



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA  
(An Institute of National Importance under MHRD)

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Date: 23 .03.2020.

CIRCULAR

In pursuance with D.O. No. Secy (HE)/MHRD/2020 dated 21.03.2020 from the Secretary, MHRD to all Autonomous organizations under MHRD regarding “Preventive measures to achieve social distancing – permission to teaching and non-teaching staff to work from home”, this is to notify that:

1. In order to ensure safety of the Faculty members/Teachers/Researchers/Non-Teaching staff of the Institute, the following precautions shall be taken:
  - (i) All Faculty members/Teachers/Researchers/Non-Teaching staff of the Institute are permitted and advised to work from home w.e.f. 24.03.2020 till 31.03.2020.
  - (ii) Faculty members/Teachers/ Researchers/ shall 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 other topics.
  - (iii) The said period shall be counted as being on duty for all Faculty members/ Teachers/Researchers/Non-Teaching staff including Ad-hoc and contract Teachers whose contracts are valid at least upto 31.03.2020.
  - (iv) Students, who are still in the hostels, particularly foreign students, are allowed to continue in their hostels and advised to take all necessary safety precaution.
2. All Faculty members/Teachers/Researchers/Non-Teaching staff **must always be available on telephone and electronic means of communication** as they may be contacted in case of emergency to attend office for any exigency work.

This issues with approval of the Competent Authority.

  
for Registrar

Copy to:

- 1) AR(DR), NIT Meghalaya for kind information of the Director.
- 2) All Deans for kind information.
- 3) E-notice among Faculty, Trainee Teachers and staff.
- 4) Student E-Notice Board.
- 5) Notice boards.