

[IQAC Cell]

July 07, 2020

Minutes with ATR of Meeting/workshop on “Moodle - Learning Management System Software”

An online meeting/workshop on “Moodle- Learning Management System Software” was conducted successfully for all the Moodle coordinators of various schools/departments, ITM University, Gwalior on July 07, 2020 during 4:00PM-5:00PM.

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

S. No.	Moodle Coordinator	School/Department
1	Dr. Rupali Rastogi	Department of Chemistry
2	Mr. Uday Gahlot	Department of Physics
3	Dr. Rajesh Kumar Deolia	Department of Mathematics
4	Mr. Abhijeet Ingle	Department of Humanities
5	Dr. Moti Lal	Department of Bio-Technology
6	Shailendra Singh Ojha	Department of ECE
7	Mr. Abhinav Anand	Department of ME
8	Mr. Anurag Agarwal	School of Pharmacy
9	Ms. Nidhi Birthare	School of Computer Applications
10	No Moodle Coordinator	School of Life Science
11	Mr. Abhishek Tripathi	Department of Electrical Engineering
12	Mr. Aditya Sharma	Department Civil Engineering
13	No Moodle Coordinator	School of Physical Education
14	Mr. Pankaj Gugnani	Department of CSE
15	Mr. Aditya Tripathi	School of Business

16	Ms. Nikita Nehal	School of Agriculture
17	Mr. Ravi Rai Dangi	School of Nursing Science
18	Mr. Mathew George	School of Nursing Science- Optometry
19	Dr. Vikas Sharma	School of Nursing Science- Physiotherapy
20	Dr. Dinesh Singh Tomar	Attendee
21	Dr. SHRIRAM PATEL	Attendee
22	Mr. Pavan Kumar	Attendee
23	Mr. Vir Prakash Singh	Attendee
24	Dr. Yogesh C Goswami	Attendee

Following agenda were discussed in meeting/workshop.

- Moodle coordinators are requested to ensure the configuration of Moodle software for the Odd Semester, 2020-21 in their concerned school/department as per the guidelines circulated.
Action taken: Respected Dean and HoD were requested to ensure the configuration of Moodle software for the Odd Semester, 2020-21 in their respective school/department.
- Map the subject teachers to courses and ensure that every subject teacher must upload the course contents on Moodle software as per guidelines.
Action taken: Dean and HoD were requested to verify from the subject teachers of their school/department for the accessibility of courses on Moodle software.
- Ensure the created courses must be accessible to the students of their concerned school/department.
Action taken: Moodle coordinators, mentors, Dean and HoD were requested to verify from the students of their school/department for the accessibility of courses contents on Moodle

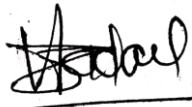
software.

- Queries invited from Moodle coordinators related to configuration and organization of course categories on Moodle Software and resolved at the same time.

Action taken: All the queries of Moodle coordinators regarding issues in configurations and organization of contents on the course page resolved in the workshop.

- Explained about how to work with new version of Moodle Software 3.8.

Action taken: Moodle coordinators were explained about the functionalities of new version of Moodle software 3.8 in the workshop.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

July 11, 2020

Minutes and ATR of Workshop on “Moodle Software” for Library Staff

An online workshop on “**Moodle Software**” was conducted successfully for all the library staff from **ITM University, Gwalior** Turari Campus and ITM-GOI Sithouli Campus on July 10-11, 2020 during 3:30PM-5:00PM. Total 14 members had attended the workshop.

During the workshop, procedures were discussed to show the following details on the central library page on Moodle software.

- Details of library staff
- Details of National/International Journal subscriptions, school wise/branch wise
- Details of e-books, upload e-book pdf, share the URL of DELNET or other databases.
- Testimonial of students
- Newspaper subscriptions
- Share the video

Following procedures also explained in workshop

- How to configure the sections on the central library page?
- How to upload a pdf file?
- How to share the URL of subscriptions?
- How to show images in a section?
- How to manage the notice/announcement section?

As per the request of library staff, recording of the workshop is also shared here onto the below URLs for the practice and to start working on Moodle.

Workshop-1, July 10, 2020

<https://drive.google.com/file/d/1R-U0sZfJLhfAFxcFapBoRa3x-u6tJor5/view?usp=sharing>

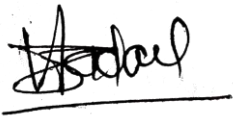
Workshop-2, July 11, 2020

<https://drive.google.com/file/d/1MF0ah5zQ9r2rQTtl6lrg4OubGu9fpvbW/view?usp=sharing>

For creating the account of library staff on Moodle software, ***a registration sheet is attached here.*** Head-Library is requested to kindly complete the registration sheet as explained during the workshop and send it to me for creating the accounts.

Action taken:

Hands-on training was given to all the library staff in the workshop on how to make the library contents online on the Moodle platform. So that, it can be accessible to the students and during the Covid-19 pandemic period they can be provided the complete learning content on the same Moodle platform.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

July 16, 2020

Minutes and ATR of workshop on “Moodle - Learning Management System Software”

An online meeting/workshop on “Moodle- Learning Management System Software” was conducted successfully for all the Moodle coordinators of various schools/departments, ITM University, Gwalior on July 16, 2020 during 3:30PM-5:30PM. Total 36 members including Moodle coordinators and faculty members had attended the workshop.

Following procedures were explained in workshop

- How to activate and deactivate the account of users?
- How to hide/unhide the contents uploaded by the subject teachers?
- How will the subject teachers configure the BigBlueButton webinar tool in their subject(s) to conduct the webinar classes?
- How to use the BigBlueButton webinar tool during conducting the webinar classes?

As per the request of attendees, the recording of the workshop is also shared here on the below URLs for the practice.

https://drive.google.com/file/d/1Z_RZYIDCBe3vBO31gYHLexk-EXog5gVO/view?usp=sharing

All the Moodle coordinators are requested to conduct workshop/training session for faculty members in their school/department to configure and to use the BigBlueButton webinar tool available on Moodle Software.

Action Taken:

Moodle Coordinators were explained in the workshop about how to activate/deactivate users, hide/unhide the contents from students, how to configure the webinar classes and how to use the webinar tool to conduct the webinar classes.

Moodle coordinators had conducted the same workshop for all the faculty members of their department/school. All the faculty members then started using the BigBlueButton webinar tool on Moodle platform for the conducting the webinar classes of students. With this initiative, students



“ CELEBRATING DREAMS ”

were provided the facility to attend the online webinar classes from the same Moodle platform during the Covid-19 pandemic period.

A handwritten signature in black ink, appearing to read 'Arun Kumar Yadav', is written over a horizontal line.

Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

July 31, 2020

Minutes and ATR of workshop on “LMS Software”

An online workshop on “LMS Software” was conducted successfully for all the newly joined faculty members and LMS coordinators from **various schools/departments, ITM University, Gwalior** on July 31, 2020 during 3:30PM-5:30PM. Total 43 members including LMS coordinators and new faculty members had attended the workshop.

Following procedures were explained in workshop

- How the subject teachers organize the course contents on their subject page on LMS?
- How to configure the sections on subject page?
- How to upload pdf/doc or any other format file?
- How to upload recorded videos?
- How to configure ABCA activities and take the submission on LMS?
- How to hide/unhide the contents uploaded by the subject teachers?
- How will the subject teachers configure BigBlueButton webinar tool in their subject(s) to conduct the webinar classes?
- How to use the BigBlueButton webinar tool during conducting the webinar classes?

As per the request of attendees, recording of the workshop is also shared here onto the below URLs for the practice. All the attendees are requested to must download the recording of the workshop from the below link for future reference.

<https://transcripts.gotomeeting.com/#/s/b6e34dda78a0b3acd008cef5b012e1425ccf6aad72dd7dfbcd463bb2707e6c63>

All the LMS coordinators are requested to please coordinate with newly joined faculty members of their school/department in case of any problem to use the LMS.

Action taken:

Training to new faculty members were given in the workshop on how to use the Moodle platform to upload the learning contents on the subject page on Moodle and how to conduct the webinar classes using BigBlueButton webinar tool. Moodle coordinators of the respective school/department were requested to coordinate with the new faculty in case of any problem. Dean and HoD were requested to ensure the proper conduction of webinar classes in their school/department, and also ensure that all the students are accessing the learning contents uploaded by the subject teachers on the Moodle platform.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

Aug 13, 2020

Minutes and ATR of workshop on “Tattva-LMS for TAP Cell”

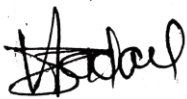
An online workshop on “**LMS Software**” was conducted successfully for TAP Cell, ITM University, Gwalior on Aug 11, 2020 during 4:10PM-5:15PM for re-organizing the contents of the TAP Cell Page onLMS.

As per the request of attendees, recording of the workshop is also shared here onto the below URLs for the practice. All the attendees are requested to download the recording of the workshop from the link below for future reference.

<https://drive.google.com/file/d/1CociWy0e-V6hZaWAX3bM4-0W-XPDxnjK/view?usp=sharing>

Action Taken:

After the training to all the members of TAP Cell, ITM University Gwalior, TAP Cell configured the Training and Placement page on Tattva-LMS portal and started to provide all the TAL cell information on the same page. So that during the Covid-19, pandemic period even, students will be able to get the required information and can participate in the training for placements and in placement drives.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

Oct 27, 2020

Minutes and ATR of review meeting for NAAC AQAR 2019-20

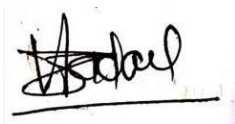
An online review meeting was conducted successfully for the NAAC AQAR 2019-20 with all the Deans/HoDs of various schools/departments on Oct 26, 2020 at 3:30PM. Total 19 members had attended the review meeting:

Following agenda were discussed in the meeting:

1. Data collected in various criteria-1 to criteria-7 was discussed as per the expert's suggestions.

Action taken:

All the Deans/HoDs were requested to update the collected data of their concerned school/department as per suggestions given by the experts, and requested to provide the corrected and compiled data timely for the AQAR 2019-20 submission on time.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

Dec 15, 2020

Minutes and ATR of review meeting for NAAC AQAR 2019-20

An online review meeting was conducted successfully to discuss the NAAC AQAR 2019-20 with Prof. K G Narayankhedkar sir on Dec 14, 2020 at 12:30PM.

Following members were present in the meeting:

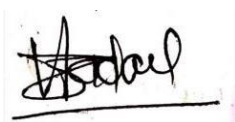
1. Dr. Ranjeet Singh Tomar- Hon'ble Vice Chancellor
2. Prof. K G Narayankhedkar, Advisor
3. Dr. Omveer Singh, Registrar
4. Dr. Arun Kumar Yadav, Coordinator- IQAC Secretary

Following agenda were discussed in the meeting:

1. Data collected in various criteria-1 to criteria-7 was discussed in the meeting.

Action taken:

NAAC AQAR 2019-20 was corrected as per the suggestions given by the expert members in the meeting. It was presented again in front of all the expert members before the final submission of NAAC AQAR 2019-20 to NAAC.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

Feb 13, 2021

Minutes and ATR of workshop on “Tattva-LMS Software”

An online workshop on “**Tattva-LMS Software**” was conducted successfully for all the newly joined faculty members and LMS coordinators from various schools/departments, ITM University, Gwalior on Feb 10, 2021 during 2:00PM-5:00PM. Total 07 members had attended the workshop.

Following modules were explained in workshop

- How the subject teachers have to organize the course contents on their subject page on LMS?
- How to configure the sections on subject page?
- How to upload pdf/doc or any other format file?
- How to upload interactive videos?
- How to configure ABCA activities and take the submission on LMS?
- How to configure BigBlueButton webinar tool in their subject(s) to conduct the webinar classes?
- How to use the BigBlueButton webinar tool during conducting the webinar classes?

As per the request of attendees, recording of the workshop is also shared here onto the below URLs for the practice. All the attendees are requested to download the recording of the workshop from the link below for future reference.

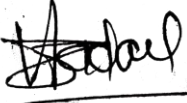
<https://drive.google.com/file/d/1XeX1MbYAK45nIR3O0GpGQ1q4-r0LBtmT/view?usp=sharing>

All the LMS coordinators are requested to please coordinate with newly joined faculty members of their school/department in case of any problem to use the Tattva-LMS.

Action Taken:

All the LMS coordinators had coordinated with all the newly joined faculty members of their school/department for the successful implementation of Tattva-LMS. After the workshop, all the

newly joined faculty members also started to use the Tattva-LMS web-based software to provide the best learning contents to students.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

March 19, 2021

Minutes and ATR of workshop on “ Microsoft Team- Webinar tool”

A workshop on “Microsoft Team- Webinar tool” was conducted successfully for all the LMS coordinators from various schools/departments, ITM University, Gwalior on March 18, 2021 during 3:30PM-4:45PM at MG Block, First Floor Lab, ITM University Gwalior. Total 20 members had attended the workshop.

The details of attendees are given below:

Sr. No.	Name of Member	Dept./School	Designation
1	Mr. K D Sharma	ERP Cell	ERP Coordinator
2	Mr. Ravindra Singh Jadon	SONS	Tutor
3	Mr. Vikash Sharma	SOMPS	Asst. Professor
4	Mr. Anurag Agrawal	SOP	Asso. Prof.
5	Mr. Trilok Chauhan	ME/SOET	Asst. Prof.
6	Mr. Bhanu Singh Yadav	SOSE	Asst. Prof.
7	Mr. Moti Lal	Biotech (SOET)	Asst. Prof.
8	Dr. D. B. Tyagi	SOAG	Asso. Prof.
9	Dr. Nikita Nihal	SOAG	Asst. Prof.
10	Dr. Aditya Tripathi	SOM	Asst. Prof.
11	Dr. Sujeet Kumar	SOLS	Asst. Prof.
12	Dr. R. K. Deolia	SOS	Asst. Prof.
13	Dr. Rupali Rastogi	SOS	Asst. Prof.
14	Dr. U P S Gahlaut	SOS	Asst. Prof.
15	Mr. Aditya Sharma	CE/SOET	Asst. Prof.
16	Ms. Nidhi Dandotiya	CS/SOET	Asst. Prof.

17	Mr. Pankaj Gugnani	CS/SOET	Asst. Prof.
18	Mr. Abhijeet Ingle	Humanities	Asst. Prof.
19	Mr. Shailendra Singh Ojha	EC/SOET	Asst. Prof.
20	Mr. Roshan Kumar Yadav	SONS	Asst. Prof.

Following modules were explained in workshop

- How to access the Microsoft Team webinar home page/through app?
- How to create groups?
- How to enroll students and Teachers in groups?
- How to schedule meetings?
- How to share the link of scheduled meeting to students on Tattva-LMS subject page?

For the successful execution of Microsoft Team Webinar tool to replace the BigBlueButton webinar tool, following supports will be provided.

- ERP cell will provide the format to collect the students and faculty member's details for the registration on Microsoft Team portal.
- ERP cell will create the account of all the students and faculty members on Microsoft Team portal.
- Once, all the students and faculty members will be registered on Microsoft Team portal then LMS coordinators will configure the Microsoft Team for the subject teachers to conduct the webinar classes/meetings.
- ***Once, all the above tasks will be completed then IQAC cell will conduct one more workshop for the final execution.***

Action Taken:

To enrich the quality of webinar classes, training on Microsoft-Team webinar tool was given to all the LMS coordinators. Where they were explained about how to use the Microsoft-Team webinar tool for conducting the webinar classes of the students.

All the LMS coordinators registered all the students and faculty members of their department/school on Microsoft Team portal through ERP cell. All the faculty members of various

school/department then now started to use Microsoft Team webinar tool for conducting the webinar classes of students.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

March 26, 2021

Minutes and ATR of workshop on “ Microsoft Team- Webinar tool”

A workshop on “**Microsoft Team- Webinar tool**” was conducted successfully for all the LMS coordinators from **various schools/departments, ITM University, Gwalior** on March 25, 2021 during 2:00PM-4:45PM at MG Block, First Floor Lab, ITM University Gwalior. Around 33+ members had attended the workshop.

Following modules were explained in workshop

- How the access the Microsoft Team webinar home page/through app?
- How to create groups?
- How to enroll students and Teachers in groups?
- How to schedule meetings?
- How to share the link of scheduled meeting to students on Tattva-LMS subject page?

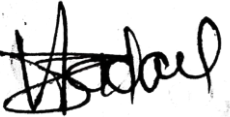
For the successful execution of Microsoft Team Webinar tool to replace the BigBlueButton webinar tool, following supports will be provided.

- ERP cell will provide the format to collect the students and faculty member’s details for the registration on Microsoft Team portal.
- ERP cell will create the account of all the students and faculty members on Microsoft Team portal.
- Once, all the students and faculty members will be registered on Microsoft Team portal then LMS coordinators will configure the Microsoft Team for the subject teachers to conduct the webinar classes/meetings.
- ***Once, all the above tasks will be completed then IQAC cell will conduct one more workshop for the final execution.***

Action Taken:

To enrich the quality of webinar classes, training on Microsoft-Team webinar tool was given to all the LMS coordinators. Where they were explained about how to use the Microsoft-Team webinar tool for conducting the webinar classes of the students.

All the LMS coordinators were requested to register all the students and faculty members of their department/school on Microsoft Team portal through ERP cell. All the faculty members of various school/department then now started to use Microsoft Team webinar tool for conducting the webinar classes of the students.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

April 01, 2021

Minutes and ATR of review meeting for NAAC application process

A review meeting was conducted successfully for the NAAC application process with all the NAAC criteria coordinators on March 31, 2021 at 3:00PM in the Conference Hall of Hon'ble Vice Chancellor office.

Following members had attended the meeting:

1. Criterion – I: Curricular Aspects-Dr. Sonia Johri, Dean Academics
Dr. Rupali Rastogi- Assistant Professor, School of Sciences (Member)
2. Criterion – II: Teaching, Learning and Evaluation- Dr. Dinesh Tomar, Head – Mathematics
Ms. Phalguni Pathak- Assistant Professor, Dept. of CSA (Member)
3. Criterion – III: Research, Innovations and Extension-Dr. Shyam Akashe, Dean Research
Mr. Mayank Sharma- Assistant Professor, Dept. of ECE (Member)
4. Criterion – IV: Infrastructure and Learning Resources- Dr. A. Balasubramaniam, Dean Pharmacy
Mr. Shivam Tayal-Associate Professor, School of Pharmacy (Member)
5. Criterion – V: Student Support and Progression-Dr. Vandana Bharti, Dean-SOM
Mr. Abhishek Singhal- Assistant Professor, School of Management (Member)
6. Criterion – VI: Governance, Leadership and Management-Dr. Yogesh Goswami, Dean-IC&P
Mr. Trilok Chauhan-- Assistant Professor, Dept. of ME (Member)
7. Criterion – VII: Institutional Values and Best Practices-- Dr. Meghna Sharma, HoD – Humanities
Mr. Arun Kushwah – Assistant Professor, Dept. of ME.

Following agenda were discussed in the meeting:

1. Data submitted to the NAAC discussed in the meeting to identify the gaps to enrich the data in the second cycle.

Action taken:

All the NAAC criteria coordinators were guided on what type of data has to be filled in which

format, and how to fill the correct information what is asked in every format.

2. Discussion on weak areas, and how to work on those weak areas to improve.

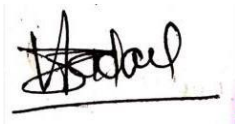
Action taken:

weak areas of criteria-1 was discussed and all the coordinators were guided for how to improve on these weak areas.

3. Plan to fine tune all the gaps/weak areas in order to avoid last minute issues.

Action taken:

All the coordinators were guided and instructed to work accordingly to avoid the last-minute issue during submitting the data.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

April 02, 2021

Minutes and ATR of review meeting for NAAC application process

A review meeting was conducted successfully for the NAAC application process with all the NAAC criteria coordinators on April 01, 2021 at 3:30PM in the Conference Hall of Hon'ble Vice Chancellor office.

Following members had attended the meeting:

1. Criterion – I: Curricular Aspects-Dr. Sonia Johri, Dean Academics
Dr. Rupali Rastogi- Assistant Professor, School of Sciences (Member)
2. Criterion – II: Teaching, Learning and Evaluation- Dr. Dinesh Tomar, Head – Mathematics
Ms. Phalguni Pathak- Assistant Professor, Dept. of CSA (Member)
3. Criterion – III: Research, Innovations and Extension-Dr. Shyam Akashe, Dean Research
Mr. Mayank Sharma- Assistant Professor, Dept. of ECE (Member)
4. Criterion – IV: Infrastructure and Learning Resources- Dr. A. Balasubramaniam, Dean Pharmacy
Mr. Shivam Tayal-Associate Professor, School of Pharmacy (Member)
5. Criterion – V: Student Support and Progression-Dr. Vandana Bharti, Dean-SOM
Mr. Abhishek Singhal- Assistant Professor, School of Management (Member)
6. Criterion – VI: Governance, Leadership and Management-Dr. Yogesh Goswami, Dean-IC&P
Mr. Trilok Chauhan-- Assistant Professor, Dept. of ME (Member)
7. Criterion – VII: Institutional Values and Best Practices-- Dr. Meghna Sharma, HoD – Humanities
Mr. Arun Kushwah – Assistant Professor, Dept. of ME.

Following agenda were discussed in the meeting:

1. Data submitted to the NAAC discussed in the meeting to identify the gaps to enrich the data in the second cycle.

Action taken:

All the NAAC criteria coordinators were guided on what type of data has to be filled in which format, and how to fill the correct information what is asked in every format.

2. Discussion on weak areas, and how to work on those weak areas to improve.

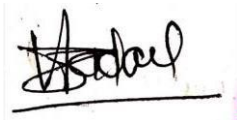
Action taken:

weak areas of criteria-1 and criteria-2 was discussed and all the coordinators were guided for how to improve on these weak areas.

3. Plan to fine tune all the gaps/weak areas in order to avoid last minute issues.

Action taken:

All the coordinators were guided and instructed to work accordingly to avoid the last-minute issue during submitting the data.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

April 05, 2021

Minutes and ATR of review meeting for NAAC application process

A review meeting was conducted successfully for the NAAC application process with all the NAAC criteria coordinators on April 02, 2021 at 1:00PM in the Conference Hall of Hon'ble Vice Chancellor office.

Following members had attended the meeting:

1. Criterion – I: Curricular Aspects-Dr. Sonia Johri, Dean Academics
Dr. Rupali Rastogi- Assistant Professor, School of Sciences (Member)
2. Criterion – II: Teaching, Learning and Evaluation- Dr. Dinesh Tomar, Head – Mathematics
Ms. Phalguni Pathak- Assistant Professor, Dept. of CSA (Member)
3. Criterion – III: Research, Innovations and Extension-Dr. Shyam Akashe, Dean Research
Mr. Mayank Sharma- Assistant Professor, Dept. of ECE (Member)
4. Criterion – IV: Infrastructure and Learning Resources- Dr. A. Balasubramaniam, Dean Pharmacy
Mr. Shivam Tayal-Associate Professor, School of Pharmacy (Member)
5. Criterion – V: Student Support and Progression-Dr. Vandana Bharti, Dean-SOM
Mr. Abhishek Singhal- Assistant Professor, School of Management (Member)
6. Criterion – VI: Governance, Leadership and Management-Dr. Yogesh Goswami, Dean-IC&P
Mr. Trilok Chauhan-- Assistant Professor, Dept. of ME (Member)
7. Criterion – VII: Institutional Values and Best Practices-- Dr. Meghna Sharma, HoD – Humanities
Mr. Arun Kushwah – Assistant Professor, Dept. of ME.

Following agenda were discussed in the meeting:

1. Data submitted to the NAAC discussed in the meeting to identify the gaps to enrich the data in the second cycle.

Action taken:

All the NAAC criteria coordinators were guided on what type of data has to be filled in which format, and how to fill the correct information what is asked in every format.

2. Discussion on weak areas, and how to work on those weak areas to improve.

Action taken:

weak areas of criteria-3 and criteria-4 was discussed and all the coordinators were guided for how to improve on these weak areas.

3. Plan to fine tune all the gaps/weak areas in order to avoid last minute issues.

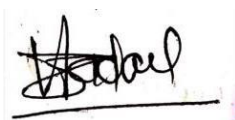
Action taken:

All the coordinators were guided and instructed to work accordingly to avoid the last-minute issue during submitting the data.

4. In criteria 1 and criteria-7, all the sections were discussed in which 1 mark was given in the first cycle of NAAC submission.

Action taken:

All the criteria coordinators were guided on how we can improve the marks in those section where 1 mark was given.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

April 08, 2021

Minutes and ATR of workshop on “Microsoft Team- Webinar tool”

An online workshop on “Microsoft Team- Webinar tool” was conducted successfully for all the LMS coordinators and faculty members from **various schools/departments of ITM University, Gwalior** on April 07, 2021 during 2:00PM-4:25PM. Total 89 members had attended the workshop.

Following modules were explained in workshop

- How to schedule webinar classes on Tattva-LMS using Microsoft Team webinar tool?
- How to conduct the webinar classes on Microsoft Team webinar tool?
- How the access the Microsoft Team webinar home page/through app?
- How the faculty members can register on Microsoft Team?
- How the students will join the webinar classes on Microsoft Team?
- How to schedule meetings?
- How to share the link of scheduled meeting to students on Tattva-LMS subject page?
- How to download the recording of webinar session conducted and how to upload on Tattva?

For the successful execution of Microsoft Team Webinar tool to replace the BigBlueButton webinar tool, following supports will be provided.

- ✓ ERP cell will register all the students, LMS coordinators, Deans and HoDs with required privileges on Microsoft Team and will share the details of login ID and password to access the same.
- ✓ In case of any technical issues, you may contact to **Mr. Santosh Shrivastava** in ERP cell through email at santosh.shrivastava.erp@itmuniversity.ac.in or on mobile 95554 09756.

As per the discussion during the workshop session, recording of the session is also available here for your reference. You may download the recording from the below link.

Session-1

https://drive.google.com/file/d/1G3oM093OPkRWdAWiVI22EaG_Bp1nAOqo/view?usp=sharing

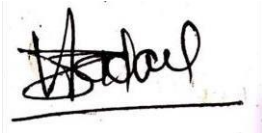
Session-2

<https://drive.google.com/file/d/1B0Tketh455zJ1R1xoBpWODOJ9g8zhS5/view?usp=sharing>

Action taken:

To enrich the quality of webinar classes, training on Microsoft-Team webinar tool was given to all the LMS coordinators and faculty members. Where they were explained about how to configure webinar classes on Tattva-LMS and how to conduct webinar classes of the students using Microsoft-Team webinar tool.

All the LMS coordinators registered all the students and faculty members of their department/school on Microsoft Team portal through ERP cell. All the faculty members of various school/department then now started to use Microsoft Team webinar tool for conducting the webinar classes of students.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

April 08, 2021

Minutes and ATR of review meeting for NAAC application process

A review meeting was conducted successfully for the NAAC application process with all the NAAC criteria coordinators on April 07, 2021 at 3:00PM in the Conference Hall of Hon'ble Vice Chancellor office.

Following members had attended the meeting:

1. Criterion – I: Curricular Aspects-Dr. Sonia Johri, Dean Academics
Dr. Rupali Rastogi- Assistant Professor, School of Sciences (Member)
2. Criterion – II: Teaching, Learning and Evaluation- Dr. Dinesh Tomar, Head – Mathematics
Ms. Phalguni Pathak- Assistant Professor, Dept. of CSA (Member)
3. Criterion – III: Research, Innovations and Extension-Dr. Shyam Akashe, Dean Research
Mr. Mayank Sharma- Assistant Professor, Dept. of ECE (Member)
4. Criterion – IV: Infrastructure and Learning Resources- Dr. A. Balasubramaniam, Dean Pharmacy
Mr. Shivam Tayal-Associate Professor, School of Pharmacy (Member)
5. Criterion – V: Student Support and Progression-Dr. Vandana Bharti, Dean-SOM
Mr. Abhishek Singhal- Assistant Professor, School of Management (Member)
6. Criterion – VI: Governance, Leadership and Management-Dr. Yogesh Goswami, Dean-IC&P
Mr. Trilok Chauhan-- Assistant Professor, Dept. of ME (Member)
7. Criterion – VII: Institutional Values and Best Practices-- Dr. Meghna Sharma, HoD – Humanities
Mr. Arun Kushwah – Assistant Professor, Dept. of ME.

Following agenda were discussed in the meeting:

1. Data submitted to the NAAC discussed in the meeting to identify the gaps to enrich the data in the second cycle.

Action taken:

All the NAAC criteria coordinators were guided on what type of data has to be filled in which

format, and how to fill the correct information what is asked in every format.

2. Discussion on weak areas, and how to work on those weak areas to improve.

Action taken:

weak areas of criteria-5 and criteria-6 was discussed and all the coordinators were guided for how to improve on these weak areas.

3. Plan to fine tune all the gaps/weak areas in order to avoid last minute issues.

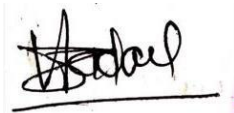
Action taken:

All the coordinators were guided and instructed to work accordingly to avoid the last-minute issues during submitting the data.

4. In criteria 1 and criteria-7, all the sections were discussed in which 2 marks was given in the first cycle of NAAC submission.

Action taken:

All the criteria coordinators were guided on how we can improve the marks in those section where 2 marks was given.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

April 19, 2021

Minutes and ATR of meeting on “Microsoft Team- Webinar tool”

An online meeting on “Microsoft Team- Webinar tool” was conducted successfully for all the LMS coordinators from **various schools/departments of ITM University, Gwalior** on April 17, 2021 during 6:00PM-8:15PM. Total 23 members had attended the meeting.

Following modules were discussed in the meeting

- How to schedule webinar classes on Tattva-LMS using Microsoft Team webinar tool?
- How to conduct the webinar classes on Microsoft Team webinar tool?
- How to access the Microsoft Team webinar home page/through app?
- How the faculty members can register on Microsoft Team?
- How the students will join the webinar classes on Microsoft Team?
- How to schedule meetings?
- How to share the link of scheduled meeting to students on Tattva-LMS subject page?
- How to download the recording of webinar session conducted and how to upload on Tattva?

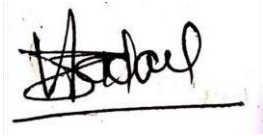
For the successful execution of Microsoft Team Webinar tool following supports will be provided by the ERP cell.

- ERP cell will register all the students, LMS coordinators, Deans and HoDs with required privileges on Microsoft Team and will share the details of login ID and password to access the same.
- In case of any technical issues, you may contact to **Mr. Santosh Shrivastava** in ERP cell through email at santosh.shrivastava.erp@itmuniversity.ac.in or on mobile 95554 09756.

Action taken:

To enrich the quality of webinar classes, issues related to Microsoft-Team webinar tool was discussed raised by all the LMS coordinators. They were also explained about how to configure webinar classes on Tattva-LMS and how to conduct webinar classes of the students using Microsoft-Team webinar tool.

All the LMS coordinators should ensure the registration of all the students and faculty members of their department/school on Microsoft Team portal through ERP cell.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

April 20, 2021

Minutes and ATR of review meeting for NAAC application process

An online review meeting was conducted successfully for the NAAC application process with all the NAAC criteria coordinators on April 19, 2021 at 2:30PM.

Following members had attended the meeting:

1. Criterion – I: Curricular Aspects-Dr. Sonia Johri, Dean Academics
Dr. Rupali Rastogi- Assistant Professor, School of Sciences (Member)
2. Criterion – II: Teaching, Learning and Evaluation- Dr. Dinesh Tomar, Head – Mathematics
Ms. Phalguni Pathak- Assistant Professor, Dept. of CSA (Member)
3. Criterion – III: Research, Innovations and Extension-Dr. Shyam Akashe, Dean Research
Mr. Mayank Sharma- Assistant Professor, Dept. of ECE (Member)
4. Criterion – IV: Infrastructure and Learning Resources- Dr. A. Balasubramaniam, Dean Pharmacy
Mr. Shivam Tayal-Associate Professor, School of Pharmacy (Member)
5. Criterion – V: Student Support and Progression-Dr. Vandana Bharti, Dean-SOM
Mr. Abhishek Singhal- Assistant Professor, School of Management (Member)
6. Criterion – VI: Governance, Leadership and Management-Dr. Yogesh Goswami, Dean-IC&P
Mr. Trilok Chauhan-- Assistant Professor, Dept. of ME (Member)
7. Criterion – VII: Institutional Values and Best Practices-- Dr. Meghna Sharma, HoD – Humanities
Mr. Arun Kushwah – Assistant Professor, Dept. of ME.

Following agenda were discussed in the meeting:

1. Data submitted to the NAAC discussed in the meeting to identify the gaps to enrich the data in the second cycle.

Action taken:

All the NAAC criteria coordinators were guided on what type of data has to be filled in which format, and how to fill the correct information what is asked in every format.

2. Discussion on weak areas, and how to work on those weak areas to improve.

Action taken:

weak areas of criteria-7 was discussed and all the coordinators were guided for how to improve on these weak areas.

3. Plan to fine tune all the gaps/weak areas in order to avoid last minute issues.

Action taken:

All the coordinators were guided and instructed to work accordingly to avoid the last-minute issue during submitting the data.

4. In criteria 1 and criteria-7, all the sections were discussed in which 3 marks was given in the first cycle of NAAC submission.

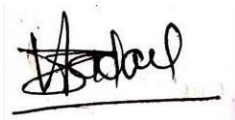
Action taken:

All the criteria coordinators were guided on how we can improve the marks in those section where 3 marks was given.

5. Submitted data was compared with some referenced data.

Action taken:

All the criteria coordinators were requested to go through the reference data thoroughly and complete data in the same way.



Dr. Arun Kumar Yadav

Secretary, IQAC

[IQAC Cell]

April 26, 2021

Minutes and ATR of workshop on “ Microsoft Team- Webinar tool”

An online workshop on “**Microsoft Team- Webinar tool**” was conducted successfully for all the LMS coordinators and faculty members from **various schools/departments of ITM University, Gwalior** on April 26, 2021 during 4:00PM-6:30PM. Total 100+ members had attended the workshop.

Following modules were explained in workshop

- How to schedule webinar classes on Tattva-LMS using Microsoft Team webinar tool?
- How to conduct the webinar classes on Microsoft Team webinar tool?
- How the access the Microsoft Team webinar home page/through app?
- How the faculty members can register on Microsoft Team?
- How the students will join the webinar classes on Microsoft Team?
- How to schedule meetings?
- How to share the link of scheduled meeting to students on Tattva-LMS subject page?
- How to share the recording of webinar session on Tattva?

For the successful execution of Microsoft Team Webinar tool to replace the BigBlueButton webinar tool, following supports also have been provided.

- ✓ ERP cell has registered all the students, LMS coordinators, Deans and HoDs with required privileges on Microsoft Team and have shared the details of login ID and password to access the same.
- ✓ In case of any technical issues, you may contact to **Mr. Santosh Shrivastava** in ERP cell through email at santosh.shrivastava.erp@itmuniversity.ac.in or on mobile 95554 09756.

IQAC Cell had conducted the workshop on MS-Team on below dates:

- ✓ Online workshop on April 26, 2021 for all the faculty members +LMS Coordinators
- ✓ Online workshop on April 07, 2021 for all the faculty members +LMS Coordinators
- ✓ Online workshop on March 25, 2021 for all LMS Coordinators
- ✓ Offline workshop on March 18, 2021 for all LMS Coordinators at MG Block, First Floor Lab, ITM University Gwalior.

Following URL will be used for the given purposes:

To register on MS-Team as a teacher:

You need to register on Microsoft teams with official email. Below is the process for registration.

1. open <https://www.microsoft.com/en-ww/microsoft-teams/log-in>
2. click on sign up free (<https://signup.microsoft.com/create-account/signup?products=CFQ7TTC0K8P5:0004&lm=deeplink&lmsrc=NeutralHomePageWeb&cmpid=FreemiumSignUpHero&ali=1>)
fill the official email account.
3. again put your official account and Follow the instructions and register as a teacher
4. fill personal details like name surname and you will receive a verification code on mail. get code from mail and complete the process.

To reset the password of student/faculty or to register student/faculty by the LMS coordinators

<https://portal.office.com/Adminportal/Home?#/user>

As per the discussion during the workshop session, recording of the session is also available here for your reference. You may download the recording from the below link.

Part-1

https://drive.google.com/file/d/1nC_NojfJD4XmgvFuW2zamD6Cfc_XaL7r/view?usp=sharing

Part-2

<https://drive.google.com/file/d/1f8hqQispKyPsfHu7b7HkdOntSht80zsk/view?usp=sharing>

Action taken:

- All the LMS coordinators were requested to ensure the implementation of “use of Microsoft-Team webinar tool to conduct the webinar classes” in their school/department.
- They must have to ensure that all the subject teachers should conduct the webinar classes only on Microsoft-Team.
- Outcome is that now all the teachers of ITM University Gwalior are using Microsoft-Team



“ CELEBRATING DREAMS ”

webinar tool to conduct the webinar classes to uninterrupted and quality webinar classes.

A handwritten signature in black ink, appearing to read 'Arun Kumar Yadav', written over a horizontal line.

Dr. Arun Kumar Yadav

Secretary, IQAC