MANAKULA VINAYAGAR
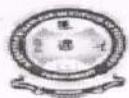## INSTITUTE OF TECHNOLOGY
(An Autonomous Institution)
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Standard Operating Procedure

For

USAGE OF INFORMATION

COMMUNICATION TECHNOLOGY

Approved in the Governing body meeting held on August 21, 2024

(Updated in 2024)

Ref.No: MIT / Notification/2024-25/21

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NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on August 21, 2024, it is hereby notified that Manakula Vinayagar Institute of Technology has published the updated Standard Operating Procedure (SOP) for usage of Information Communication Technology (ICT).

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

Dr.S. Malarkkan

Principal

PRINCIPAL
MANAKULA VINAYAGAR
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PREFACE

The Institute provides 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 processes. The institute has WiFi enabled campus with an Internet speed of 500 Mbps. The classrooms, laboratories, Seminar Halls, Auditorium and conference Room are well equipped with ICT facilities.

The standard operating procedure defined for the usage of 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. MVIT provides State of the art class rooms with good acoustics and ventilation.

2. All the classrooms are equipped with ICT facilities (LCD projectors, Audio/video visual aids with internet access etc.

3. The use of ICT enhances the teaching-learning experience for both teachers and Students. Interactive Power point presentations with web based ICT tools like PREZI, Slidesgo, etc., as well as animated videos using Pictori, Animaker and video lectures can be used during the classroom lecture sessions.

4. Faculty Members should be oriented towards usage of various Learning Management System (LMS) platforms like Google Classroom, Edmodo, Moodle, etc., to create an online classroom environment and facilitate teaching beyond the walls of the classroom.

5. In addition to Google Classroom and Moodle many other LMS Tools like Nearpod can be used.

6. ICT tools such as Kahoot, Google form, Mentimeter, typeform, Quizizz can be used for formative assessment.

7. Blended learning, collaborative learning approaches, Problem based learning, Project based learning and Mind Map would be practiced by the faculty members to enhance participative learning among the students.

8. Animations and visualizations can be used to demonstrate algorithms, working of components, functioning of circuits or processes.

9. LCDs, multimedia presentations, overhead projections should be used during the lecture delivery in the classrooms.

10. Utilizing game-based learning elements to motivate students and make learning more enjoyable.

11. Use of E-Learning Resources like NPTEL lectures, on-line journals and MOOCs (on-line lectures) for effective learning among students.

12. The use of simulation software, evaluation tools and mind-mapping tools (e.g. MatLab, Mathematica, MathCad, Octave, Or CAD, SPICE, AutoCAD, Solid Works, Inspiration, MindManager, Gitmind, Diffit, Draw.io, etc.,) can be used to demonstrate and carryout experiments.

VARIOUS ICT TOOLS USED AND CAN BE USED BY DEPARTMENTS

- Multimedia Presentation(Microsoft PowerPoint, Google Slides,Prezi,Canva)

- Animation videos(Pictori,Animaker)

- Video lectures

- Simulation software

- Electronic smart boards

- Virtual Labs

- E-Journals

- E-books and Audio books

- Open Educational Resources (OERs)

- Learning Management Systems(Moodle,GCR)

- Online Assessment Tools(Kahoot, Quizizz, Socrative,etc.,)

- Project Management Software(Trello,Microsoft Planner)

- Cloud Storage Devices(Google Drive, Dropbox, OneDrive)

- Programming and Development Tools(GitHub, Visual Studio Code, Jupyter Notebook)

MVIT e – Learning PORTAL

1. ELITE portal is an online web portal developed by the institute for the benefit of students.

2. Each student will be provided with a separate login ID and password to access the portal at any time and from any location.

3. Faculty members upload the Course Materials, Syllabi, Question banks, Assignment topics, Short videos, and NPTEL video links at the beginning of each semester for each subject (course) on the portal.

NPTEL LOCAL CHAPTER

1. The SWAYAM-NPTEL Local Chapter is active in the college, and mentors encourage students to enroll in various online courses offered to enhance their knowledge.

2. Information about new courses offered by NPTEL are to be disseminated to students through the Department NPTEL Coordinators.

3. Faculty mentors guide and support group of students enrolled in specific courses for securing NPTEL certification.

4. The digitized notes and slides from NPTEL courses are to be stored in the Digital Library for student access.

5. FOSS is a platform used for completing various online courses provided by IIT Bombay through Spoken Tutorial project.

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 the students at the time of lab sessions.

4. The lab instructor and In-charges 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 the 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.

5. Skill rack assessments are conducted weekly to identify the top-performing students in programming, who will be given special training.

Google Classroom

1. Google Classroom is a virtual classroom that makes learning easy .Faculty members can integrate educational apps or websites and create interactive assignments.

2. Slideshow, a small game, or video lectures can be incorporated in Google classroom.

3. Furthermore, separate drive folder for assignments, grade sheets, attendance sheets, etc can be created.

4. Google Classroom allows virtual meetings. Parent-teacher meeting sessions can be hosted through online.

5. Google Classroom offers a complete solution for online teaching.

Digital Library

Following online journals are available on internet within MVIT Campus:

1. J-Gate
2. IEEE

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

- Implementing teaching and learning practices using ICT-enabled infrastructure in the institute.

- Offering an exceptional learning experience through dedicated facilities, diverse platforms, and portals.

- Empowering students to synthesize content more effectively with ICT-enabled technology, than with traditional teaching methods that do not utilize ICT-enabled technology.

- Utilizing ICT tools such as online quizzes and interactive platforms to provide immediate feedback from students to identify areas for improvement.

Sd/-

Dr. S.Malarkkan

Principal

MIT-Manakula Vinayagar
Institute of Technology