



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(Approved by AICTE , Affiliated to Pondicherry University and Accredited by NBA)
Kalitheerthalkuppam, Puducherry - 605107.



Standard Operating Procedure for USAGE OF INFORMATION COMMUNICATION TECHNOLOGY

Approved in the Governing body meeting held on **September 26, 2019**



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Ref. No.: MIT/Notification/2019-20/01

Date:30.09.2019


NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on September 26, 2019. It is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure (SOP) for usage Information Communication Technology (ICT).

The SOP for usage of ICT would serve as detailed guideline to be observed and followed with immediate effect.

Dr.S.Malarkkan




Principal
30.9.19
PRINCIPAL
MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY,
KALITHEERTHAI KUPPAM,
PUDUCHERRY - 605 107

PREFACE

The Institute provides an outcome based Education with the help of innovative Teaching learning methods to maximize the students' learning ability. Information Communication Technology (ICT) helps the faculty members to present the contents supported by Audio – Visual displays This would enable the students to synthesize the contents better than the Normal mode of Teaching without ICT enabled Technology. MVIT encourages intensive use of ICT enabled tools including online resources for effective teaching and learning process. The institute has WiFi enabled campus with the Internet speed of 200 Mbps. The classrooms, laboratories, Seminar Halls, Auditorium and conference Room are well equipped with ICT facilities.

The standard operating procedure defined for the usage ICT enabled Technology would guide the Teaching – learning community in our Institute to get the maximized benefit out of it, through enhanced Teaching Learning Experience.

PRACTICES TO BE FOLLOWED

1. ICT usages are to be practiced for enhancing the teaching-learning experience of the Teachers and Students. Power point presentations, animation videos and video lectures should be used during the Classroom lecture sessions.
2. Faculty Members should be oriented towards usage of various LMS platforms like Google Classroom, Edmodo, Moodle, etc., to set an online classroom environment and facilitate teaching beyond the walls of the classroom.
3. Blended learning and collaborative learning approaches would be practiced by the faculty members to enhance participative learning among the students.
4. LCDs, multimedia presentations, overhead projections should be consistently used during the lecture delivery in the class-rooms.
5. Use of E-Learning Resources like NPTEL lectures, on-line journals and MOOCs (on-line lectures) for effective learning among students.
6. Usage of Tools like MATLAB, Mentor Graphics etc, to demonstrate the concepts through simulation would be encouraged.

VARIOUS ICT TOOLS USED BY DEPARTMENTS

- Multimedia Presentation
- Animation videos
- Video lectures
- Simulation software
- Electronic smart boards
- Virtual Labs
- E-Journals
- E-books and Audio books
- Open Educational Resources (OERs)

MIT ELITE PORTAL

1. ELITE portal is an online web portal developed by the institute for the benefit of students.
2. A separate login Id and password would be provided to all students for accessing the portal anytime on web, at any location.
3. Faculty members upload the Course Materials, Syllabus, Question bank, Assignment topics, Short videos, and NPTEL video links at the beginning of each semester in the portal for each subject (course).

MIT e – PROGRAME PORTAL

1. This portal has been developed by our institute to enhance the programming skills of the students.
2. Each student accesses the portal with their exclusive login Ids and Passwords, given to them.
3. Various programming courses like Python, C++, Java are conducted through this portal.
4. Students would take quiz and programming exercises on varied topics and they can have their assessment scores after completion. Thereby they can check their competency level.

NPTEL LOCAL CHAPTER

1. SWAYAM-NPTEL Local chapter is functioning in the college and the mentors encourage students to enroll in varied online courses offered and excel in their acquisition of knowledge.
2. Information about new courses, offered by NPTEL would be disseminated, among the students through the Department NPTEL Coordinators.
3. Faculty Mentor would guide and facilitate the group of students taking the particular course till securing NPTEL Certification.
4. The digitized format of notes and slides of 'NPTEL' courses would be saved in the Digital Library for access to the students.

LANGUAGE LAB

Language lab has been established with necessary software and audio-visual aids to train the students for developing their language skills.

1. Students would make use of the lab during the lab hours scheduled during the semester.
2. A Separate entry register would be maintained in the language lab, for recording the attendance and usage timings, of the students.
3. The required Audio Aids would be provided to students at the time of lab sessions.
4. The lab instructor and In-charge should take care of entire amenities installed in the lab.

SKILL ENHANCEMENT PORTAL

1. Skill rack online portal would be subscribed annually by the Institute for training the students on aptitude, verbal and reasoning.
2. The portal also provides learning via Hands-on modules and programming practice in C, C++, Java, Python at various levels.
3. Faculty mentors would track the performance of students with the special features available with the portal itself.
4. The corrective measures taken by the mentors would also be tracked by the respective higher authorities.

GREAT LEARNING PLATFORM

1. The institute would subscribe Great Learning platform (Learning Management System Platform), so as to facilitate the Teaching Learning Process through Virtual Mode.
2. This LMS platform has the feature of academic planning, live classrooms, content management, assessments & grading, user management, learner tracking and student engagement. Faculty members would be trained periodically, so as to make use of the platform effectively.
3. Faculty members should schedule live sessions, record video lectures, conduct assignments & quizzes with MCQs & subjective questions, grade the students and receive feedback, in order to engage students at Home (At times of Curfew / Lockdowns).
4. The Students can make use of this platform with the help 'personalized dashboard' feature available with it.
5. The engagement of students at Home is ensured through appropriate verification options available for Teachers.

In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:

- Teaching Learning Practices using ICT enabled infrastructure in the Institute.
- Providing excellent learning experience through exclusive facilities, varied platforms and portals.
- Enabling the students to synthesize the contents better than the Normal mode of Teaching without ICT enabled Technology.

Sd/-
Dr. S.Malarkkan
Principal



MIT-Manakula Vinayagar
Institute of Technology

