

ARMY INSTITUTE OF TECHNOLOGY, PUNE
OFFICE OF THE DIRECTOR

NOTICE : 67 /2020

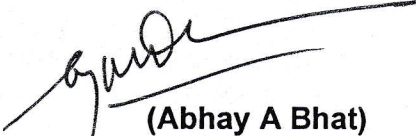
CIRCULAR FOR ACADMIC STAFF

(Mission Began Again - II)

1. As decided earlier conduct of regular online Classes/Tut/Pr has started from 1 July 2020 for SE to BE. Time table has also been prepared by all Depts and circulated to all concern.
2. To ensure smooth conduct of academics attendance as follows will be ensured from 06 Jul 2020.
 - (a) In each academic Dept, HOD will attend college for three days in a week and faculty has to be present minimum twice a week till further notice. Schedule of such faculty must be submitted by individual HOD to Office Supdt every Friday.
 - (b) In each Dept, non-teaching technical staff will also be present minimum twice a week. Each Dept HOD will submit weekly the roster of attendance to Office Supdt every Friday.
 - (c) Faculty who is not able to work from home due to poor internet connectivity or any other required facility may come to college on all working days for conducting classes / Tut / Lab Sessions.
 - (d) All Dept Peons will be present for all days for smooth functioning of Dept.
 - (e) Daily working timing will be from 9.00 am to 4.30 pm, for this period only.
3. Staff/ Faculty from designated containment zone need not visit the college. Those who are staying at containment zone needs to fill the attached form and send such form to HOD on mail/ WhatsApp.
4. In case of emergency / urgent work staff/faculty will be called at any time.
5. Faculty/ Staff who wish to take any type of leave (as eligible) must intimate to office through respective HOD.
6. All social distancing measures and guidelines issued time to time by the Govt will be strictly followed during travel for work and while in AIT. All employees will be screened every day at the main gate. Facilities for hand sanitization and hand wash are available at the main gate and in academic block. Wearing of mask is mandatory. Any employee who feels unwell during this period must report immediately.
7. Faculty/Staff should not leave station without permission of undersigned.
8. Face recognition system has been installed in foyer. All staff must immediately enroll for the same. Please contact OS for the same.
9. Faculty / Staff should not leave station without permission of undersigned.

10. As all the classes are being conducted in MS Teams, the attendance will be available for each class. This attendance will be uploaded in ERP to ensure attendance of each student is captured for this semester. A weekly report of such updation will be submitted to the Principal by the HODs.

File No : AIT/0075/Notice/Adm
Army Institute of Technology
Dighi Hills, Pune - 411015


(Abhay A Bhat)
Brig
Director

Date: 02 Jul 2020

Distribution:-

Chairman, AIT Jt Dir Principal	}	For Information pl.
All HOD	-	For necessary action
AIT Website	-	HOD(IT) for display on website