

## CEPT University

### Advisory regarding Corona Virus – 16 Mar 2020

This is further to the advisory on Corona Virus issued by the University on 15<sup>th</sup> March and presents a plan for the coming few weeks.

While the present advisory is limited to the next 2 weeks, it is possible, even likely, that the no-teaching on campus advisory may be extended further. The below plan is prepared in light of such an eventuality.

#### 1. For Mandatory and Elective Courses

- a. Classes of Mandatory and Elective courses will be postponed by 1 week. I.e. classes scheduled for 11<sup>th</sup> week will be conducted in the 12<sup>th</sup> week and classes scheduled for the 12<sup>th</sup> week will be conducted in the 13<sup>th</sup> week. These classes will be conducted online and instructions / guidelines for the same will be circulated by 19<sup>th</sup> March 2020.
- b. In courses that have final assignments / submissions, they will be collected via online platform.
- c. In courses that have final exams, they will also be conducted online via appropriate platform.
- d. All courses will be concluded latest by 4<sup>th</sup> April 2020.
- e. Correspondingly, the date for uploading marks on the portal will be shifted back by 1 week. Revised date will be updated on the calendar published on the CEPT Website.

#### 2. For Studios

- a. Studio discussions shall be conducted online until the no-teaching on campus advisory is in effect. Guidelines for conducting studio sessions online will be circulated by 19<sup>th</sup> March 2020.
- b. It is strongly advised to all tutors that they conduct discussion sessions in the studio slots as they would do otherwise if it was being conducted on campus. The University strongly recommends to tutors not to conduct discussions at their private offices or residences.
- c. In light of the present uncertain situation, it is likely that studio final juries may need to be conducted online. **In preparation of this it was agreed that all studio outputs should be prepare and presented by the students in the form of a presentation.** Studio tutors will provide further guidance to students on how to prepare final presentations.

#### 3. For Thesis / DRP

- a. Thesis / DRP discussions and reviews shall be conducted online until the no-teaching on campus advisory is in effect. Guidelines for conducting online sessions will be circulated by 19<sup>th</sup> March 2020.
- b. The University strongly recommends to tutors not to conduct discussions at their private offices or residences.

#### 4. For Project Training / Office training

- a. Please follow all Government of India and your respective state advisory with respect to travel and stay during your project / office training.
- b. Please follow advisory issued by your employer / office with respect to attending work / site. Please keep your tutor / advisor and the program chair copied on the status of advisory issued by your employer / office.
- c. Please do not undertake any unessential travel.
- d. Please follow appropriate health precautions and sanitization until the coronavirus concerns subside.

## 5. Travel Advisory

- a. All faculty members, and staff are strongly advised to **avoid all non-essential travel outside of Ahmedabad.**
- b. Any members travelling outside Ahmedabad for unavoidable reasons should report their travel activity to the University before entering the campus. An online form for reporting travel activity will be shared with all faculty members and staff.
- c. If they show any symptoms of cough, and /or fever, the University may require them to be examined by the campus physician before their reentry to the campus.
- d. If further examination is required, they may be directed to contact the AMC public health doctors. The relevant doctor is Dr. Malind Sokhadiya, Mobile : 8460431266, Email : navrangpurauh@gmail.com

## 6. Cleanliness and Health

- a. All faculty members and staff who show any symptoms of cold and/or cough are strongly advised to use face masks for the entire time they are on CEPT Campus. Masks are available with the Student Services Office.
  - b. All faculty members and staff who show any symptoms of cough and fever are advised to contact the doctors at the Ahmedabad Municipal Corporation to rule out corona virus infection. Please call the AMC helpline as a first step to identify next action. AMC Helpline number: 104
  - c. All faculty members and staff are strongly advised to exercise good judgement in the interest of their health. If they deem it appropriate, for their health reasons, or for caring for their family, they may decide to work from home or excuse themselves from academic activities by informing concerned reporting authorities:
    - i. for tutors/TAs – their program chair/coordinator & dean, and
    - ii. for everyone else – the HR office and Registrar.
  - d. The HR Office is issuing a separate advisory regarding alternate to mark the attendance.
7. All students are advised to vacate their studios latest by 1.30 pm on 17<sup>th</sup> March 2020. Students are requested not to enter CEPT campus until the *no teaching on campus* advisory is in effect.
8. The International office will be issuing a separate advisory for all exchange students very soon.

9. Based on the evolving situation, CEPT will be issuing an advisory regarding the upcoming Summer School 2020 by next week.
  
10. The University is actively tracking developments related to Corona Virus and will continue to update all stakeholders via official email as frequently as needed. In the interim, if you have specific questions, please contact Mr. S J Chauhan (sjchauhan@cept.ac.in).