

# MUZAFFARPUR INSTITUTE OF TECHNOLOGY, MUZAFFARPUR

No. Acad Online A-2 / Muzaffarpur

date: 12/08/2020

Subject: Academic Review Meeting (Online Mode)

Date: 12.08.2020 (05:00pm)

**Following members ensured their presence in the meeting:**

Dr. J. N. Jha (Principal), All Regular/Contract/Guest faculty members  
(CE/EE/ME/EC/IT/LT/Pharmacy/Applied Science), M.I.T Muzaffarpur.

**Following points were discussed in the meeting headed by Principal M.I.T Muzaffarpur:**

1) All HoDs are directed to monitor VCS software regularly as an admin and remove the names/faculties profile from VCS software if

(a) any duplicacy found in name

(b) name of faculty members who have been transferred or on deputation.

2) All HoDs have got instructions to report to Chairman of Online Class Committee regarding course content (video, notes, ppt) in nos. uploaded on VCS software by tomorrow morning, and also to supervise such updation of videos on VCS software regularly.

3) HoD-IT got instructions to update the old and new syllabus latest by tomorrow so that accordingly it can be uploaded on VCS software.

4) Examination Section got instructions to prepare the list of elective subjects with course contents offered in each semester of all branches latest by tomorrow and provide such list to respected HoDs.

5) All HoDs (with the help of Academic coordinator) got instruction to ensure conducting 2 webinars per month and also to frame the brochure of webinar. HoDs to nominate one faculty from department as Webinar Coordinator who will coordinate with Mr. Vijay Kumar (Civil) Institute Nodal Officer of Webinar for uploading the details of webinar conducted on google spreadsheet shared by DsT and for smooth conduct of webinars on time.

6) TEQIP-III Coordinator got instructions to provide necessary accessories by procuring through GeM so that faculties can conduct the online classes smoothly. Also got instruction to prepare the agenda and compliance report of BoG meeting scheduled in 3<sup>rd</sup> week of August.

7) Online Class Committee members got instructions to report daily by the evening to the Chairman of Committee regarding daily no. of videos uploaded on VCS software.

- 8) Prof. Faiz Ahmad got instructions to coordinate with Airtel Blue Jeans service provider and provide the login to each department for smooth conduct of online class.
- 9) All faculties got instruction to daily update the google spreadsheet shared by DST regarding classes taken by faculty on daily basis.
- 10) All HoDs (with the help of academic coordinator and program manager) to ensure to collect the status report of laptop/desktop computers of students by sharing the google spreadsheet/google form among students.
- 11) Prof. Pallav Kumar got instructions to coordinate with Computer Operator Shri B K Pandit and share the details of students yet not registered on VCS software to all HoDs so that HoDs can do the needfull and ensure registration of left over students also.
- 12) All HoDs to ensure that chapter wise Question Bank also to be provided to students. It has been suggested to provide GATE oriented questions also.
- 13) GATE Co-ordinator Prof. Narayan Kumar got instructions to start expert lecture of GATE classes in online mode in all the department. Experts can be invited through advertisement. GATE Coordinator should coordinate with departmental gate coordinators and do online meeting regarding improvement in the results of GATE.
- 14) Applied Science department got instructions to upload the content of 1<sup>st</sup> year on VCS software so that whenever new batch will come, they can utilize the material for study.
- 15) Examination Section got instructions for uploading of internal marks from tomorrow. For normalization of marks all HoDs to conduct meeting with exam section tomorrow (13.08.2020).
- 16) All HoDs and P/I got instruction to get their old, teared stock register maintained.
- 17) HoD of MED got instruction to write a request letter to AKU regarding query of M. Tech. If degree is to be awarded on the basis of thesis only then process can be done quickly for the benefit of students.
- 18) Everything related to online classes, marks upload,etc mentioned above has to be complied for G.E.C Samastipur also.

Meeting ended with vote of thanks

Sd/-  
Registrar  
M.I.T Muzaffarpur

Copy to: For information & necessary action

- 1) Principal, M.I.T Muzaffarpur
- 2) P/I (I-way), M.I.T Muzaffarpur