

BITT POLYTECHNIC

Digital Campus, Smart Students

Getlatu, Ranchi – 835217

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Dated: 01/06/2020

NOTICE

BITT DIGITAL CLASSROOM, RUN & MANAGED BY BITT

Brand - having 25yrs of Expertise in Technical Education and Placement and have completed 25 glorious years of its services to mankind (Manavta ki Seva, Sabhi ke liye Sarvasresth Shiksha).

परिवर्तन से डरे नहीं, आप कुछ अच्छा खो सकते हैं, लेकिन आप कुछ बेहतर पा भी सकते हैं।

-- गौतम बुद्ध

NODAL CENTER OF VIRTUAL LAB IN AFFILIATION WITH IIT KANPUR

It gives us immense pride to inform that **BITT Polytechnic** has been granted the status of **Nodal Center for Virtual Labs** in association with **IIT Kanpur**. The achievement of this feat was possible with the effort of all faculty members of our college. Students have also been no less supportive. Hearty congratulations to one and all! The idea of virtual laboratory is to provide students a chance to perform experiments using the Internet and visual aids without having the equipment's at their end. The Virtual lab program presents a unique opportunity to boost the quality of engineering education (Diploma/Under Graduate/Post graduate), deepen understanding, and provide the necessary practical skills to young minds through cost effective outreach and distance learning activities. Under Virtual Labs project, over 100 Virtual Labs consisting of approximately 700+ web-enabled experiments were designed for remote-operation and viewing.

BITT 2.0 with today's speedily changing scenario, we also need to adopt innovative changes through new methods and techniques. These days, due to the spread of COVID-19, the ways of imparting education has also changed overnight; it is high time to effect changes in the teaching system for students and teachers. At BITT Polytechnic, we are fully equipped to meet the online and offline curricular and co-curricular needs of the students. Our faculty members prepare teaching materials and are well-equipped to deliver online classes every day using live learning technology. Attendance of students shall be taken care of in all online classes on all working days during the ensuing semester.

BITT Digital Classroom – With Online Study Planning, all existing students having earlier attended the Classroom Courses of BITT Polytechnic and all newly admitted students in the 1st / 3rd semester (Lateral Entry) in the academic year 2020-21, will begin their preparation through the BITT Polytechnic Online Study Plan during Lockdown Period. BITT Polytechnic will resume offline (Classroom) studies as soon as the directive for starting it reaches us by the competent authorities (AICTE/UGC/JUT). Online Study Plan is very much similar to Classroom teaching. Time table will be provided to the students in advance. Detailed time table shall also be made available on the college website.

In its quest for next level of learning, BITT Polytechnic shall release **BITT DIGITAL CLASSROOM MANUAL** which shall incorporate, among other things, the detailed framework of all academic activities during online classes, academic calendar, TCS ION Digital Learning, target for academic achievement, training & placement activities, Virtual Lab activities, E-library, Online Seminar & Presentations, webinar on innovative technical learning, Online courses portals,

students development programs, online internal viva exams, online projects, OS system digital learning, functioning of various committees, ERP & students dashboard and host of their important features. The said manual shall be released on or before **06th June, 2020** and posted on the college website. Information regarding the release shall be provided to students and their parents.

As has been intimated earlier, the online classes through WhatsApp Group have commenced. Students are urged to attend it regularly.

We will make regular contact with the students to ensure that the study works of the students are going on properly, as to whether they understand the subject correctly or not.

ERP Registration:- As part of the full-fledged operation of ERP dashboard, all students who have not registered for it are hereby finally notified to do the same latest by **15th June, 2020** to avail its all-important benefits including availing the facility of online classes. No request for registration shall be entertained after the above-mentioned date.

User ID along with password for accessing the service will be provided to students by on their dashboard which will enable only after the ERP registration.

Moreover, different dashboards will also be provided to the students for their welfare and academic enhancement.

Digital transformation is imperative for our institute as we believe in equipping candidates with skills for employment and shaping a wisdom landscape where more than bookish and greater entrepreneurial skill is focused boosting their capabilities exponentially and as we see our government aim is of complete digital India enabling pace of innovation as well as tackling many of challenges we face today.

The students can make sure of this facility which is offered 24x7 and gather information which adds to their knowledge bank. Through internet they can research infinite content for their assignments, make presentations of professional caliber, look out for different job opportunities when they are near to their completion of studies. Gather information of corporate world, attain notes online and finally make such a flourishing career that it sets them apart from most of the other college going students.

[NOTE: It has come to the notice of college management that students are providing incomplete and wrong data on ERP. In case of incomplete and wrong data students may be debarred from the facility of ERP i.e. biometric attendance, Wi-Fi facility and student's dashboard including disciplinary action which may extend to legal action.]

Instructions to be followed by all students in the WhatsApp Group during conduction of Online Classes:

1. Students must update their Display Picture (DP) with their recent photo along with their branch and Roll No. written therein so that the faculty can identify each student with the DP. Template has been provided on the college website.
2. Concerned faculty shall ensure the attendance of each student in each online class in the beginning and the students are instructed to register their attendance in each online class without fail. The attendance will be taken into consideration while filling up semester examination form.
3. After the student attendance, the faculty will provide relevant instruction material (scanned copy), if required, for reference for that particular period of online class.
4. The faculty shall also provide audio and/or video of lecture on the relevant topic. Students must listen to it carefully as it will help the students to understand the subject topic.
5. The faculty shall give adequate time to listen/view the lecture.
6. Students shall then be allowed to register their query/doubt on the topic on which lecture was delivered by the faculty.
7. Assignment may be given by the faculty. The students must complete it before the commencement of the next class on the subject.
8. Students must strictly avoid writing unnecessary details or posting any irrelevant message/photo/documents which are not concerned with the topic under discussion.

9. As far as practicable, students must avoid writing sentence which are understood even without writing it, like 'Thank you sir', etc. This will help in preventing the number of messages getting larger. Large no. of messages creates the problem of scroll up/down.
10. Students must attend the online class till the end to have complete understanding of the subject topic.

Start Learning Online Today, Offline Tomorrow

- Awarded as best Diploma Engineering College, Best Polytechnic Institute for Industry Interface (BITT Polytechnic having so many awards in various technical fields).
- BITT Polytechnic has the Team of Highly Qualified & Experienced Core Faculties, Orientation / Foundation Classes in Math, Physics, Chemistry and Computer Skills for every Students, Language Lab to Improve English Communication Skill which is the integral part of our Training & Placement Programs, Digital Library with vast of Books & E-Journals, Dedicated Training & Placement Cell (TPC) which operates digitally round the year to facilitate contacts between companies and our students, it works for coming time through digital communication to achieve its goal of 100% placements to all eligible students, Regular improvement in Industry & Corporate interaction. BITT Polytechnic is always known of its innovation, creation and its student's centric approach, BITT Parivar is always with its employees (Teaching & Non-Teaching) and students in every conditions. BITT Polytechnic has always been known for its institutional structure, working culture, innovation, creation and development on digital environment of its employees & Students.
- BITT Polytechnic ensures the best possible solution for the Students through Students Grievance Mechanism which is available in college as well as on the college website, its implications and process are also made available through Email, Mob No, Whats App and other social media platforms. Students can send their grievances regards Caution Money, Examination, Placement and if any other grievances. Stepping forward to digitalization, students can show their interest in the Alumni Dashboard online through the website. Students can raise their query or suggestion same in the same panel. They can also view all the information over there and benefits related to them with ease at their fingertips.

The BITT Digital Classroom for smooth functioning of online classes has initiated the ERP and through ERP Registration, students will get Online Classroom, that includes the tie-up with the BITT, TCS ion digital learning, the IOs system, the online guest lectures, workshop, training, placement talk, You tube Classes, recorded class room content, live doubt session, online test, special live classes by guest faculties, motivational and personality grooming session, industries expert panel discussion, online session for students looking for start-up, online counseling cum career guidance for students opting for higher education, for industry placement online training of the students, career talk to the final year students, BITT 2.0 for final year students and the students who are in mid semester etc, Providing Dashboard: Library, TPC, Students, Faculties, Alumni, BITT Parivar.

1. The ERP Provides Dashboard: Library, TPC, Students, Faculties, Alumni, BITT Parivar
2. The Students will get mentor for the guidance regarding their Academic performance, Online classes etc. under formation of mentor groups of all core departments are done-It is decided that all the 3 batches (1st, 2nd & 3rd year Students) are to be observed by mentors of the core departments. For, each batch 20 students group are allotted with a mentor. And most awaited the finalizations of 23 committee's members are being done having different welfare and coordinating committees.
3. And a separate Online (Digital Campus) committee has also been formed to meet all facility.
4. The Mentors are required to have Counseling and mentoring diary will also be maintained from the current semester in which the complete track recode of each student will be maintained.
5. We are committed for Providing Inclusive, Sustainable and Quality Online Education from our website
6. For students overall development. We Provide "Attractive Scholarships for KG to PG under **SARASWATI VANDANA JAN SHIKSHA ABHIYAN** – Ab Padhega Pura India - Hamari Ichha Ghar-Ghar Nihshulk Shiksha.

9 PILLARS OF BITT POLYTECHNIC PEDAGOGY

Discovery Learning, Group Learning, Hence- On Learning, Critical Thinking, Independent Study, Daily Video Lectures, Daily Base Live Classes & Doubt Session By Your Branch Faculty, Daily Base Practice Test, Weekly & For-Nightly Online Test

FEATURES

1. M. Tech Faculties from Premier Institutions of India
2. BITT Polytechnic is highly concentric in Science, technology, research, innovations, development & entrepreneurship.
3. Industrial tie ups with many companies performing the industrial design, innovations, the innovative project design and developments, the engineering tools and entrepreneurship.
4. The Students exchange or Educational and faculty development, the technical educational research, the innovative projects, trainings, educational forum.
5. From the college all the Learnings and new technical educational research, innovative projects, Seminars are to be done.
6. Attractive Scholarships for KG to PG under **SARASWATI VANDANA JAN SHIKSHA ABHIYAN** – Ab Padhega Pura India - Hamari Ichha Ghar-Ghar Nihshulk Shiksha.
7. Students, teachers & Industrial experts with the combined initiatives on subject based new technical researches.
8. Online Seminars, Workshops, Conferences are club and to be done.
9. Technical Assistance from IIT Patna & NIT Jamshedpur.
10. Nodal centre of Virtual Lab in association / affiliated with IIT Kanpur for the students of all semesters.
11. Training & Placement, Industrial tie-ups with BSNL, MSME tool room, Doordarshan, Akashwani, ISHRAE, IIT Madras, IIT Patna, NIT Jamshedpur, BIT Sindri.
12. IIT Madras Coordinated Local Center of NPTL.
13. International Workshop Organized by Technical Support from Alborg University, Denmark and National Tonega, Malaysia.
14. Special facility for Girls Candidate.
15. Theoretical and Practical Training as per Industry Demand.
16. Live Technical Project Exhibitions.
17. Infrastructure equipped with modern facility.
18. Wifi campus.
19. Campus Agreement with Microsoft.
20. Microsoft Edu Cloud Features for Academic use (faculty & Students).
21. Interface with Renowned Industries on Recent Technologies for students Project Implementations.
22. Training Provided On CNC Machine, with latest Software & Hardware Technology.
23. Guest Lectures by eminent Speakers.
24. Research Papers accepted in reputed IEEE Access Journal.
25. Collaboration with reputed Industries for training & Placement.
26. Laboratory Based Teaching using various simulation tools MATLAB (Electrical, ECE, CSE) Autocad (ME+CE), catia (ME), StaDD.Pro (CE).
27. Live Projects:
 - a) Bomb Firing for Milatry applications,
 - b) Water Level Indicator, using Micro Controller, Solar Based MPPT,
 - c) Wind Energy Conversion System
28. Technical Skill Development through Latest Equipments & software/hardware available in fully –developed laboratory & workshop.
29. Regular Seminar, workshop, Trainings to Students.
30. Industry Based Curriculum.
31. Dedicated Training & Placement.
32. Industry Visit, Corporate Interaction Program.
33. Language Lab for English Communications.
34. Foundation class for basic Concepts to newly admitted students.
35. Free courses of AICTE available on its portal and its use for the students, Internshala, SWAYAM, COVIDGYAN, & COURSEARA.

Academic Activities during Online Classes Odd and Even Semester

Preparation of Institute Academic Calendar: Jharkhand University of Technology (JUT), Ranchi has provided academic calendar regarding the dates of commencement of the semester, end of the semester, In-semester and End-semester examinations, Oral, Practical examinations, holidays, vacations, etc. Principal will take inputs from various departments. Based on these inputs, Principal, Vice Principal, Head of the Department (HOD), Coordinator Cultural Activities will discuss and prepare the academic calendar for the institute. The academic calendars consist of plan of conducting in-house class tests, examinations, mock practical / oral examinations, university examination schedules etc. It is then distributed to all the departments.

Preparation of Departmental Academic Calendar Each Head of the Department will prepare his Department Academic Calendar in consultation with faculty members in the department. Academic calendars of departments must include tentative dates of class test, dates of value added courses, extra and co-curricular student activities, mock practical, dates for submissions, project reviews, etc. Planning of student activities, both extra and co-curricular, shall be done in co-ordination of respective college level committee coordinators.

Allocation of courses to faculty Course allocation is to be done by Heads of Departments by the end of previous semester in order to enable faculty members to start their preparation for the courses allotted to them. The steps to be followed by departments are: Collecting electives choices from the final year and concerned batch students.

- Collecting the course choices from faculty members.
- Finalization of electives considering the student choices, faculty choices, faculty expertise and previous experience of faculty members.
- Calculation of theory and practical teaching hours as per the finalized electives and university
- Teaching scheme. Allocation of courses to faculty.

Preparation of all timetables (Online Class/ Online Lab and faculty timetables) - Preparation of all time tables including class wise, faculty wise, class room wise and laboratory wise must be completed by respective time table co-coordinators of the departments before the commencement of semester. Same shall be approved by Head of Department and Principal. Time tables must include two slots of two hours per week for training and placement activities, each slot on different days. The slots for training and placement activities shall be planned in co-ordination with training and placement cell. Class room occupancy and laboratory occupancy are to be displayed for class room and laboratories.

SI No	Branch	Faculty Name	Post	WhatsApp No, Mob No	E-mail ID
1	CE	Mr Anuranjeet Ranjan	HOD & Vice Principal	9472731685, 9472729184	viceprincipal01bittp@gmail.com , hodcivil01bittp@gmail.com
2	CE	Mr Rajneesh Ranjan	Asst HOD	7352960962	lecturer102bittp@gmail.com
3	ECE	Mr. Anant Kumar Kushwaha	HOD & Dean (Academic)	7250315885, 6202765471	hodecebitt@gmail.com , tpcbitt@gmail.com , deanacademicbittp@gmail.com
4	ECE	Mr. Abhishek Kumar	Asst HOD	9546178376	lecturer407bittp@gmail.com
5	ME	Mr. Tarun Kumar Chowdhary	HOD	8538927171	hodmechanicalbitt@gmail.com
6	ME	Mr. Krishna Mahali	Asst HOD	8862896700	lecturerbittp049@gmail.com
7	EE	Mr. Amarjeet Kumar Sharma	HOD	9709514890, 9470201224	hodeebitt@gmail.com
8	EE	Mr. Jitendra Kumar	Asst HOD	7004456603	lecturerbittp42@gmail.com
9	CSE	Mr. Shiv Shankar Yadav	HOD	7856043623	hodcsebitt@gmail.com
10	CSE	Mr. Saurabh Kumar	Asst HOD	7367987693	lecturer33bittp@gmail.com

1. That the faculties will make sure that no student faculties are involved in spreading believing any fake news, rumors for any News, Guidelines regular visit the College website. The faculties are also informed that to kindly make sure that all the students including the Alumni of the college have the WhatsApp No. 9931080111, email id rkbitt@gmail.com and phone no. 9470193650, 9470193647 for any of their grievances.
2. The Suggestions /Observations are received; the Hods and faculties are responsible to resolve all the problems from the student's side. All the necessary parameters and guidelines are implemented with immediate effect with the deep observations of the problem faced by students, and the solutions are made and necessary act is implemented with refinement of all the Suggestions took from the Students side from last five days till now. The contact details of all heads of different trades are given below.

Note:

1. Students are advised to write at WhatsApp number 9931080111, email at rkbitt@gmail.com or call at 9470193650, 9470193647 for any grievances,
2. Students are advised to contact their respective heads for any issues related to BITT digital classroom (digital BITT WhatsApp group, classes, attendance, virtual lab, examination, library, accounts, extra curricular activities or if any) for smooth running of their classes or or Digital BITT WhatsApp group. Students are also required to visit the website regularly/frequently for all new updates. URL given as <http://www.bittpolytechnic.com>



Principal

Copy To,

1. Hon'ble Chairman, BITTGOI
2. Assistant Registrar
3. All HoDs
4. Controller of Examinations
5. Accounts Department
6. Workshops
7. Library
8. Notice Board
9. Website
10. File

ATMA NIRBHAR DIGITAL BITT PARIVAR