



In view of the prevailing COVID-19 pandemic situation, **the following measures have been undertaken by the Institute to reduce the anxiety and financial burden for the new incoming students.**

**Deferment of Fee payment:** To reduce some of the financial burden on the new incoming students we had Initially asked students to pay just 25% of the initial first instalment and gave them sufficient time extension during the crisis situation for this year admissions process. For our existing students we have also deferred the fee instalment payment for three weeks.

**Reduction in the Fee:** -FORE School of Management decided to reduce the fee by about Rs 100,000 from its announced total fees. The fee for the students admitted to the PGDM/ PGDM-IB/ PGDM-FM programs in the current Academic Year (AY) 2020-21. Hence, the admission fee remains the same at ₹14,98,000 (Fourteen Lakh and Ninety-Eight Thousand only) for two years for the batch taking admission in the AY 2020-21, as was for the last batch admitted in the AY 2019-20.

**Technological Intervention to give good learning experience to students during Online Classes:** Due to the Current COVID-19 pandemic we at FORE are comprehensively adopting online learning, remote work, and other activities to help contain the spread of the virus. We have recognized the importance of advising, early alerts, course planning, and other services to help students attain their academic goals efficiently. We are working on employing a wide range of new applications and technologies to support student leaning and they prove invaluable to help faculty and students adapt to fully remote learning during the time of this crisis.

*The following safety measures have been planned to be implemented to ensure a safe study environment for the students of the Institute.*

**A. Specific required measures for the entire Institute:**

1. Fumigation to be carried out in the entire campus including inside all offices (Faculty and Staff), classrooms, canteen, washrooms, elevators, staircases, etc. before starting operations and as and when required.
2. All security guard/ staff be provided with appropriate safety kits, such as masks, face shields, etc.
3. Disinfectant such as Sodium hypochlorite for clothes and Ethyl Alcohol for disinfecting office could be used.
4. Automatic Water Dispenser is recommended for collecting drinking water. We will appropriately upgrade our existing water purifiers to foot controlled or sensor based models.
5. All seating arrangement as per government guidelines.
6. Regularly disinfect the Computer Screens, keyboards.
7. Washrooms/restrooms must be disinfected every twice/thrice in day.
8. Automatic Hand Sanitizer (touch free) – to be used by all incoming persons to the Institute. All incoming persons must sanitize their hand before entering institute campus.

9. Thermal checking is a must for all the employees and visitors coming inside the institute irrespective of the level/designation.
- 10 All canteen staff must use facemask/face shields, cap, gloves. Strict social distancing to be followed in the canteen.
- 11 Educate people to talk less during Lunch and also during work.
- 12 Canteen plates, spoons, cups and all cutleries to be sterilized with boiling water.
- 13 All foods served must be fresh and hot.

**B. Specific measures for all Students of the Institute:**

**1. Healthcare**

- a) The institute has a full time Nurse available during regular office hours to look after any immediate health emergency inside the institute. Also, a doctor visits the institute 3 days a week and he is also available on call in case of additional need.
- b) The Institute also has kept the list of basic medicines and facilities readily available which are generally required, e.g., for Cold, Cough, Fever, Stomach upset, Gas & Acidity, Bandage, Blood Pressure checking machine, Sugar checking machine. To facilitate these, there is a doctor's room dedicated for the same along with a bed facility.
- c) The Institute provides the Group Mediclaim Policy for all admitted students for an upper limit of Rs. 2 Lakhs per individual. This policy will also include the disease COVID-19.
- d) The Institute has also tied up with the nearest hospital (Sitaram Bhartia) to cater to any emergency situation except COVID-19. However, for treatment of COVID-19, students will be advised to refer nearby Covid-19 hospitals assigned by Delhi Govt. The list of the hospitals is regularly updated by Delhi Govt.

**2. Academics**

- a) Under the current circumstances, the institute is well prepared to hold classes through online mode till the Govt. gives clearance to hold physical classes.
- b) Once the Govt. allows to hold classes in physical mode, the institute has planned to facilitate holding classes as per government guidelines. We have also planned and are prepared to hold classes in a hybrid mode, i.e., some students attending the class in physical mode and the remaining in online mode simultaneously. Hybrid classes will plan for students alternating in attending classes in physical mode and in online mode.
- c) The Institute is also prepared to hold examinations through online mode till the situation improves. This includes all quizzes, assignments, presentations, etc. This is possible as we have a robust IT team who is fully dedicated to cater such needs in these challenging times. The institute has recently spent heavily to upgrade its IT infrastructure to enable the desired facilities available for holding classes in online mode.
- d) All communications related to timetable, quizzes, assignments, query will be facilitated through online mode by Academics Office. Additionally, students will also have a choice to interact with Academics office in case they wish to meet them though it is not advisable under the current circumstances.
- e) The student handbook and other guidelines will be shared with all admitted students through email.

### **3. Library**

- a) We encourage e-papers, e-magazines and e-journals and avoid hard copies of the same.
- b) All students will be given online access to the library facilities like journals, e-books, newspapers etc.

### **4. Hostel facilitated through FORE Administration**

It will be ensured that the hostel will be facilitating the following things for the safety of resident students in the Hostel.

- a) Fumigation to be carried out in the entire hostel including inside all rooms, elevators, staircases, etc. before starting operations and as and when required.
- b) Thermal checking is a must for all the students and visitors coming inside the hostel.
- c) Automatic Water Dispenser is recommended for collecting drinking water.
- d) Usage of gutka, tobacco etc. and spitting inside the hostel premises are strictly prohibited.
- e) Washrooms/restrooms must be disinfected every twice/thrice in day.
- f) Being located in close proximity to the institute, there is no need for the students staying in the hostel to use any public transport. They all can walk to the Institute.