

## CIRCULAR 20 -10 LOCKDOWN ANNOUNCED to fight COVID 19

Team HACSE' (staff and students with CC to CCYM) 24/3/2020

To begin with, let me put on records that both, teaching and non teaching staff did a wonderful job as a response to my circular 20 -8 regarding work from Home. Your virtual classes between the period 15/3/2020 till date were very apt and needed. Thanks team for being YOU.

Here are extended instructions in the light of the lockdown announced by the PM ( please visit UoM website regularly to know updated circulars applicable to us). I have been forwarding the important updates form UoM, HE, UGC through mails. Please be informed about the content applicable to us.

1. The basic idea behind the WFH was to keep academics in process to avoid exam postponement. However, with this extension of lockdown till 15th April 2020 and with the possibility of further extension, postponement of examination and cutting down vacation period looks almost inevitable. Therefore you are requested to discontinue virtual classes till 6/4/2020. We will have zoom meeting on 6th to decide further course of action. We will restart the virtual lectures after that so that portion is getting covered.
2. However, keep giving tasks to students and keep giving feedback to what they submit to keep academics in process. To keep our students occupied and busy is also equally important to facilitate them facing the lock down positively without losing their mind. Pushing self to be busy is – in a way – therapeutic. So lets keep them in action mode.
3. Ms Supriya More , RTT counselor has just undergone online training on coping with lockdown . Her number is 9892669530. Program coordinators please share this with students and alumni with a request to call her if any point any one feels lonely, stressed out, panic, 'end of the road' or 'why us' feeling. She and the RTT principal have given consent for such telephonic SOS counselling.  
Also guide students to eat well, exercise daily and practice meditation and help less privileged. All this will help them remain calm and positive.
4. I urge all staff and students to enroll for online courses. One of the ways we can turn difficult time to our benefit is to activate our 'to do' list / wish list / bucket list positively.
5. Faculty to daily put in a couple of hours towards the NAAC related work and to maintain the record of work done.
6. Faculty will continue with zoom meetings on Mondays and Fridays as per our routine.
7. Be informed that library late fees, and last dates for other fees and charges are put on hold till the lockdown is called off.
8. Request mentors to be in touch with mentees during this difficult time.

9. Needless to mention that am accessible to any staff / students 24X7 if need be.

Lets take good care of ourselves and our families **and someone beyond it.**

Be home, be safe, stay sane

ASMITA HUDDAR  
PRINCIPAL