

15-April-2020

## **CIRCULAR**

### **EXTENSION OF HOLIDAYS TO PREVENT SPREAD OF COVID-19**

As per the Circular issued by the Registrar, VTU Belagavi, dated 15.04.2020 I have been directed by the Hon'ble Secretary, Sri KET to extend the holidays for all the Teaching and Non-Teaching staff of the college for further 19 days, i.e. from 15.04.2020 to 03.05.2020 to avoid further spread of corona pandemics,

During this period, all the staff members must be available on phone for any essential work.

HODs must ensure that online classes are engaged by all faculty regularly as per Time-Table and portions must be covered as per lesson plan. Further, all HODs must instruct the students to attend the online classes regularly without fail.

HODs and LGs must keep in touch with students via phone/email/WhatsApp messages and try to provide them with moral support, counseling and advise from time to time.

HODs must inform their faculty to register for online certificate programs/FDP/Workshops etc. that are offered by various agencies to keep themselves engaged with academic activity

**The college office must be open during the holiday period on all working days and the following 3 staff who are residing in college quarters must attend the duties:**

- 1. Mr. Eswara Raju**
- 2. Mrs. R. Divya**
- 3. Mr. Sathyanarayana**

Sd/-

**Dr. V.R.Manjunath**

**Principal, sirmvit**