



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

(Accredited by NAAC)

Prof.Dr.B.Jaykar, M.Pharm., Ph.D.,
Registrar

Ref. No. VMRFDU/REG/2019-20/283,

18.05.2020

CIRCULAR

To

All Heads of the Institutions.

Dear Sir / Madam,

In continuation of our earlier Circular Ref. No. VMRFDU/REG/2019-20/242/19.03.2020, 270/02.04.2020, 277/15.04.2020 and 278/04.05.2020, I am by direction would like to inform you that **the vacation for the students is extended for a further period till 31.05.2020.**

Hence, all heads of the institutions are instructed to inform the students accordingly.

In case of Medical Colleges, the respective head of the institution are authorized to prepare the duty schedule depending upon the requirement.

The head of the institutions and the head of the departments has to attend the college all the working days of the week.

The Teaching, Non-Teaching and Administrative staff of other constituent colleges and schools has to attend the duty three days in a week.

The work guidelines for Teaching staff:

1. Online teaching.
2. NAAC preparedness.
3. Research, Publication, Patent writing.
4. Maintenance of laboratories and equipments.
5. Research Associates has to attend the institutions regularly to carry out the research activities.
6. To attend the patients care wherever applicable.

Cont...



The work guidelines for Non-Teaching and Administrative staff:

1. Maintenance of the campus and laboratories.
2. Yearly stock taking of the lab materials and equipments.
3. Yearly stock taking of the books and journals.
4. Library automation work.
5. Maintenance of lab registers and the records.

All the institutions are requested to maintain the regular communication with the students and staff through electronic means and keep them fully informed so that there is no anxiety amongst the students, staff and parents.


REGISTRAR

Copy to:

1. The Vice Chancellor,
2. The Pro Vice Chancellor,
3. Officers of the University.

For kind information:

1. The Chancellor,
2. The Pro Chancellor.