

## Summary of the teaching Activities for Semester I, 2021-22 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 as contained in the minutes of 214<sup>th</sup> meeting of the Senate and the Semester Schedule available at [https://home.iitd.ac.in/uploads/Acad\\_Cal\\_I\\_Sem\\_2021-22-1.pdf](https://home.iitd.ac.in/uploads/Acad_Cal_I_Sem_2021-22-1.pdf) will prevail.

09-Aug	10-Aug	11-Aug	12-Aug	13-Aug		16-Aug	17-Aug	18-Aug	20-Aug	21-Aug	23-Aug	24-Aug	25-Aug	26-Aug
<a href="#">ONLINE TEACHING</a>					<a href="#">14-Aug BUFFER DAY</a>	<a href="#">ONLINE TEACHING</a>								
<a href="#">COMMUNICATION OF COURSE EVALUATION POLICY</a>						LAST DATE OF ADD-DROP & LATE REGISTRATION	<a href="#">FINALIZATION OF ROLL LIST</a>							
								<a href="#">RE-MAJOR FOR PREVIOUS SEMESTER E AND/ OR I GRADE</a>						

27-Aug		31-Aug	01-Sep	02-Sep	03-Sep	04-Sep	06-Sep	07-Sep	08-Sep	09-Sep	10-Sep		13-Sep	14-Sep	15-Sep	16-Sep
<a href="#">ONLINE TEACHING</a>	<a href="#">28-Aug BUFFER DAY</a>	<a href="#">ONLINE TEACHING</a>										<a href="#">11-Sep BUFFER DAY</a>	<a href="#">ONLINE TEACHING</a>			

17-Sep		19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep		27-Sep	28-Sep	29-Sep	30-Sep	01-Oct	03-Oct
<a href="#">ONLINE TEACHING</a>	<a href="#">18-Sep BUFFER DAY</a>	<a href="#">MINOR EXAMINATION</a>					<a href="#">ONLINE TEACHING</a>	<a href="#">25-Sep BUFFER DAY</a>	<a href="#">ONLINE TEACHING</a>					

04-Oct	05-Oct	06-Oct	07-Oct	08-Oct & 09-Oct		11-Oct	12-Oct	13-Oct	14-Oct	15-Oct		17-19 Oct	
<a href="#">ONLINE TEACHING</a>				MID-SEMESTER PROJECT EVALUATION		LAST DAY FOR SHOWING MINOR COPIES	<a href="#">ONLINE TEACHING</a>					<a href="#">16-Oct BUFFER DAY</a>	MID-SEMESTER BREAK
							LAST DATE OF MIDSEM COURSE FEEDBACK						
							PRE-REGISTRATION FOR THE NEXT SEMESTER						

20-Oct	21-Oct	22-Oct	23-Oct	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct		01-Nov	02-Nov	03-Nov
<u>ONLINE TEACHING</u>									<u>30-Oct</u>	<u>ONLINE TEACHING</u>		
CLASS COMMITTEE MEETING									<u>BUFFER DAY</u>			
COURSE AUDIT WITHDRAWAL												
PRE-REGISTRATION FOR THE NEXT SEMESTER												

	08-Nov	09-Nov	10-Nov	11-Nov			14-Nov TO 18-Nov AND 20-Nov TO 24-Nov		26-27 Nov	
<u>06-Nov</u>	<u>ONLINE TEACHING</u>			LAST TEACHING DAY LAST DATE FOR SHOWING PMT LAST DATE FOR PROJECT REPORT SUBMISSION		<u>12-Nov</u>	<u>MAJOR EXAMINATION</u>		PROJECT VIVA-VOCE	
<u>BUFFER DAY</u>						<u>Buffer day</u>				

**Moderation Committee Meeting: December 06, 2021**

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

- Refer to the document on recommendations on online teaching which is available at <https://drive.google.com/open?id=1QeV9WhJODJgnFNG1zhrlXJp-cnMd4rZU>
- 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 I, 2021-22 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 I and E grades awarded in Semester I, 2021-22 ↩

- The last date of sending grades for E and extended I grades to Academic section is August 16, 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 August 20, 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 the communication confirming the finalization of roll list.

### 5. Buffer day ↩

- 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.

### 6. 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:

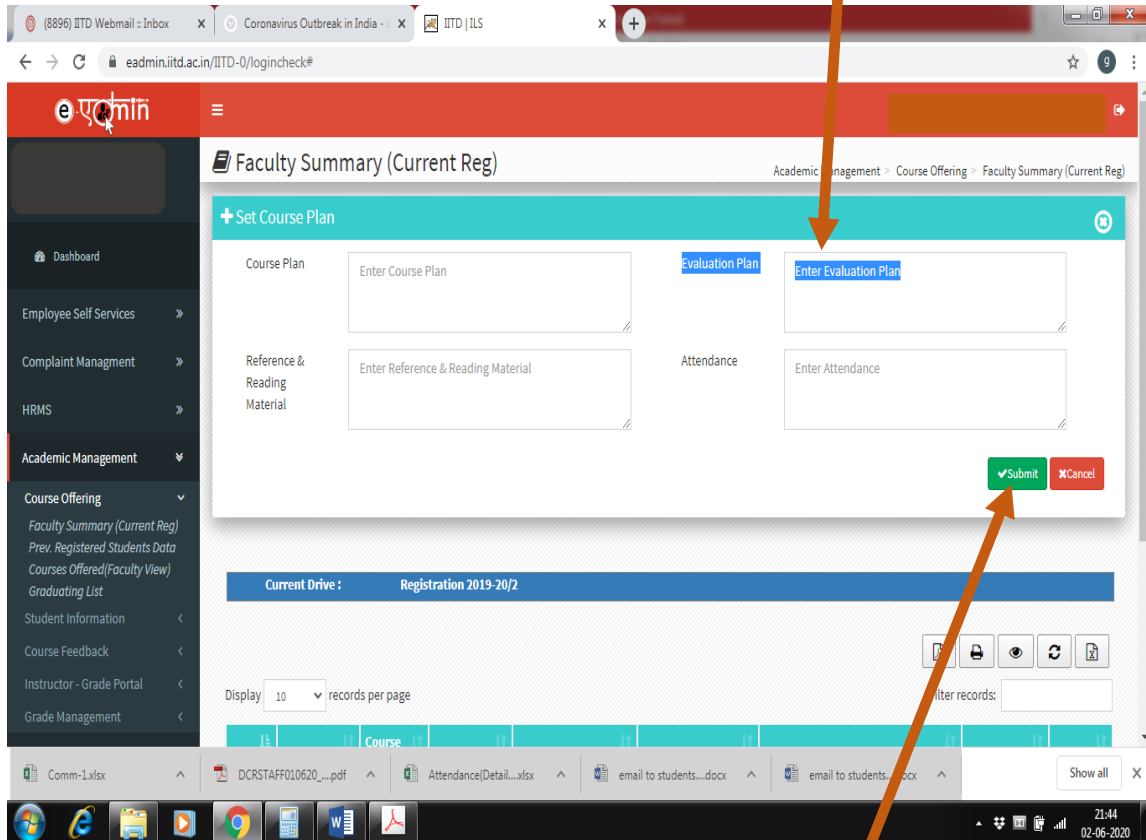
S.No.	Course ID	Course Plan	Slot Name	Withdraw Req	Audit Req	Registered Students	Withdrawn	Audited
1	CLL722	Set	B	0	0	26	4	0

The 'Set' button is highlighted with a blue background. The page also includes a search bar, a 'Filter records' field, and a pagination control showing '1-1 of 1' records. The bottom of the page displays contact details for 'eadmin@iitd.ac.in' and the 'IMAGINATION LEARNING SYSTEMS' logo.

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).

- 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.