



GOVT. OF BIHAR  
DEPARTMENT OF SCIENCE & TECHNOLOGY, PATNA  
**LOK NAYAK JAI PRAKASH INSTITUTE OF TECHNOLOGY**  
CHAPRA, SARAN (BIHAR)-841302

Notice No: 17/ACAD/2020

Date: 28/08/2020

## **ACADEMIC OFFICE**

### **Notice**

As per the discussion with Principal Sir, it is informed to all the faculties that after successfully installation of Microsoft Teams (MS Teams) in our institute. Each faculty has the following instructions:

1. Every Faculty has to take class through MS Teams only.
2. After taking each class they have to send the attendance sheet and snapshot of the screen on daily basis to their Head of Department and in Online class Monitor WhatsApp group.
3. Head of Department have to send the weekly attendance to Academic office in Soft copy.
4. Every faculty has to take his/her class on time.

Note: 1. It is found that some of the faculties are just sending the PPT to students and telling just read it you will understand everything. So take your class Properly and Head of Departments will ensure it.  
2. If any faculty is found irresponsible towards their duty, strict action will be taken by institute.

Registrar (Academic)  
LNPIT, Chapra

Copy to:

1. The Principal
2. All Head of Departments
3. All Branch Coordinators
4. Hostel Notice Board