Date :

Dear Parents,

**Sub : Preventive measures taken by the University to deal with Coronavirus and Covid 19 outbreak.**

In view of the widespread outbreak of Coronavirus and Covid 19 Globally, Nationally, Regionally the University has decided to take the following measures to break the transmission of the dreadful virus and for the safety of the students.

1. All academic and teaching activities, lectures, practicals, seminars, tutorials, workshops, etc. are suspended till 31st March 2020.
2. Important lectures will be live streamed and will also be available for later viewing online via Moodle (via MyDY) through LMS
3. Other lectures will also be recorded for playback.
4. Peer mentoring will be available through telephones as well as online.
5. All internal assessments and internal examinations are suspended till 31st March 2020.
6. All events, sports activities are suspended till further notice.
7. The Dean and Faculty will be in touch with all the students directly to confirm arrangements after 31st March 2020.

**Additional precautionary measures taken on the Campus.**

1. All the buildings in the campus are being continuously fumigated and disinfected as a precautionary measures for the safety of the staff and students.
2. Sanitizers have been distributed to all the buildings of the campus and are kept at strategic location for the use of everyone.
3. Students staying in the hostel are requested to go home till 31st March 2020 and await for the instructions depending on further development.

Students are requested to access the live and recorded online lectures and use their time productively. The following steps may be used for the online teaching.

**Live Lecture Process for Faculty & Student**

For Go Live – A video cam and a mic will capture the faculty video and the audio of the lecture   
(Output 1 video file).

**Faculty:-**

Steps 1 – Faculty needs to type vimeo.com in browser then enter host login id & password

Step 2 - Faculty needs to click on live event & create the event with basic details (Topic name, Date, Time)

Step 3 – Copy the live lecture link & Embed into MyDY

Step 4 - Faculty needs to send SMS notification to student from MyDY with Live lecture link, date & time

Step 5:- Faculty have to login Vimeo before 10 min from the lecture start timing

**Student:-**

**Step 1: - Login** into MyDY or Click on the Link (Shared by faculty via SMS)

Step 2:- Enter Student MyDY Login Id & password

Step 3:- Student will view live lecture & ask questions via chat option