Desktop or a Laptop) along with a High-Speed Internet connection having support of a minimum of 2 GB Internet Data (preferably Broad Band Connection with Wi-Fi Dongle – to support their work even during Power Failure) at home.
2. All the faculty members must ensure the submission of video recording of online classes along with attendance of students by end of the day without fail.
3. The Staff Members must be prepared to join online meetings with half-an-hour notice time if called for, during the Working Hours.

**The staff while working at the Institute are:**

- (i) Strictly advised to wear Face Mask, cooperate to record their temperature, and should not forget to sanitise hands at the main gate **BEFORE** entering the College in their own interest and in the interest of others.
- (ii) All are instructed to have Lunch at their respective seats thereby avoiding possible gatherings. Do not share Food, Crockery and Cutlery or any other Personal items.
- (iii) DO NOT visit or travel to the College if you notice any symptoms of Fever, Dry Cough, shortness of breath & tiredness, even if they appear as minor ailments.

It is expected that all the Staff Members will always take this Advisory in all seriousness and Stay Safe till further Advisory from the undersigned.

  
10.4.21  
Principal

Copy to:

- (i) Hon. Secretary
- (ii) Director – AES
- (iii) All the HoDs & Section I/c's