Venue: Meeting Hall, Main Building
Laxminarayan Institute of Technology, Nagpur

The ONLINE meeting of the LIT Committee was held on Wednesday, 26th August 2020 at 3 P.M. on Cisco Webex platform.

The quorum was satisfactory and the meeting started at the scheduled time. Following members attended the meeting.

1.	Dr. S. R. Chaudhary	Vice-Chancellor, Chairman
2.	Dr. Niranjan Deshkar	Management Council Member
3.	Dr. Nitin Kongre	Management Council Member
4.	Dr. Sudhir Fulzele	Management Council Member
5.	Dr. P. D. Porey	Vice-Chanceller's , Nominee
6.	Shri. Sunil Mundada	Vice-Chanceller's , Nominee
7.	Dr. Atul Vaidya	Vice-Chanceller's , Nominee
8.	Dr. M. G. Bhotmange	Teacher Representative
9.	Dr. G. M. Deshmukh	Teacher Representative
10.	Dr. Raju B. Mankar	Member Secretary

The leave of absence was granted to the following members as they expressed their inability to attend the meeting.

1.	Dr. G. S. Khadekar	Dean, Faculty of Science & Technology
2.	Dr. Maheshkumar Salunkhe	Joint Director, Higher Education
3.	Dr. Ram Nibudey	Joint Director, Technical Education

Member Secretary requested Hon. Vice-Chancellor to start the meeting. Hon. Vice-Chancellor welcomed all the members of the LIT Committee and asked the Member Secretary to start the proceedings as per agenda placed.

Item No. 1: To confirm the minutes of the meeting of the LIT Committee held on 27th January 2020

The minutes were confirmed with a correction in the names of attendees as pointed out by Hon. Vice-Chancellor. Director noted this point and made the necessary corrections.

Item No. 2: To welcome and felicitate Hon. Vice-Chancellor

Dr. Subhash R. Chaudhary took over as the new Vice-Chancellor of our University. On behalf of faculty, staff, and students of LIT the Director welcomed Hon. Vice-Chancellor for his first meeting of LIT Committee as its Chairman. All the members also welcomed Hon. Vice-Chancellor.

Item No. 3: To appraise the committee about the plan of on-line teaching for the ensuing semester and the preparation of the institute in current semester

The Director presented the following guidelines prepared for the online teaching.

1. All the teachers will prepare a lesson plan for 40-45 lectures for their subjects and send the same to the students of their class through WhatsApp and or email.
2. These 40-45 lectures will be divided in 5 modules.
3. Each module will consist of

(i) 8 pdf (or ppt converted to pdf format) files containing detailed notes for 8 planned lectures. The teacher will provide these files (only 3 – 4 per week) to his students via e-mail and / or WhatsApp.

(ii) Two video lectures of 45 minutes to 60 minutes duration based on 8 planned lectures. The video lectures are meant to teach the difficult concepts in the planned topics which in your opinion normally cannot be understood just by reading the lecture notes provided to the students. The teachers will provide the links to video lectures to their students via e-mail and / or WhatsApp. Teachers may deliver complete course in the form of video lectures if they wish to do so.

(iii) One interactive session of 90 minutes duration (on Webex platform) with the students for each subject to solve their difficulties to be arranged after the delivery of each module. For each subject on session will be arranged in every fortnight. The meeting links have already been sent to all the students and respective teachers. All interactive sessions will be recorded.

(iv) One on-line test will be conducted immediately at the end of the interactive session or on Google Classroom. The course notes and assignments will be posted on Google Classroom.

All five modules will be delivered by the respective teachers to their students in the ensuing academic term.

This planning was appreciated by all the members and Hon. Chairman. However, Hon. Chairman suggested to use Moodle platform for proper maintaining of academic delivery and regular tests in addition to Google Classroom for videos conferencing and lectures which is much more powerful and user friendly. The Director assured that all the teachers will shift to Moodle and use the same in the current semester.

Item No. 4: To discuss about present requirement of non-teaching staff and faculty

The Director placed following information regarding the position of non-teaching staff and faculty before the committee:

Present Status of Teaching Faculty

Position	Sanctioned	Filled	Vacant
Director*	1	1	0
Professor	9	3	6
Associate Professor	14	8	6
Assistant Professor	38	27	11
Training and Placement Officer	1	0	1
Total	63	39	24

Present Status of Non-Teaching Office Staff

SN	Office/Library/Stores (requirement)	Required	Working	Gap
1	Administrative Officer	1	0	1
2	Steno	1	0	1
3	Office Superintendent	1	0	1
4	Senior Clerk	4	2	2
5	Junior Clerk	6	4	2
6	Daftari	2	1	1
7	Librarian	1	0	1
8	Assistant Librarian	1	0	1
9	Library Assistant	3	0	3
10	Library Attendant	4	0	4

11	Store Keeper	1	0	1
12	Store Clerk	1	0	1
13	Store Attendant	1	0	1
14	Peon	4	2	2
15	**Total**	**31**	**9**	**22**

Present Status of Non-Teaching Staff (Office + Technical)

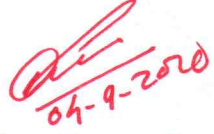| Positions	Required	Working	Gap
Office/Library/Stores	31	9	22
Technical Assistant	11	2	9
Lab Assistant/ Mechanic	20	8	12
Lab Attendant	16	15	1
Total	78	34	44

Director requested Hon. Vice-Chancellor to start the recruitment process and help the institution with the appointment of new faculty and staff. Dr. Atul Vaidya asked for the immediate appointments of laboratory assistants.

Item No. 4: Any other point with the permission of the chair

Director appraised the members and Hon. Chairman about the donation of a pilot plant given by Shri Ramesh Tarale, an alumnus of LIT. This soap pilot plant will be housed in the Department of Oil Technology. Director requested the committee to approve the acceptance of this donation as we need the approval of the Management Council for the acceptance of any donation.

The committee unanimously approved the same.

04/09/2020
Director
Member Secretary

04-9-2020
Vice-Chancellor
Chairman