

**Provisions for Teaching and Grading approved in 212th Meeting of Senate held on
July 29, 2020
for
Semester II, 2019-20 and Subsequent Semesters conducted with online teaching**

This document contains a summary of the Senate resolved provisions for Semester II, 2019-20 and Semesters of Academic Year 2020-21 that are conducted online. In case of any discrepancy, provisions as present in the minutes of the 212th meeting of the Senate will prevail.

1. The remainder of Semester II, 2019-20 and the Academic Year 2021 are to be conducted in online mode including both teaching and evaluations (including grading)
 - Online teaching includes following modes of course content delivery:
 - Live online video lectures
 - Video recorded lectures provided in asynchronous mode
 - Important features of the online teaching for current and upcoming semesters are summarized below:
 - ETSC has provided Impartus platform for conducting live video lectures as well as for uploading recorded video lectures and student access to the videos hosted by the platform is authenticated through Moodle. An instructor may choose any other video conferencing software/ platform adopted by the Institute, such as MS Teams.
 - All live video lectures must be recorded and video recording of lectures (conducted live or asynchronous video lectures) should be uploaded on Impartus. This is also true for asynchronous video lectures, even if they are also made available by the course instructor on other platforms.
 - In addition to video lectures, audio track of the video lectures and pdf file of the lecture notes (white board writing, slides, etc.) may also be uploaded on the Impartus platform to cater to students with limited internet access (who may access slides, text material and audio files but may face challenges with accessing video lectures).

- It is required that doubt clearing/ help sessions are conducted at suitable, regular frequency. It is desirable to have at least some of these as live video sessions, but they can also be done using other platforms, chats and in asynchronous mode. In courses where tutorial slots are available, they can obviously be used for doubt-clearing discussions. A record of all such teaching activities be maintained by the faculty.
- The semester schedule provides the teaching days of a semester and it is strongly recommended that live sessions adhere to the semester schedule and course slot time slots to avoid clashes.

2. Schedule for Semester II, 2019-20 (non-AGP) and Semesters I & II, 2020-21:

- **For Semester II 2019-20**

- 24 teaching days of the semester were to be completed when the classes were suspended on March 12, 2020. 2 weeks or more of the course content was to be provided in the online teaching from April 01, 2020 to April 25, 2020. Therefore, about 14 days or less of teaching remain to be completed for the semester. Many faculty have already completed this obligation during the AGP period (June-July 2020), but for some courses this is pending.
- A 6-day teaching week to be followed. Pending online teaching is to start from August 06, 2020 for all courses.
- Course coordinators to announce course evaluation policy, suitably adjusted to the present conditions, ensuring that it is no way regressive compared to the original course policy.
- No evaluations are to be conducted before August 13, 2020. Evaluations by way of assignments can be given but the due dates should be on or after August 13, 2020, so as to allow students some time to resume the learning activities.
- Courses with a laboratory component to be completed based on laboratory work already completed by March 12, 2020 (about 2/3rd of the semester) if it is not possible to conduct an online substitute

for the remaining laboratory work. Laboratory evaluation for Semester II, 2019-20 is not to remain pending.

- In addition to the non-graduating students, the evaluations and grading will also be done for those graduating students who did not opt for AGP or failed in courses in AGP and therefore did not graduate.
- A different schedule will be followed for the UG first year, and all other courses.
- For UG first year courses
 - 20 teaching days and Minor 2 dates are provided for UG first year courses.
 - Teaching/ part-evaluations for UG -first year NGU courses to continue only for those students who will not pass the course otherwise. Others may be evaluated based on work they had completed before March 12, 2020.
- For courses other than UG first year courses
 - 15 teaching days (and no Minor 2 dates) provided for all other courses. For these courses, the Minor 2-equivalent evaluations are to be done within the teaching period (but only from August 13, 2020 onwards) or clubbed with the Major examination/ evaluation.
 - Instructors of courses other than the UG-first year courses where teaching is completed can schedule Major examination/evaluation anytime between August 17, 2020 and the start of the Major examination period, provided it is acceptable to all students of the course. Otherwise, the Major examination/evaluation has to be conducted as per the schedule of Major examination/evaluation.
- Following different schedules for UG-first year and other courses, Semester II 2019-20 will close on September 16, 2020 (Moderation Day).

- **The Academic Year 2020-21**

- To have following semesters: Semester I (online teaching), Semester IIA (online teaching), Semester IIB (laboratory courses that required the physical presence of students), Summer Semester 2021. Semester IIB may overlap with Semester IIA of Summer Semester 2021.
- Laboratory components (either independent courses or as part of a course) of Semester I & IIA, to be on hold, and completed later in Semester IIB (Academic Units to decide modality). Some of the laboratory courses may even be scheduled in the Academic Year 2021-22.
- All Semesters to have a 6-day teaching week, Semester I & IIA to have a class schedule for 10 weeks, plus 2 (normal 5-day teaching) weeks teaching material is to be provided in asynchronous online mode (even if other lectures and tutorials are being conducted in synchronous online mode). It is noted that the semester schedule and slotting is prepared for courses where live online classes are being held. In case of recorded lectures which are made available to students (asynchronous mode), help sessions may be scheduled in the prescribed slots.
- The calendars for Semester I & IIA will have dates for one Minor and one Major.
- Semester I begins on September 28, 2020 (first day of classes) (all programs, except incoming UG first year.)
- Semester I, 2020-21 to have a 2-week mid-semester break from November 29, 2020 - December 13, 2020 for OCS activities (aligning with other IITs), and PG admissions for Semester IIA, 2020-21. OCS activities during the regular teaching period are to be avoided.

- **Provision for revision:** Plan for Online teaching will be revisited in December 2020 and may be revised depending on the prevailing COVID-19 situation in the country at that time.

3. Provision for courses with both lecture/ tutorial and practical components to be offered in Semester I & IIA, 2020-21. Some of the courses with both L/T and P components will be split and the part with L/T component will be offered and completed in Semester I or Semester IIA. The part of the course with P component will be offered in Semester IIB or the Academic Year 2021-22.

4. Special provisions on grading, and registration for the semesters conducted online (including Semester II 2019-20 for continuing (non-AGP) students):

- All students (UG, and PG students except PhD) are allowed to Audit up to one core (compulsory) course (including the core project courses) and up to 2 courses in electives category (including elective project courses) in all semesters conducted in online mode (partly or completely). All such courses completed on Audit basis will count towards the graduation credit requirements, for all programmes (UG and PG).

The provision will not hold if on-campus teaching resumes before the last date of Audit/ withdrawal for the Semester.

PhD and MS(R) students may also exercise the Audit option for their registered online courses; however, such audited courses will not contribute to their pre-PhD coursework requirements. In case they audit a course, they must register for some other course as per the advice of their supervisor's/program coordinators in subsequent semesters to complete their pre-PhD coursework requirements.

- Both current (2019 entry year) and incoming first-year UG students (2020 entry year) can also avail of the above feature of doing course on Audit basis in online semesters, **but if the Audit option is availed, then the**

student cannot apply for a change of discipline after the first year.

Therefore, students interested in applying for change of discipline should not be auditing any course.

- As in the AGP evaluation, the minimum pass requirement for a non-Major project course done on credit basis ('D' grade) or on Audit basis ('NP' grade) is to be fixed at 30% marks. The same criterion applies to Major project courses for 4-year UG and M. Sc. programmes. For Major Project Part 1 and Part 2 of Dual degree and 2-year M.Tech. programmes, the minimum pass grade is C for the course taken on credit basis and C-grade equivalent marks for the course taken on Audit basis. Major project of MS/R has to be for credit only.
- Attendance in online classes or in on-campus classes cannot be used as basis for grading or any other aspects related to course evaluation policy, in semesters which are partly or fully completed online.
- The minimum registration limit for a semester conducted in online mode to be reduced by 4 credits for full-time students of all programs except UG first year, Ph.D. and MS(R)). A student who registers for credits less than the minimum registration limit (for a normal on-campus semester) in the online semester(s) will be allowed to register for up to 4 credits more than the maximum allowable limit for subsequent semesters which are conducted with students back on campus. The number of such on-campus semesters where the relaxation of maximum credit registration limit can be availed will be less than or equal to the number of online semesters in which registration less than the lower registration limit for a normal semester was actually availed. While registering or not registering for a core course during an online semester, the student must consider the frequency of offering of that course (as the latter may not change).
- Waiver of overall two units of NGU is to be given to all UG students on roll. This waiver is irrespective of the NGU category however, at least 1 NG Unit has to be earned in each category. Also, this is the total waiver for all the Semesters with online teaching, and is **not** per Semester.

5. Special provisions on continuation/ termination of registration and assistantships for the semesters conducted online (including Semester II 2019-20):

- In the criteria for continuation/ termination, probation, continuation of assistantship/ scholarships, etc., the CGPA/ SGPA part of the criteria will not be applicable for the semesters conducted online.
- There is no change in the minimum earned credits for any of these criteria except that the clause for student on probation will remain suspended for semesters conducted partly or completely in online mode. For example, there will not be any change in the Restart/Termination criteria applicable to UG students at the end of First Year as it is based entirely on the earned credits.
- A student may opt to withdraw from online semesters on grounds that it is not possible to cope up with the online teaching (except Semester II 2019-20) and these withdrawals will not count towards the maximum number of withdrawals or maximum number of semesters allowed for the programme. The last date for application of withdrawal must be before the first day of Major examination/evaluation of the semester. This criterion is only for the continuing students and is not applicable to UG students who are currently in their first year.

6. Projects (BTP, MTP, Minor projects, Mini projects) which need to be done in Semester I & IIA, 2020-21 to be preferably of theoretical nature as far as possible, so that students can complete their work remotely. Adjustments of project topics as well as project allocation may be needed within Academic Units. As a special provision, a 4-year UG student for whom only one major project course (Major project I) is a core course may be allowed to take the course in Semester IIA, 2020-21 and its span can include Semester IIB, 2020-21.

7. For UG students of the entry year 2019 (current first year) the **change of discipline** at the end of first year would be undertaken on completion of

Semester II, 2019-20, as per normal procedures. **It is once again reiterated that a first-year student who does a course on Audit basis cannot apply for a change of discipline after first year.**

8. Special provisions applicable to Ph.D./ M.S.(R) students:

- For all currently registered research scholars, for Written Comprehensive and Presentation of Research Plan, 6 months (183 days) *ad hoc extension* is approved from the calendar due dates (either counted from registration date or from any date approved by DRC/CRC/ScRC and Academic Section before March 12, 2020). Any individual extensions given after March 12, 2020, and now are to be subsumed within this extension.
- For PhD students registered in 2016 and prior, an *ad hoc one-time* six-month (183 days) extension for thesis submission beyond the Senate-mandated 7 years is recommended. In case students continue in the “15th Semester”, then will need to register but the fees may be waived.
- Provisions for PhD/MS(R) students for Online Progress Presentations, Take-Home/Online Written Comprehensive examinations (point 20 of Minutes of Emergency Meeting of Senate held on 16.04.2020), Oral Comprehensive Examination (presentations of research plan), Pre-PhD Synopsis seminar, and PhD Viva (point 19 of Minutes of Emergency Meeting of Senate held on 16.04.2020) are to continue during online semesters. Only change proposed is that the PhD Viva may be conducted by the DRC Chairperson or his/her nominee and may be conducted through any video conferencing platform that has been adopted by the Institute. Link to the recording may be shared with the Office of Dean Academics along with submission of PhD viva reports.