

## Summary of the teaching Activities for Semester IIA, 2020-21 for OTHER than First Year UG courses

**Note:** Dates and provisions for online teaching in this document are for quick reference. In case of any discrepancy, the provision for online teaching and the Semester Schedule as contained in the minutes of 214<sup>th</sup> meeting of the Senate will prevail.

03-Feb	04-Feb	05- Feb	08- Feb	09- Feb	10-Feb	11- Feb	12- Feb	15- Feb	16- Feb	17- Feb	18- Feb	19- Feb	22- Feb
<a href="#">ONLINE TEACHING</a>													
		<a href="#">06-Feb Buffer day*</a>					<a href="#">13-Feb Buffer day*</a>					<a href="#">20-Feb Buffer day</a>	
<a href="#">COMMUNICATION OF COURSE EVALUATION POLICY</a>						<a href="#">FINALIZATION OF ROLL LIST</a>							
<a href="#">RE-MAJOR FOR PREVIOUS SEMESTER E AND/ OR I GRADE</a>													

23- Feb	24- Feb	25- Feb	26- Feb	01-Mar	02-Mar	03-Mar	04-Mar	05-Mar	08-Mar	09-Mar	10-Mar	11-Mar	12-Mar
<a href="#">ONLINE TEACHING</a>													
				<a href="#">27-Feb Buffer day</a>				<a href="#">06-Mar Buffer day</a>					

15-Mar	16-Mar	17-Mar	18-Mar	19-Mar	20-Mar	22-Mar	23-Mar	24-Mar	25-Mar	26-Mar	27-Mar
<a href="#">13-Mar Buffer day</a>	<a href="#">MINOR EXAMINATION</a>					<a href="#">ONLINE TEACHING</a>				MID-TERM PROJECT EVALUATION	

28-Mar	29-Mar	30-Mar	31-Mar	01-Apr	03-Apr	05-Apr	06-Apr	07-Apr	08-Apr	09-Apr	10-Apr	
<a href="#">ONLINE TEACHING</a>												
MID-SEMESTER BREAK			LAST DAY FOR SHOWING MINOR ANSWERSCRIPT		COURSE AUDIT-WITHDRAWAL				LAST DATE OF MIDSEM COURSE FEEDBACK		<a href="#">Buffer day</a>	
					CLASS COMMITTEE MEETING							

12-Apr	13-Apr	15-Apr	16-Apr	17-Apr	19-Apr	20-Apr	22-Apr	23-Apr	24-Apr	26-Apr	27-Apr	28-Apr
<u>ONLINE TEACHING</u>												
PRE-REGISTRATION FOR THE NEXT SEMESTER												

29-APR	30-APR	02-MAY	03-MAY	04-MAY	05-MAY	06-MAY	08-MAY TO 13-MAY AND 15-MAY TO 16-MAY				17-18 MAY	
<u>ONLINE TEACHING</u>							<u>07-May Buffer day</u>	<u>MAJOR EXAMINATION</u>				PROJECT VIVA- VOCE
<u>01-May Buffer day</u>												

**Moderation Committee Meeting: 24-May, 2021**

**1. Facilities and resources for online teaching ↪**

- Refer to the document on recommendations on online teaching which is available at

<https://home.iitd.ac.in/uploads/recommedations-for-online-teaching.pdf>

- Further resources on online teaching are available under “Resources” on the ETSC webpage:

<https://etsc.iitd.ac.in/resources.html>

**2. Communication of course evaluation policy ↪**

- The course evaluation policy suitable for an online semester be communicated to the students on the first day of classes.

- The course evaluation policy should be uploaded in ERP system ([process for entering course policy](#) in ERP system). You may also use Moodle for communication of the course policy. If you live outside campus and ERP system is not accessible, kindly communicate the course evaluation policy through course email with cc to [arugs@admin.iitd.ac.in](mailto:arugs@admin.iitd.ac.in). In case you live outside campus, it is recommended that you install VPN on your local computer/laptop by contacting CSC.
- Schedule of Semester IIA, 2020-21 provides dates for one Minor examination. A course coordinator may include additional examinations (including an additional minor, if desired) on dates and time slots where all the students of the course are available.
- Senate resolved provisions for course evaluation policy for the semester
  - Attendance policy, suitably accommodative of online environment (limited or interruptive connectivity at students end), may be a part of course evaluation policy. *A priori* approval of any deviation from the approved attendance policies (for normal semesters), as listed in the Courses of Study, must be obtained from Dean Academics.
  - The pass requirement for a non-Major project course done on credit basis ('D' grade) is to be fixed at 30% marks.
  - For a course done on Audit basis, the default marks for pass grade is 30%. However, the pass marks may be raised within the range of 30-40%. In addition, participation in some of the evaluation components along with minimum performance in these evaluations can be made necessary part of auditing the course. Major project for PG programmes (including Dual Degree) cannot be audited.

### 3. Re-major for E grades awarded in Semester I, 2020-21 ↩

- The last date of sending grades for E and extended I grades to Academic section is February 11, 2021.
- In addition to any convenient mode, kindly communicate to the student the schedule for re-major through the student's IIT Delhi email-id.

### 4. Finalization of the roll list ↩

- The course email list should be invariably used for communication of any course related information in addition to any mode convenient to the course coordinator.
- The course email list will be modified during the add-drop period and frozen only after finalization of the roll list. So, it is necessary that any information communicated through the course email list is also communicated once again after the finalization of roll list.
- The date for finalization of the roll list in the Semester Schedule is February 15, 2021. An email communication will be done to confirm the finalization of the roll list or a delay in finalization of the roll list. Kindly repeat the course emails after email confirmation of the finalization of roll list.

## **5. Possible buffer days ↷**

- No class days are scheduled on Feb. 6 and Feb. 13, 2021, but live teaching session may be scheduled on these days if all students of the course are available. It may be noted that GATE exam is scheduled on these days. The plan for using buffer days synchronous online teaching be announced on first day of classes and certainly in the first week of teaching.

## **6. Buffer days ↷**

- No class days, but live teaching session may be scheduled on these days. The plan for using buffer days synchronous online teaching be announced on first day of classes and certainly not later than the end of the first week of teaching.

## **7. Minor and Major exam/ evaluations related details ↷**

- Schedule will be provided by Chairman, Time-Table Committee for the Minor and Major examinations. In view of different ways of conducting these evaluations with remotely located students, the schedule will included only the end time. Depending on the planned duration of the exam, course coordinators are free to choose the start time (recommended to be at least 1 hour for Minor and 2 hours for Major). Due time must be provided for students to upload/email/share their examination answer books/responses. The submission from students must not be before the end time given in the schedule and the exam/ evaluation can be started at any suitable time before the end time ensuring that it does not overlap with the previously scheduled slot. The mode and other details of the exam/ evaluation are to be communicated by the course coordinator.
- It is a good idea to communicate mode of exam and have a mock drill with students on the adopted mode of exam to iron out any issues associated with the mode of exam.

## Process for entering course evaluation plan in Academics ERP system ↩

1. Login to the ERP system and using the left menu navigate to Academic Management--->Course Offering--->Faculty Summary(Current Reg)

You will see a page like:

The screenshot shows the 'Faculty Summary (Current Reg)' page in the Academics ERP system. The page title is 'Faculty Summary (Current Reg)' and the current drive is 'Registration 2019-20/2'. The table below shows the following data:

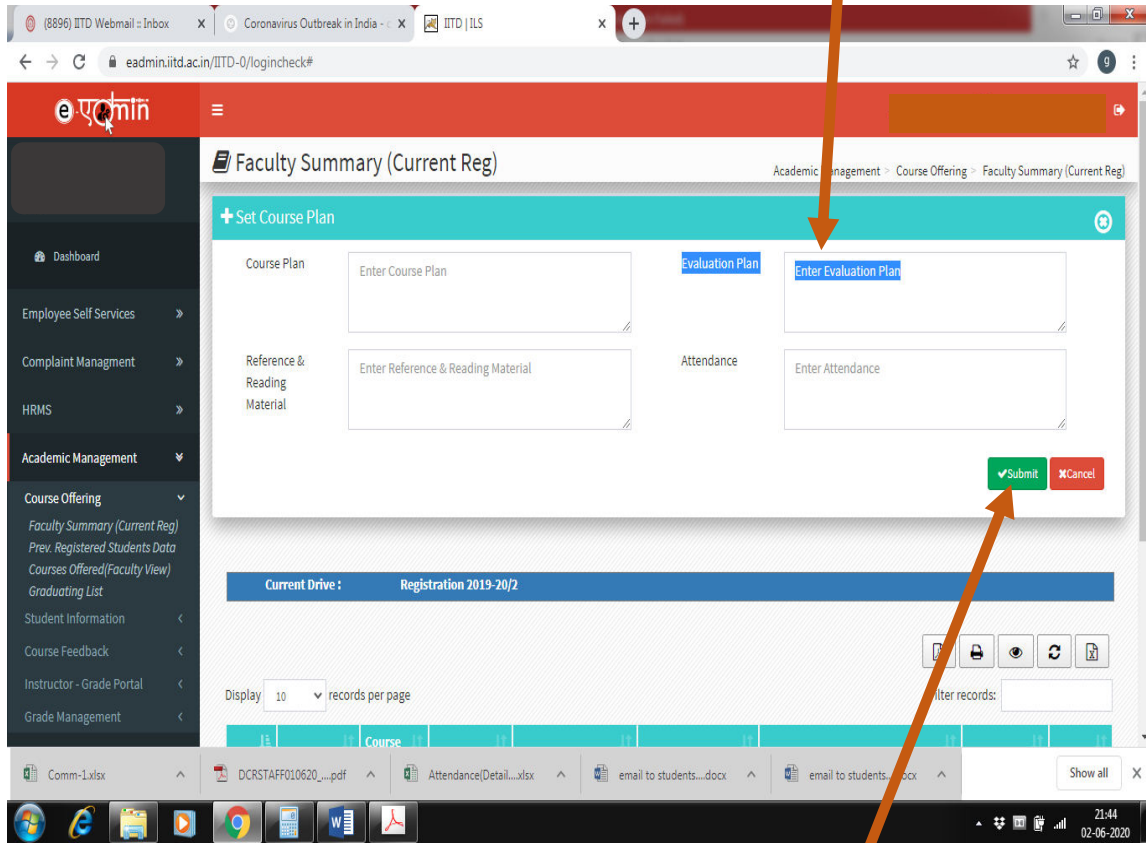
S.No.	Course ID	Course Plan	Slot Name	Withdraw Req	Audit Req	Registered Students	Withdrawn	Audited
1	CLL722	Set	B	0	0	26	4	0

The 'Set' button is highlighted in blue. Arrows point from this button to the 'Course Offering' menu item in the left sidebar.

The main frame will show a table with courses offered by you in the current and Summer semesters (if you have more than one courses, you will see them all)

2. Click on the "Set" button (shown by arrow in the above screenshot).

3. The screenshot below shows a representative page that appears on clicking “set” button. The course evaluation plan has to be entered in the evaluation plan text box (shown by arrow in the screenshot) at the top-right corner of the page.



After entering the course evaluation plan submit the plan using submit button.