



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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CIRCULAR

Sub:- Guidelines for the conduct of academic activities in the digital mode: regarding.

Ref :- Recommendations of the combined meeting of the Syndicate Standing Committee on Academics & Research and Examinations held on 12/5/2021.

The propagation Covid-19 pandemic and associated issues are impacting all facets of human life, especially academics. We, the academic community need to stand united in the fight against the Covid-19 pandemic and all the associated challenges. More importantly, all stakeholders including all members of academic community, parents and family members, need to work collectively to address the challenges that may affect the physical & mental health, safety and overall well-being of our students. This unprecedented situation reminds us to remain sensitive to all related issues and keep ourselves ready to support each other to pursue the academic activities of students seamlessly. In this direction, as recommended by the Syndicate Standing Committees on Academics & Research and Examinations (Ref 1), the Hon'ble Vice Chancellor approved the issuance of the following guidelines:

General Guidelines:

1. Institutions are to strictly follow the Standard Operating Procedures (SOPs)/Protocols/Guidelines related to Covid-19 pandemic prescribed by the Government/Regulatory agencies from time to time.
2. Arrange professional counseling at Institutional level to ensure mental health, psychological support and well-being of students and staff.
3. Encourage students and staff to include physical and mental fitness activities in their daily life while staying at home.
4. Take appropriate welfare measures for students and staff.
5. Encourage developments and innovations to address Covid-19 related medical, material and logistic problems, with the support from professional bodies, innovation centers, etc.

Academic Guidelines:

1. HoDs are to prepare a regular weekly schedule for online classes. This schedule duly



signed by the Principal/HoD be published in the college website.

2. The online class sessions shall be started from 8:30 am. The total daily duration of online classes shall be limited to a maximum of 5 hours. However, extra sessions of one hour per day shall be permitted for 'honours' and 'minors'. A break of 10 minutes shall be ensured between successive sessions.
3. Classes for final semester shall be continued as per the published academic calendar. Classes for other semesters shall be conducted from Monday to Friday. Classes need not be held on public holidays.
4. Online class sessions shall be appropriately planned to have a mix of live, pre-recorded and discussion sessions.
5. Pre-recorded videos of short duration, preferably of 15 minutes, shall also be used.
6. Every course shall be given appropriate number of slots in the regular weekly schedule by considering the scheme of each course.
7. The faculty concerned shall engage classes as per the published schedule itself. The published schedules are to be scrupulously followed without changes.
8. Recordings of live online sessions shall be shared to students. However, pre-recorded videos by own teachers is to be encouraged.
9. Faculty shall promote 'flip-classroom' method by conducting live discussions/interactions based on the already provided pre-recorded videos or learning materials.
10. Reading materials shall be provided to support the lectures, pre-recorded videos and live online classes.
11. Students shall be given simple class tasks, which can be completed in short duration, based on the already engaged class sessions. This may help improve the attainment of the expected course outcomes. However, this work shall not be treated as assignment.
12. Attendance for a session shall also be granted favorably by considering any class work submitted by them, in the case of students who are unable to join in a session due to problem with internet connectivity.
13. Attendance shall be marked for every session as it reflects an assessment of student's participation. This will also encourage participation of students in the ongoing academic activities. However, genuine requests from students for attendance due to poor/inadequate net connectivity and all shall be considered sympathetically.
14. Advisors shall monitor those students who were found to be regularly absent in online classes. Advisors shall communicate with such students and ensure their participation. Senior advisor(s) shall report details of such students to HoD, preferably by every month-end.
15. For internal assessments, faculty shall adopt any innovative/appropriate method to ensure the attainment of course outcomes. Innovative tools of assessments like open book type, application type or objective type questions etc. shall be framed for assessments of internal evaluations.
16. Instructors/Lab staff shall be encouraged to prepare pre-recorded video under the supervision of faculty-in-charge of the lab to demonstrate lab exercises.



Class mode:

The academic session in June 2021 shall also be continued in online mode as offline classes are not expected to be possible.

Project Evaluation:

Considering the present pandemic situation persisting due to the second wave of the Covid - 19, institutions are empowered to take appropriate measures in evaluating the projects/thesis/Jury which will ensure the attainment of the desired course outcomes. Guides, Senior Advisors and HoDs shall be instructed to complete the evaluation by the third week of June.

Dr. Sadiq A. *
Dean (Academic)

To

1. All affiliated Institutions.
2. CoE,KTU Support.
3. AD(IT) to be published in the website

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

