



OFFICE OF DEAN (ACADEMICS)

Academic Guidelines ODD Semester 2020-2021 for Students

The first and foremost priority of KEC during this pandemic situation is to provide our students the uninterrupted teaching & learning environment make them prepare for better placement opportunities. The efforts shall also be made for their holistic development in all aspects of professional, social and cultural life. Additionally, KEC has made an outstanding arrangement by making the indispensable shifts from traditional classroom teaching to the online teaching-learning and smoothly conducted various academic activities in recent past.

In this view, KEC has initiated to develop an Academic System with a purpose to introduce students with the new normal guidelines of the KEC system for Odd semester 2020-21.

This document states the general criterions of academic guidelines 2020-21, which should be followed in different aspects of academia:

General Criterions:

- 1. Registration & Commencement of Online-Classes:** The online registration of existing students (B.Tech – 2nd, 3rd & 4th year) will be from 1st August 2020 and the commencement of classes will be from 4th August 2020 through Microsoft Team application. Re-registration process will be done online through KEC website.

Late registration/ None registration of the students due to financial issues or any other genuine reasons, such students will take permission from Dean Academics then only they can attend classes.

- 2. Virtual Classroom / On-line Classes:** There will be one classroom for one section on Microsoft Team App like physical class room (CS 3rd A). All subject teachers shall take classes as per scheduled time table.
- 3. E- Content on Moodle:** All e-contents mapped with lecture delivery plan lecture wise will be available on Moodle LMS. User ID and Password will be provided to all students. E-contents will consist of the followings:
 - a. You Tube Video Lecture Link.
 - b. Lecture Notes.
 - c. Recorded Video lecture by Faculty.
 - d. Book link / Study Material Link.
 - e. Animations if any.



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4. **Time Table:** Regular Classes will be run from 9.00 am to 4.45 pm Monday to Friday. Time table will be divided into 8 periods of 45 min each. The time table of all the branches/semesters will be circulated before the commencement of classes. Also, the same time-table will be floated by the department among students through online mode to avoid the uncertainty of the online classes.
5. **Marking attendance:** In every live lecture, a quiz based on ongoing lecture containing 5 questions will be organized during the lecture. On the basis of quiz/poll attended by students, attendance will be marked on the same day by faculty members.
6. **Assignments/ Quizzes:** For each unit 3 separate quizzes of minimum 10 questions shall be conducted and one assignment (8 to 10 questions) will be given. The marks of all lecture's quizzes and assignments scored by students will be considered as TA marks.
7. **Conduction of Lab:** All the LABs will be included in the time table as in Physical Classroom schedule. All the LABs will be mapped with the virtual classroom or Recorded Video LAB or live demo by faculty member as per LAB lesson plan. The soft copy of Lab Manuals will be provided to the students by uploading it on MOODLE / Google Drive.
8. **Attendance Criteria for Internal Examination:** The present criteria to appear in CT-1 will be 70% and for that of CT-2 & PUT will be 75% as per AKTU norms or can be as per the University announcements for this pandemic period. If any student do not fulfil the given criteria of attendance then they may be detained from internal / University Examination.
9. **Internal Examination: CT Examination:** There will be two CTs and one PUT (Pre-University Test) as per the schedule given in Academic Calendar. The CTs & PUT will be conducted as per guideline issued by Dean Academics through online platform and it will be announced by Dean Academics before the examination. The marks & weight-age, Syllabus coverage percentage in each CT and PUT is given in the following table:

| S.No. | Internal Exam | CT/Day | Weight-age | Syllabus Coverage |
|-------|---------------|--------|------------|------------------------|
| 1. | CT-1 | 1 | 30% | 2 Units |
| 2. | CT-2 | 1 | 30% | Next 2 Units |
| 3. | PUT | 1 | 40% | 5 Unit (Full Syllabus) |

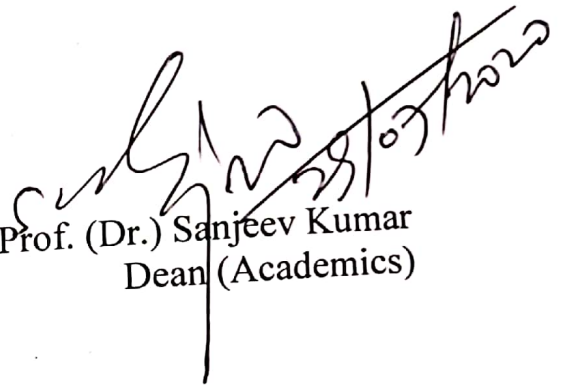
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10. **Soft Skill/Aptitude Class:** The online test will be organized on soft skill/aptitude and 10-extra marks will be awarded in each semester to those students who score less than 75% in test and 15 marks for that of 75% and above.
11. **MOOCs Courses:** All 1st, 2nd and 3rd year students will register for MOOCs courses as per the list provided by AKTU to receive Degree with Honors. For details kindly explore AKTU website.
12. **Project/Seminar/Industrial Interaction Viva Voce:** All should be conducted as per AKTU evaluation scheme.


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