



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)

Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249
City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

The following resolutions were drawn in the meeting held at 11.00 am. on June 1, 2020 through Zoom App (Meeting ID: 88001551429, Password: 132508), the meeting was chaired by Hon'ble Vice Chancellor and attended by Registrar, COE, ACOE, Directors and HOD's of the University.

1. Prof. Amitabha Sinha requested all Directors and HoD's to present the status of the submission of Question Bank for Online Examination. All the Directors and HOD's provided status wherein it was noted that more than 85% of the work is complete by all the departments.
2. It was further directed by Hon'ble Vice Chancellor that all the classes that are being conducted in other platforms to be uploaded in the MyPerfectice platform. Registrar was advised to issue a reminder to all.
3. Hon'ble Vice Chancellor advised all the faculty members to create a uniform template for the creation of the course content which should include things like syllabus, course outcome, lesson outcome, assignment, preparatory problems, references etc. University will make arrangements to send the content through postal service to students. All individual faculty will develop the content of the syllabus taken care by them and submit with seven-ten days for review by the Directors of the University. Registrar was asked to issue a notice for the same.
4. All the faculty was advised to create online/digital content/lectures which should be uploaded on the online platform for ready availability of the students. Faculties were advised to follow/take help from the MIT open courseware for content preparation.
5. A Committee was created for the Content Preparation Activity including all the Directors of the University where Registrar and COE would be the Convener and Hon'ble Vice Chancellor will be Chairman. The Committee would review the work and provide guidance and mentoring as an when required.
6. Registrar further proposed that Prof. Sudip Chowdhury of Mechanical Department of Jadavpur University would conduct a session on preparation of online content and conduction Hon'ble Vice Chancellor suggested that first session would be conducted by internal members like Prof. Sibamay Dasgupta, Prof. Debasish De, Dr. Somdatta Chakravorty. Also we may invite members from IIT Kharagpur, Spoken Tutorial, NPTEL, Coursera etc.
7. Hon'ble Vice Chancellor also suggested that a Compendium -Importance of Online Learning will be published, so all the Director and HOD's were requested to provide their write-up. They were advised to mail their Topic and short write-up summary (approx.-120 words) of the content directly to Hon'ble Vice Chancellor, post that they will be given sufficient time for the article. Directors will be the members of the Board of Editors.
8. Registrar was advised to look into the matter of purchasing Adobe Flash player of creating content.

Meeting ended with thanks to the Chair