



# SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Ref. No. SVSU/ 22/ Reg.off / 566

Dated: 11.01.2022

## Office Order

In continuation to notification no. SVSU/ 22/ reg. off. / 573 dated January 04, 2022, considering the rise in cases of COVID 19 in the University and to sanitize the campus to prevent its spreading, it is decided that all the employees will work from home from 12.01.2022 to 14.01.2022 under the direction of their Department Heads/ Reporting officers. All Officer/Officials will be available on call/ video conferencing etc. for all routine works and meetings of the university. During the period of work from home it will be ensured by the Head of Department/Branch that University work does not suffer and any officer/official may be called in the office in case of any official exigency. The classes will continue in online mode as per the schedule notified by the Academic Department.

All examinations scheduled on these dates to be scheduled and revised schedule will be notified by the Examination Department. The online classes will continue as per the schedule.

The General Admn. Branch will ensure that whole University Campus is sanitized as per the standard processes.

**(Registrar)**

Copy for information & needful action: -

1. Dean Academic Affairs
2. Deans of Faculty
3. Controller of Examination, to issue revised schedule
4. Dean (CRE), to inform all Industry partners
5. All Head of Departments
6. AR (GB)-for arrangement of sanitization
7. OSD to VC for kind information of Hon'ble Vice Chancellor, SVSU
8. Website Administrator for uploading on the University Website.