

NETAJI SHUBHAS UNIVERSITY OF TECHNOLOGY
AZAD HIND FAUJ MARG, SECTOR - 3
DWARKA, NEW DELHI-110078

Office of Dean Academics

F.No.: 220(314) Meeting / OAH/ACAD/NSIR/ 697

Date: 02/11/2020

NOTICE

SUBJECT : TEACHING AND ASSESMENTS DURING THE UPCOMING ODD SEMESTER

In light of the ongoing global crisis due to the spread of infectious disease COVID-19, the classes for the upcoming ODD semester shall be conducted via online mode through GOOGLE FOR EDUCATION platform. The classes shall be held as per the following guidelines.

A. TEACHING LOAD ALLOCATION GUIDELINES FOR THE PERIOD December 2020 to August 2021.

1. All faculty shall be allocated 3 theory courses (sections), out of which 2 maybe same course in different sections.
2. All TRFs shall be allocated at least 1 theory courses.
3. All RFs/M.Tech students maybe associated with Faculty as Teaching Assistants as per their prescribed load.
4. HoDs and Deans maybe allowed a relaxation of 2 hrs per week.
5. As per the requirements of the University, all faculty maybe detained during the period April 2021 to August 2021.
6. All faculty detained during this period may be allotted one theory course + laboratory/tutorial classes (6-8 hours).

B. TIME TABLE DESIGN THE FOR NEXT SEMSETER (ODD 2020-21).

1. All courses have been assigned 4 hours per week. These 4 hours maybe utilized as follows.
 - i. Theory courses with Tutorial: 3 Hrs theory + 1-hour tutorial (for full class) for the entire period of the semester.
 - ii. Theory courses with Practical which can be conducted online (software based) : 3 Hrs theory + 1 hour S/W based practical (for full class) for the entire period of the semester.
 - iii. Theory courses with Practical which require physical presence of students in the University Labs.: 4 Hrs theory initially, followed by 4-6 weeks of laboratory work on campus. Small practical groups shall

be formed to maintain social distancing norms. Separate Time table shall be prepared for this purpose.

- iv. Head of Departments are advised to inspect the viability and instruct respective course instructors to convert laboratory classes/experiments to online mode to the maximum possible extent. Wherever possible practical should be redesigned so that they can be done using various software tools. Detailed practical instruction sheets / live demonstration (online) should be made available to the students.

2. Each class shall be of 50 mins. A 10 min break shall be given between two classes so that the students can switch from one google class/meet to the other.

C. GUIDELINES FOR EFFECTIVE TEACHING-LEARNING.

1. Teaching shall be done strictly as per the assigned Time Table.
2. The upcoming semester may be run in online mode via **GOOGLE MEET** till the COVID-19 scenario improves.
3. For successful and effective online classes writing boards/pads shall be used for delivering lectures.
4. **Guest Faculty and TRFs shall also use Writing pads for teaching purposes.**
5. **Additional Writing boards/pads maybe procured for Guest faculty.**
6. **Prof KPS Rana, Chairperson Online Teaching Committee (NSUT) may submit the proposal of procurement of writing pads at the earliest.**
7. Faculty may undertake online teaching from home as per orders of the Govt. However, it must be ensured that teaching does not suffer on account of poor internet connectivity. In case of poor internet connectivity, faculty shall undertake teaching from their faculty rooms on the University Campus by using their individual Writing Pads.
8. HoDs shall keep some writing pads at designated Labs. /Seminar Room etc. that can be commonly used by all the TRFs of the Department.
9. TRFs shall undertake teaching from these designated Labs. /Seminar Room etc on the University Campus by using the Writing Pads kept at there.
10. All Deans/Concerned HoDs and the chairperson CCC (of a course) shall be added to all class groups as co teachers. These officers may check the class at any time. **The Deans/Concerned HoDs must be invited as co-teachers by every instructor using the attached e-mail (Annexure-II) list only.**

11. Faculty shall introduce innovative assignments/case studies/projects etc. in order to motivate students to further explore and deeply study the subject.
12. Faculty should refrain from covering the course content by giving only lengthy assignments to students.
13. Teaching faculty should provide suitable study material for students as far as possible.
14. All records with respect to teaching/ assignments/projects and assessments must be maintained and retained for further reference when required.

D. ATTENDANCE OF STUDENTS

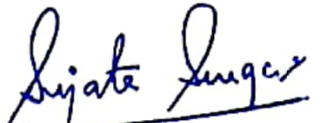
1. Attendance is mandatory for each and every class. It should be maintained strictly by the faculty and uploaded on the CUMS portal as usual.
2. Teaching faculty should make sure that student may not leave the class during 50 minutes of online class. For maintaining attendance/check the presence of the student faculty may take quizzes randomly and direct student to answer it within 5 minutes.
3. Faculty may also devise innovative methods to record attendance of students.
4. The class attendance rules of the University/DU shall be followed strictly.

E. CONTINUOUS ASSESMENTS

1. In the current prevailing conditions, continuous assessments shall have a very important role. Faculty should conduct regular quizzes/tests and display the awards/grades on google classroom immediately. These tests/assignments/quizzes should be held/evaluated with utmost sincerity.
2. The University is in the process of making arrangements for appropriate online assessment tools. Till an online examination formal tool is made available the University shall continue to adopt Google for Educations Apps for online assessment also. Though it has limited features but these may be used to engage the students to some extent and already the faculty members have been trained on these.
3. For students registered with NSUT, Continuous Assessment, Mid Semester Examination/ESE components of evaluation shall be based on regular tests as per already notified guidelines.

4. The decision on mode of conducting Mid Semester Exams/ESE for DU students shall be taken in due course of time keeping in mind the COVID-19 scenario. The same shall be conducted as per DU guidelines.

This issues with the approval of the VC


Dean Academics

Copy to:

1. VC for Information
2. Registrar for Information
3. All HODs
4. All Deans
5. Principal, East Campus
6. Principal, West Campus
7. Dy. Chairpersons UTCRC
8. FE/EO course Coordinator
9. All department members of DTCRC
10. Coordinator, CUMS