

PROPOSAL FOR CONDUCTION OF CLASSES FOR ODD SEMESTER 2020-21

In view of the current COVID-19 pandemic condition the following modus operandi is proposed for the smooth conduction of classes/ laboratories in odd semester of academic session 2020-21 for B.Tech. / M.Tech. / MCA / PhD students. This proposal is based on the following points:

- a. Teaching load and Time table
- b. Conduction of theory classes
- c. Conduction of laboratory classes
- d. Assessment of odd semester
- e. Miscellaneous points

a. Teaching Load/ Time Table:

Following modifications are proposed on the Teaching loads sent by the HODs:

- i. Since it is not possible to conduct off - line classes, the classes will be conducted in online mode. The earlier proposal to make small batches of maximum 40 students is now withdrawn. Now the batch size consists of all students of each branch.
- ii. There will be a gap of 15 minutes before start of next class to provide time for settlement of students and for faculty to share the link for the online class.
- iii. The timings of classes are proposed as follows:

Period	Timings (option-1)	Timings (option- 2)
I	10:00 – 10:50	09:45 – 10:35
II	11:05 – 11:55	10:50 – 11:40
III	12:10 – 1:00	11:55 – 12:45
IV	1:15 – 2:05	01:00 – 1:50
Lunch Break	2:05 – 3:05	1:50 – 2:50
V	3:10 – 4:00	3:00 – 3:50
VI	4:15 – 5:05	4:05 – 4:55



b. Conduction of Theory Classes:

Following methodology is proposed for the conduction of theory classes:

- i. There are several modes of teaching like:
 - a) Sharing Power Point Presentation(PPT) with voice
 - b) Sharing PPT with pre-recorded voice
 - c) Online or recorded broadcast using chalk n duster mode from the class room
 - d) Capturing video of pen n paper mode from the office of faculty

It is proposed that Faculty may choose any of the above modes of teaching as per their convenience.

- ii. Faculty should prepare Subject-wise whatsapp groups with HOD as member.
- iii. All faculties have to keep proper records of their teaching.
- iv. A proper planning must be done to share the link of online classes.

c. Conduction of Laboratory Classes:

Following procedure is proposed for the conduction of laboratory classes:

- i. Duration of lab class period will be of 115 minutes (50+15+50).
- ii. There will be broadcast of real time or pre recorded experiment demonstration. Students will note down the readings and complete their lab records.
- iii. The laboratory manuals and observation table must be shared with students beforehand.

d. Assessment of Odd Semester:

The assessment of sessional marks and end semester marks will be based on the provisions of Extraordinary ordinance.

e. Miscellaneous Points:

In case of any unforeseen situation following possibilities may be explored:

- i. If any student fails to attend the online classes he/ she may request to send the recordings of the classes on email.
- ii. Student can adopt only PPT or PDF based lectures if he/ she is unable to go for the online mode with proper internet connection in their home town.



- iii. If student feels that he/she can stay in the hostel for better facility, he/ she will be allowed to reside in the hostel and university will provide all facilities of internet access (subjected to University's readiness for providing hostel facility to such students based on COVID-19 pandemic guidelines).
- iv. If student is still unable to accommodate in the above conditions he/ she may be allowed to take a drop in this odd semester.
- v. It is important to provide a good internet facility to the faculty by the university.
- vi. University will also provide all necessary accessories and facilities to all faculty members.
- vii. HODs may provide their spare desktop computers to the Guest Faculties from the CAD laboratories or adopt any other suitable methodology for smooth conduction of online teaching.

