



NOTIFICATION

Sub: Teaching & Evaluation guidelines for the terminal semester PG and other corresponding Integrated Semesters and classes for the 2nd semester students starting from February/March 2021 for January-June 2021 semester -Reg.

- Ref: 1. UGC Letter no: D.O.F.No..14-8/2020(CPP-II), dated: 05.11.2020 UGC
Guidelines for re-opening the Universities and Colleges post Lockdown due to COVID-19
2. Task Force Meeting held on dated: 05.02.2021
3. Vice Chancellor approval dated: 09.02.2021

The UGC has issued the guidelines for re-opening the Universities and Colleges Post Lockdown due to COVID-19 Pandemic on 05.11.2020. The issues and challenges of reopening the campus was examined by the Task Force and in view of the safety for all and health infrastructure it has recommended the following guidelines for implementation. The Competent Authority has approved the same.

A. For Terminal Semester PG

- Classes for the terminal semester PG and other corresponding integrated semesters beginning on February 15, 2021 will continue to be in the online mode till further orders.
- Where terminal semester PG students have been permitted to return for laboratory /practical courses, all instruction for theory courses will continue to be online till further orders.
- Those students in the terminal semester of PG courses who have not cleared one/two Foundation courses till now will have to enroll for and complete two foundation courses and as part of their degree requirement.

B. For II Semester PG

Classes for the II semester PG students scheduled to commence on March 8, 2021 will continue to be in the online mode until further orders.

C. For M.Phil/Ph.D students

Uploading of DRC reports of M.Phil/PhD students will be mandatory for semester registration. The Supervisors' may conduct DRC meeting online or offline (if the student has been permitted to come the campus) for monitoring the scholar's progress.

For all practical purposes, faculty members are advised to continue to follow guidelines issued for online teaching on October 28, 2020 (*see attached*).

D. Evaluation Guidelines:

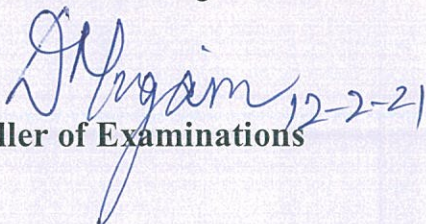
The evaluation mode to be followed for the ongoing batch of students for the **January-June 2021 semester** is as follows:

1. All Academic units should follow 50:50 proportion for continuous assessment and end-semester examination. The Academic Ordinances of the University will be modified suitably to permit this for all the students in this semester.
2. The Continuous Assessment for 50 marks should be spread over different modes of evaluation including quizzes, assignments, presentations, etc. with options for students so that their best performance gets counted. The overall marks thus obtained out of 50 should then be reflected in the continuous assessment column in the e-gov portal as a single entry.
3. In view of the difficulty in administering single end semester exam due to the current limitations for any synchronous evaluation, the Academic Units are recommended to conduct more than one single 'end-semester exam' totaling 50 marks.
4. Further it is recommended that faculty members split the evaluation into one major assignment/assessment (30 marks) and another less weighty assignment (for 20 marks). The overall marks thus obtained out of 50 should be reflected in the end-semester (Major) column in the e-gov portal as a single entry.
5. Academic Units are advised to prepare a structured timetable for the end-semester examination showing all the subjects for the semester including the schedule of continuous assessment and end semester evaluation in line with the Academic Calendar. All submissions by the students should strictly adhere to the pre-defined time-table. If the faculty members decides to have an asynchronous exam, the same also should be mentioned in the time-table.
6. All the practical/laboratory courses scheduled in this semester, are to be graded over 100 marks, with documented evidence of work completed.

E. General Instructions:

- a. The normal requirement of 75% minimum attendance would continue to be waived for all courses until further orders.
- b. Academic units may consider offering more Foundation courses so that students have a choice of such courses. These classes may be scheduled between 8.00-9.00 am and 6.00-7.00 pm to enable the Academic Units to fix their timetables from 9.00 am onwards.

- c. As Audit courses normally have a requirement of 60% attendance without having to write assignments and exams, academic units may advise students that they instead opt for 'extra course' that will not have attendance requirement under the current circumstances, but require that they fulfil all the work required to be done for earning a Grade.
- d. All Academic units to complete the mapping of courses in e-governance for the January-June 2021 semester for all the programmes at the earliest to enable semester registration for the students.


Controller of Examinations

Enl : as stated

To:

1. All Deans / Heads of the Schools/ Depts./ Centre/Directors
2. All students concerned
3. Sr.PA to the VC//Registrar /F.O/CE
4. All Notice Board
5. The D.R (Reservations)
6. The S.O.(Exams)/SO (Academic)
7. The S.O., (Scholarship & Fellowships)
8. The D.R. (Finance)

UNIVERSITY OF HYDERABAD TASK FORCE

October 28, 2020

MID-TERM GUIDELINES FOR ONLINE TEACHING (Based on student and faculty feedback)

The Task Force, while recommending commencement of the semester on August 20 in online mode, had promised a mid-term review and feedback to the key stakeholders (students and teachers). Towards this end, the Task Force sought feedback from students and faculty last month through a questionnaire sent out by Google Forms. In all, 151 faculty members and 483 Integrated and PG students from 11 Schools have responded to the questionnaire sent by Google Forms.

From the responses, it is gratifying to learn that both students and faculty members have adjusted remarkably to the new normal and the semester has already crossed the midway stage without too many hitches. After reviewing the detailed feedback, the Task Force would like to suggest the following guidelines to all faculty members as we move forward to the completion of the semester and to the beginning of the semester for the freshers (also online) in November:

1. In general, the Guidelines for Online Teaching prepared by the University's CDLTR on behalf of the Task Force should be followed in spirit. The experience of the past 8 weeks of online teaching-learning activities shows us that those guidelines still hold good;
2. Increase the number of asynchronous (pre-recorded) sessions in the mix of your classes. It seems that at least half the faculty are depending 100% on live, synchronous classes. It is good to share some short pre-recorded videos of say not more than 20 min each (making allowance for minor subject-wise variations) on key concepts or some other specific aspect of the topic being taught. These could be supplemented by sharing of PPTs and PDFs of course material.
3. For those of you teaching live, synchronous classes, it is absolutely imperative that you record those sessions and share the recordings with the entire class, so that students who have attended the class can review the topic and those who missed it can access the lesson. It seems that about a third of the faculty are not sharing the recordings of live classes.
4. As a thumb rule, live classes work well with smaller (<25) elective classes than with larger, mandatory classes. Especially with the latter (but not to the exclusion of the former), it is important to blend asynchronous sessions.
5. It is advisable for live classes to not exceed 45-60 minutes per session because of screen fatigue, bad connectivity, data overload, and attention deficit. Student feedback suggests that some classes are stretching to two hours and more. Additionally, Heads and Deans of academic units may want to ensure that students have no more than 3-4 hours of synchronous classes, with breaks in between classes, on any given day.
6. The University has conveyed its decision not to insist on mandatory attendance for online classes. From the students' feedback, it seems that about half of the faculty are insisting on attendance.
7. The Controller's Office, on the recommendation of the Task Force, has already sent a circular regarding the preferred mode of evaluation for this semester and the weightages for continuous assessment and end-semester assessment. It has been suggested clearly that academic units

must use a 50:50 formula for the same, while not putting undue weight on one single end-semester examination worth as much as 50 marks. Please follow those guidelines issued by the Controller of Examinations.

8. In the online mode of interaction, it is extremely difficult to insist that students write live examinations for more reason than one, including bad connectivity and lack of an appropriate device to type. It is advised that faculty are a bit flexible in their administration of tests and exams, which should preferably be conducted asynchronously and with some additional time allotted for students to submit. Differently-abled students should also be kept in mind while administering such tests/exams.
 9. Heads and Deans may also consider coordinating the calendar within their respective academic units so that the students' exams and assignments are all not stacked up around the same period. It is better if they are phased out so that the students' do not feel the stress.
 10. As students are feeling quite isolated, without being able to experience the face-to-face dimensions of normal academic life, please explore if there are possibilities for involving students in department/school-level activities from their respective places of residence so that they feel connected. These could include webinars, discussions, invited lectures, proposal presentations, viva-voce examinations, etc., many of which are being done successfully by several departments across the campus.
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