



**GOVERNMENT OF PUDUCHERRY
KANCHI MAMUNIVAR GOVERNMENT INSTITUTE
FOR POSTGRADUATE STUDIES AND RESEARCH**

(AUTONOMOUS)
(AFFILIATED TO PONDICHERRY UNIVERSITY)

(A COLLEGE WITH POTENTIAL FOR EXCELLENCE/ RE-ACCREDITED WITH 'B'' GRADE BY NAAC)

50TH RANK IN ALL INDIA RANKING – NIRF - 2021

AIRPORT ROAD, LAWSPET, PUDUCHERRY-605 008

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No: 21-39/KMGIPSR/C5/2021-22/3741

Puducherry, dt.: 02/11/2021

CIRCULAR

Sub: KMGIPSR – Commencement of Classes for First year PG Programmes – reg.

It is informed that the Classes (Offline Mode) for First year PG Programmes (2021-23 batch) Commence from 08.11.2021 (Monday) by strictly following Standard Operating Procedures (SOP) for Covid 19 Pandemic.

The Institute works Six days in a week. Four Days have been allotted for First year PG and two days for Final year PG Programmes.

The Time Schedule

Sl.No	Class	Registered Number of Students to attend class	Days	Time
1.	First year PG	50% of Students (First 50%) Admitted upto 02.11.2021	Monday Tuesday Thursday and Friday	09.30 AM to 12.30 PM
2.	First year PG	Remaining 50% of Students Admitted upto 02.11.2021	Monday Tuesday Thursday and Friday	01.30 PM to 03.30 PM
3.	Final year PG	Students Registered Numbers (Odd numbers)	Wednesday and Saturday	09.30 AM to 12.30 PM
4.	Final year PG	Students Registered Numbers (Even Numbers)	Wednesday and Saturday	01.30 PM to 04.30 PM

Note: Classes for M.Com (Corporate Secretaryship I & II year) and M.Sc (Home Science I & II year) will be held at Bharathidasan Govt. College for Women, Puducherry until further orders. As per the direction from the Director, DHTE, Dr.R.Srinivasan, Assoc Prof (Corporate Secretaryship) will co-ordinate the M.Com (C.S) Programme and Dr. Josephine Nirmala many (HoD – Home Science) will co-ordinate M.Sc. (Home Science) Programme at BGCW.

Important Instructions.

- For **ALL** Teaching, Non-Teaching Staff and PG and Research Students, Vaccination for Covid 19 is **Mandatory**. Hence those who have been vaccinated will alone be permitted to attend duty/ classes.
- Classes will be held, following Covid 19 preventive Norms include Reading Temperature, Hand Sanitizing, wearing mask, Periodical cleaning class rooms and toilets etc.

- c. The teaching and Non- Teaching Staff Members have regular working hours and requested to adhere strictly.
- d. Students/ Staff who were affected by Covid19 should get vaccinated immediately after the gestation period is over. Those who don't get vaccinated for any other reasons, they should furnish the Medical Certificate issued by the Competent Authority to the HoD Concerned.
- e. Till date, Students Attendance is **NOT COMPULSORY**. Hence HoDs are requested to prepare the list of Students as per the time schedule and permit only those students to attend the classes.
- f. As per the directions from the Govt. the Ph.D. Scholars are asked to speed up the process with the help of their respective Guides.
- g. The **Induction Programmes** for first year PG Programmes stand deferred. Hence the HoDs are requested to appoint one mentor for each class among the faculties to orient the new comers.
- h. The HoDs are requested to prepare and submit a detailed **Time table** for their Department to the undersigned on or before 10.11.2021. The work load allocation to the faculties is as per the norms in force and balance work load, if any, shall be shared by All the teaching faculties of the concerned Department till the alternative arrangements are made.
- i. The HoDs are requested to ensure that the students should not assemble in groups to avoid contact and if any body feels the symptoms of Fever, Sore Throat, Head / Body ache etc., it has to be intimated immediately to the HoD Concerned and get them isolated immediately as a precautionary measure. As per the directions from the Director, DHTE, the HoDs are requested to take lead in this regard to ensure smooth functioning of the Institute.
- j. As a precautionary measure, students are asked **NOT to bring any eatables** inside the Campus for time being. Wearing Mask, Keeping Social distance are compulsory for Students during their stay at the campus.
- k. The Campus is "**Ragging Free**" with "**Zero Tolerance Policy**". Hence the HoDs are requested to take care of new Comers.
- l. The HoDs are requested to maintain "**Staff Movement Register**" in their Department concerned and Staff Members of the Department concerned are requested to make entry in it whenever they leave the campus during the working Hours.

M82ajm
102/11/2021

DIRECTOR
DIRECTOR
K. M. G. I. S. R. GOVERNMENT INSTITUTE
FOR POSTGRADUATE STUDIES AND RESEARCH
K. M. G. I. S. R., LANGPET, PUDUCHERRY - 8

To

1. The HODs, KMGIPSR.
-To Circulate among Staff and Students.
2. All Non – Teaching Staff, KMGIPSR.
3. Dr. P. Dinadayalan, For Website

Copy submitted to

1. The Director, DHTE,
2. Office Copy,
KMGIPSR,
Puducherry.