MINUTES OF THE TWENTY FOURTH MEETING OF THE SENATE
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND
(THROUGH AGENDA BY CIRCULATION ON: 04th JULY 2020)

The Chairman Senate had approved to seek the comments/suggestions/resolution from all the members of the Senate, on few emergent agendas, due to prevailing COVID-19 lockdown situation, keeping in mind the safety of the students and with an aim to avoid any academic loss to them.

The Agenda was circulated by e-mail on 04th July 2020 to the following members of the Senate:

1. Prof. Shyam Lal Soni, Director	-	Chairman
2. Prof. Ravindra Nagar, MNIT Jaipur	-	Member
3. Prof. Mannar Ram Maurya, IIT Roorkee	-	Member
4. Prof. Nupur Tandon, MNIT Jaipur	-	Member
5. Dr. Hariharan Muthusamy, Dean (FW & IA)	-	Member
6. Dr. Gurinder Singh Brar, Dean (Acad. Affair)	-	Member
7. Dr. Dharmendra Tripathi, Dean (R&C)	-	Member
8. Dr. Lalta Prasad, (HoD, Dept. of ME)	-	Member
9. Dr. Aditya Kumar Anupam, (HoD, Dept. of Civil)	-	Member
10. Dr. Krishan Kumar, (HoD, Dept. of CSE)	-	Member
11. Dr. Tajinder Singh Arora, (HoD, Dept. of ECE)	-	Member
12. Dr. Mahiraj Singh Rawat, (HoD, Dept. of EEE)	-	Member
13. Dr. Renu B. Dangwal, (HoD, Dept. of English)	-	Member
14. Dr. Nitin Sharma, (HoD, Dept. of Mathematics)	-	Member
15. Dr. Pankaj Kandwal, (HoD, Dept. of Chemistry)	-	Member
16. Dr. Hardeep Kumar, (HoD, Dept. of Physics)	-	Member
17. Col. Sukhpal Singh, Registrar	-	Secretary
18. Dr. Maheep Singh (Associate Dean UG)	-	Special Invitee
19. Dr. Shashank Bhatra (Associate Dean UG)	-	Special Invitee
20. Mr. Pankaj Singh Rana, Ph.D Student	-	Special Invitee
21. Mr. Raghavendra Nath Yadav, M.Tech Student	-	Special Invitee
22. Ms. Saundarya Khatri, B.Tech Student	-	Special Invitee

All the members of the Senate and the Special invitees solicited their comments/suggestions/consent and the same are recorded as follows:

S.24.01: *To approve the Special Academic Ordinance for Online Teaching, Learning and Examinations for Odd Semester - 2020 due to COVID-19 lockdown for all courses and all batches of UG, PG and Ph.D.*

As per the latest National directives issued by MHA, GoI, for COVID-19, all Educational Institutions shall continue to remain closed and shall maintain academic schedules through online/distance/e-learning mode, keeping in mind the safety of the students and with an aim to avoid any academic loss to the students.

*In compliance to Senate Agenda vide item No S.22.05, and to tide over this unprecedented situation and timely winding up of coming Odd Semester-2020 a Special Academic Ordinance for Online Teaching, Learning, and Examinations for Odd Semester - 2020 due to COVID-19 lockdown for all courses and all batches of UG, PG, and Ph.D. has been drafted and enclosed as **Annexure S.24.01**. This special Ordinance is proposed in the interest of the Institute and continuing the education in an unprecedented situation without diluting the teaching, learning and evaluation process*

and covers all deviation from the established Rules and Ordinances.

The Senate is requested to deliberate upon and approve the enactment of the Special Academic Ordinance for Online Teaching, Learning, and Examinations for Odd Semester - 2020 due to COVID-19 lockdown for all courses and all batches of UG, PG, and Ph.D. This Ordinance shall be known as **Special Academic Ordinance (Odd Semester – 2020).**

In case the COVID-19 subsides, and instructions of MHA, GoI issued subsequently, students may return back in the campus in between the running Semester (i.e. ODD Semester, 2020), the Teaching, Learning and Examinations process shall be resumed in-campus, as per the existing Ordinance.

Resolution: Looking into the extraordinary situation due to COVID-19, the Senate approves the Special Academic Ordinance-Odd Semester–2020 as revised, based on the comments/suggestions of the members. The same is attached as Annexure 'A' to these minutes. In future, if some specific guidelines are issued by Ministry of HRD, the same may also be incorporated.

The Senate also advised that free Digital Learning Management Platforms like Canvas, MS Team etc. be used by all faculty members for conducting online teaching, examination, assessment and evaluation to meet these unique challenges.

S.24.02: *Nomination of one faculty member to the Board of Governors.*

As approved in the first Senate meeting held on 26th May, 2013, two representatives from amongst the faculty of the Institution are to be nominated by the Senate, to be on the Board of Governors. The tenure of one of the present faculty members nominated to the Board of Governors, namely Dr. Sanat Agarwal, Associate Professor, Department of MEC is going to end on 20 July 2020.

The Senate is requested to nominate one faculty from amongst the faculty members of the Institute, to be on the Board of Governors.

Resolution: Chairman Senate nominates Dr. Hariharan Muthusamy, Associate Professor, Department of Electronics Engineering and Dean (FW & Int. Affairs) as one of the two Senate nominees of the Board of Governors of the Institute, for a period of two years, with effect from the next meeting of the Board of Governors.

The Chairman, Senate expressed his gratitude to all the Senators for rendering their support, guidance and valuable advice.

08/07/2020

(Col. Sukhpal Singh)
Secretary, Senate

Approved/Not Approved

08/07/2020

(Prof. Shyam Lal Soni)
Chairman, Senate

Special Academic Ordinance-Odd Semester – 2020
for Online Teaching, Learning and Examinations
for all courses and all batches of UG, PG and Ph.D.

Background and Necessity

As per the latest National directives issued by MHA for COVID-19 management, all educational institutions shall remain closed and shall maintain academic schedules through online/distance/e-learning mode, keeping in mind the safety of the students and with an aim to avoid any academic loss to the students.

To tide over this unprecedented situation, the coming semester i.e. ODD Semester- 2020 which is commencing from 3rd August, 2020 may have to be conducted through online mode. To continue to conduct all academic activities as per the Academic Calendar, ODD Semester-2020, during this lockdown period the existing Academic Ordinances need modification as there are no provisions and specific guidelines in the Ordinances for online teaching, learning and examination. Therefore, enactment of the Special Academic Ordinance for Online Teaching, Learning, and Examinations for Odd Semester - 2020 due to COVID-19 lockdown for all courses and all batches of UG, PG, and Ph.D., is need of the hour.

Special Academic Ordinance (Odd Semester – 2020) Online Teaching, Learning and Examinations

National Institute of Technology, Uttarakhand is adopting a separate Academic Ordinance for addressing the Academic emergencies and resorting to Online Teaching-Learning process. This Special Ordinance is proposed for enactment in the interest of the Institute and continuing the education in an unprecedented situation without diluting the teaching, learning and evaluation process and covers all deviation from the established Rules and Ordinances as follows:

A. Course Code and Credit System - The Course Code and Credit System to be followed should be as per the existing Ordinance.

B. Enrolment for ODD Semester, 2020 – Enrolment for ODD Semester-2020 is to be done on 3rd August, 2020 as per the Academic Calendar. Enrolment may be conducted by Faculty Advisors through emailing, on a enrolment sheet in PDF format and then by taking consent of the Students.

C. Course Delivery - The faculty members shall deliver the Course contents as per the Time-Table through online platform i.e. Google Meet. For practical courses, Virtual labs facility may be utilized (http://www.vlab.co.in). Regarding conduct and evaluation of P-type courses (if it is not available in Vlab or all students don't have access to PC or Laptop), the detailed discussion should be held at the department level, if there will be any issues, Dean (Academics) should immediately be informed or the department should devise a way to conduct that course.

D. Attendance Requirement – Regular online classes should be held as per the prepared Time-table and Attendance Record of the students should be maintained through Google Classroom with Google Meet. Student has to attend at least 75% of the classes to become eligible to sit in the End Term Examination as per the Ordinance. Course Coordinator can take decision on attendance if a Student faces a problem due to intermittent or poor internet connectivity during a particular class. If delivery of course content carries out through-out the semester, then no relaxation in attendance may be given. Also there may not be any facility of "L Power".

E. Teacher Assessment Component – The weightage of Teacher Assessment Component should remain same as per the existing Ordinance but should be credited based on Tests, Quizzes, Assignments, Seminars, Group Discussions etc., but through online mode.

F. Online Examinations (L type course)

F1. The weightage of Mid Term Examination I and II, and End Term Examination should be as per the existing Ordinance.

F2. Examinations may be conducted as Open-Book Exam. As Open-Book exams can test the ability to quickly find relevant information and then to understand, analyse, apply knowledge and think critically. In this exam, limited time with varying degrees of access to resources and references may be allowed. Questions should be framed on the standards of Open Book Examination (Using Bloom`s Taxonomy).

F3. Question paper should be prepared in line with the Bloom's Taxonomy. Not less than 75% of the Exam Questions should be framed from Levels of Analysis, Synthesis and Evaluation as per Levels mentioned in **Appendix 'I'**.

F4. Multiple sets of Question Papers should be prepared by the Course Coordinator (One set of Question Paper for every 20-40 students). The difficulty level of the different sets should be the same.

F5. All Question papers should be subjective (or maximum of 20% can be objective as per the course requirement). Mid Term Exam should be of one hour duration (including scanning and emailing). End Term Examination should be from the whole syllabus and should be set for 40 marks and time duration should be 2 hours (including scanning and emailing). If a course requirement is for 50 or 60 marks end term exam, the marks obtained in 40 marks end term exam may be extrapolated.

F6. Course Coordinator should forward Question Papers to the students 30 minutes before scheduled time through Email with a copy to Head of Department and Department Exam Coordinator. Question paper should be password protected, and same should be shared by the Course Coordinator with all the registered students just 5 minutes before the examination time. This will ensure that students will have enough time to download question paper.

F7. The students have to solve the paper on A4 size or blank pages. Each page should bear their Name and Enrolment No/Roll No. on the top of each page.

F8. Students should be instructed to answer each question in their own words and own handwriting. Course Coordinator should penalize the students by deducting the marks whose answers are adjudged to be copied. The instructions related to the same should be given in the Question Papers and prior information should also be shared with the students.

F9. Students are required to send back the Handwritten Scanned/Photographed Answer Sheets by Email only to the Course Coordinator.

F10. Course Coordinator may be allowed to accept the Answer Sheets till after 05 minutes of the examination time, to grant the students the time to scan or attach file in email.

F11. Course Coordinators should convert all Answer Sheets into a single PDF file which must be graded by the Faculty using PDF tools or by taking print out of the file. The checked copy has to be shared with respective students, Head of the Department and Department Exam Coordinator as per their desire.

F12. All records created during the online course of instruments and examinations should be maintained properly and preserved.

F13. The practical evaluations of Mid Term Exam- I and II, and End Term Exam can be done through Assignments/Quizzes/Viva/Written Test.

G. Evaluation of P Type Courses – For practical type courses, the marks distribution as per Ordinances should to be followed. Evaluation may be conducted online through one or more of the following modes – Viva-voce (Phone/Web Conferencing), Quizzes, Assignments, Online Written test (Based on theory of practical's and questions on practical's usually asked in viva).

H. Evaluation of D Type Courses - Due to the current scenario, Software based projects may be preferred for B.Tech., and M.Tech. Students should be evaluated through online presentation.

I. Registration for Even Semester-2021 - Online registration may also be conducted through Google forms/Soft copy of Registration Form by mailing the same to each and every student of the Institute.

Level	Useful Verbs	Sample Questions
Knowledge	· Tell · List · Describe · Relate · Locate · Write · Find · State · Name	· What happened after...? · How many...? · Who was it that...? · Can you name the...? · Describe what happened at...? · Who spoke to...? · Can you tell why...? · Find the meaning of...? · What is...? · Which is true or false...?
Comprehension	· Explain · Interpret · Outline · Discuss · Distinguish · Predict · Restate · Translate · Compare · Describe	· Can you write in your own words...? · Can you write a brief outline...? · What do you think could of happened next...? · Who do you think...? · What was the main idea...? · Who was the key character...? · Can you distinguish between...? · What differences exist between...? · Can you provide an example of what you mean...? · Can you provide a definition for...?
Application	· Solve · Show · Use · Illustrate · Construct · Complete · Examine · Classify	· Do you know another instance where...? · Could this have happened in...? · Can you group by characteristics such as...? · What factors would you change if...? · Can you apply the method used to some experience of your own...? · What questions would you ask of...? · From the information given, can you develop a set of instructions about...? · Would this information be useful if you had a ...?
Analysis	· Analyse · Distinguish · Examine · Compare · Contrast · Investigate · Categorise · Identify · Explain · Separate · Advertise	· Which events could have happened...? · I ... happened, what might the ending have been? · How was this similar to...? · What was the underlying theme of...? · What do you see as other possible outcomes? · Why did ... changes occur? · Can you compare your ... with that presented in...? · Can you explain what must have happened when...? · How is ... similar to ...? · What are some of the problems of...? · Can you distinguish between...? · What were some of the motives behind...? · What was the turning point in the game? · What was the problem with...?
Synthesis	· Create · Invent · Compose · Predict · Plan · Construct · Design · Imagine · Propose · Devise · Formulate	· Can you design a ... to ...? · Why not compose a song about...? · Can you see a possible solution to...? · If you had access to all resources how would you deal with...? · Why don't you devise your own way to deal with...? · What would happen if...? · How many ways can you...? · Can you create new and unusual uses for...? · Can you write a new recipe for a tasty dish? · Can you develop a proposal which would...
Evaluation	· Judge · Select · Choose · Decide · Justify · Debate · Verify · Argue · Recommend · Assess · Discuss · Rate · Prioritise · Determine	· Is there a better solution to... · Judge the value of... · Can you defend your position about...? · Do you think ... is a good or a bad thing? · How would you have handled...? · What changes to ... would you recommend? · Do you believe? · Are you a ... person? · How would you feel if...? · How effective are...? · What do you think about...?