

Date: 11/ July/ 2020

Maharaja Surajmal Institute

A meeting of Director M.S.I and HODs was held under the aegis of IQAC,M.S.I for assuring Quality of online teaching and strengthening ICT infrastructure .Following are the minutes of the meeting:

Minutes of the meeting


An online meeting of ICT Committee members of MSI was conducted at 4.00 PM on 10 July, 2020. Following important aspects were discussed :

- Committee members discussed thoroughly the in-house developed LMS by student of MSI. Feedback of members suggested that LMS (Attend IT College Management Application) developed by student is not much workable and has many flaws to it like unavailability of all features required for effective for online teaching such as option of taking Live Classes etc. found to be missing.
- Google Form was shared with HODs of all departments for inviting their suggestions and department specific requirements.
- Usage of different software simultaneously in upcoming semester was suggested so as to make comparative analysis of viability of various alternatives.
- Common requirement of all faculty Laptop, ASUS ZenBook Flip 13 was discussed
- Suggestion of issuing desktop/laptop, tripod etc. to faculties for effective online teaching from home, if required.
- Discussion upon free and paid version of Microsoft Team was made to analyse whether paid version is worth of its additional features or not.
- HODs of BCA(M) and BCA(E) suggested the following software and hardware name,

Sr. No.	Software/Hardware	Purpose	Any specification/name	Remark
1.	Software	Video Edition	Wondershare Filmora, Adobe aftereffects.	Paid
2.	Software	Online class, Test, Assignment submission	Google meet,	Free
3.	Software	Online class, Test, Assignment submission	Microsoft team	Paid
4.	Hardware	Recording Lecture	Camera	Paid

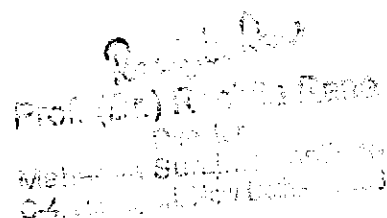
5.	Hardware	Recording Lecture	Mice	Paid
6.	Hardware	Recording lecture	Tripod	Paid
7.	Hardware	Recording/ delivering lecture online	Document Reader camera and Digital Pen	Paid
8.	Hardware	Recording/ delivering lecture online	Wacom tablets (Digital-pad or I-pad with a stylus)	Paid

- Both of the HODs (BCA-M and BCA-E) suggested the requirement of skilled manpower for the video edition process.



Director M.S.I

(Prof. Rachita Rana)



Prof. (Dr.) Rachita Rana
 Director
 M.S.I
 04/11/2020