

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

Office of Dean Academics

F.No.:

Date:05/08/2020

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. CLASS CREATION AND COORDINATION**

1. Individual course instructors will create their own google classroom for each of their courses (see Steps to Set-up Google Classroom on CUMS dated 31/03/2020). The class should be named as **Subject Code-Section No (eg. ITECC06-I or ECC08-III)**.
2. All course instructors shall add the Course Coordinator/ Chairperson Course Coordination committee as a Co-Teacher on all their Google Class. This shall enable the Course Coordinator / Chairperson Course Coordination committee to monitor the progress of the course.
3. All course instructors shall add the Teaching Assistants (if any) as a Co-Teacher on their Google class. This shall enable the TAs to assist in the class activities.
4. Course Coordinator / Chairperson Course Coordination committee shall coordinate amongst all course instructors and shall formulate the teaching strategy.
5. All course instructors shall report the weekly progress to their Course Coordinator / Chairperson Course Coordination Committee in the attached format at Annexure-I.
6. Course Coordinator / Chairperson Course Coordination committee will in turn update their respective HODs in the attached format at Annexure-I.
7. Students may contact their subject teacher, in case of any issue related to the class.

**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 should be used to deliver real time lectures. This shall create a blackboard type teaching environment. The University is in the process of arranging these writing Pads. Till Writing Pads are made available, course instructors may use PPTs for delivering lectures.
4. Faculty may undertake online teaching from home till 31/08/2020, or till further 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.
5. HoDs shall keep some writing pads at designated Labs. /Seminar Room etc. that can be commonly used by all the TRFs of the Department.

6. TRFs shall undertake teaching form these designated Labs. /Seminar Room etc on the University Campus by using the Writing Pads kept at there.
7. 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.**
8. Faculty shall introduce innovative assignments/case studies/projects etc. in order to motivate students to further explore and deeply study the subject.
9. Faculty should refrain from covering the course content by giving only lengthy assignments to students.
10. Teaching faculty should provide suitable study material for students as far as possible.
11. 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, there is a strong possibility that the Continuous Assessment, Mid Semester Examination/ESE components of evaluation shall be based on these regular tests.
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 notification by Dean FOT.

This is issued with the approval of competent authority.

Dean Academics

**Annexure-I**

**Online Teaching Weekly Report to be submitted by teacher to Chairperson  
CCC/Course Coordinator.**

Program: B.E / B. Tech / M. Tech

Semester: \_\_\_\_\_

Name of Subject: \_\_\_\_\_

Subject Code: \_\_\_\_\_

Section: \_\_\_\_

S. No.	Date and Time	Lecture/ Practical/ Tutorial	Teaching Learning				No. of Students present
			Course Material in form of ppt, pdf etc.	Online Lecture	Assignment	Test/Quiz	
1.							
2.							

Name of Class Teacher: \_\_\_\_\_

**Online Teaching Monthly Report to be submitted by Chairperson  
CCC/Course Coordinator to HOD.**

Program: B.E / B. Tech / M. Tech

Semester: \_\_\_\_

Name of Subject: \_\_\_\_\_

Subject Code: \_\_\_\_\_

Section: I Name of Class Teacher: \_\_\_\_\_

S. No.	Date and Time	Lecture/ Practical/ Tutorial	Teaching Learning				No. of Students present
			Course Material in form of ppt, pdf etc.	Online Lecture	Assignment	Test/Quiz	
1.							
2.							

Section: II Name of Class Teacher: \_\_\_\_\_

S. No.	Date and Time	Lecture/Practical	Learning Material Provided			Number of Students present
			Course Material in form of ppt, pdf etc.	Online Lecture	Assignment	
1.						
2.						

**Annexure-II**

Head of Departments		
1.	BIOLOGICAL SCIENCES AND ENGINEERING	hodbse@nsut.ac.in
2.	COMPUTER SCIENCE AND ENGINEERING	hod.coe@nsut.ac.in
3.	ELECTRICAL ENGINEERING	hod.ee@nsut.ac.in
4.	ELECTRONICS AND COMMUNICATION ENGINEERING	headece@nsut.ac.in
5.	INFORMATION TECHNOLOGY	hod.it@nsut.ac.in
6.	INSTRUMENTATION AND CONTROL ENGINEERING	hod.ice@nsut.ac.in
7.	MECHANICAL ENGINEERING	hod.me@nsut.ac.in
8.	MANAGEMENT STUDIES	headmgmt@nsut.ac.in
9.	PHYSICS	hod.phy@nsut.ac.in
10.	CHEMISTRY	hod.chem@nsut.ac.in
11.	MATHEMATICS	hod.math@nsut.ac.in
12.	DESIGN	hod.design@nsut.ac.in
13.	ARCHITECTURE AND PLANNING	hod.arch@nsut.ac.in
14.	HUMANITIES AND SOCIAL SCIENCES	hod.hss@nsut.ac.in
15.	MANUFACTURING PROCESSES AND AUTOMATION ENGINEERING	headmpae@nsit.ac.in
DEANS		
1.	Dean Academics	dean.academics@nsut.ac.in
2.	Dean Faculty of EME	dean.feme@nsut.ac.in
3.	Dean Faculty of ICT	dean.fict@nsut.ac.in
4.	Dean Faculty of Humanities & Social Sciences	dean.fhs@nsut.ac.in
5.	Dean Faculty of Interdisciplinary Studies	dean.fis@nsut.ac.in
6.	Dean Faculty of Management Studies	dean.fms@nsut.ac.in
7.	Dean Faculty of Design	dean.fde@nsut.ac.in
8.	Dean Faculty of Science	dean.fsc@nsut.ac.in