

**Summary of the teaching Activities for Semester II, 2019-20
for
Other than First Year UG courses**

05-Aug	06-Aug	07-Aug	08-Aug	10-Aug	11-Aug	13-Aug	14-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
ONLINE TEACHING (see details)												
COMMUNICATION OF COURSE EVALUATION POLICY (see details)							START OF PART EVALUATION/ ASSIGNMENT SUBMISSION		MAJOR EXAM/ EVALUATION WITH MUTUAL CONSENT OF STUDENTS			
AUDIT/ WITHDRAWAL, CHANGE IN REGISTRATION STATUS OF A COURSE								PRE-REGISTRATION FOR THE NEXT SEMESTER				

21-Aug	22-Aug	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug	31-Aug	01-Sep	02-Sep	03-Sep	04-Sep
ONLINE TEACHING (see details)				BUFFER DAY	MAJOR EXAM/ EVALUATION							
MAJOR EXAM/ EVALUATION WITH MUTUAL CONSENT OF STUDENTS												
		LAST DATE OF PROJECT REPORT SUBMISSION										
PRE-REGISTRATION FOR THE NEXT SEMESTER												

05-Sep	06-Sep	16-Sep	17-Sep	08-Sep	09-Sep	17-Sep	21-Sep	22-Sep	23-Sep	24-Sep	28-Sep
MAJOR PROJECT VIVA		MODERATION OF GRADES	SUBMISSION OF GRADEES								

1. Facilities, requirements and provisions for online teaching ↻

- Recommended software/ platforms for live sessions and/ or upload of video recorded course content can be accessed from

<https://owncloud.iitd.ac.in/nextcloud/index.php/s/p9mBQmdRsymrH5F>

or

<https://drive.google.com/open?id=1QeV9WhJODJgnFNG1zhr1XJp-cnMd4rZU>

- All live sessions to be scheduled as per the course slot time and recorded. The recorded video to be uploaded on Impartus platform.
- In addition to video, course content in audio and pdf format is also required to be shared.
- Upload of all video, audio and pdf content is required on Impartus platform even if any other platform is being used for content sharing
- Regular, frequent doubt clearing sessions (synchronous, or asynchronous, video or chat environments).
- Some of the course content and doubt clearing should be live sessions.

2. Modification and communication of course evaluation policy ↻

- Due to change in conditions, the course evaluation policy may be suitably adjusted and communicated to the students.
- Like AGP, the course evaluation policy to be uploaded in ERP system ([process for entering in the ERP system](#)). 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. In case you live outside campus, it is recommended that you install VPN on your local computer/laptop by contacting CSC.
- Senate resolved provisions for course evaluation policy for the semester
 - 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 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.
- It is to be ensured that the modified course evaluation policy is in no way regressive compared to the original course policy. This means that the course evaluation policy declared after the resumed semester may add on to evaluations completed before the lockdown, but should not be based merely on inflation of marks on evaluations completed before the lockdown.

3. Start for part-evaluations/ assignment submission ↩

- To provide students some time for preparation, in-semester evaluation should be scheduled on or after August 13, 2020. Assignments can be given earlier, but the due dates for assignments must be on or after August 13, 2020.
- Separate **Minor II** dates are not provided in the semester schedule. Course instructor may conduct equivalent evaluation during teaching period or it could be also done along with Major exam/ evaluation.

4. Major examination before the calendar dates with mutual consent of students ↩

In courses where the teaching is completed before August 15, 2020, Major examination may be scheduled with mutual consent of students and course instructor from August 17, 2020 to August 25, 2020. Otherwise, Major exam/ evaluation has to be conducted as per the schedule of Major exam/ evaluation.

5. Major exam/ evaluations related details ↩

Schedule will be provided by Chairman, Time-Table Committee for these exams/ evaluations. In view of different way of conducting these evaluations with remotely located students, the schedule will include only the end time. 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 will be communicated by the course coordinator.

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 displays a table with the following data:

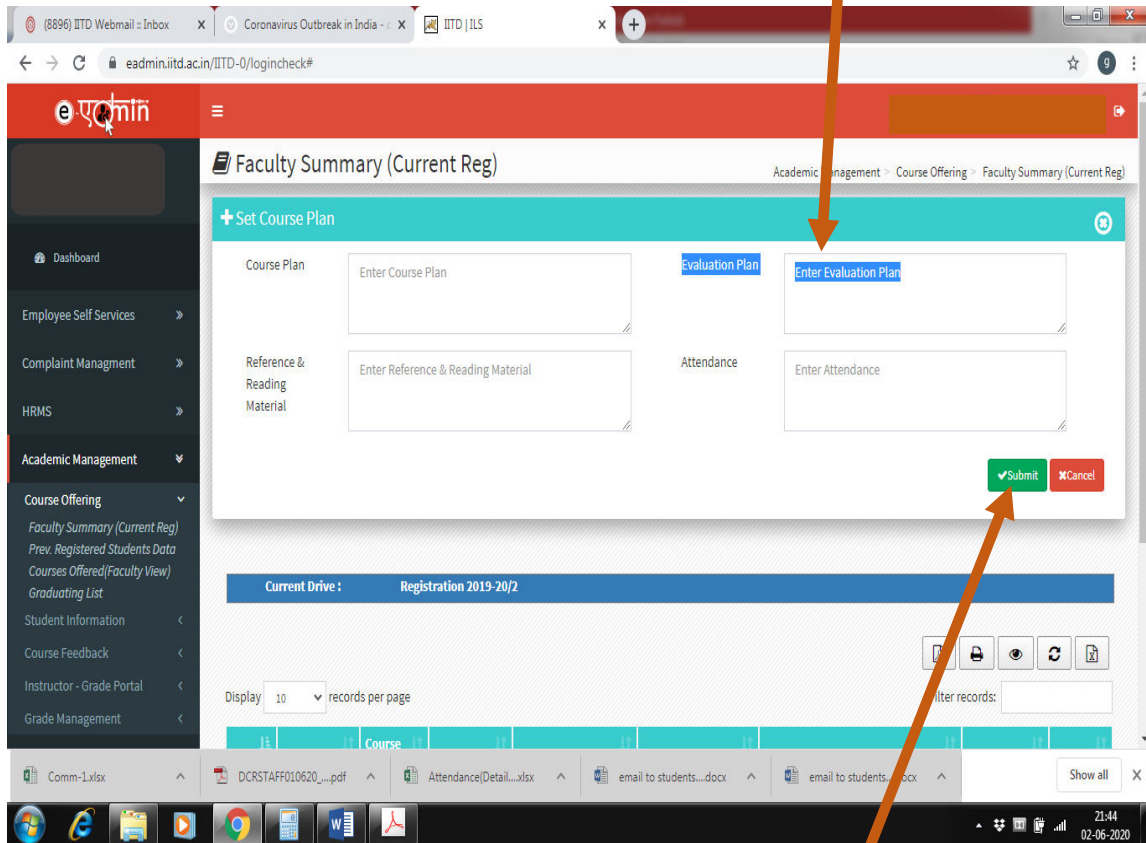
S.No.	Course ID	Course Plan	Slot Name	Withdraw Req	Audit Req	Registered Students	Withdrawn	Audited
1	CLL722	Set	B	0	0	26	4	0

The 'Set' button in the 'Course Plan' column is highlighted with an orange arrow. The left sidebar shows the navigation menu with 'Academic Management' and 'Course Offering' expanded. The 'Set' button is highlighted with an orange arrow.

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.