Ref: RIT/ *Dean Academics* /0010/202021

Date: **03 JUL 2020**

Academic Notification RIT/AC/2020-21/01

Notification

RIT's Proposed Academic Action Plan: 2020-21 (First semester)
(For S.Y. B. Tech to Final Year B. Tech, S.Y. M. Tech and S.Y. MBA)

Looking to pandemic situation of CORANA (COVID-19), it is difficult to predict the start of academic activities as per the usual practice. Therefore, RIT has come up with a plan for academic activities and its implementation in the year 2020-21 for semester-I. It is a humble request for all to go through the notice carefully and follow it meticulously.

Following plan is prepared for academic teaching-Learning Processes

1. **Online teaching and evaluation activities:**

   - Online teaching learning activities are planned for the first two months (August and September, 2020.)

   - All the online activities will be conducted with 'Microsoft Team' software or any other online software recommended by the institute.

   - In order to deliver online lectures effectively, one week workshop on "Effective use of online mode for Teaching Learning" will be conducted for all faculties from 6th to 10th July, 2020.

   - Faculties will get time to prepare for online teaching from 9th to 31st July 2020.

   - Following activities will be considered under online activities

     - Theory Courses

     - Projects

   - Practical courses will be scheduled in October-2020 in college. (offline by maintaining social distance).

   - All practicals will be conducted based on prepared time table in the month of October-2020.

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- If situation permits to conduct the lectures & practicals in the college, syllabus which is not covered by online mode will be continued in the college by following the guidelines of UGC, AICTE and university. Further notification will be communicated to you.
- Decision regarding academic activities of F.Y. B. Tech, F.Y. M. Tech and F.Y. MBA students will be taken based on situation after admission procedure.
- All the rules are subjected to change as per the guidelines by government of Maharashtra/AICTE/UGC/Shivaji University.

2. **Tentative Academic Calendar for the year 2020-21 (Ist Semester)**
   - Term Starting Date: 1st August 2020
   - UT1 schedule: 10 - 12th Sept; 2020
   - UT2 schedule: 26 - 28th Oct; 2020
   - Term End Date: 24th Nov; 2020 (More days are needed to conduct the backlog exams)
   - Total 90 Academic Days (Considering all Saturday working due to late starting of term)
   - *Holidays:*

     15th August –Independence Day, 22nd August- Ganesh Chaturthi, 02nd October; - Gandhi Jayanti, 30th October; - ID-E- Milad, 14 – 20th November- Diwali Holidays

3. **Online teaching for Theory Course:**
   - All Theory courses of will be taught through online mode.
   - Daily three lectures of one hour each will be conducted with a gap of 10 minutes between successive lectures (From Monday to Saturday).
   - For each subject three lectures per week will be allotted. Time table will be prepared accordingly.
   - In this way, total 24 lectures will be conducted per subject within two months. These hours are sufficient to complete almost 70 % syllabus.
   - Remaining syllabus will be covered in regular classes by maintaining social distance (offline classes) if situation permits. Otherwise, this period will be extended to cover remaining syllabus by online mode. Further notification will be communicated to you.
   - MOODLE software will be utilized for sharing the resourses, conducting quizzes and other in semester evaluation activities. Based on requirements, faculties can also, use Telegram, YouTube and Whatsapp media for learning activities.
   - Faculty will complete in semester evaluation (20 marks) during these two months by online mode.

4. Online guidance for Projects:

Guidelines for projects included in curriculum of each class are given below.

Class		Plan for Project activities
S.Y. Environmental Project and T.Y. Mini Project		• Students will complete synopsis, literature review and theoretical solutions in two months under guidance of concerned faculties • Experimental work if needed will be conducted in the month of October-2020. • If possible, nearby students can come to college and work on it by maintaining social distancing and other safety rules
Final Year B. Tech & MBA	Capstone Project (CP), Under graduate Research Experience (URE) and Entrepreneurship Development (ED)	• In first semester, students need to complete synopsis for CP & URE track and prefeasibility study report for ED track. Project work will be completed in next semester (as per curriculum)
	Industry Internship & Project (IIP)	• In First semester it is expected to do online liberal learning courses on various platforms like NPTEL, Coursera, Udemy etc. • Detailed notice regarding liberal learning courses to be done will be sent very soon.
S.Y. M. Tech		• Students will complete synopsis, literature review and theoretical solutions in two months under guidance of concerned faculties • Once college starts students will carry forward their project work

• Concerned faculty will conduct in semester evaluation of the Projects based on Academic calendar.

5. Guidelines for faculties

- All faculties should arrange Laptop/personal computer and broadband internet connectivity to conduct the online lectures.
- Every faculty should ensure that there should not be any disturbance during the delivery of the lecture because of poor internet connectivity.
- If it is difficult to make such arrangements at home then these faculties should report to Institute and conduct the lectures.
- Student's feedback (SLI) will be conducted for online teaching learning process.
- Close monitoring of all online teaching activities will be carried out for effectiveness.

6. Evaluation of students

- Faculty will complete in semester evaluation (20 marks) during these two months by online mode
- Unit Test-1 will be conducted by online mode (open book test)
- Unit Test-2, End semester exams of theory, practicals and projects will be conducted by offline mode with proper safety of student and faculties.
- All faculty should maintain the attendance of students strictly. HOD's should take the follow-up of attendance of students. If student fails to attend the lectures, department should contact such students and counsel to attend the lectures.

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