

# ITM University, Gwalior, M.P.

[IQAC Cell]

July 13, 2019

## Minutes of meeting of Moodle Coordinators

A meeting of all the Moodle coordinators of various Departments/ Schools was conducted successfully on July 13, 2019 in MG Block, Ground Floor, R&D Lab during 3:30PM-5:00PM, ITM University Gwalior, Turari Campus.

Faculty members and Moodle coordinators who had attended the meeting are listed here:

S. No.	Name of Faculty	Role	School/Department
1	Mr. Shailendra Singh Ojha	Moodle Coordinator	Department of ECE
2	Mr. Abhijeet Ingle	Moodle Coordinator	Department of Humanities
3	Ms. Nidhi BIRTHARE	Moodle Coordinator	School of Computer Applications
4	Mr. Aditya Sharma	Moodle Coordinator	Department Civil Engineering
5	Dr. Moti Lal	Moodle Coordinator	Department of Bio-Technology
6	Dr. Sujeet kumar	Moodle Coordinator	School of Life Science
7	Mr. Anurag Agarwal	Moodle Coordinator	School of Pharmacy
8	Mr. Laxman Badavath	Moodle Coordinator	School of Nursing Science Optometry
9	Ms. Arjita Dwivedi	Moodle Coordinator	School of Law
10	Dr. Rupali Rastogi	Moodle Coordinator	Department of Chemistry

Following Modules were discussed in meeting.

1. **ABCA activities: Seminar, Review paper and case writing** submission on Moodle and grade the submission.
2. **ABCA activity: Quiz** (How to conduct quiz on Moodle Software and valuation of quiz)

Following points were also discussed in meeting:

- Moodle coordinators are requested to ensure that courses for Odd semester, 2019-20 must be created in their concerned school/department.

**Action taken: All the HoDs are requested to ensure the same.**

- Map the subject teachers to courses and monitor that every subject teacher must upload the course contents on Moodle software.

**Action taken: All the subject teachers were instructed to ensure the uploading of course contents on Moodle software.**

- Ensure the created courses must be accessible to the students of their concerned school/department.

**Action taken: All the concern Moodle coordinators had ensured the accessibility of contents to all the concerned students.**

- As per the request, workshop for newly joined Moodle Coordinators has been scheduled on July 20, 2019 at MG Block Ground Floor, R&D Lab during 3:30PM -5:00PM, ITM University Gwalior, Turari Campus.

**Action taken: information communicated to all the concern faculties through the Dean/HoDs.**

Thanks & Regards

Dr. Arun Kumar Yadav

Secretary, IQAC

# ITM University, Gwalior, M.P.

[IQAC Cell]

July 23, 2019

## Minutes of meeting of Moodle Coordinators/Faculty Members

A meeting of all the **newly joined Moodle coordinators/ Faculty members** of various Departments/ Schools was conducted successfully on July 22, 2019 in MG Block, Ground Floor, R&D Lab during 3:30PM-5:00PM, ITM University Gwalior, Turari Campus.

Faculty members and Moodle coordinators who had attended the meeting are listed here:

S. No.	Name of Faculty	School/Department	Role
1	Mr. Uday Gahlot	Department of Physics	Moodle Coordinator
2	Ms. Phaguni Pathak	Department of CSE	Faculty Member
3	Mr. Krishna Kumar Joshi	Department of CSE	Faculty Member
4	Mr. Ravi Rai Chaudhary	Department of CSE	Faculty Member
5	Mr. H N Verma	Department of CSE	Faculty Member
6	Mr. Rahul Yadav	Department of CSE	Faculty Member
7	Dr. Kapil Govil	Department of CSE	Faculty Member
8	Ms. Sweeti Sharma	School of Art and Design	Moodle Coordinator

Following Modules were discussed in meeting.

1. **ABCA activities: Seminar, Review paper and case writing** submission on Moodle and grade the submission.
2. **ABCA activity: Quiz** (How to conduct quiz on Moodle Software and valuation of quiz)

Following points were also discussed in meeting:

- Moodle coordinators are requested to ensure that courses for Odd semester, 2019-20 must be created in their concerned school/department.

**Action taken: All the HoDs are requested to ensure the same.**

- Map the subject teachers to courses and monitor that every subject teacher must upload the course contents on Moodle software.

**Action taken: All the subject teachers were instructed to ensure the uploading of course contents on Moodle software.**

- Ensure the created courses must be accessible to the students of their concerned school/department.

**Action taken: All the concern Moodle coordinators had ensured the accessibility of contents to all the concerned students.**

Thanks & Regards

Dr. Arun Kumar Yadav

Secretary, IQAC

**Report of workshop on Moodle Software**

A workshop on Moodle Software was conducted successfully for all the **Moodle Coordinators and newly joined faculty members** of various Departments/ Schools on Jan 18, 2020 in JC Block Lab during 10:00AM-1:00 PM, ITM University Gwalior, Turari Campus.

Moodle coordinators and faculty members who had attended the workshop are listed here:

<b>S. No.</b>	<b>Name of Faculty</b>	<b>School/Department</b>	<b>Role</b>
1	Dr. Sujeet Kumar	School of Life Science	Moodle Coordinator
2	Ms. Arjita Dwivedi	School of Law	Moodle Coordinator
3	Mr. Hradayesh Chaturvedi	School of Law	Faculty Member
4	Dr. Rajesh Kumar Deolia	Department of Mathematics	Moodle Coordinator
5	Ms. Radhika Gupta	School of Art and Design	Moodle Coordinator
6	Mrs. Ashwani Sharma	School of Art and Design	Moodle Coordinator
7	Mr. Abhijeet Ingle	Department of Humanities	Moodle Coordinator

Following Modules were discussed in workshop.

- 1. Administrator Module, Teacher Module and Students Module**
- 2. ABCA activities: Seminar, Review paper and case writing** configuration, submission on Moodle and grade the submission.
- 3. ABCA activity: Quiz** (How to conduct quiz on Moodle Software and valuation of quiz)

Following points were also discussed in workshop:

- Moodle coordinators are requested to ensure that the courses for even semester, 2019-20 must be created in their concerned school/department.  
**Action taken: All the HoDs are requested to ensure the same.**
- Map the subject teachers to courses and monitor that every subject teacher must upload the course contents on Moodle software.  
**Action taken: All the subject teachers were instructed to ensure the uploading of course contents on Moodle software.**
- Ensure the created courses must be accessible to the students of their concerned school/department.  
**Action taken: All the concern Moodle coordinators had ensured the accessibility of contents to all the concerned students.**

- User manual of Moodle software has been provided to Moodle coordinators and faculty members.

**Action taken: User manual of Moodle software provided to all the coordinators.**

Thanks & Regards

Dr. Arun Kumar Yadav  
Secretary, IQAC

# ITM University, Gwalior, M.P.

[IQAC Cell]

September 30, 2019

## MINUTES OF MEETING

A meeting was conducted by the IQAC Cell regarding preparation of Annual Quality Assurance Report (AQAR) and submission to NAAC on Monday September 30, 2019 at 3:30PM, Conference Hall, Vice Chancellor Office, ITM University Gwalior, Turari Campus.

The meeting was chaired by Dr. Ranjeet Singh Tomar, Dean, SOET and following members were present in the meeting.

1. Dr. Ranjeet Singh Tomar, Dean, SOET-Chair
2. Dr. Sanjay Jain, HOD, CSA-Member
3. Dr. Shyam Akashe, Dean, R & D- Member
4. Dr. Vandana Bharti, Dean, SOM- Member
5. Dr. Kapil Govil, CSA, Member
6. Dr. Arun Kumar Yadav- Coordinator of IQAC-Member Secretary

The following discussions were done in meeting:

1. As per the discussion with Hon'ble Vice Chancellor Sir, following members have been deputed as coordinator for various criterion in AQAR. The details are given here:
  - a. Criterion – I: Curricular Aspects-Dr. Sonia Johri
  - b. Criterion – II: Teaching, Learning and Evaluation- Dr. Arun Kumar Yadav
  - c. Criterion – III: Research, Innovations and Extension-Dr. Shyam Akashe
  - d. Criterion – IV: Infrastructure and Learning Resources- Dr. Sanjay Jain
  - e. Criterion – V: Student Support and Progression-Dr. Vandana Bharti
  - f. Criterion – VI: Governance, Leadership and Management-Dr. Ranjeet Singh Tomar
  - g. Criterion – VII: Institutional Values and Best Practices-- Dr. Arun Kumar Yadav

**Action taken: All the concern members of criteria were informed about how to prepare the criteria wise report.**

2. All the coordinators of various criterion I to VII will be responsible for collecting the data from 21 schools/departments and concern offices, and then compile the data of their criteria.

**Action taken: criterion wise coordinators had collected the data from various schools/departments and compiled the data for their criteria.**

3. Coordinators are requested to send the compiled sheet of their criteria to NAAC coordinator by October 14, 2019.

**Action taken: coordinators were instructed to send the compiled sheet on or before the given date.**

4. Review meeting will be conducted on October 19, 2019 to review the collected and compiled data of AQAR (Part-A and Part-B (Criterion-I to VII)).

**Action taken: review meeting proposed on the aforesaid date.**

5. The details of various schools/departments from where data have to be collected are listed here:

<b>S. No.</b>	<b>School/Department</b>
1	Department of Chemistry
2	Department of Physics
3	Department of Mathematics
4	Department of Humanities
5	Department of Bio-Technology
6	Department of ECE
7	Department of ME
8	School of Pharmacy
9	School of Computer Science & Applications
10	School of Architecture
11	School of Life Science
12	Department of Electrical Engineering
13	Department Civil Engineering
14	School of Physical Education
15	School of Business
16	School of Agriculture
17	School of Nursing Science
18	School of Nursing Science-Optometry
19	School of Education
20	School of Law
21	School of Humanities and Literary Studies

**Action taken: details circulated among all the concern coordinators.**

6. As per the discussion in meeting, criterion wise data which was submitted to NAAC in 2017, will be shared to coordinators for the reference purpose.

**Action taken: details shared with all the concern coordinators.**

The meeting ended with the thanks to the chair.



# ITM University, Gwalior, M.P.

[IQAC Cell]

October 04, 2019

## MINUTES OF MEETING

A meeting was conducted by the IQAC Cell regarding QS University Ratings and Rankings on Thursday Oct 03, 2019 at 3:30PM, Conference Hall, Vice Chancellor Office, ITM University Gwalior, Turari Campus.

The meeting was chaired by Hon'ble Vice Chancellor and following members were present in the meeting.

1. Prof. Kamal Kant Dwivedi, Vice Chancellor- Chair Person
2. Dr. Shyam Akashe, Dean, R &D- Member
3. Dr. Y. C. Goswami- Dean, International Cooperation and Projects
4. Dr. Vandana Bharti, Dean, SOM- Member
5. Dr. Sonia Johri, Dean Academics- Member
6. Dr. Arun Kumar Yadav- Coordinator of IQAC-Member Secretary

The following discussions were done in meeting:

1. As per the guidelines of QS University Ratings and Rankings, there are seven primary criteria and five secondary criteria, out of which institutions must select two. Every institution is therefore will be evaluated based on nine criteria. Research (RE) carries 100 points out of 1400 and is a mandatory criterion for universities and optional for colleges.  
**Action Taken: So, from the secondary criteria, Arts and Culture (AC) sub category has been proposed in meeting to select in addition to Research (RE).**
2. As QS University rating is paid but ranking is free of cost and applications can be submitted in between December to February for QS University ranking.  
**Action Taken: So, it has been recommended to submit the application in between December 2019 to February 2020 for QS ranking.**
3. As per the guidelines, we can apply in *mixed* category because in this category, all our courses like science, technology, engineering, nursing, pharmacy and Agriculture can be included.  
**Action Taken: All the Dean/HoDs were requested to go through the detailed guidelines and prepare the report.**
4. In proposal received from QS-IGauge, QS rating will be valid for a maximum of *three years* from the date of release. So, in this regard, IQAC coordinator have to talk to the concern for QS rating validity for a period of *five years if possible*.  
**Action Taken: discussed with QS-IGauge.**
5. After the AQAR submission, data have to be prepared for QS ranking but before submission self-assessment has to be done.  
**Action Taken: All the Dean/HoDs were requested to work for the same.**
6. For the self-assessment, evaluation matrix and detailed guidelines have to be requested from QS-IGauge.  
**Action Taken: requested QS-IGauge to provide the details.**

The meeting ended with the thanks to the chair.

**Minutes of meeting of Moodle Coordinators/Faculty Members**

A meeting of all the **Moodle coordinators** of various Departments/ Schools was conducted successfully on Dec 17, 2019 in MG Block, first Floor Lab, Room No. MGFF-202 during 2:10PM-4:00PM, ITM University Gwalior, Turari Campus.

Moodle coordinators who had attended the meeting are listed here:

S. No.	Name of Faculty	School/Department	Role
1	Mr. Pankaj Gugnani	Department of CSE	Moodle Coordinator
2	Mr. Abhinav Anand	Department of ME	Moodle Coordinator
3	Dr. Uday Gahlot	Department of Physics	Moodle Coordinator
4	Mr. Anurag Agarwal	School of Pharmacy	Moodle Coordinator
5	Mr. Aditya Tripathi	School of Business	Moodle Coordinator
6	Ms. Radhika Gupta	School of Art and Design	Moodle Coordinator
7	Mr. Abhijeet Ingle	Department of Humanities	Moodle Coordinator
8	Dr. Sujeet Kumar	School of Life Science	Moodle Coordinator
9	Mr. Shailendra Singh Ojha	Department of ECE	Moodle Coordinator

Following Modules were discussed in meeting.

1. **ABCA activities: Seminar, Review paper and case writing** submission on Moodle and grade the submission.
2. **ABCA activity: Quiz** (How to conduct quiz on Moodle Software and valuation of quiz)

Following points were also discussed in meeting:

- Moodle coordinators are requested to ensure that the courses for even semester, 2019-20 must be created in their concerned school/department by Dec 25, 2019.  
**Action taken: All the HoDs are requested to ensure the same.**
- Map the subject teachers to courses and monitor that every subject teacher must upload the course contents on Moodle software.  
**Action taken: All the subject teachers were instructed to ensure the uploading of course contents on Moodle software.**
- Ensure the created courses must be accessible to the students of their concerned school/department.

**Action taken: All the concern Moodle coordinators had ensured the accessibility of contents to all the concerned students.**

- User manual of Moodle software has been provided to Moodle coordinators.

**Action taken: User manual of Moodle software provided to all the coordinators.**

Thanks & Regards

Dr. Arun Kumar Yadav  
Secretary, IQAC

# ITM University, Gwalior, M.P.

[IQAC Cell]

Feb 12, 2020

## MINUTES OF MEETING

A meeting was conducted by the IQAC Cell on Feb 12, 2020 at 4:00 PM at MG Block Ground Floor Conference Room, ITM University Gwalior, Turari Campus to discuss the following agenda:

- Data Collection System (DCS) on MIS
- Submission of IIQA, SSR and QIF application to NAAC for re-assessment
- Reformation of Criterion wise coordinators
- Preparation for NAAC Re-assessment documents
- Filling of feedback/issues NIRF-2020

The meeting was chaired by **Hon'ble Vice Chancellor** and following members were present in the meeting.

1. Prof. Kamal Kant Dwivedi, Vice Chancellor- Chair Person
2. Dr. Shyam Akashe, Dean, R &D- Member
3. Dr. Y. C. Goswami- Dean, International Cooperation and Projects
4. Dr. Vandana Bharti, Dean, SOM- Member
5. Dr. Sonia Johri, Dean Academics- Member
6. Dr. Mukesh Pandey, Chief Proctor
7. Dr. Mini Anil, Dean, School of Nursing
8. Dr. Richa Kothari, Dean, School of Sciences
9. Dr. Indu Mazumdar, Dean, School of sports Education
10. Dr. Dinesh Singh Tomar, Head, Department of Mathematics
11. Dr. Shashikant Gupta, DSW
12. Dr. A. Balasubramaniam, Dean Pharmacy
13. Dr. Kapil Govil- Data Collection System(DCS) Coordinator
14. Dr. Arun Kumar Yadav- Coordinator of IQAC-Member Secretary

The following discussions were done in meeting:

1. As we are applying for re – assessment of NAAC grades and it has been decided to submit the Institutional Information for Quality Assessment(IIQA) application by March 30, 2020.  
**Action taken: All the Dean/HoD are requested to start working on it.**
2. So, for the preparation to achieve at least A+ grade in re-assessment following strategies have been decided:
  - a. Seven criterion wise coordinators have been deputed and one member in each criterion have been associated with coordinator.

- b. Criterion coordinators will ensure the University score at least A+ (for A+ min 87% in each criteria) grade in their criteria. The details of coordinators and associated members is given here in Table-1:

Table 1: Criterion Details

Criteria No.	Criteria Name	Assigned Score	Minimum Required Score	Criteria Coordinator	Criterion member
I	Curricular Aspects	150	131	Dr. Sonia Johri, Dean Academics	Mr. Ashish Sharma - Assistant Professor, Dept. of Mathematics
II	Teaching, Learning and Evaluation	200	175	Dr. Dinesh Tomar, Head – Mathematics	Ms. Phalguni Pathak - Assistant Professor, Dept. of CSA
III	Research, Innovations and Extension	250	218	Dr. Shyam Akashe, Dean Research	Mr. Mayank Sharma – Assistant Professor, Dept. of ECE
IV	Infrastructure and Learning Resources	100	87	Dr. A. Balasubramaniam, Dean Pharmacy	Mr. Shivam Tayal – Associate Professor, School of Pharmacy
V	Student Support and Progression	100	87	Dr. Vandana Bharti, Dean - SOM	Ms. Archana Yadav – Assistant Professor, School of Management
VI	Governance, Leadership and Management	100	87	Dr. Ranjeet Singh Tomar, Dean – SOET	Mr. Trilok Chauhan – Assistant Professor, Dept. of ME
VII	Institutional Values and Best Practices	100	87	Dr. Meghna Sharma, HoD – Humanities	Mr. Arun Kushwah – Assistant Professor, Dept. of ME.

**Action taken: All the concern coordinators were informed to start the work as instructed.**

3. Criterion coordinators have to ensure at least minimum required score as mentioned in Table 1

**Action taken: All the concern coordinators were informed.**

4. Data Collection System (DCS) has been implemented on MIS for collecting the data for the IIQA, SSR and QIF applications submission to NAAC or data to any other agency.

**Action taken: Information circulated to all the Dean/HoDs to inform to all the faculty and staff members of their school/department.**

5. A training session on “How to use DCS on MIS” have been decided to be organized for all the Deans and HoDs of various schools/Departments.

**Action taken: A training session on “How to use DCS on MIS” was conducted for all the school/departments.**

6. It has been decided that a peer team will visit the various departments to check the preparation of re-assessment by NAAC and will verify the supporting documents of data uploaded through DCS on MIS. The schedule of the peer team visit will be decided and circulated later on.
7. All the HoDs of various departments have to ensure the filling of data of their concern department of last five years at least (2015 – 2020) in DCS on MIS. During the peer team visits, department details will be reviewed only from the details filled in DSC system on MIS. Every department have to ensure to score A+ grade in NAAC peer team Visit.

**Action taken: All the Dean/HoDs were requested to please ensure the completion of data filling on DCS system.**

8. As the Peer team will review the details from DCS only. So, each department must have to ensure the filling of data on DCS with all supporting documents before the peer team visit.

**Action taken: All the Dean/HoDs were requested to please ensure the completion of data filling on DCS system.**

9. I IQA, SSR and QIF applications must have to be submitted to NAAC for re – assessment by March 30, 2020.

**Action taken: All the Dean/HoDs were requested to start working on report preparation.**

10. For the review of NAAC grades achieved in each criterion in 2018 is shared here. All the criterion coordinators are requested to kindly go through the report and make the strategy to achieve good grades in those sections also in which grades are 0,1 and 2.

**Action taken: Details shared with all the Dean/HoDs and concerned coordinators to work on grades.**

11. It was decided to have IQAC meeting more frequently almost on daily basis to review the progress of preparation.

The meeting ended with the thanks from and to the chair.

**Minutes of meeting of Moodle Coordinators**

A meeting of Moodle Coordinators from various Departments/ Schools was conducted successfully on March 14, 2020 in MG Block, Ground Floor Lab, ITM University Gwalior, Turari Campus during 10:30AM-12:30PM.

Moodle coordinators who had attended the meeting are listed here:

<b>S. No.</b>	<b>Name of Faculty</b>	<b>School/Department</b>	<b>Role</b>
1	Mr. Pankaj Gugnani	Department of CSE	Moodle Coordinator
2	Mr. Aditya Tripathi	School of Business	Moodle Coordinator
3	Mr. Uday Gahlot	Department of Physics	Moodle Coordinator
4	Dr. Rajesh Kumar Deolia	Department of Mathematics	Moodle Coordinator
5	Dr. Sujeet Kumar	School of Life Science	Moodle Coordinator
6	Dr. Rupali Rastogi	Department of Chemistry	Moodle Coordinator
7	Dr. Aruna Singh	School of Education	Moodle Coordinator
8	Mr. Pavan Mahor	School of Education	Computer Operator
9	Ms. Ashwani Sharma	School of Art and Design	Moodle Coordinator
10	Ms. Radhika Gupta	School of Art and Design	Moodle Coordinator
11	Ms. Nidhi Birthare	School of Computer Applications	Moodle Coordinator
12	Mr. Ravi Rai Dangi	School of Nursing Science	Moodle Coordinator

Following agenda were discussed in meeting.

1. Status of implementation of Moodle Software in Concern school/department.

**Action taken: All the Dean/HoDs were requested to kindly provide the details.**

2. Queries in Administrator Module, Teacher Module and Students Module

**Action taken: Queries answered during the session.**

3. Queries regarding Execution of ABCA activities: Seminar, Review paper and case writing configuration, submission on Moodle and grade the submission.

**Action taken: Queries answered during the session.**

4. Queries on Conduction of ABCA activity: Quiz (How to conduct quiz on Moodle Software and valuation of quiz)

**Action taken: Queries answered during the session.**

5. How to prepare video lectures using Apowersoft Free Screen Recorder Software and how to upload video lectures on Moodle Software?

**Action taken: Complete workshop was given on subject and queries answered during the session.**

Thanks & Regards

Dr. Arun Kumar Yadav  
Secretary, IQAC



# ITM University, Gwalior, M.P.

[IQAC Cell]

March 20, 2020

## MINUTES OF IQAC MEETING

A meeting was conducted by the IQAC Cell on March 20, 2020 at 3:30 PM at MG Block Ground Floor Conference Room, ITM University Gwalior, Turari Campus to discuss the following agenda:

- Preparation of Interactive ABCA activities
- Quality and quantity of research papers/Books/Patents.
- Consultancy projects
- Data Collection System (DCS) on MIS
- Submission of IQA, SSR and QIF application to NAAC for re-assessment
- Preparation for NAAC Re-assessment documents

The meeting was chaired by **Hon'ble Vice Chancellor** and following members were present in the meeting.

1. Prof. Dr. Kamal Kant Dwivedi, Vice Chancellor	-	Chairman
2. Dr. Ranjeet Singh Tomar, Dean SOET,	-	Member
3. Dr. Vandana Bharti, Dean, School of Management	-	Member
4. Dr. Girish Pandey, Dean School of Agriculture	-	Member
5. Dr. Shyam Akashe, Dean Research and Development	-	Member
6. Dr. Y.C. Goswami, Dean, International Co-operation and Projects	-	Member
7. Dr. Sonia Johari, Dean Academics	-	Member
8. Dr. Mukesh Pandey, Chief Proctor	-	Member
9. Mr. Ajay Khatri, CFAO	-	Member
10. Dr. Shashikant Gupta, Dean Student Welfare	-	Member
11. Dr. Dinesh Singh Tomar, Asst. Prof., Mathematics.	-	Member
12. Dr. Mini Anil, Dean, School of Nursing	-	Member
13. Dr. Arun Kumar Yadav, IQAC Secretary	-	Member

The following discussions were done in meeting:

- a. All the Deans/HoDs are requested to instruct all the faculty members of their school/department to design interactive ABCA activities in their subjects and must conduct the activities through Moodle Software.

**Action Taken: All the Dean/HoDs were requested to kindly ensure the same.**

- b. All the faculty members are advised to publish good quality research papers at least indexed in Scopus, publish Books/Book Chapters with renowned publishers and apply for the patents.

**Action Taken: All the faculty members were instructed to work on discussed point and ensure the same.**

- c. All the faculty members must try to get consultancy/research projects from government/non-government/any other funding agencies.

**Action Taken: All the faculty members were instructed to work on discussed point and ensure the same.**

- d. In reference to the Order Ref. No. ITMU/VCO/2020/041 dated March 16, 2020, training session on data collection system (DCS) was conducted successfully as per the given schedule for all the faculty/staff members of various schools/departments/offices.

**Action taken: A training session on “How to use DCS on MIS” was conducted successfully for all the school/departments.**

- e. All the faculty/staff members of various schools/departments/offices are **requested to must ensure the data uploading (from Jan 01, 2015 on ward) on data collection system (DCS) of MIS by March 26, 2020.**

**Action Taken: All the faculty and staff members were requested to ensure the uploading of data on DCS system on MIS.**

- f. As we are applying for re – assessment of NAAC grades and it has been decided to submit the **Institutional Information for Quality Assessment(IIQA) application by March 30, 2020.**

**Action Taken: started working on preparing the report.**

- g. All the following Criterion coordinators are requested to kindly review the descriptive sections in their criteria sheet attached here (**SSR submitted in 2017**) and update accordingly for the submission to NAAC for re-assessment by **March 25, 2020.**

Criteria No.	Criteria Name	Criteria Coordinator	Criterion Member	Criteria Sheet to Review
I	Curricular Aspects	Dr. Sonia Johri, Dean Academics	Mr. Ashish Sharma - Assistant Professor, Dept. of Mathematics	Criterion 1 - Curricular Aspects
II	Teaching, Learning and Evaluation	Dr. Dinesh Tomar, Head – Mathematics	Ms. Phalguni Pathak - Assistant Professor, Dept. of CSA	Criterion 2 - Teaching- learning and Evaluation
III	Research, Innovations and Extension	Dr. Shyam Akashe, Dean Research	Mr. Mayank Sharma – Assistant	Criterion 3 - Research,

			Professor, Dept. of ECE	Innovations and Extension
IV	Infrastructure and Learning Resources	Dr. A. Balasubramaniam, Dean Pharmacy	Mr. Shivam Tayal – Associate Professor, School of Pharmacy	Criterion 4 - Infrastructure and Learning Resources
V	Student Support and Progression	Dr. Vandana Bharti, Dean - SOM	Ms. Archana Yadav – Assistant Professor, School of Management	Criterion 5 - Student Support and Progression
VI	Governance, Leadership and Management	Dr. Yogesh Goswami, Dean International Cooperation and Projects	Mr. Trilok Chauhan – Assistant Professor, Dept. of ME	Criterion 6 - Governance, Leadership and Management
VII	Institutional Values and Best Practices	Dr. Meghna Sharma, HoD – Humanities	Mr. Arun Kushwah – Assistant Professor, Dept. of ME.	<b>Executive Summary,</b> Criterion 7 - Institutional Values and Best Practices

**Action Taken: coordinators were requested to provide the details on or before the given date.**

h. Upcoming IQAC meeting has been tentatively proposed on March 30, 2020.

**Action Taken: Information given to all the concern members to attend the meeting.**

The meeting ended with the thanks from and to the chair.

# ITM University, Gwalior, M.P.

[IQAC Cell]

June 09, 2020

## MINUTES OF MEETING

An online meeting was conducted by the IQAC Cell on June 09, 2020 at 4:00 PM to discuss the following agenda:

- Categorization and Mapping of Uploaded Video lectures and webinars
- Uploading of Videos from YouTube or other sources
- Uploading of the Video lectures for the courses of next semester
- Mandatory Faculty performance review by Deans/Hods on every Saturday

The meeting was chaired by **Hon'ble Vice Chancellor** and following members were present in the meeting.

1. Prof. Kamal Kant Dwivedi, Vice Chancellor- Chair Person
2. Dr. Shyam Akashe, Dean, R &D- Member
3. Dr. Y. C. Goswami- Dean, International Cooperation and Projects
4. Dr. Vandana Bharti, Dean, SOM- Member
5. Dr. Sonia Johri, Dean Academics- Member
6. Dr. Mukesh Pandey, Chief Proctor
7. Dr. Mini Anil, Dean, School of Nursing
8. Dr. Richa Kothari, Dean, School of Sciences
9. Dr. Indu Mazumdar, Dean, School of sports Education
10. Dr. Dinesh Singh Tomar, Head, Department of Mathematics
11. Dr. Shashikant Gupta, DSW
12. Dr. A. Balasubramaniam, Dean Pharmacy
13. Dr. Arun Kumar Yadav- Coordinator of IQAC-Member Secretary

The following discussions were done in meeting:

- **Categorization and Mapping of Uploaded Video lectures and webinars:** Considering that every course requires 40-50 lectures of 60 min each, hence we expect that our faculty members must have uploaded at least 70-90 videos/webinars (their own) each of about 30 minutes' duration. It is observed that the names and the placement of uploaded video files were not systematic, hence, it would be difficult for the students to search and recognize the videos.

**Action taken: All the faculty members were instructed to ensure the recording of videos and its uploading on Tattva-LMS software as per the given guidelines.**

- **Uploading of Videos from YouTube or other sources:** We have observed that some faculty members have uploaded videos from YouTube or from other sources. This is not acceptable and such faculty is instructed to remove the upload from LMS as primarily we expect videos from our teachers.

**Action taken: All the concern faculty members are requested to remove such kind of uploaded videos from Tattva-LMS immediately and upload only self-recorded videos.**

- **Uploading of the Video lectures for the courses of next semester:** As we understand that the course distribution for the next semester is already done, and in my previous advisory I had mentioned that all the teachers must start uploading video lectures for the next semester courses at a rate of 2-3 videos every day. We plan that by mid-July we must upload most of the course online on our LMS.

**Action taken: All the concern faculty members are instructed to ensure the uploading of the Video lectures for the courses of next semester as per given guidelines.**

- **Mandatory Faculty performance review by Deans/HoDs on every Saturday:** Every department head/dean must review following activities every Saturday without fail so that timely corrective actions can be taken by them.
  1. Coverage of syllabus in form of video lectures/webinars.
  2. Quality of content uploaded.
  3. Length of each video lecture or webinars.
  4. Quality of video and audio.
  5. Quality of assignments, notes, ABCA activities.
  6. Progress on research publications/project submission of every faculty.
  7. Use of LMS and systematic uploading of content.
  8. Attendance of students in webinars, usage of video lectures. Attendance of students in ABCA activities etc.

**Action taken: All the Dean/HoDs are requested to must ensure the review of faculty performance on every Saturday so that the corrective actions can be taken on time.**

The meeting ended with the thanks from and to the chair.