



Kasem Bundit University

Announcement No. 22 / 2020

**Re : The Providing of Services of Offices and Departments of the University
Pertaining to the Situation on the Outbreak of COVID – 19**

With reference to the Order of the University No. 25 / 2020 on the rearrangement of class schedule and provisions on modes of instruction delivery pertaining to the situation on the outbreak of COVID-19 in complying to the Approval of the Cabinet on the temporary closure of educational institutions between 18- 31 March 2020, the Announcement of the Ministry of Higher Education, Science, Research and Innovation on the measures of assistance providing to those affected by the outbreak of COVID – 19 and the Announcement of Bangkok Metropolitan Administration on the temporary closure of educational institutions between 22 March to 12 April 2020, the University with the authority vested upon it by the virtues of the Section 43 of the Act of Higher Education B.E. 2522 (2nd Version) B.E. 2535 the University herewith issues an announcement and seeks cooperation from faculty members, personnels, and students to comply to additional measures as the followings.

1. The University will temporary discontinue services of offices and departments from 1 April onwards to 12 April 2020 until further notice.

2. The period as of mentioned in No. 1 would be regarded as the normal working period of faculty member and personnels on the condition that they rotate their work schedules according to those permitted by the University. In the interests of public health and effectiveness and efficiency of the administration in providing information and services to governmenttal and non-governmental agencies in addition to students as well as parents the University may require some faculty members and personnels to avail themselves for an urgent meeting or any other duty performance.

The rotation of work schedule mentioned hereto is subject to the condition whereas a Dean and/or a supervisor of the respective office/department submit the schedule of the rotation to the Director of Personnels for a further submission to the President for an approval. The faculty members and / or personnels reporting to work must arrange their working spaces according to the standards prescribed under the condition of the outbreak.

3. The President could issue an order and/ or work procedures of certain types of tasks allowing faculty members and / or personnels to work from their living places or to convene via tele- or vdo-conference whereas the faculty members and personnels must avail themselves to a contact or a direction to be given by their respective supervisors or authorized person.

4. Students must refrain from entering the premise of the University during the period mentioned in No. 1 except those received permission from the President or an authorized personnel.

5. Parents or any other persons who would like to contact certain office or department of the University must report to a check spot specified.

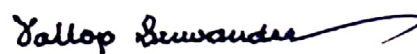
6. Students residing in the residence halls of the University are allowed to reside within their halls during the period mentioned in No. 1 and are subject to rules and procedures prescribed upon the residents. .

7. In case of emergency or any other unanticipated circumstance a supervisor or the Vice President could require a meeting or tele- or vdo-conference or order a report to work as deemed necessary.

8. For any further interpretation of all procedures herewith the Vice President could submit the case to the President for elaboration.

To be effective on the date of announcement

Announced on 24 March 2020.



(Dr. Vallop Suwande)

President