



OFFICE OF THE REGISTRAR MANIPUR TECHNICAL UNIVERSITY, IMPHAL

(A University established under the Manipur Technical University Act, 2016)

Recognised by UGC under Section 2(f) and Section 22 of UGC Act, 1956

www.mtu.ac.in/www.mtuonline.in

OFFICE MEMORANDUM

Imphal, the 19th May, 2020

No. 17/31/2020/MTU: The undersigned is directed to inform all students and concerned faculties that admin classroom account admin.classroom@mtu.ac.in used for creation of E-classrooms of Manipur Technical University has been put inactive/frozen from 16th of May 2020 9:00 am IST and the access to this account by the staff of ITS Cell, MTU is suspended till 12th of June 2020 9:00 pm IST.

2. This action is taken up to prevent any unauthorised access to the e-classrooms and preserve the data privacy of the classroom transactions between the faculty and students.

3. Therefore, in view of the above matter, all the concerned parties should follow the Guidelines listed below:

- It is the responsibility of the Head of Departments to ensure that students of all semesters join their respective classrooms compulsorily without delay and no student is left out from joining the e-classroom platform.
- If there exists a student in a classroom where he/she has not accepted the invite, it is the responsibility of the faculty to inform the respective Head of Department and decide whether to retain the student in the classroom or remove the student from the classroom.
- If a student accidentally exits from the classroom, the student shall inform the faculty of the respective classroom and the faculty shall resend the invite to the student using the student's email ID provided by the university.
- If a student has not received an invite for the e-classrooms of his/ her current semester, the student shall inform the Head of Department. Such request shall be forwarded to the ITS Cell by sending a mail to support@mtu.ac.in for account creation (if the user account doesn't exist) and sharing of user credential. Thereafter, the student's email will be shared to the concerned faculty through the Head of Department and the faculty shall invite the student to the classroom(s).
- It is the responsibility of the faculty to take back up of the turned-in assignments and submit a copy to the Office of the controller of Examination, MTU as per the proceeding of the Exam Sub-Committee Meeting held on 11-05-2020.

4. The ITS Cell shall hold no responsibility for errors/ loss of data/ data inconsistency of submitted assignment/grades/attendance. The faculty and students shall be liable for all aspects of the use of the platform and maintain the permission/rights of data access to shared resources/files.

5. The staff of the ITS Cell shall access the admin classroom account during the freezing period only if an unforeseen situation arises related to technical issue hampering the functioning of the E-Classrooms by obtaining a permission from the Registrar, MTU.


(Bidyarani Ayekpam)

Registrar

Manipur Technical University, Imphal

Copy to:

1. The PS to Vice Chancellor, MTU
2. Asst. Registrar, MTU
3. Asst. controller of Examination, MTU
4. Academic Coordinator, MTU
5. All Head of Departments, MTU
6. All faculties, MTU
7. Web Administrator, MTU (for uploading on University Website)
8. Guard File.