



भारतीय प्रौद्योगिकी संस्थान खड़गपुर  
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

**Administrative Notification No. 39 / 2020 Dated April 15, 2020**

Ref : 1) Administrative Notification No. 31 / 2020 Dated April 01, 2020  
2) Administrative Notification No. 34 / 2020 Dated April 03, 2020

In continuation to the above referred Administrative Notifications dated 01.04.2020 and 03.04.2020, the undersigned is directed to convey that in view of the order issued by the Home Secretary, Ministry of Home Affairs, Government of India vide No. 40-3/2020-DM-I(A) dated 15<sup>th</sup> April, 2020 regarding continuation of lockdown measures up to 3<sup>rd</sup> May 2020 for containment of COVID-19 epidemic in the country, the Director as Chairman, Senate has approved further revision of the already circulated revised Academic Calendar for the remaining academic activities in the Academic Session 2019-2020 and other related decisions along with duration of summer vacation for the faculty and students. The re-revised Academic Calendar of the Academic Session 2019-20 along with other related decisions is Annexed.

All Heads of the Department/Centre/School are requested to please bring it to the notice of all faculty and students for compliance.

Enclo: As stated

Registrar  
&  
Secretary, Senate

To  
All Heads of the Department / Centre / School

Copy to :

1. All Deans
2. Chairman, Hall Management Centre
3. All Chairmen/Professors-in-Charge
4. Chairman, ERP / Head, ACSSC
5. Librarian, Central Library
6. President, Technology Students' Gymkhana
7. Vice-President, Technology Students' Gymkhana
8. All Wardens, Halls of Residence
9. Chief Engineer/All Supdt. Engineers/Senior Executive Engineers/Executive Engineers
10. PMO & Head, B. C. Roy Technology Hospital
11. All Joint Registrars / Deputy Registrars / Assistant Registrars
12. Security Officer
13. Secretary to Director
14. Secretary, Deputy Director's Office
15. Secretary, Registrar's Office
16. APNA IIT KGP





Annexure

**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR**  
Academic Calendar for  
Spring Semester 2019-2020 (Re-Revised)

Sl.No.	EVENT		DATE	DAY
1.	Summer vacation for students		01-04-2020 to 15-04-2020 and 11-05-2020 to 30-06-2020	Wednesday to Wednesday and Monday to Tuesday
2.	Summer vacation for faculty		01-04-2020 to 15-04-2020 and 11-05-2020 to 26-06-2020	Wednesday to Wednesday and Monday to Friday
3.	END-SPRING SEMESTER EXAMINATION* (for all courses and subjects)	...	06.07.2020 to 14.07.2020	Monday to Tuesday
4.	Last date for submission of grades for all subjects and failure list	...	21.07.2020	Tuesday
5.	Last date for Departmental Academic Committee meeting for PG/UG results review	...	23.07.2020	Thursday
6.	PGPEC meeting for consideration of PG results (Tentative)	...	24.07.2020	Friday
7.	UGPEC meeting for consideration of UG results (Tentative)	...	24.07.2020	Friday
8.	Registration of students for Summer Quarter	...	25.07.2020	Saturday
9.	Summer Quarter classes begins on*	...	26.07.2020	Sunday
10.	Senate meeting/declaration of results (Tentative)	...	27.07.2020	Monday
11.	Registration for Supplementary Examination	...	28.07.2020 to 02.08.2020	Tuesday to Sunday
12.	Summer Quarter classes ends on*	...	12.08.2020	Wednesday
13.	Summer Quarter and Supplementary Examination** (UG and PG courses)	...	13.08.2020 to 18.08.2020	Thursday to Tuesday



14.	Last date for submission of Summer Quarter and Supplementary Examination grades	...	20.08.2020	Thursday
15.	UGPEC to consider Summer Quarter results and meeting of UG Monitoring Committee (Tentative)	...	21.08.2020	Friday
16.	Branch change/ Inter disciplinary PE/EP/FP courses	...	24.08.2020	Monday
17.	Autumn semester 2021-2022 classes commence on	...	26.08.2020 (14.07.2020)#	Wednesday

18.	Opening of Fee Payment link in ERP for Autumn Semester of 2020-2021 for all students (Tentative)	...	28.07.2020 (29.05.2020)#	Tuesday
19.	Opening of subject Registration link in ERP for Autumn Semester of 2021-2022 for all M.Tech., MCP and MMST students (Tentative)	...	28.07.2020 (29.05.2020) #	Tuesday
20.	Last date of Fee Payment for all students except new admissions	...	31.08.2020 (16.07.2020) #	Monday
21.	Last date of digital approval of Registration by Faculty Adviser in the in the Department/Centre/School (for all students)	...	31.08.2020 (23.07.2020) #	Monday

\* Including Saturdays and Sundays

\*\* For the summer quarter, there will be no Mid Sem examination this year due to prevailing situation.

# The dates in the parenthesis are the ones in earlier proposed academic calendar for 2020-2021 when there was no disturbance

#### Other related decisions:

##### 1. Internship

- In view of the prevailing situation due to COVID-19, the internships for about 1350 students of third year undergraduate, fourth year dual degree, fourth year Integrated M.Sc., First Year and Second Year LLB are to be arranged in the departments/ centers/ schools/ service sections of the institute itself.
- The Heads of departments/centers/schools and Dean, Infrastructure are requested to float internship projects by faculty members starting 15<sup>th</sup> April, 2020 for a minimum of 40 working days (8 weeks).
- On evaluation of internship projects, if the committee finds some projects to be of excellent quality, the students will be paid some "out of pocket allowance".
- In the event any student takes up the internship offer of any outside agency, he/she will be relieved from the in-house internship programme and carry out his/her internship by company through online mode.
- Once the students who are doing internship in companies comeback for the End Semester examinations, they will not be allowed to go back to physically attend the internship at company.



- (f) All the internship projects must be completed by 20<sup>th</sup> August, 2020.
- (g) Internships projects will also be floated for students of other years through UGR Portal/ Do IT Yourself (DIY) Lab etc. for the period 15-07-2020 to 25-08-2020. Also micro-credit courses in advance areas such as AI/ML, Data Analytics/Coding etc. will be offered so that these students can earn some credits (2 Credits).
- (h) In view of the current situation, internships for students of other institutions will not be entertained as a matter of policy.

## 2. BTP/MTP

- (a) Supervisors are requested to contact the students working under them for projects and the work is to be completed through online mode. In case the initial project was experimental/lab based, they must be suitably modified by change in objectives so that the work can be completed through online mode.
- (b) The student must complete the project report and get the plagiarism checked. The plagiarism check certificate is to be attached along with the project report. He/she must submit the soft copy of the final project report to the supervisor by 25<sup>th</sup> May, 2020.
- (c) The student must also prepare a 10 minute presentation (power point or alternative) with audio inserted in the broad format → Problem statement-Objectives and methodology- Results-Conclusions. This final presentation be also submitted to the supervisor by 25<sup>th</sup> May, 2020.
- (d) The departments/centers/schools must complete all BTP/MTP evaluations through online mode during 26<sup>th</sup> - 31<sup>st</sup> May, 2020.
- (e) For MTPs, the evaluation board must replace the external examiner by a faculty member from the related area of any department of the institute.

## 3. Theory Classes

- (a) All residual theory classes for all students for all courses (UG/ PG/ MS/ RS/ MBA/ PGDBA/ MHRM/ B.Arch./ MCP/ LLB/LLM etc.) should be completed by respective subject teachers by 4<sup>th</sup> May, 2020 through online mode.
- (b) For conducting these online courses resources such as WebEx/ Zoom/ Z-Suite/ Skype/NPTEL videos/MOODLE etc. to be used as per convenience of teachers.
- (c) Question papers for these courses to be submitted by 15<sup>th</sup> May, 2020. The softcopy of the questions papers in password protected format is to be submitted to the concerned Head. The Heads will in turn forward the soft copy of the question papers to Joint Registrar(Acad) for Central examinations and to PIC (Exams) in departments for Departmental examinations. The password will be shared by the concerned paper-setters only to the Joint Registrar (Acad)/ PIC(Exams, Dept) as the case may be by mobile message.

## 4. Lab Classes

- (a) In most lab courses 3-4 lab experiments are remaining for this semester. The lab teachers should create virtual labs/online experiments/design assignments/etc and circulate to the students so that they can complete these through online mode by 4<sup>th</sup> May, 2020.
- (b) The tests/viva etc. for all lab courses to be completed through online mode by 10<sup>th</sup> May.

## 5. Compliance

All subject and lab teachers should give the weekly report of conducting classes/ giving course materials/ lectures and lab resources to concerned Heads every Monday starting 20<sup>th</sup> April, 2020. The Heads will consolidate the data for their departments/centers/schools and submit



to the respective Deans (UGS or PGS&R as the case may be) every Tuesday starting 21<sup>st</sup> April, 2020.

Further for any queries regarding online support Dean UGS/ Dean PGS&R/ Mr. S.S. Das (CET) may be contacted to resolve the issues.

#### **6. Other Sessional**

All non-laboratory sessional courses such as seminars/ comprehensive viva-voce etc. must be completed by 20<sup>th</sup> May, 2020 through online mode. The Heads should ensure the framing of viva-voce boards etc. and smooth conducting of these.

#### **7. Issues Related to Research Scholars**

- (a) Fellowship for the month of March has been released to almost all scholars. However, if there are any pending cases, these be identified by departments/centers/schools and resolved in consultation with the academic section.
- (b) All pending cases for registration/enhancement/extension seminars to be completed through online mode by 30<sup>th</sup> April, 2020.
- (c) The supervisors must inform the Heads about status of all such students and do the needful for online seminars. The recommendation of the DSC will to be forwarded by the Heads to the Dean PGS&R through online mode.
- (d) If there are a few cases for submission of synopsis, supervisor and Heads must facilitate in submission by conducting the seminar through online mode and submit the recommendation online to Dean PGS&R for further processing.
- (e) Any pending cases for conducting of Ph.D. viva be conducted through online mode. Supervisor and Heads should facilitate in this in consultation with Dean PGS&R.
- (f) The comprehensive examinations of research scholars may be deferred for the time being till further notice and the students be advised to continue their work in the chosen field and prepare themselves well for comprehensive.
- (g) All other regular Ph.D. students must continue to be in touch with their supervisors and carry out the research work / other work as assigned by the supervisors effectively from the home/hostel as the case may be.
- (h) All QIP scholars and sponsored research scholars are advised to be in touch with their supervisors and carry out other activities as assigned by the respective supervisors.

#### **8. TSG Activities**

- (a) All TSG activities which could not be completed during this semester will be conducted during 15<sup>th</sup> July - 25<sup>th</sup> August, 2020. The detailed schedule for these will be notified by the President TSG.

#### **Additional notes for faculty:**

If the normalcy returns in the month of May-June, 2020, End Semester Examinations, evaluations, grading, subsequent summer quarter, examination, evaluation and grading will be conducted as per schedule from July 6, 2020. However, it is decided that exams/ summer quarter classes/ other academic activities will be conducted during Saturdays and Sundays in the month of July and August, 2020. All faculty of the Institute are requested to cooperate in these trying times.

The above calendar has been prepared based on the current situation.