Frequently Asked Questions
on the Senate Guidelines for the Semester 2020-21-I

Q1. When does the Semester 2020-21-I commence?

A1. The Semester 2020-21-I commences on August 27, 2020 and closes by December 22, 2020. See the Academic Calendar (2020-21-I) here.

Q2. When are the classes beginning?

A2. Classes begin on September 01 and end on November 30.

Q3. When is the pre-registration for the Semester 2020-21-I scheduled?

A3. Pre-registration in the remote mode is scheduled during August 10-17, 2020. The HSS pre-registration is scheduled during August 4-6, 2020.

Q4. How will the classes be conducted in the upcoming Semester?

A4. Instruction for the continuing UG students and the new PG students in the upcoming semester shall be in the ONLINE mode ONLY. All the students will be attending classes remotely.

Q5. How will the Lab courses be conducted?

A5. For the conduct of courses in the online mode, the departments will make all the necessary changes in the course/programme templates such that the lab courses and the lab component of various courses is deferred to a time when students are present on Campus.

Q6. How will students get the course materials?

A6. All lecture materials corresponding to a week's lectures will be made available at least one week in advance of scheduled delivery over an online platform. Course instructors will create audio/video content for each lecture in addition to the slides/notes to be shared with class on this platform. Instructors will get in touch with class before the commencement of classes.

Q7. What is the examination schedule for the upcoming semester?

A7. There will be no in-person examinations in 2020-21-I. All evaluations shall be conducted by the course instructors using online exams, term paper, in-video assignments, pop-quizzes, take-home assignments, online viva-voce etc. Instructors who opt for online Mid Semester and End Semester examinations will do so during the designated slots in the Academic Calendar.

Q8. What will be the relative weightage of the various components of evaluation?

A8. Continuous assessment will be given a significant weightage in the evaluation, with exact weightages for each component to be decided by the Instructor.

Q9. Where will I get the information about the various components of evaluation in a given course?

A9. The First Course Handout circulated by the Instructor at the beginning of the course will specify the course contents, plan of release of online lecture materials, evaluation/assessment policy including weightages for the various modes of assessment, attendance policy, and schedule for discussion hours/tutorials as per the Institute Timetable etc.

Q10. What will be the grading scheme in 2020-21-I Semester?

A10. The grading for 2020-21-I will be as per the regular grading scheme of A*/A/B/C/D/E/F.

Q11. How will the Tutorials be held in the upcoming semester?

A11. While lectures will be delivered in the recorded mode, weekly Discussion Hours and Tutorials will be conducted synchronously in the designated slots for each course. These slots will be released before the pre-registration begins so that students may pre-register for courses in a clash-free manner.

Q12. Will there be a Mid Semester Recess in the upcoming semester?

A12. There will be no Mid Semester Recess in the upcoming semester.

A13. I am a student crediting courses in the next semester. What equipment should I have in order to participate in my courses remotely?

A13. Please see the details [here](#).

Q14. When will the applications for Branch Change, Minor, Double Major, and Dual Degree etc. be called?

A14. The applications will be called in the first week of August.

Q15. I am a PG student. When can I return to the Institute?

A15. Efforts are being made to ensure that the continuing PG students return to Campus in the upcoming semester. You will be informed about this in due course.

Q16. I am a PG student. I do not wish to return to Campus under the present circumstances. What options do I have?

A16. Continuing PhD/Masters students who do not wish to return to the campus in the upcoming semester will be permitted to work from home. Those students who are unable to work from home because their work is experimental will be given the option of semester underload (of not less than 18 credits) or semester drop over and above the semester drop option available under normal circumstances.

Q17. Will PG students who do not go on semester drop be asked to participate in TAship/Tutoring?

A17. PG students will be called upon to participate in TAship and Tutorship by their respective departments. TAs/Tutors will also be permitted to work from home with financial assistantship/honorarium as applicable.

Q18. Has the issue of 'S' Grade been resolved?

A18. It has been decided to consider `S' grade awarded in courses with Letter Grades in 2019-20-II as equal to 4.0 for SPI calculation for procedures such as Branch/Programme Change etc.

Q19. I got a B/C/S grade in a course in 2019-20-II. I would like to improve my grade through the re-examination. When is the re-examination being scheduled?

A19. A call for re-examination will be sent out to students soon. A decision will be made once the applications are received.

Q20. I will be teaching a course in the upcoming semester. Can you direct me to the resources that can help me with my preparation for conducting the course online?

A20. A Web Guide to take you through the initial preparation for conducting your course online is available here.

Q21. I will be teaching a course in the upcoming Semester. What are the modes of assessment that I can use to conduct online evaluation in my course?

A21. See Section 6 of the document on the implementation of the Senate decisions. Also see the Web Guide and the lectures under the Remote Teaching Series.

Q22. I will be teaching a course in the upcoming Semester. What online platform can I use for conducting my classes?

A22. The Institute recommends the home-grown mooKIT as the online platform for instruction. However, you may use any other available platform that you are find suitable for your instruction. For details on mooKIT, see here. For the training sessions on mooKIT, see here.

Q23. Will there be a Timetable for lectures and tutorials?

A23. There will be a Timetable for the weekly one-hour online discussion for every course. Online discussion will be in a synchronous mode. If a course has the tutorial component, then the tutorial will also be done in the synchronous mode. Timetable for discussion and tutorial hours will be scheduled by DOAA. There will be no Timetable for regular lectures. These will be delivered in an asynchronous mode.

Q24. I am teaching a course in the upcoming semester. Is there any strict schedule that I should follow for releasing my lecture materials?

A24. See A6 above.

Q25. Can I reuse my own NPTEL lectures and/or those of others in my course?

A25. It is up to the instructor to use any online content, including NPTEL. He/she should respect the copyright restrictions; See Lecture 4 here. See also Q39, Q40.

Q26. How can I do a self-recording of my lectures and prepare the lecture materials?

A26. See the Web Guide.

Q27. What should I do if there are students in my class with limited or no internet access?

A27. Since DOAA office will have a record of the students without reliable internet access, if there are any such students in your course, you will be informed in the beginning of the course. Efforts will be made to send lecture materials to these students in MicroSD cards. 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 later in two or three parts. If some students cannot participate in live discussions/tutorials,

efforts should be made to reach out to them through email, phone, or other means such as WhatsApp. It may also be difficult to conduct continuous assessment for such students. A different mode of evaluation may have to be adopted for such students in your class.

Q28. How can I show total marks obtained in an online examination to my students?

A28. If you are using mooKIT, this option is in-built.

Q29. Where will I upload grades: on mooKIT or on OARS?

A29. The grades are to be uploaded on the OARS in the usual manner at the end of the semester.

Q30. How can I send the graded answer scripts of my assignment/online exam to the students?

A30. This option is available on mooKIT.

Q31. Can I send only the PDF of my lecture notes, and no audio/video files to the students?

A31. In addition to PDF files of lectures notes, the instructor should create audio/video content for his/her lectures and share it with class.

Q32. Where do I upload the lecture materials?

A32. Instructors can upload the lecture materials directly on the mooKIT platform.

Q33. What are the different type of files I can prepare for uploading on mooKIT for my course?

A33. a) PDF/PPTX/PPSX
b) Audio narration in .mp3 format
c) Video file in .mp4 format
For other formats, please contact the mooKIT Help Desk.

Q34. How can I extract the audio from a video file for uploading on mooKIT?

A34. Please contact mooKIT Help Desk. To contact mooKIT Help Desk, see Section 9 of this document.

Q35. What is the ideal length of each video/audio file?

A35. Ideally, it should be 7-10 minutes each.

Q36. What is the ideal length of a video/audio file for a 50-minute lecture?

A36. Ideal video/audio length for a 50-minute lecture is ~35 minutes. However, it is better to prepare chunks of the video of a lecture in smaller parts.

Q37. Can I opt for 100% continuous assessment in my course?

A37. The Senate recommends significant weights be assigned to continuous assessment, with exact weightages to be determined by the instructor as it may differ from course to course.

Q38. Can I deliver lectures in a synchronous mode rather than the asynchronous one?

A38. Lectures are to be delivered in asynchronous mode.

Q39. Can the lecture materials uploaded on mooKIT be accessed publicly?

A39. The files uploaded on mooKIT will remain within a private cloud server and will not be directly accessible to public. Although the files can be locally downloaded within the mooKIT app, these cannot be directly accessed from outside. See also Q40.

Q40. How do I ensure that a student does not distribute my lecture materials in the public domain?

A40. It is important that the instructor states the following copyright clause at the beginning of the lecture 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.*"

Q41. How can students run a licenced software remotely?

A41. Students can use SSL-VPN or remote access apps such as TeamViewer/ AnyDesk.

Q42. What is the best way to teach introductory programming remotely?

A42. Instructors may explore the Prutor software system. Remote access apps such as TeamViewer/AnyDesk are also useful.

Q43. What are the various options available for the continuing Master's (MTech, MSR, MDes) students of the 2018-19-I batch who are yet to complete their programme?

A43. For Master's (MTech, MSR, MDes) students of 2018-19-I batch, who have not yet submitted their thesis, the following options are available:

a. Submit the thesis before the date of late registration (Sep 05, 2020), or

b. Register for full credits in 2020-21-I and continue with the thesis work. If you submit the thesis by September 15, 2020, you may claim the reimbursement of tuition fees and appropriate reduction of credits, or

c. Apply for leave before August 28, 2020, and subject to approval of the leave by SPGC, submit the thesis while on leave.

Q44. I am a MTech/MDes/MSR/MBA/PhD student admitted to the Institute in 2020-21-I. When is my joining the Institute scheduled?

A44. The newly admitted Master's (MTech/MDes/MSR/MBA) and PhD students will be joining the Institute as per the Academic Calendar 2020-21-I. Detailed notification for Master's and PhD students can be viewed here.