

## **Implementation of the decisions of the 534<sup>th</sup> (2019-20/10<sup>th</sup>) e-Senate meeting held during July 15-16, 2020**

Certain aspects of the implementation of the Senate decisions are discussed here under several heads.

### **1. Commencement of the Semester 2020-21-I**

- a) The Semester 2020-21-I commences on August 27, 2020 and ends by December 31, 2020.
- b) Classes commence on September 1, 2020.
- c) Registration for 2020-21-I will be conducted remotely.
- d) The Academic Calendar for 2020-21-I is [here](#).

### **2. Online Instruction:**

- a) All instruction for 2020-21-I will be conducted in the online mode.
- b) The home-grown online platform, mooKIT, is recommended to the instructors for conducting classes online unless an instructor finds it convenient to use a different platform. The mooKIT training sessions for faculty are already under way. With some help from the departments, Tutors and TAs will also be undertaking similar training sessions. A mooKIT Help Desk has been set up for students and faculty. For further details on the Help Desk, see Section 9.
- c) While the Institute recommends the use the mooKIT platform for instruction, instructors can choose to work from any other platform that they find convenient. Details of the mooKIT platform are [here](#).
- d) Team mooKIT is ready with a mobile app that integrates the mooKIT platform and a communication app for students. Details of the app will be made available soon.
- e) Instructors should try to prepare the lecture materials in advance so that the course materials can be delivered to students well in advance.
- f) The schedule for the delivery of lectures should be made available to the students at the beginning of the course in the First Course Handout.
- g) The advance delivery of lectures will facilitate the conduct of discussion hours and tutorials for the instructor/tutor as well as the student.
- h) For students with limited or no network access, the Institute will be making the course materials available in electronic/hard copy mode, as found feasible. See Point 7.
- i) The Institute is in touch with all but about 200 PG students and 50 UG students. Efforts are being made to reach out to these students as well.

### **3. Technical Support for Online Instruction**

Apart from the online platform, mooKIT, for lecture delivery and conducting Discussion/Tutorial sessions, technical support for preparing the lectures will be provided on request. LHC recording/editing facilities and support are available in L10 - L15 and L18 - L20.

In addition, the following modes of self-recording are strongly recommended:

- Screen capture and editing software enable recording of tablet or in-screen presentations.
- PPT with voice over
- PDF files with embedded/non-embedded audio files for each page
- Phone-tripod system allowing one to record handwritten lectures using a mobile phone

- Use of video-conferencing software to record live lecture

For details on self-recording, see our [Web Guide](#).

#### 4. Structure of Courses:

- a) Courses have been split into L+T+D (Lecture, Tutorial and Discussion) and P (Practical). Only theory component (L+T+D, T wherever applicable) will be taught in the upcoming Semester.
- b) Lab courses and the lab component (P) of regular courses is being deferred to the end of ODD semester or later.
- c) UGPs and other project-based courses in different programmes are also being substituted or deferred to a later semester as considered appropriate by the Departments.
- d) Departments have already completed the fresh allocation of courses for the upcoming semester adapted to the online mode of instruction.
- e) The Institute/departmental time-table for the upcoming semester will have dedicated slots for discussion hours and tutorials so that these may be conducted synchronously either on video interaction or in chat mode through the mookIT platform (or any other platform that the instructor finds feasible).

#### 5. Conduct of Courses:

- a) Conduct of courses consists of two parts: release of every week's lectures in advance followed by live discussions/tutorials as per the time-table. The number of lectures in the course and the schedule of release of lecture materials would be announced by the instructor in the **First Course Handout**.
- b) Lectures in a course will follow the general guideline of a 50-minute lecture being equivalent to a ~35-minute video.
- c) Lecture content will be released every week asynchronously.
- d) Discussion hours will be allotted in the time-table, one hour a week. Issues of bandwidth may be addressed by including chat sessions in addition to video conferencing.
- e) An instructor may choose to hold extra discussion hours depending on his/her discretion and availability of students.
- f) Tutorial hours will be conducted as per the time-table for courses with tutorials – one hour a week. This may also be done in live video interaction or live chat mode.
- g) Online tutoring by student tutors is being made available by the Departments.
- h) Several lectures on remote teaching delivered at the Institute are now available [here](#).
- i) A Best Practices document is available [here](#).

#### 6. Assessment/Evaluation of Students in the Online Mode of Instruction

- a) The institute has opted for the instructor executed online modes of assessment rather than proctored examinations of various kinds.
- b) Some of the available options for the instructor executed online modes of assessment include
  - i. In-video questions for assignment submission
  - ii. Live pop-quizzes: Instructors execute quizzes during a discussion/lecture
  - iii. Analytics of whether the lecture has been attended by the student
  - iv. Take home exams
  - v. Assignments/homework
  - vi. Online Viva-Voce

For details on the above, see our [Web Guide](#).

The Academic Calendar offers designated slots for both Mid and End Semester examinations. However, it may be possible to dispense with one or both of these in some of the courses. This will be determined by the instructor, who will declare the weightage of the assessment modalities at the beginning of the Semester with some modifications during the course, if required.

#### **7. Reaching Out to Students with Limited or No Network Access**

- a) DOAA office will maintain a record of the students without reliable e-access, and share it with the concerned instructors at the beginning of the course.
- b) Efforts will be made to send lecture materials to these students in MicroSD cards.
- c) The Instructor should try to reach out to these students and prepare the lectures well in advance so that the course materials can be sent to these students in advance. Ideally, one third of the lecture materials may be sent at once in the beginning and the remaining material may be sent in two to three parts.
- d) If some of the students cannot participate in live discussions/tutorials, efforts should be made by the instructor to reach out to them through phone, email or any other means such as WhatsApp.
- e) Continuous assessment might become difficult to conduct for such students. If the situation demands, an alternate mode of evaluation may be adopted for such students in a course.
- f) Several steps are being planned for a successful outreach. In particular, the departments will be called upon to play a proactive role in making this outreach effective.

#### **8. Copyrights and other related issues**

- a) The files uploaded on mooKIT will remain within a private cloud server and will not be directly accessible to public. However, copyrights of others must be respected.
- b) Instructors of a course own the copyright of their course materials.
- c) Students can make their own copies of the course materials for their use.
- d) It is important that the instructors state the following copyright clause at the beginning of the lectures and in the First Course Handout:

*“The instructor of this course owns the copyright of all the course materials. This lecture material was distributed only to the students attending the course <COURSE\_NUMBER: COURSE\_NAME> of IIT Kanpur, and should not be distributed in print or through electronic media without the consent of the instructor. Students can make their own copies of the course materials for their use.”*

#### **9. MookIT Help Desk**

Phone Numbers:

Office Hours (1000 hrs to 1800 hrs): 0512 259 4023/4015/4002

Emergency: 9307176322

Email: [onlinecourses@iitk.ac.in](mailto:onlinecourses@iitk.ac.in)