



शिवजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)



NAAC ACCREDITED "A" GRADE COLLEGE

Date: June 07, 2021

OFFICE ORDER

In view of the Office Order, issued by the Delhi Disaster Management Authority (DDMA), Government of NCT of Delhi, Delhi, bearing ref. No.: F.2/07/2020/pt file-III/432 dated 05.06.2021 and also, as per the Office Order, issued by the University of Delhi, bearing ref. No. F.No. Etab.II(i)/330/COVID-19/M/2021/1291 dated June 07, 2021, **regarding extension of curfew on movement of individuals in Delhi till 05:00 a.m. of June 14, 2021 (except for essential and permitted activities/ services), due to the coronavirus pandemic, it is to notify that**

- **Teaching learning activities shall continue 'Online'.**
- **the Office/ Laboratories/ Library of the College shall be functional from 10:00 am to 04:00 pm, w.e.f. June 7, 2021 by adhering the following:**
 - ☞ The Administrative Officer/ Laboratory/ Library In-charge shall prepare a duty roster of its staff in such a way that the work of the College shall not suffer and social distancing be maintained to prevent the spread of COVID-19.
 - ☞ This Office Order along with the aforementioned University's Office Order and their employee ID cards shall act as valid documents for their movement during the above period.

- ☞ It is directed that all COVID-19 Appropriate Behaviour viz. **wearing of masks, maintaining social distancing, maintaining health hygiene, regular hand washing and use of sanitizer etc.** shall be maintained inside the entire campus.
- ☞ **Non-essential visitor is not allowed to enter the college premises.**
- ☞ **Do not come to work if you are unwell.** Please '**Don't Hide COVID Symptoms, Get Tested Immediately**' and also, inform the College Office if you or any of your family members are unwell. Further, the staff, unable to attend the office as per duty roster due to personal reasons, shall have to apply for suitable leave.
- ☞ **It is urged that all eligible employees should get themselves vaccinated as precautionary measure.**

Stay Safe ! Stay Healthy ! Stay Connected !


Dr. Shiv Kumar Sahdev
Officiating Principal