

April 09, 2020

**UNIVERSITY OF JAMMU**

**Minutes of the meeting of the Vice-Chancellor held with the Deans/Rectors/Senior Officers including Conveners/Members of the Committees already notified by the University of Jammu held on 9<sup>th</sup> April, 2020 through Zoom App**

At the outset, the Vice-Chancellor informed all the Deans/Rectors/Senior Officers of the University of Jammu about the constitution of various Committees for different purposes during the lockdown and post-lockdown period. He further reviewed the progress made by the respective Committees. The suggestions/further action plan that emerged in today's meeting are summarized as under.

S. No.	Title of the Committee	Suggestions/further action plan
1.	Task Force on Covid19	<p>The Vice-Chancellor directed the following:</p> <ol style="list-style-type: none"><li>1. Some organizations are providing free digital platforms/ software to be used for sharing academic and other inputs in view of COVID-19 and for that purpose they shall be requiring official e-mail IDs. In view of this, there is a need to configure the old official e-mail IDs of different Departments with the new website and domain name recently launched by the University. The Director, Centre for IT Enabled Services &amp; Mgt. informed that he had already taken care of it and accordingly a circular was issued twice in this regard. However, the Director informed that a fresh circular shall again be issued shortly whereby a general password will be provided to each Department to configure to the recently created new University domain name with the request to change the Password on their own for future operations.</li><li>2. Once the University resumes its working, though partially, there shall be a need to adopt the new way of life, post lockdown period and therefore, wherever possible, Director, IT should explore various other options for identification of different digital platforms, thereby meetings and other routine office jobs be convened/organized using these platforms so as to minimize the movement of Files as well as the human contact and to promote social distancing.</li><li>3. The circular issued by the University of Kashmir was also discussed and it was decided the University of Jammu should also issue a circular on the same lines in respect of its residential areas including the Offsite Campuses.</li></ol> <p>During the course of discussion, the Dean, Planning &amp; Development emphasized on the following:</p> <ol style="list-style-type: none"><li>1. Besides sanitization and other safety measures, there is a need to create Helplines/ Counselling Cell for the benefit and information of the students/ civil society and these should be widely publicized in media as well as on the University Website.</li></ol>

		<p>2. Explore the possibility for procuring sanitization tunnel for different locations in the University Campus. For the purpose, the Director(CDC) was requested to come out with the action plan by taking into consideration the suppliers for the said tunnels including the one, the details of which already stand shared in the official WhatsApp group.</p>
2.	Academic/ Admission Committee	<p>The Dean Academic Affairs informed that his committee is already on the job with respect to the academic/admission related issues and the discussions are being held with all the concerned. He apprised that the subsequent actions to be taken shall, however depend upon the Government directions regarding the lifting of lockdown.</p> <p>The Dean Academic Affairs further emphasized the need of availability of at least one Electrician, Plumber, Ambulance and First Aid in the residential area of the Campus and accordingly the Registrar was requested to take up the matter with University Works Department and Medical Officer of the University.</p>
3.	Examinations Committee	<p>The Controller of Examinations conveyed that the action plan with respect to the timely conduct of examinations/mode of conduct is being formulated and the details of which shall be shared within 2-3 days. The UGC direction in this regard (if any) shall also be kept in mind.</p>
4.	Social Distancing Measures Committee	<p>The Director, DIQA emphasized on maintaining the social distancing and suggested to devise a mechanism regarding attending official duties by the employees of the University on rotational basis, in different groups ensuring that two groups in a particular Department never attend the office simultaneously whenever the University resumes its working, though partially. This will facilitate the social distancing as well as taking preventive measures for containing the spread of COVID-19.</p>
5.	Procurement of Safety Materials Committee	<p>The Director, CDC informed that his Committee has already prepared a list of essential items, approximately costing around Rs. 3-4 lacs and will procure the same on priority, after following all codal formalities. Due efforts shall be made to ensure that the unnecessary expenditure is avoided by all means.</p>
6.	Research Committee	<p>Dean Research Studies stressed that the research activities of the Research Scholars can't be undermined and the Office of DRS shall consider granting relaxation in the completion period for 3-6 months in lines with the guidelines being issued by the UGC on the subject, in order to minimize the difficulties and anxiety being faced by the Scholars. A circular shall also be issued in this regard shortly, keeping in view the UGC guidelines.</p> <p>Emerging from the discussion, the Controller of Examinations was requested to direct the concerned to communicate with all the Experts for sending evaluation reports of Ph.D. theses, through confidential e-mails.</p> <p>The Controller of Examinations further stressed that there is a need for effective coordination between the Offices of DRS and CoE for allocating a dedicated time slot to finalize the pending issues of Research</p>

		Scholars on priority, once the University resumes its working, while maintaining the norms of social distancing as notified by the Govt. of India/UGC/ MHRD/J&K Govt.
7.	Hostels Committee	<p>Prof. Shashi Manhas, Provost Hostels (Girls) informed that there are some employees who use to visit market for meeting the essential requirements of the duty, besides driving University Ambulance while simultaneously working and residing in the Hostels. Such employees need regular medical checkup as preventive measure. Accordingly, she was requested to take up the matter with Medical Officer of the University.</p> <p>She further brought to the notice that damaged walls/ narrow openings behind the Hostels are being used by some employees as Entry/Exit in the Campus and there is no check on it. There is every possibility of entry of the outsiders in the Campus.</p> <p>The Registrar was requested to take up the matter on priority with the Superintendent Engineer, University Works Department, in coordination with both the Provosts for ensuring that immediate steps are taken for plugging these areas through concertina wires etc.</p>
8.	Sanitization Committee	<p>The Dean Students Welfare informed about the supply of masks by some Volunteers for use by the security staff and conveyed about the shortage of sanitizers for the staff of security who are presently performing their duties actively in the campuses. Therefore, he requested for supply of sanitizers for which he was requested to coordinate with the Director, DCD. The Vice-Chancellor directed that options be explored for arranging sanitizer proposed to be prepared in house by the Departments of Chemistry, Botany etc.</p> <p>The Registrar further informed that the sanitization process is already going on in the Campus and the concerned authorities of the Municipal Corporation have already been informed about the need for repeated fumigation of buildings/hostels in the University Campus. She further apprised that the University of Jammu has been added by the Municipal Corporation in the list of areas which need to be fumigated regularly. The University is also considering purchasing its own fogging machines.</p> <p>The Registrar further suggested that Advisories issued by the Government of India from time to time shall be compiled by the University for the benefit of each and every stakeholder of the University.</p>
9.	Offsite Campuses Committee	The Chief Coordinator, Campuses informed that the academic session of Engineering Students of UIET, Kathua Campus has almost completed and there is an urgent need to expedite the process of paper setting. Accordingly, the Controller of Examinations was requested to get the process expedited in consultation with Dean, Faculty of Engineering.
10.	Internships Online Committee	The Dean Students Placement apprised that around 100 students including the Offsite Campuses have been benefited by the steps taken by the office of Dean Students Placement and he is further in liaison with the concerned organizations for arranging more internship/projects etc. keeping in mind the likely increase in the demand for such Internees

		<p>caused due to shortage in the attendance of the regular employees in post COVID-19 circumstances.</p> <p>He further emphasized for dedicated Helplines to provide at University's Central level as well as different Counselling Cells at each Department/Micro level. Dean Students Placement was accordingly requested to suggest a detailed action plan to be taken in this regard at the earliest with respect to the infrastructural requirements and the officials proposed to be assigned these responsibilities.</p>
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Sd/-**

**REGISTRAR**

**Copy to:-**

- 1. All concerned for kind information and further necessary action.**