Summary of the teaching Activities for Semester I, 2020-21 up to Mid-Semester Break
for
Other than First Year UG courses

Schedule for Semester I, 2020-21 is available at https://home.iitd.ac.in/uploads/Schedule-for-Semester-I-2020-21.pdf

28-Sep	29-Sep	30-Sep	01-Oct	03-Oct	05-Oct	06-Oct	07-Oct	08-Oct	09-Oct	10-Oct	12-Oct	13-Oct	14-Oct
ONLINE TEACHING													
COMMUNICATION OF COURSE EVALUATION POLICY								FINALIZATION OF ROLL LIST					
RE-MAJOR FOR PREVIOUS SEMESTER E AND/ OR I GRADE													

15-Oct	16-Oct	17-Oct	19-Oct	20-Oct	21-Oct	22-Oct	26-Oct	27-Oct	28-Oct	29-Oct	31-Oct	02-Nov	03-Nov
ONLINE TEACHING													

04-Nov	05-Nov	06-Nov	08-Nov	09-Nov	10-Nov	11-Nov	12-Nov	13-Nov	16-Nov	17-Nov	18-Nov	19-Nov	20-Nov
ONLINE TEACHING							ONLINE TEACHING						
			MINOR EXAMINATION									LAST DAY OF SHOWING MINOR ANSWERSCRIPT	

21-Nov	23-Nov	24-Nov	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov to 13-Dec
ONLINE TEACHING							MID-SEMESTER BREAK
MID-TERM PROJECT EVALUATION (can also be scheduled on 22-Nov)		LAST DAY FOR MID-SEM. FEEDBACK	CLASS COMMITTEE MEETING				

1. **Facilities, requirements and provisions for online teaching** ↩
   - Refer to the document on recommendations on online teaching which is available at

     https://home.iitd.ac.in/uploads/recommendation-for-online-lectures-september-23.pdf

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. It is recommended that the first class be held in a synchronous mode (live lecture), even if the course may be planned for asynchronous mode of delivery.
   - The course evaluation policy should be uploaded in ERP system (process for entering in the 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. 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, 2020-21 provides dates for one Minor examination. A course coordinator may include additional examinations (including another Minor, if required) 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 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 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.

3. **Re-major for E grades awarded in Semester I, 2019-20** ↩
   - The last date of sending grades for E and extended I grades to Academic section is October 05, 2020.
   - 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.
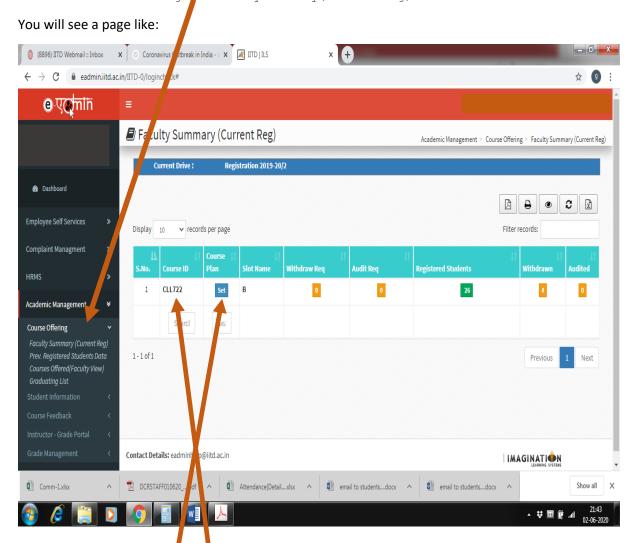
- The course email list will be modified during the add-drop period and frozen only after finalization of the roll list. So, it is necessary that any information communicated through the course email list is also communicated once again after the finalization of roll list.
- The date for finalization of the roll list in the Semester Schedule is October 08, 2020. An email communication will be done to confirm the finalization of the roll list or a delay in finalization of the roll list. <u>Kindly repeat the course emails sent earlier after email confirmation of the finalization of roll list.</u>

5. **Minor exam/ evaluations related details ↩**
   - Schedule will be provided by Chairman, Time-Table Committee for these Minor and Major examinations. In view of different way of conducting these evaluations with remotely located students, the schedule will included 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.
   - 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.

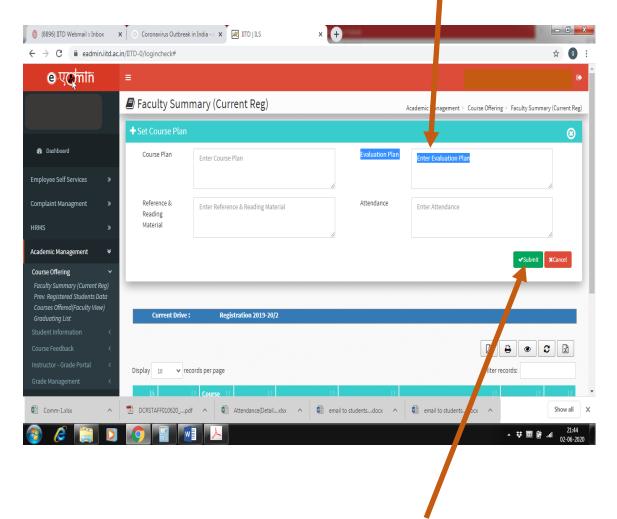**Process for entering course evaluation plan in Academics ERP system ↰**

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 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.