ভট্টদেৱ বিশ্ববিদ্যালয়, বজালী
BHATTADEV UNIVERSITY
A State University established by upgrading Bajali College

BAJALI, PATHSALA-781325, ASSAM

E-mail: registrarbhattadevuniversity@gmail.com
Tel. 03666-266423

OFFICE OF THE REGISTRAR

Memo No.- Bhatt.U/ Notification/T-122/2020/212   **Dated: 14-05-2020**

NOTICE
14.05.2020

I am directed to inform all HoDs of teaching departments, and administrative officials that Hon'ble Vice-Chancellor wishes to have a Virtual Meeting with you all through video conferencing vide Jitsi Meet on 15/05/2000 at 1 P.M.

All HoDs are hereby requested to go through the enclosed guideline for logging in into Jitsi Meet to participate in the meeting. Further, they are invited to come live w.e.f. 12.40 A.M. on 15th May next.

Looking forward to seeing you online at the meeting.

AGENDA

1. **Discussion on progress of online teaching, learning and evaluation as per latest UGC guidelines, April 2020.**
2. **Disinfection of Bhattadev University Campus in view of COVID-19 threat.**
3. **Infrastructure Development Goals**
4. **Academic Programmes to be offered.**
5. **Admission for the session 2020-21**
6. **Any other matters (With due permission from the Hon`ble Vice- Chancellor)**

This is issued with the approval of V.C. dated 14-05-2020

14.5.2020

Registrar
Bhattadev University, Bajali

Virtual meeting through *Jitsi Meet*

In Laptop

Before going through , please check whether the audio system and the camera is OK or not.

Steps to be followed by the attendee of meeting

Step 1: Connect Laptop with Internet

Step 2: Open Google Chrome browser

Step 3: The attendee just has to put the link in the URL bar of the browser shared by the meeting organizer at the specific date and time period. (The link will be like *meet.jit.si/.......*)

Step 4: Go. (The attendee will automatically join to the meeting)

Note: check audio and video symbol which is displayed whenever the mouse cursor is moved on the screen whether it is muted or unmuted. If it is muted then it is to be unmated.

Steps to be followed by the organizer of meeting

Step 1: Connect Laptop with Internet

Step 2: Open Google Chrome browser

Step 3: Type ***meet.jit.si*** in URL bar of the browser then go. A page asking for a meeting name will appear.

Step 4: Put the meeting name below the text ***Start a new Meeting*** and click on Go.

Step 5: Share the link displayed in the URL bar of the browser with the attendee of the meeting by giving a specific date and time period (The link will be like *meet.jit.si/..........*)

Note: Please check audio and video symbol which is displayed whenever the mouse cursor is moved on the screen whether it is muted or unmuted. If it is muted then it is to be unmated.

(Head phone is better for audio)

In Android Mobile

Before going through , please check whether the audio system and the camera is OK or not.

Steps to be followed by the attendee of meeting

Step 1: On Mobile data

Step 2: Download and install the *Jitsi Meet* app form Play Store (It is needed only for the first time)

Step 3: Open the *Jitsi Meet* app

Step 4: Type the **Room Name** shared by the meeting organizer

Steps to be followed by the organizer of meeting

Step 1: On Mobile data

Step 2: Download and install the *Jitsi Meet* app form Play Store (It is needed only for the first time)

Step 3: Open the *Jitsi Meet* app

Step 4: Type the **Room Name** (i.e. the meeting name) and shared it with the attendee by giving specific date and time period

Note: Please check audio and video symbol which is displayed whenever the mouse cursor is moved on the screen whether it is muted or unmuted. If it is muted then it is to be unmated.

(Head phone is better for audio)