

Ref: ITMU/DAO/2019-20/537

Dated: 17-06-2019

Academic Audit (2019-2020)

Schedule of Academic Audit:

The schedule for the academic audit is planned as follows:

S. No.	School	Pre Session	Mid Session	End Session
1	School of Engineering & Technology	01-07-2019	25-11-2019	07-03-2020
2.	School of Management	01-07-2019	25-11-2019	07-03-2020
3.	School of Science	01-07-2019	25-11-2019	07-03-2020
4.	School of Pharmacy	02-07-2019	26-11-2019	12-03-2020
5.	School of Sports Education	02-07-2019	26-11-2019	12-03-2020
6.	School of Nursing Sciences	02-07-2019	26-11-2019	12-03-2020
7	School of Agriculture	02-07-2019	26-11-2019	12-03-2020

Dr. Sonia Johri

Dean Academics

Dean Academics

ITM University

Gwalior (M.P.)



Ref: ITMU/DAO/2019-20/537

Dated: 17-06-2019

To,
Dr. Manoj Kumar Trivedi
Professor
Department of Civil Engineering
Madhav Institute of Technology & Science (MITS)

Dear Sir,

Gwalior (MP)

An academic audit is to be conducted in the various school of university on July 01-02, 2019 for pre-semester, November 25-26, 2019 for mid-semester and March 7 & 12, 2020 for end-semester audit by the academic audit committee of the University. I am pleased to appoint you as external auditor for the activity.

TA/DA/Honorarium will be paid as per University norms.

Please confirm your willingness and availability on said dates.

Dr. Sonia Johri

Dean Academics
Dean Academics

ITM University Gwalior (M.P.)

CC:-

- 1. Hon'ble Vice Chancellor
- 2. Registrar



Ref: ITMU/DAO/2019-20/537

Dated: 17-06-2019

To. Dr. Chandra Shekhar Malvi Professor Department of Mechanical Engineering Madhav Institute of Technology & Science (MITS)

Dear Sir,

Gwalior (MP)

An academic audit is to be conducted in the various school of university on July 01-02, 2019 for pre-semester, November 25-26, 2019 for mid-semester and March 7 & 12, 2020 for endsemester audit by the academic audit committee of the University. I am pleased to appoint you as external auditor for the activity.

TA/DA/Honorarium will be paid as per University norms. Please confirm your willingness and availability on said dates.

Dean Academics ITM University Gwafior (M.P.)

CC:-

- 1. Hon'ble Vice Chancellor
- 2. Registrar



Report of Academic Audit of School of Engineering & Technology (SOET) (2019-2020)

Preface:

The academic audit of teaching schools / departments of ITM University, Turari campus was conducted by the Audit Team as per the order issued by the Dean Academics vide letter no 537 Dated June 17, 2019. The internal academic audit committee also constituted to assist the external academic auditors.

The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by National Assessment and Accreditation Council.

Documents to be verified:

- 1. Adherence to Academic Calendar
- 2. Number of faculty members in the school
- 3. Cadre ratio in the school
- 4. Load distribution of the semester/trimester/annual
- 5. Time Table
- 6. Course files
- 7. Quality of assignments given to the students
- 8. Quality of midterm and end term examinations
- 9. Feedback collected and ATR
- 10. Attainment of CO, PO, PSO and PEO
- 11. Up-gradation of Syllabus if required
- 12. Status of equipment and consumables in the Laboratory

The audit teams held separate meetings with the Dean and members of the faculty. The reports are compiled and appended.

The audit parameters were categorized under various categories as follows.

Pre-Semester Audit:

- Steps followed in the designing of syllabus and curriculum.
- > Submission of BOS minutes in Dean Academics office with proof of changes made in the curriculum and syllabus.
- > POs embedded in the curriculum and COs embedded in the syllabus of each subject.
- Assignment of all the subjects to teachers at least 15 days prior to the commencement of Semester, Trimester or year (while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent



meeting and discussion).

- > Release of Academic calendar and its alignment with the University Calendar.
- ➤ Internal assessment components, marks allocated, Quality of Mapping to COs-Uniqueness.
- > Uploading the schemes on MIS portal prior to the commencement of new semester.

During Semester Audit:

- > Selection of teaching pedagogy and use of appropriate teaching aids.
- Conduction of continuous assessment components as per the schedule, evaluation of answer sheets and showing the evaluated answer sheets to the students.
- > Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings.
- > Monitoring students' attendance and communicating the same to the parents.
- > Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar.
- > Allocating students to the teachers for Research Projects, finalizing topics for research.
- > Preparing students' support system planning remedial and coaching classes.
- Completing the internal assessment, evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students.
- > Uploading the marks on MIS at least 7 days prior to the commencement of term-end examination.
- > Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment.
- > Collecting Feedback from the students.
- > Steps taken according to the feedback.
- > E-learning modules follow up and ensuring examination is conducted on time.
- > Ensuring that the Research Projects are submitted and evaluated on time.
- > Submission of research papers or patents on the basis of Research Projects.
- Release of time table, frequency of changes in time table.
- > Uploading the events and research work (research papers, patents and chapters etc.) on MIS portal.

End of Semester/Trimester Audit:

- Preparation of Question Papers with embedded COs and Blooms Levels.
- > Evaluation of Answer Sheets within ten days of the completion of examination.
- Declaration of results within 15 days of the completion of examination.



Audit of the Students Profile:

- > Demand ratio (Applications received Vs Sanctioned Strength).
- ➤ Attendance records Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams.
- > Students' involvement in extra-curricular & Co- curricular activities.
- > Records of the Study tour / industrial visits / exhibitions / Internship / Training.
- Records of the Students Achievements.
- > Records of the Final Placement, higher education and Entrepreneurship of the Students.
- > Analysis of the Final placements and identification of weak areas, strategies for improvement.

School of Engineering & Technology (SOET):

The academic audit committee reviewed the academic progress of the School of Engineering & Technology (SOET) which included the syllabus, faculty status, employability of the course, facilities available etc. The Dean gave a brief outline of the courses and its prospects.

The school offers following courses:

- 1. B. Tech. (Computer Science & Engineering)
- 2. B. Tech. (Mechanical Engineering)
- 3. B. Tech. (Civil Engineering)
- 4. B. Tech. (Electronics & Communication Engineering)
- 5. B. Tech. (Electrical Engineering)
- 6. BCA/BCA (Hons.)
- 7. MCA
- 8. Ph.D. (Engineering)



Audited Report of School of Engineering & Technology (SOET)

Pre-semester audit	S. No.	Items	Yes	No	Verified
	1	Steps followed in the designing of syllabus and curriculum			Yes
	2	Submission of BOS minutes in Dean Academics office with proof of changes made in the	V	90 G	Yes
	3	POs embedded in the curriculum and COs embedded in the syllabus of each subject		√	No
	4	PBL, ABCA and Assignments of all the subjects to teachers at least 15 days prior to the commencement of Semester, Trimester or year (while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent meeting and discussion)	V		Yes
	5	Release of Academic calendar and its alignment with the University Calendar	$\sqrt{}$		Yes
	6	Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness		$\sqrt{}$	No
/lid-semester	S. No.	Items	Yes	No	Verified
audit	1	Selection of teaching pedagogy and use of appropriate teaching aids I. Case studies II. Role Playing III. Simulations IV. Experiential Learning V. Technology Enhanced Learning VI. Flipped Class VII. Collaborative Learning VIII. Cross-Disciplinary Learning IX. Field Trips X. Guest Lectures XI. Learning through workshops XII. Seminar Presentation XIII. Application Based Activities	√ i		Yes
	2	Conduction of continuous assessment components as per schedule, evaluation of answer books and showing the evaluated answer sheets to the students		√	No
	3	Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings	$\sqrt{}$	a a	Yes
	4	Monitoring students' attendance and communicating to the parents	√		Yes



	5	Planning and conduction of workshops included in the curriculum as per the schedule announced in	*	√	No
8	6	Allocating students to the teachers for Research	$\sqrt{}$	18	Yes
	7	Projects, finalizing topics for research Preparing students' support system – planning remedial and coaching classes		√	No
. 24	8	Completing the internal assessment (PBL/ABCA),	$\sqrt{}$		Yes
		evaluating answer sheets, assignments and			
		projects and showing the evaluated sheets to the students			
	9	uploading the marks on MIS at least 7 days prior to		$\sqrt{}$	No
- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	3	the commencement of end-term examination			
	10	Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment	V	9t	Yes
	11	Collecting Feedback from students:	$\sqrt{}$		Yes
		I. Content Based Feedback		2	
		a. Alumni	W/M		
		b. Student			
		c. Faculty			
		d. Entrepreneur II. Student Satisfaction Survey (SSS)			
	12	Steps taken on the feedback of students and	√		Yes
		faculty			
	13	E-learning modules – follow up and ensuring examination is conducted on time	2	√	No
	1.4	The State of State of the State		N	Yes
	14	Ensuring that the Research Projects are submitted and evaluated on time	V		
	15	Submission of research papers or patents on the basis of Research Projects		$\sqrt{}$	No
	16	Release of time table, frequency of changes in time table	√(2)	(A)	Yes
End-semester audit	S. No.	Items	Yes	No	Verified
	1	Preparation of Question Papers with embedded COs and Blooms Levels	V		Yes
	2	Evaluation of Answer Sheets within ten days of the completion of examination		$\sqrt{}$	No
	3	Declaration of results within 15 days of the completion of examination		V	- No
Student profile	S. No.	Items	Yes	No	Verified
	1	Demand ratio (Applications received Vs Sanctioned Strength)	>1	2	Yes
	2	Attendance records – Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams	√		Yes



3	Students' involvement in extra-curricular & Co- curricular activities	$\sqrt{}$	Yes
4	Records of the Study tour / industrial visits / exhibitions / Internship / Training	√	Yes
5	Records of the Students Achievements	$\sqrt{}$	Yes
6	Records of the Final Placement, higher education and Entrepreneurship of the Students	Ŋ	Yes
7	Analysis of the Final placements and identification of weak areas, strategies for improvement	√	Yes

Recommendation of Academic Audit:

- 1. Policy of Curriculum Design and Development should be immediately developed and the whole process of Curriculum Development and Review should be comprehensively defined.
- 2. Outcome Based Education (OBE) should be effectively implemented and continually appraised.
- 3. Outcome Based Education (OBE) workshops should be conducted.
- 4. Policy for Outcome Based Education (OBE) needs to be created at the earliest.
- 5. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 6. Policy on *Teaching Learning* and Value Added Courses (VAC) needs to be developed at the earliest.
- 7. Policy for Electives/Choice Based Credit System *should* be developed to meet the industry requirements.
- 8. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- Orientation Programs should be more focused to acquaint the students with Campus/Hostel life, facilities available, teaching learning process, training & placements, student welfare activities, counselling/mentoring etc. so as to help foster a level of comfort.
- 10. Counselling/Mentoring activity should be intensified to resolve social, personal or emotional problems of students.
- 11. Policy on Interventions for slow and advanced learners needs to be developed.
- 12. LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.
- 13. There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year.
- 14. Orientation programs for all new faculty and staff members should be held and records should be maintained.
- 15. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.
- 16. The examination scheduling process is found to be in order. However, this process



could be fully automated once the appropriate ERP system is implemented.

- 17. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 18. University must aid and assist NCC/NSS activities to promote social work in the community by the students.
- 19. There is an immediate need for a campus wide Wi-Fi network of at least 1 GBPS bandwidth.
- 20. The University should also develop Smart Classrooms.
- 21. The University Library should be made fully automated with requisite hardware.
- 22. The University should establish a Student Council which will not be an elected body. The selection in Student Council will be purely based on merit.
- 23. There is a dire need of a career counselor to fulfill the expectations of the students.
- 24. It is suggested that the University should ensure the formal registration of its Alumni Association to give it a legal entity and an Alumni Relationship Coordinator should be duly appointed.
- 25. The University should enter in collaboration with global universities to have joint research and faculty/student exchange mechanisms.
- 26. There should be a professional mechanism for counseling of students especially girl students to ensure their well-being.
- University may also consider installing motion in 27. The classrooms/washrooms/labs to automatically switch off lights when not in use.
- 28. Student Eco Club should be formed to take initiatives for keeping the campus clean, green and litter free.

Prof. M. K. Trivedi

External Auditor

Prof. C. S. Malvi

External Auditor

Dr. Sonia Johri

Dean Academics Dean Academics

ITM University Gwalior (M.P.)

ITM University Gwalior (M.P.)

Dr. Orageona Singh



Ref: ITMU/DAO/2019-20/999

Date: 19-03-2020

To,

Dean

School of Engineering & Technology (SOET)

ITM University Gwalior, India

Subject: Regarding academic review report

Dear Sir,

It is bring your kind notice that the Academic Review Committee has visited your school for Pre-semester, Mid Semester and End-semester audit about ongoing academic progress of your school on various parameters. After visit, the committee has submitted the audit report to Hon'ble Vice Chancellor for further necessary instructions. After the approval of Hon'ble Vice Chancellor, the report is provided to you for necessary and required corrective measures.

You are advised to submit the action taken report (ATR) on corrective measures to Hon'ble Vice Chancellor for their information and further suggestions.

Thanking You,

Dr. Ranjeet Singh Pollof Engg. & Te

Chairman, Academic Revew Committee

ITM University Gwalior (MP)

ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOET)

S. No.	Prescription	Action Taken
1.	Policy of Curriculum Design and	Policy of Curriculum Design and Development
1.	Development should be immediately	is developed
	developed and the whole process of	0
	Curriculum Development and Review	
	should be comprehensively defined	
2.	Implementation of Outcome Based	Existing curricula is aligned with Outcome
۷.	Education (OBE)	Based Education (OBE) frameworks
3.	Conduct multiple Outcome Based	Outcome Based Education (OBE) workshops
3.	Education (OBE) workshops	are regularly conducted
4	Policy for Outcome Based Education	Policy for Outcome Based Education (OBE) i
4.	(OBE) needs to be created at the earliest	created and in place
	Value added courses (VAC) should be of	Value added courses (VAC) with 30 hours are
5.	30 hour duration, be outside the	offered to all the students
		officied to all the stadents
	curriculum	Policy on Teaching Learning and Value Adde
6.	Policy on Teaching Learning and Value	Courses (VAC) is developed and in place
	Added Courses (VAC) to be developed	Policy for Electives/Choice Based Cred
7.	Policy for Electives/Choice Based Credit	System is created and in place
	System be developed	Structured feedback from all stakeholders on
8.	Introduce the system of obtaining	regular basis is obtained
	structured feedback from all stakeholders	Tegular basis is obtained
	on a regular basis.	O in table a Dragger or conducted every ver
9.	Orientation Programs should be made	Orientation Programs are conducted every year
	more focused to acquaint the students	focusing on facilities of the University
	about Campus/Hostel life, facilities	
	available, teaching learning process,	a gradepa
	training & placements, student welfare	
	activities, counselling /mentoring etc. so	£ .
	as to help develop a level of comfort	
10.	Counselling /Mentoring activity should be	
	intensified to resolve social, personal or	regular basis focusing on students social
	emotional problems of students.	personal or emotional problems
11.	Policy on Interventions for slow and	Policy on Interventions for slow and advance
	advanced learners need to be developed	learners is developed and in place
12.	LMS when adopted can also provide the	LMS is in adopted and will provide the suppo
	attainment matrix of CO/PO attainments	for attainment matrix of CO/PO attainments
	based on OBE framework.	
13.	There should be formal system of	
	sanctioning research projects based on	projects based on the projected number
= 10 10	the projected number of students for the	
1=" =	ensuing academic year	academic year
14.	Orientation programs for all new faculty	and the state of t
14.	and staff should be held and records	
	maintained	į į
15.	COE should bring out a structured	Standard Operation Procedures (SOP) Manu
1 13.	Standard Operation Procedures (SOP)	or Guidelines of Examination and Evaluati



Report of Academic Audit of School of Management (SOM) (2019-2020)

Preface:

The academic audit of teaching schools / departments of ITM University, Turari campus was conducted by the Audit Team as per the order issued by the Dean Academics vide letter no 537 Dated July 25, 2019. The internal academic audit committee also constituted to assist the external academic auditors.

The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by National Assessment and Accreditation Council.

Documents to be verified:

- 1. Adherence to Academic Calendar
- 2. Number of faculty members in the school
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- 6. Course files
- 7. Quality of assignments given to the students
- 8. Quality of midterm and end term examinations
- 9. Feedback collected and ATR
- 10. Attainment of CO, PO, PSO and PEO
- 11. Up-gradation of Syllabus if required
- 12. Status of equipment and consumables in the Laboratory

The audit teams held separate meetings with the Dean and members of the faculty. The reports are compiled and appended.

The audit parameters were categorized under various categories as follows.

Pre-Semester Audit:

- Steps followed in the designing of syllabus and curriculum.
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meeting and discussion).

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- ➤ Internal assessment components, marks allocated, Quality of Mapping to COs-Uniqueness.
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During Semester Audit:

- Selection of teaching pedagogy and use of appropriate teaching aids.
- Conduction of continuous assessment components as per the schedule, evaluation of answer sheets and showing the evaluated answer sheets to the students.
- ➤ Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings.
- Monitoring students' attendance and communicating the same to the parents.
- Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar.
- > Allocating students to the teachers for Research Projects, finalizing topics for research.
- Preparing students' support system planning remedial and coaching classes.
- > Completing the internal assessment, evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students.
- Uploading the marks on MIS at least 7 days prior to the commencement of term-end examination.
- > Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment.
- Collecting Feedback from the students.
- > E-learning modules follow up and ensuring examination is conducted on time.
- > Ensuring that the Research Projects are submitted and evaluated on time.
- > Submission of research papers or patents on the basis of Research Projects.
- Release of time table, frequency of changes in time table.
- Uploading the events and research work (research papers, patents and chapters etc.) on MIS portal.

End of Semester/Trimester Audit:

- Preparation of Question Papers with embedded COs and Blooms Levels.
- > Evaluation of Answer Sheets within ten days of the completion of examination.
- Declaration of results within 15 days of the completion of examination.



Audit of the Students Profile:

- Demand ratio (Applications received Vs Sanctioned Strength).
- > Attendance records Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams.
- > Students' involvement in extra-curricular & Co- curricular activities.
- > Records of the Study tour / industrial visits / exhibitions / Internship / Training.
- > Records of the Students Achievements.
- > Records of the Final Placement, higher education and Entrepreneurship of the Students.
- > Analysis of the Final placements and identification of weak areas, strategies for improvement.

School of Management (SOM):

The academic audit committee reviewed the academic progress of the School of Management (SOET) which included the syllabus, faculty status, employability of the course, facilities availableetc. The Dean gave a brief outline of the courses and its prospects.

The school offers following courses:

- 1. B. Com. / B. Com. (Hons.)
- 2. BBA / BBA (Hons.)
- 3. MBA
- 4. Ph.D. (Management)



Audited Report of School of Management (SOM)

Pre-semester audit	S. No.	Items	Yes	No	Verified
Te-semester addit	1	Steps followed in the designing of syllabus and curriculum	√,		Yes
	2	Submission of BOS minutes in Dean Academics office with proof of changes made in the curriculum and syllabus		√	No
	3	POs embedded in the curriculum and COs embedded in the syllabus of each subject		$\sqrt{}$	No
	4	PBL, ABCA and Assignments of all the subjects to teachers at least 15 days prior to the commencement of Semester, Trimester or year (while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent meeting and discussion)	√		Yes
	5	Release of Academic calendar and its alignment with the University Calendar	√ 1°		Yes
	6	Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness		√	No
Mid-semester	S. No.	Items	Yes	No	Verified
audit	1	Selection of teaching pedagogy and use of appropriate teaching aids I. Case studies II. Role Playing III. Simulations IV. Experiential Learning V. Technology Enhanced Learning VI. Flipped Class VII. Collaborative Learning VIII. Cross-Disciplinary Learning IX. Field Trips X. Guest Lectures XI. Learning through workshops XII. Seminar Presentation XIII. Application Based Activities	√ ii		
	2	Conduction of continuous assessment components as per schedule, evaluation of answer books and showing the evaluated answer sheets to the students		√	No
	3	Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings		√	No
	4	Monitoring students' attendance and communicating to the parents	√		Yes



	5	Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar		$\sqrt{}$	No
	6	Allocating students to the teachers for Research Projects, finalizing topics for research	√	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Yes
	7	Preparing students' support system – planning remedial and coaching classes		√	No
	8	Completing the internal assessment (PBL/ABCA), evaluating answer sheets, assignments and	$\sqrt{}$		Yes
		projects and showing the evaluated sheets to the students			
	9	uploading the marks on MIS at least 7 days prior to the commencement of end-term examination		$\sqrt{}$	No
	10	Ensuring the implementation of the Examination eligibility rules based on attendance and internal	√		Yes
	11	assessment Collecting Feedback from students:	√ ·		Yes
		I. Content Based Feedback a. Alumni			
		b. Student c. Faculty d. Entrepreneur II. Student Satisfaction Survey (SSS)			
	12	Steps taken on the feedback of students and faculty	√		Yes
	13	E-learning modules – follow up and ensuring examination is conducted on time		$\sqrt{}$	No
	14	Ensuring that the Research Projects are submitted and evaluated on time		V	No
	15	Submission of research papers or patents on the basis of Research Projects		√ 	No
	16	Release of time table, frequency of changes in time table	√ (3)		Yes
nd-semester audit	S. No.	Items	Yes	No	Verified
	1	Preparation of Question Papers with embedded COs and Blooms Levels		√ 	No
	2	Evaluation of Answer Sheets within ten days of the completion of examination		√ 	No .
	3	Declaration of results within 15 days of the completion of examination	V	√ No.	No Verified
Student profile	S. No.	Items	Yes	No	
	1	Demand ratio (Applications received Vs Sanctioned Strength)	> 1		Yes
	2	Attendance records – Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams	√ 		Yes



	3	Students' involvement in extra-curricular & Co- curricular activities	$\sqrt{}$	Yes
	4	Records of the Study tour / industrial visits / exhibitions / Internship / Training	$\sqrt{}$	Yes
	5	Records of the Students Achievements	V	Yes
	6	Records of the Final Placement, higher education and Entrepreneurship of the Students	√ ·	Yes
	7	Analysis of the Final placements and identification of weak areas, strategies for improvement	√	Yes

Recommendation of Academic Audit:

- Policy of Curriculum Design and Development should be immediately developed and the whole process of Curriculum Development and Review should be comprehensively defined.
- 2. Outcome Based Education (OBE) should be effectively implemented and continually appraised.
- 3. Policy for Outcome Based Education (OBE) needs to be created at the earliest.
- 4. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
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- 13. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.
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community by the students.

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- 22. It is suggested that the University should ensure the formal registration of its Alumni Association to give it a legal entity and an Alumni Relationship Coordinator should be duly appointed.
- 23. The University should enter in collaboration with global universities to have joint research and faculty/student exchange mechanisms.
- 24. There should be a professional mechanism for counseling of students especially girl students to ensure their well-being.
- 25. The University may also consider installing motion sensors in classrooms/washrooms/labs to automatically switch off lights when not in use.

Prof. M. K. Trivedi

External Auditor

Prof. C. S. Malvi

External Auditor

Dr. Sonia Johri

11

Dean Academics ITM University Gwalior (M.P.)

Dr. Omveer Singh

Dr. Omveer Single REGISTRAR . ITM University

Gwalior (M.P.)



Ref: ITMU/DAO/2019-20/ 9 9 5 Date: 19-03-2020

To,

Dean

School of Management (SOM)

ITM University Gwalior, India

Subject: Regarding academic review report

Dear Sir,

It is bring your kind notice that the Academic Review Committee has visited your school for Pre-semester, Mid Semester and End-semester audit about ongoing academic progress of your school on various parameters. After visit, the committee has submitted the audit report to Hon'ble Vice Chancellor for further necessary instructions. After the approval of Hon'ble Vice Chancellor, the report is provided to you for necessary and required corrective measures.

You are advised to submit the action taken report (ATR) on corrective measures to Hon'ble Vice Chancellor for their information and further suggestions.

Thanking You,

Dr. Ranjeet Shoglo Tooh Fingg. & Tech.

Chairman, Academic Beyjew Committee

ITM University Gwalior (MP)

1

ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOM)

S. No.	Prescription	Action Taken
1	Policy of Curriculum Design and	Policy of Curriculum Design and Development
•	Development should be immediately	is developed
	developed and the whole process of	ų .
	Curriculum Development and Review	
	should be comprehensively defined	
2.	Implementation of Outcome Based	Existing curricula is aligned with Outcome
	Education (OBE)	Based Education (OBE) frameworks
3.	Policy for Outcome Based Education	Policy for Outcome Based Education (OBE) is
	(OBE) needs to be created at the earliest	created and in place
4.	Value added courses (VAC) should be of	Value added courses (VAC) with 30 hours are
	30 hour duration, be outside the	offered to all the students
	curriculum	- I I I I I I I I I I I I I I I I I I I
5.	Policy on Teaching Learning and Value	Policy on Teaching Learning and Value Added
	Added Courses (VAC) to be developed	Courses (VAC) is developed and in place Policy for Flectives/Choice Based Credi
6.	Policy for Electives/Choice Based Credit	Tolley 101 Ziecures,
	System be developed	System is created and in place Structured feedback from all stakeholders on
7.	Introduce the system of obtaining	regular basis is obtained
	structured feedback from all stakeholders	regular basis is obtained
	on a regular basis.	Orientation Programs are conducted every year
8.	Orientation Programs should be made	focusing on facilities of the University
	more focused to acquaint the students	Tocusing on facilities of the offiversity
	about Campus/Hostel life, facilities	
	available, teaching learning process,	
	training & placements, student welfare	
	activities, counselling /mentoring etc. so	
	as to help develop a level of comfort	Counselling/Mentoring activity is done of
9.	Counselling /Mentoring activity should be	
	intensified to resolve social, personal or	personal or emotional problems
	emotional problems of students.	·
10.	Policy on Interventions for slow and	learners is developed and in place
	advanced learners need to be developed	
11.	LMS when adopted can also provide the	
	attainment matrix of CO/PO attainments based on OBE framework.	Tot attainment matrix of copy of attainment
		Orientation Programs for all new faculty ar
12.	Orientation programs for all new faculty and staff should be held and records	
		Starr is field periodically every reduction
42	maintained COE should bring out a structured	Standard Operation Procedures (SOP) Manu
13.	COE should bring out a structured Standard Operation Procedures (SOP)	
11 V	Manual or Guidelines to standardize the	
	examination and evaluation	
	processes/procedures	
14.	The examination scheduling process is	s Examination division is completed automate
14.	found to be in order. However, this	
	process could be fully automated once	



Report of Academic Audit of School of Science (SOS) (2019-2020)

Preface:

The academic audit of teaching schools / departments of ITM University, Turari campus was conducted by the Audit Team as per the order issued by the Dean Academics vide letter no 537 Dated June 17, 2019. The internal academic audit committee also constituted to assist the external academic auditors.

The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by National Assessment and Accreditation Council.

Documents to be verified:

- 1. Adherence to Academic Calendar
- 2. Number of faculty members in the school
- 3. Cadre ratio in the school
- 4. Load distribution of the semester/trimester/annual
- 5. Time Table
- 6. Course files
- 7. Quality of assignments given to the students
- 8. Quality of midterm and end term examinations
- 9. Feedback collected and ATR
- 10. Attainment of CO, PO, PSO and PEO
- 11. Up-gradation of Syllabus if required
- 12. Status of equipment and consumables in the Laboratory

The audit teams held separate meetings with the Dean and members of the faculty. The reports are compiled and appended.

The audit parameters were categorized under various categories as follows.

Pre-Semester Audit:

- > Steps followed in the designing of syllabus and curriculum.
- > Submission of BOS minutes in Dean Academics office with proof of changes made in the curriculum and syllabus.
- > POs embedded in the curriculum and COs embedded in the syllabus of each subject.
- Assignment of all the subjects to teachers at least 15 days prior to the commencement of Semester, Trimester or year (while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent



meeting and discussion).

- > Release of Academic calendar and its alignment with the University Calendar.
- ➤ Internal assessment components, marks allocated, Quality of Mapping to COs-Uniqueness.
- > Uploading the schemes on MIS portal prior to the commencement of new semester.

During Semester Audit:

- Selection of teaching pedagogy and use of appropriate teaching aids.
- Conduction of continuous assessment components as per the schedule, evaluation of answer sheets and showing the evaluated answer sheets to the students.
- > Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings.
- > Monitoring students' attendance and communicating the same to the parents.
- > Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar.
- > Allocating students to the teachers for Research Projects, finalizing topics for research.
- Preparing students' support system planning remedial and coaching classes.
- > Completing the internal assessment, evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students.
- > Uploading the marks on MIS at least 7 days prior to the commencement of term-end examination.
- > Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment.
- > Collecting Feedback from the students.
- > Steps taken according to the feedback.
- > E-learning modules follow up and ensuring examination is conducted on time.
- Ensuring that the Research Projects are submitted and evaluated on time.
- > Submission of research papers or patents on the basis of Research Projects.
- Release of time table, frequency of changes in time table.
- Uploading the events and research work (research papers, patents and chapters etc.) on MIS portal.

End of Semester/Trimester Audit:

- > Preparation of Question Papers with embedded COs and Blooms Levels.
- > Evaluation of Answer Sheets within ten days of the completion of examination.
- Declaration of results within 15 days of the completion of examination.



Audit of the Students Profile:

- Demand ratio (Applications received Vs Sanctioned Strength).
- ➤ Attendance records Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams.
- > Students' involvement in extra-curricular & Co- curricular activities.
- > Records of the Study tour / industrial visits / exhibitions / Internship / Training.
- > Records of the Students Achievements.
- > Records of the Final Placement, higher education and Entrepreneurship of the Students.
- > Analysis of the Final placements and identification of weak areas, strategies for improvement.

School of Science (SOS):

The academic audit committee reviewed the academic progress of the School of Science (SOS) which included the syllabus, faculty status, employability of the course, facilities availableetc. The Dean gave a brief outline of the courses and its prospects.

The school offers following courses:

- 1. B. Sc. (Hons.) Biotechnology
- 2. B. Sc. (Hons.) Microbiology
- 3. B. Sc. (Hons.) Food Technology
- 4. B. Sc. (PCM/CS)
- 5. M. Sc. (Biotechnology)
- 6. M. Sc. (Food Technology)
- 7. Ph.D. (Sciences)



Audited Report of School of Science (SOS)

re-semester audit	S. No.	Items	Yes	No	Verified
	1	Steps followed in the designing of syllabus and		$\sqrt{}$	No
		curriculum			
	2	Submission of BOS minutes in Dean Academics	\checkmark		Yes
		office with proof of changes made in the			
		curriculum and syllabus		,	
	3	POs embedded in the curriculum and COs	= 11.5	√	No
		embedded in the syllabus of each subject			
	4	PBL, ABCA and Assignments of all the subjects to	$\sqrt{}$		Yes
		teachers at least 15 days prior to the			
	1 10	commencement of Semester, Trimester or year			
		(while assigning the subject the choice of the			
		subject by the faculties to be taken into			
		consideration by subsequent meeting and			
		discussion)			
	5	Release of Academic calendar and its alignment	$\sqrt{}$		Yes
		with the University Calendar			
	6	Internal assessment – components, marks		$\sqrt{}$	No
		allocated, Quality of Mapping to COs – Uniqueness			
Mid-semester	S. No.	Items	Yes	No	Verified
udit	1	Selection of teaching pedagogy and use of			Yes
		appropriate teaching aids			
		I. Case studies			
		II. Role Playing			
		III. Simulations			
		IV. Experiential Learning			
		VI. Flipped Class			
	The sec	VII. Collaborative Learning			
		VIII. Cross-Disciplinary Learning			
		IX. Field Trips			
		X. Guest Lectures			
		XI. Learning through workshops			5
		XII. Seminar Presentation			
		XIII. Application Based Activities			-
	2	Conduction of continuous assessment components		V	No
	2	as per schedule, evaluation of answer books and		\ \ \	
		showing the evaluated answer sheets to the			
		students			
	3	Evaluation of student's progress, communicating		√	No
	3			\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
	2	the progress to the parents and conducting parent-			× "
		teacher meetings	- 1		V
	4	Monitoring students' attendance and	√		Yes
		communicating to the parents			



	5	Planning and conduction of workshops included in the curriculum as per the schedule announced in	K	√	No
		the academic calendar			2 E 2 8 1
	6	Allocating students to the teachers for Research Projects, finalizing topics for research	V		Yes
	7	Preparing students' support system – planning		√	No
	8	remedial and coaching classes Completing the internal assessment (PBL/ABCA),	√		Yes
		evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students	# E		
	9	uploading the marks on MIS at least 7 days prior to the commencement of end-term examination		√	No
	10	Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment	V		Yes
	11	Collecting Feedback from students: I. Content Based Feedback a. Alumni	√		Yes
		b. Student c. Faculty d. Entrepreneur			
		II. Student Satisfaction Survey (SSS)			Vaa
	12	Steps taken on the feedback of students and faculty	√		Yes
	13	E-learning modules – follow up and ensuring examination is conducted on time			No
	14	Ensuring that the Research Projects are submitted and evaluated on time	$\sqrt{}$		Yes
	15	Submission of research papers or patents on the basis of Research Projects		V	No
	16	Release of time table, frequency of changes in time table	√ (2)		Yes
End-semester audit	S. No.	Items	Yes	No	Verified
	1	Preparation of Question Papers with embedded COs and Blooms Levels		√	No
	2	Evaluation of Answer Sheets within ten days of the completion of examination		√	No
	3	Declaration of results within 15 days of the completion of examination	a care	√	No
Student profile	S. No.	Items	Yes	No	Verified
Student prome	1	Demand ratio (Applications received Vs Sanctioned Strength)	>1		Yes
	2	Attendance records – Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams	√		Yes



3	Students' involvement in extra-curricular & Co-	$\sqrt{}$	= = =	Yes
4	curricular activities Records of the Study tour / industrial visits /	√		Yes
,	exhibitions / Internship / Training			
5	Records of the Students Achievements		√	No
6	Records of the Final Placement, higher education and Entrepreneurship of the Students	10	$\sqrt{}$	No
7	Analysis of the Final placements and identification of weak areas, strategies for improvement	√	11 =	Yes

Recommendation of Academic Audit:

- 1. Policy of Curriculum Design and Development should be immediately developed and the whole process of Curriculum Development and Review should be comprehensively defined.
- 2. Outcome Based Education (OBE) should be effectively implemented and continually appraised.
- 3. Outcome Based Education (OBE) workshops should be conducted.
- 4. Policy for Outcome Based Education (OBE) needs to be created at the earliest.
- 5. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 6. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- 7. Policy for Electives/Choice Based Credit System *should* be developed to meet the industry requirements.
- 8. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 9. Orientation Programs should be more focused to acquaint the students with Campus/Hostel life, facilities available, teaching learning process, training & placements, student welfare activities, counselling/mentoring etc. so as to help foster a level of comfort.
- 10. Counselling/Mentoring activity should be intensified to resolve social, personal or emotional problems of students.
- 11. Policy on Interventions for slow and advanced learners needs to be developed.
- 12. LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.
- 13. There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year.
- 14. Orientation programs for all new faculty and staff members should be held and records should be maintained.
- 15. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.
- 16. The examination scheduling process is found to be in order. However, this process



could be fully automated once the appropriate ERP system is implemented.

- 17. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 18. University must aid and assist NCC/NSS activities to promote social work in the community by the students.
- 19. There is an immediate need for a campus wide Wi-Fi network of at least 1 GBPS bandwidth.
- 20. The University should also develop Smart Classrooms.
- 21. The University Library should be made fully automated with requisite hardware.
- 22. The University should establish a Student Council which will not be an elected body. The selection in Student Council will be purely based on merit.
- 23. There is a dire need of a career counselor to fulfill the expectations of the students.
- 24. It is suggested that the University should ensure the formal registration of its Alumni Association to give it a legal entity and an Alumni Relationship Coordinator should be duly appointed.
- 25. The University should enter in collaboration with global universities to have joint research and faculty/student exchange mechanisms.
- 26. There should be a professional mechanism for counseling of students especially girl students to ensure their well-being.
- 27. The University may also consider installing motion sensors in classrooms/washrooms/labs to automatically switch off lights when not in use.
- 28. Student Eco Club should be formed to take initiatives for keeping the campus clean, green and litter free.

Prof. M. K. Trivedi

External Auditor

Prof. C. S. Malvi

External Auditor

Dr. Sonia Johri

Dean Academics

Dean Academics ITM University Gwalior (M.P.)

Dr. Omveer Singh

Registrar

Dr. Omveer Singh REGISTRAR ITM University Gwalior (M.P.)



Ref: ITMU/DAO/2019-20/ 9/96

Date: 20-03-2020

To,

Dean

School of Science (SOS)

ITM University Gwalior, India

Subject: Regarding academic review report

Dear Sir,

It is bring your kind notice that the Academic Review Committee has visited your school for Pre-semester, Mid Semester and End-semester audit about ongoing academic progress of your school on various parameters. After visit, the committee has submitted the audit report to Hon'ble Vice Chancellor for further necessary instructions. After the approval of Hon'ble Vice Chancellor, the report is provided to you for necessary and required corrective measures.

You are advised to submit the action taken report (ATR) on corrective measures to Hon'ble Vice Chancellor for their information and further suggestions.

Thanking You,

Dr. Ranjeet Singh Tohrar Engg. & Tech.

Chairman, Academic Review Committee

ITM University Gwalior (MP)



ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOS)

13

No.	Prescription Action Taken				
	Policy of Curriculum Design and Development should be immediately	Policy of Curriculum Design and Development is developed			
	developed and the whole process of	8			
	Curriculum Development and Review should be comprehensively defined				
	Implementation of Outcome Based	Existing curricula is aligned with Outcome			
	Education (OBE)	Based Education (OBE) frameworks			
3.	Conduct multiple Outcome Based	Outcome Based Education (OBE) workshop			
	Education (OBE) workshops	are regularly conducted			
4.	Policy for Outcome Based Education	Policy for Outcome Based Education (OBE) i created and in place			
5.	(OBE) needs to be created at the earliest Value added courses (VAC) should be of	Value added courses (VAC) with 30 hours an			
٥.	30 hour duration, be outside the	offered to all the students			
7 - 1	curriculum				
6.	Policy on Teaching Learning and Value	Policy on Teaching Learning and Value Adde			
	Added Courses (VAC) to be developed	Courses (VAC) is developed and in place			
7.	Policy for Electives/Choice Based Credit	Policy for Electives/Choice Based Cred			
8.	System be developed Introduce the system of obtaining	System is created and in place Structured feedback from all stakeholders on			
٥.	structured feedback from all stakeholders	regular basis is obtained			
	on a regular basis.	- Salar Sala			
9.	Orientation Programs should be made	Orientation Programs are conducted every year			
	more focused to acquaint the students	focusing on facilities of the University			
	about Campus/Hostel life, facilities				
	available, teaching learning process,				
	training & placements, student welfare				
	activities, counselling /mentoring etc. so as to help develop a level of comfort	Ш			
10.	Counselling /Mentoring activity should be	Counselling/Mentoring activity is done o			
	intensified to resolve social, personal or	regular basis focusing on students socia			
	emotional problems of students.	personal or emotional problems			
11.	Policy on Interventions for slow and	Policy on Interventions for slow and advance			
	advanced learners need to be developed	learners is developed and in place			
12.	LMS when adopted can also provide the	LMS is in adopted and will provide the suppo			
	attainment matrix of CO/PO attainments based on OBE framework.	for attainment matrix of CO/PO attainments			
13.	There should be formal system of	Formal system of sanctioning research			
15.	sanctioning research projects based on	projects based on the projected number of			
	the projected number of students for the	students is done before the start of th			
	ensuing academic year	academic year			
14.	Orientation programs for all new faculty	Orientation Programs for all new faculty an			
	and staff should be held and records	staff is held periodically every Academic Year			
		Chandard Onesation Decades (COD) Manage			
15.	•				
14.	ensuing academic year Orientation programs for all new faculty	Orientation Programs for all new fac			



Report of Academic Audit of School of Pharmacy (SOP) (2019-2020)

Preface:

The academic audit of teaching schools / departments of ITM University, Turari campus was conducted by the Audit Team as per the order issued by the Dean Academics vide letter no 537 Dated June 17, 2019. The internal academic audit committee also constituted to assist the external academic auditors.

The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by National Assessment and Accreditation Council.

Documents to be verified:

- 1. Adherence to Academic Calendar
- 2. Number of faculty members in the school
- 3. Cadre ratio in the school
- 4. Load distribution of the semester/trimester/annual
- 5. Time Table
- 6. Course files
- 7. Quality of assignments given to the students
- 8. Quality of midterm and end term examinations
- 9. Feedback collected and ATR
- 10. Attainment of CO, PO, PSO and PEO
- 11. Up-gradation of Syllabus if required
- 12. Status of equipment and consumables in the Laboratory

The audit teams held separate meetings with the Dean and members of the faculty. The reports are compiled and appended.

The audit parameters were categorized under various categories as follows.

Pre-Semester Audit:

- > Steps followed in the designing of syllabus and curriculum.
- > Submission of BOS minutes in Dean Academics office with proof of changes made in the curriculum and syllabus.
- > POs embedded in the curriculum and COs embedded in the syllabus of each subject.
- ➤ Assignment of all the subjects to teachers at least 15 days prior to the commencement of Semester, Trimester or year (while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent



meeting and discussion).

- Release of Academic calendar and its alignment with the University Calendar.
- ➤ Internal assessment components, marks allocated, Quality of Mapping to COs-Uniqueness.
- > Uploading the schemes on MIS portal prior to the commencement of new semester.

During Semester Audit:

- Selection of teaching pedagogy and use of appropriate teaching aids.
- Conduction of continuous assessment components as per the schedule, evaluation of answer sheets and showing the evaluated answer sheets to the students.
- > Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings.
- Monitoring students' attendance and communicating the same to the parents.
- Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar.
- > Allocating students to the teachers for Research Projects, finalizing topics for research.
- Preparing students' support system planning remedial and coaching classes.
- Completing the internal assessment, evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students.
- Uploading the marks on MIS at least 7 days prior to the commencement of term-end examination.
- ➤ Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment.
- Collecting Feedback from the students.
- Steps taken according to the feedback.
- E-learning modules follow up and ensuring examination is conducted on time.
- > Ensuring that the Research Projects are submitted and evaluated on time.
- > Submission of research papers or patents on the basis of Research Projects.
- > Release of time table, frequency of changes in time table.
- Uploading the events and research work (research papers, patents and chapters etc.) on MIS portal.

End of Semester/Trimester Audit:

- Preparation of Question Papers with embedded COs and Blooms Levels.
- > Evaluation of Answer Sheets within ten days of the completion of examination.
- Declaration of results within 15 days of the completion of examination.



Audit of the Students Profile:

- Demand ratio (Applications received Vs Sanctioned Strength).
- > Attendance records Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams.
- > Students' involvement in extra-curricular & Co- curricular activities.
- Records of the Study tour / industrial visits / exhibitions / Internship / Training.
- Records of the Students Achievements.
- > Records of the Final Placement, higher education and Entrepreneurship of the Students.
- > Analysis of the Final placements and identification of weak areas, strategies for improvement.

School of Pharmacy (SOP):

The academic audit committee reviewed the academic progress of the School of Pharmacy (SOP) which included the syllabus, faculty status, employability of the course, facilities availableetc. The Dean gave a brief outline of the courses and its prospects.

The school offers following courses:

- 1. B. Pharma
- 2. M. Pharma
- 3. Ph.D. (Pharmacy)



Audited Report of School of Pharmacy (SOP)

**

re-semester audit	S. No.	Items	Yes	No	Verified
Pre-semester addit	1	Steps followed in the designing of syllabus and		$\sqrt{}$	No
	2	Submission of BOS minutes in Dean Academics office with proof of changes made in the		$\sqrt{}$	No
		curriculum and syllabus	- 1	- V	No
	3	POs embedded in the curriculum and COs embedded in the syllabus of each subject		V	-0.1 CARDOON 500
	4	PBL, ABCA and Assignments of all the subjects to teachers at least 15 days prior to the	√	71	Yes
		commencement of Semester, Trimester or year (while assigning the subject the choice of the			
		subject by the faculties to be taken into consideration by subsequent meeting and	2		
	5	discussion) Release of Academic calendar and its alignment with the University Calendar	√		Yes
	6	Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness		V	No
Mid-semester	S. No.	Items	Yes	No	Verified
audit	1	Selection of teaching pedagogy and use of	$\sqrt{}$		Yes
		appropriate teaching aids I. Case studies II. Role Playing	ť		
		III. Simulations IV. Experiential Learning V. Technology Enhanced Learning		= a	
		VI. Flipped Class VII. Collaborative Learning			
		VIII. Cross-Disciplinary Learning IX. Field Trips	Trans.		
		X. Guest LecturesXI. Learning through workshopsXII. Seminar PresentationXIII. Application Based Activities			
	2	Conduction of continuous assessment components as per schedule, evaluation of answer books and showing the evaluated answer sheets to the students	ij	V	No
	3	Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings		√	No
	4	Monitoring students' attendance and communicating to the parents	√		Yes

	5	Planning and conduction of workshops included in		$\sqrt{}$	No
		the curriculum as per the schedule announced in the academic calendar			
	6	Allocating students to the teachers for Research Projects, finalizing topics for research		V	No
	7	Preparing students' support system – planning remedial and coaching classes	. !!	$\sqrt{}$	No
	8	Completing the internal assessment (PBL/ABCA),	$\sqrt{}$		Yes
		evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students			
	9	uploading the marks on MIS at least 7 days prior to the commencement of end-term examination	ů.	√	No
	10	Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment	√		Yes
	11	Collecting Feedback from students: I. Content Based Feedback a. Alumni	$\sqrt{}$		Yes
		b. Student c. Faculty d. Entrepreneur II. Student Satisfaction Survey (SSS)	II.		
	12	Steps taken on the feedback of students and faculty	\checkmark		Yes
	13	E-learning modules – follow up and ensuring examination is conducted on time		√ 	No
	14	Ensuring that the Research Projects are submitted and evaluated on time	11	√	No
	15	Submission of research papers or patents on the basis of Research Projects		$\sqrt{}$	No
	16	Release of time table, frequency of changes in time table	√ (2)		Yes
End-semester audit	S. No.	Items	Yes	No	Verified
Elia-selliestel addit	1	Preparation of Question Papers with embedded COs and Blooms Levels		√	. No
	2	Evaluation of Answer Sheets within ten days of the completion of examination	Ė	√	No
	3	Declaration of results within 15 days of the completion of examination		V	No
Student profile	S. No.	Items	Yes	СИ	Verified
Stadent prome	1	Demand ratio (Applications received Vs Sanctioned Strength)	>1		Yes
	2	Attendance records – Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams	√ 		Yes



3	Students' involvement in extra-curricular & Co- curricular activities	\checkmark		Yes
4	Records of the Study tour / industrial visits / exhibitions / Internship / Training	ij	$\sqrt{}$	No
5	Records of the Students Achievements	$\sqrt{}$		Yes
6	Records of the Final Placement, higher education and Entrepreneurship of the Students	$\sqrt{}$		Yes
7	Analysis of the Final placements and identification of weak areas, strategies for improvement		√	No

Recommendation of Academic Audit:

- The formal structure of curriculum development process and various bodies and sub bodies needs to be properly defined.
- 2. Policy for Outcome Based Education (OBE) needs to be created at the earliest.
- 3. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 4. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- Policy for Electives/Choice Based Credit System should be developed to meet the industry requirements.
- Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 7. Orientation Programs should be more focused to acquaint the students with Campus/Hostel life, facilities available, teaching learning process, training & placements, student welfare activities, counselling/mentoring etc. so as to help foster a level of comfort.
- Counselling/Mentoring activity should be intensified to resolve social, personal or emotional problems of students.
- 9. Policy on Interventions for slow and advanced learners needs to be developed.
- 10. LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.
- 11. Orientation programs for all new faculty and staff members should be held and records should be maintained.
- 12. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.
- 13. The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented.
- 14. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 15. University must aid and assist NCC/NSS activities to promote social work in the community by the students.
- 16. There is an immediate need for a campus wide Wi-Fi network of at least 1 GBPS bandwidth.



- 17. The University should also develop Smart Classrooms.
- 18. The University Library should be made fully automated with requisite hardware.
- 19. The University should establish a Student Council which will not be an elected body. The selection in Student Council will be purely based on merit.
- 20. There is a dire need of a career counselor to fulfill the expectations of the students.
- 21. It is suggested that the University should ensure the formal registration of its Alumni Association to give it a legal entity and an Alumni Relationship Coordinator should be duly appointed.
- 22. The University should enter in collaboration with global universities to have joint research and faculty/student exchange mechanisms.
- 23. There should be a professional mechanism for counseling of students especially girl students to ensure their well-being.
- 24. The University may also consider installing motion sensors in classrooms/washrooms/labs to automatically switch off lights when not in use.

Prof. M. K. Trivedi External Auditor Prof. C. S. Malvi External Auditor Dr. Sonia Johri

Dean Academics

ITM University

Gwallor (M.P.)

Dr. Omveer Singh

Dr. Omveer Singh REGISTRAR ITM University

Gwalior (M.P.)



Ref: ITMU/DAO/2019-20/997

Date: 20-03-2020

To,

Dean

School of Pharmacy (SOP)

ITM University Gwalior, India

Subject: Regarding academic review report

Dear Sir,

It is bring your kind notice that the Academic Review Committee has visited your school for Pre-semester, Mid Semester and End-semester audit about ongoing academic progress of your school on various parameters. After visit, the committee has submitted the audit report to Hon'ble Vice Chancellor for further necessary instructions. After the approval of Hon'ble Vice Chancellor, the report is provided to you for necessary and required corrective measures.

You are advised to submit the action taken report (ATR) on corrective measures to Hon'ble Vice Chancellor for their information and further suggestions.

Thanking You,

Dr. Ranjeet SinghtToohaf Engg. & Tech

Chairman, Academic Reviewi6ommittee

ITM University Gwalior (MP)



ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOP)

S. No.	Prescription	Action Taken
1	The formal structure of curriculum development process and various bodies and sub bodies needs to be properly defined	The formal structure of Curriculum Design and Development is developed
2.	Policy for Outcome Based Education (OBE) needs to be created at the earliest	Policy for Outcome Based Education (OBE) is created and in place
3.	Value added courses (VAC) should be of 30 hour duration, be outside the curriculum	Value added courses (VAC) with 30 hours are offered to all the students
4.	Policy on Teaching Learning and Value Added Courses (VAC) to be developed	Policy on Teaching Learning and Value Added Courses (VAC) is developed and in place
5.	Policy for Electives/Choice Based Credit System be developed	Policy for Electives/Choice Based Credit System is created and in place
6.	Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.	Structured feedback from all stakeholders on a regular basis is obtained
7.	Orientation Programs should be made more focused to acquaint the students about Campus/Hostel life, facilities available, teaching learning process, training & placements, student welfare activities, counselling /mentoring etc. so as to help develop a level of comfort	Orientation Programs are conducted every year focusing on facilities of the University
8.	Counselling /Mentoring activity should be intensified to resolve social, personal or emotional problems of students.	Counselling/Mentoring activity is done or regular basis focusing on students social personal or emotional problems
9.	Policy on Interventions for slow and advanced learners need to be developed	Policy on Interventions for slow and advanced learners is developed and in place
10.	LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.	LMS is in adopted and will provide the support for attainment matrix of CO/PO attainments
11.	Orientation programs for all new faculty and staff should be held and records maintained	Orientation Programs for all new faculty and staff is held periodically every Academic Year
12.	COE should bring out a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures	Standard Operation Procedures (SOP) Manual or Guidelines of Examination and Evaluation processes is brought and in place
13.	The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented	8



Report of Academic Audit of School of Sports Education (SOSE) (2019-2020)

Preface:

The academic audit of teaching schools / departments of ITM University, Turari campus was conducted by the Audit Team as per the order issued by the Dean Academics vide letter no 537 Dated June 17, 2019. The internal academic audit committee also constituted to assist the external academic auditors.

The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by National Assessment and Accreditation Council.

Documents to be verified:

- 1. Adherence to Academic Calendar
- 2. Number of faculty members in the school
- 3. Cadre ratio in the school
- 4. Load distribution of the semester/trimester/annual
- 5. Time Table
- 6. Course files
- 7. Quality of assignments given to the students
- 8. Quality of midterm and end term examinations
- Feedback collected and ATR
- 10. Attainment of CO, PO, PSO and PEO
- 11. Up-gradation of Syllabus if required
- 12. Status of equipment and consumables in the Laboratory

The audit teams held separate meetings with the Dean and members of the faculty. The reports are compiled and appended.

The audit parameters were categorized under various categories as follows.

Pre-Semester Audit:

- Steps followed in the designing of syllabus and curriculum.
- > Submission of BOS minutes in Dean Academics office with proof of changes made in the curriculum and syllabus.
- POs embedded in the curriculum and COs embedded in the syllabus of each subject.
- > Assignment of all the subjects to teachers at least 15 days prior to the commencement of Semester, Trimester or year (while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent



meeting and discussion).

- > Release of Academic calendar and its alignment with the University Calendar.
- ➤ Internal assessment components, marks allocated, Quality of Mapping to COs-Uniqueness.
- > Uploading the schemes on MIS portal prior to the commencement of new semester.

During Semester Audit:

- Selection of teaching pedagogy and use of appropriate teaching aids.
- Conduction of continuous assessment components as per the schedule, evaluation of answer sheets and showing the evaluated answer sheets to the students.
- Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings.
- Monitoring students' attendance and communicating the same to the parents.
- ➤ Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar.
- Allocating students to the teachers for Research Projects, finalizing topics for research.
- > Preparing students' support system planning remedial and coaching classes.
- > Completing the internal assessment, evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students.
- > Uploading the marks on MIS at least 7 days prior to the commencement of term-end examination.
- > Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment.
- Collecting Feedback from the students.
- > Steps taken according to the feedback.
- > E-learning modules follow up and ensuring examination is conducted on time.
- > Ensuring that the Research Projects are submitted and evaluated on time.
- Submission of research papers or patents on the basis of Research Projects.
- Release of time table, frequency of changes in time table.
- Uploading the events and research work (research papers, patents and chapters etc.) on MIS portal.

End of Semester/Trimester Audit:

- > Preparation of Question Papers with embedded COs and Blooms Levels.
- > Evaluation of Answer Sheets within ten days of the completion of examination.
- Declaration of results within 15 days of the completion of examination.



Audit of the Students Profile:

- Demand ratio (Applications received Vs Sanctioned Strength).
- Attendance records Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams.
- > Students' involvement in extra-curricular & Co- curricular activities.
- > Records of the Study tour / industrial visits / exhibitions / Internship / Training.
- Records of the Students Achievements.
- > Records of the Final Placement, higher education and Entrepreneurship of the Students.
- > Analysis of the Final placements and identification of weak areas, strategies for improvement.

School of Sports Education (SOSE):

The academic audit committee reviewed the academic progress of the School of Sports Education (SOSE) which included the syllabus, faculty status, employability of the course, facilities availableetc. The Dean gave a brief outline of the courses and its prospects.

The school offers following courses:

- 1. B. P. E. S.
- 2. M. P. E. S.
- 3. B. P. Ed.



Audited Report of School of Sports Education (SOSE)

re-semester audit	S. No.	Items	Yes	No	Verified
Te-semester dame	1	Steps followed in the designing of syllabus and curriculum	Ñ	√	No
	2	Submission of BOS minutes in Dean Academics office with proof of changes made in the		√	No
		curriculum and syllabus		V	No
	3	POs embedded in the curriculum and COs embedded in the syllabus of each subject		V	
	4	PBL, ABCA and Assignments of all the subjects to teachers at least 15 days prior to the	√		Yes
		commencement of Semester, Trimester or year (while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent meeting and discussion)			
	5	Release of Academic calendar and its alignment with the University Calendar	$\sqrt{}$		Yes
	6	Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness	6	√	No
Mid-semester	S. No.	Items	Yes	No	Verified
audit	1	Selection of teaching pedagogy and use of appropriate teaching aids I. Case studies II. Role Playing III. Simulations IV. Experiential Learning V. Technology Enhanced Learning VI. Flipped Class VII. Collaborative Learning VIII. Cross-Disciplinary Learning IX. Field Trips X. Guest Lectures XI. Learning through workshops XII. Seminar Presentation XIII. Application Based Activities	√		Yes
	2	Conduction of continuous assessment components as per schedule, evaluation of answer books and showing the evaluated answer sheets to the students			
	3	Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings		√ 	No
	4	Monitoring students' attendance and communicating to the parents	V		Yes



				-	
	5	Planning and conduction of workshops included in the curriculum as per the schedule announced in	ij	√	No
	6	Allocating students to the teachers for Research		√	No
	7	Projects, finalizing topics for research Preparing students' support system – planning		√	No
	0	remedial and coaching classes Completing the internal assessment (PBL/ABCA),	V		Yes
	8	evaluating answer sheets, assignments and	•		
v c.		projects and showing the evaluated sheets to the	f f		
		students		-	No
	9	uploading the marks on MIS at least 7 days prior to the commencement of end-term examination		√ 	NO
	10	Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment	√		Yes
	11	Collecting Feedback from students: I. Content Based Feedback	V		Yes
		a. Alumni b. Student c. Faculty	8	vi.	
		d. Entrepreneur II. Student Satisfaction Survey (SSS)			
	12	Steps taken on the feedback of students and faculty	√		Yes
	13	E-learning modules – follow up and ensuring examination is conducted on time		$\sqrt{}$	No
	14	Ensuring that the Research Projects are submitted and evaluated on time		$\sqrt{}$	No
	15	Submission of research papers or patents on the basis of Research Projects		√	No
	16	Release of time table, frequency of changes in time table	√ (2)		Yes
End-semester audit	S. No.	Items	Yes	No	Verified
	1	Preparation of Question Papers with embedded COs and Blooms Levels		√	No
	2	Evaluation of Answer Sheets within ten days of the completion of examination		√	No
	3	Declaration of results within 15 days of the completion of examination			No
Student profile	S. No.	Items	Yes	No	Verified
	1	Demand ratio (Applications received Vs Sanctioned Strength)	> 1		Yes
	2	Attendance records – Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams	V		Yes



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3	Students' involvement in extra-curricular & Co- curricular activities	$\sqrt{}$		Yes
4	Records of the Study tour / industrial visits / exhibitions / Internship / Training		√	No
5	Records of the Students Achievements		$\sqrt{}$	No
6	Records of the Final Placement, higher education and Entrepreneurship of the Students	√ #		Yes
7.	Analysis of the Final placements and identification of weak areas, strategies for improvement		$\sqrt{}$	No

Recommendation of Academic Audit:

- 1. The formal structure of curriculum development process and various bodies and sub bodies needs to be properly defined.
- 2. Policy for Outcome Based Education (OBE) needs to be created at the earliest.
- 3. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 4. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- 5. Policy for Electives/Choice Based Credit System *should* be developed to meet the industry requirements.
- 6. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 7. Orientation Programs should be more focused to acquaint the students with Campus/Hostel life, facilities available, teaching learning process, training & placements, student welfare activities, counselling/mentoring etc. so as to help foster a level of comfort.
- 8. Counselling/Mentoring activity should be intensified to resolve social, personal or emotional problems of students.
- 9. Policy on Interventions for slow and advanced learners needs to be developed.
- 10. LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.
- 11. Orientation programs for all new faculty and staff members should be held and records should be maintained.
- 12. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.
- 13. The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented.
- 14. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 15. University must aid and assist NCC/NSS activities to promote social work in the community by the students.
- 16. There is an immediate need for a campus wide Wi-Fi network of at least 1 GBPS bandwidth.



- 17. The University should also develop Smart Classrooms.
- 18. The University Library should be made fully automated with requisite hardware.
- 19. The University should establish a Student Council which will not be an elected body. The selection in Student Council will be purely based on merit.
- 20. There is a dire need of a career counselor to fulfill the expectations of the students.
- 21. It is suggested that the University should ensure the formal registration of its Alumni Association to give it a legal entity and an Alumni Relationship Coordinator should be duly appointed.
- 22. The University should enter in collaboration with global universities to have joint research and faculty/student exchange mechanisms.
- 23. There should be a professional mechanism for counseling of students especially girl students to ensure their well-being.
- 24. The University may also consider installing motion sensors in classrooms/washrooms/labs to automatically switch off lights when not in use.

Prof. M. K. Trivedi

External Auditor

Prof. C. S. Malvi

External Auditor

Dr. Sonia Johri

Dean Academics

Dean Academics

ITM University Gwalior (M.P.)

Dr. Omveer Singh

Dr. ORegistra Single REGISTRAR ITM University Gwalior (M.P.)



Ref: ITMU/DAO/2019-20/998

Date: 20-03-2020

To,

Dean

School of Sports Education (SOSE) ITM University Gwalior, India

Subject: Regarding academic review report

Dear Sir,

It is bring your kind notice that the Academic Review Committee has visited your school for Pre-semester, Mid Semester and End-semester audit about ongoing academic progress of your school on various parameters. After visit, the committee has submitted the audit report to Hon'ble Vice Chancellor for further necessary instructions. After the approval of Hon'ble Vice Chancellor, the report is provided to you for necessary and required corrective measures.

You are advised to submit the action taken report (ATR) on corrective measures to Hon'ble Vice Chancellor for their information and further suggestions.

Thanking You,

Dean

Dr. Ranjeet Singh Stormar of Engg. & Tech

Chairman, Academic Review appromittee

ITM University Gwalior (MP)



ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOSE)

S. No.	Prescription	Action Taken
1	The formal structure of curriculum development process and various bodies and sub bodies needs to be properly defined	The formal structure of Curriculum Design and Development is developed
2.	Policy for Outcome Based Education (OBE) needs to be created at the earliest	Policy for Outcome Based Education (OBE) is created and in place
3.	Value added courses (VAC) should be of 30 hour duration, be outside the curriculum	Value added courses (VAC) with 30 hours are offered to all the students
4.	Policy on Teaching Learning and Value Added Courses (VAC) to be developed	Policy on Teaching Learning and Value Added Courses (VAC) is developed and in place
5.	Policy for Electives/Choice Based Credit System be developed	Policy for Electives/Choice Based Credit System is created and in place
6.	Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.	Structured feedback from all stakeholders on a regular basis is obtained
7.	Orientation Programs should be made more focused to acquaint the students about Campus/Hostel life, facilities available, teaching learning process, training & placements, student welfare activities, counselling /mentoring etc. so as to help develop a level of comfort	Orientation Programs are conducted every year focusing on facilities of the University
8.	Counselling /Mentoring activity should be intensified to resolve social, personal or emotional problems of students.	Counselling/Mentoring activity is done on regular basis focusing on students social, personal or emotional problems
9.	Policy on Interventions for slow and advanced learners need to be developed	Policy on Interventions for slow and advanced learners is developed and in place
10.	LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.	LMS is in adopted and will provide the support for attainment matrix of CO/PO attainments
11.	Orientation programs for all new faculty and staff should be held and records maintained	Orientation Programs for all new faculty and staff is held periodically every Academic Year
12.	COE should bring out a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures	Standard Operation Procedures (SOP) Manual or Guidelines of Examination and Evaluation processes is brought and in place
13.	The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented	Examination division is completed automated



Report of Academic Audit of School of Nursing Science (SONS) (2019-2020)

Preface:

The academic audit of teaching schools / departments of ITM University, Turari campus was conducted by the Audit Team as per the order issued by the Dean Academics vide letter no 537 Dated June 17, 2019. The internal academic audit committee also constituted to assist the external academic auditors.

The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by National Assessment and Accreditation Council.

Documents to be verified:

- 1. Adherence to Academic Calendar
- 2. Number of faculty members in the school
- 3. Cadre ratio in the school
- 4. Load distribution of the semester/trimester/annual
- 5. Time Table
- 6. Course files
- 7. Quality of assignments given to the students
- 8. Quality of midterm and end term examinations
- 9. Feedback collected and ATR
- 10. Attainment of CO, PO, PSO and PEO
- 11. Up-gradation of Syllabus if required
- 12. Status of equipment and consumables in the Laboratory

The audit teams held separate meetings with the Dean and members of the faculty. The reports are compiled and appended.

The audit parameters were categorized under various categories as follows.

Pre-Semester Audit:

- > Steps followed in the designing of syllabus and curriculum.
- > Submission of BOS minutes in Dean Academics office with proof of changes made in the curriculum and syllabus.
- > POs embedded in the curriculum and COs embedded in the syllabus of each subject.
- Assignment of all the subjects to teachers at least 15 days prior to the commencement of Semester, Trimester or year (while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent



meeting and discussion).

- > Release of Academic calendar and its alignment with the University Calendar.
- ➤ Internal assessment components, marks allocated, Quality of Mapping to COs-Uniqueness.
- > Uploading the schemes on MIS portal prior to the commencement of new semester.

During Semester Audit:

- > Selection of teaching pedagogy and use of appropriate teaching aids.
- Conduction of continuous assessment components as per the schedule, evaluation of answer sheets and showing the evaluated answer sheets to the students.
- > Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings.
- Monitoring students' attendance and communicating the same to the parents.
- > Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar.
- > Allocating students to the teachers for Research Projects, finalizing topics for research.
- > Preparing students' support system planning remedial and coaching classes.
- > Completing the internal assessment, evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students.
- > Uploading the marks on MIS at least 7 days prior to the commencement of term-end examination.
- > Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment.
- Collecting Feedback from the students.
- > Steps taken according to the feedback.
- > E-learning modules follow up and ensuring examination is conducted on time.
- > Ensuring that the Research Projects are submitted and evaluated on time.
- > Submission of research papers or patents on the basis of Research Projects.
- > Release of time table, frequency of changes in time table.
- > Uploading the events and research work (research papers, patents and chapters etc.) on MIS portal.

End of Semester/Trimester Audit:

- Preparation of Question Papers with embedded COs and Blooms Levels.
- > Evaluation of Answer Sheets within ten days of the completion of examination.
- Declaration of results within 15 days of the completion of examination.



Audit of the Students Profile:

- Demand ratio (Applications received Vs Sanctioned Strength).
- ➤ Attendance records Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams.

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13

- Students' involvement in extra-curricular & Co- curricular activities.
- > Records of the Study tour / industrial visits / exhibitions / Internship / Training.
- Records of the Students Achievements.
- > Records of the Final Placement, higher education and Entrepreneurship of the Students.
- > Analysis of the Final placements and identification of weak areas, strategies for improvement.

School of Nursing Science (SONS):

The academic audit committee reviewed the academic progress of the School of Nursing Science (SONS) which included the syllabus, faculty status, employability of the course, facilities availableetc. The Dean gave a brief outline of the courses and its prospects.

The school offers following courses:

- 1. B. Sc. Nursing
- 2. Post Basis B. Sc. Nursing
- 3. M. Sc. Nursing



Audited Report of School of Nursing Science (SONS)

Pre-semester audit	S. No.	Items	Yes	No	Verified
	1	Steps followed in the designing of syllabus and curriculum	12	$\sqrt{}$	No
	2	Submission of BOS minutes in Dean Academics office with proof of changes made in the	√		Yes
	3	curriculum and syllabus POs embedded in the curriculum and COs embedded in the syllabus of each subject		V	No
	4	PBL, ABCA and Assignments of all the subjects to teachers at least 15 days prior to the commencement of Semester, Trimester or year	√		Yes
		(while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent meeting and discussion)			
	5	Release of Academic calendar and its alignment with the University Calendar	V		Yes
	6	Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness	to the second	√	No
Mid-semester	S. No.	Items	Yes	No	Verified
audit	1	Selection of teaching pedagogy and use of appropriate teaching aids I. Case studies II. Role Playing III. Simulations IV. Experiential Learning V. Technology Enhanced Learning VI. Flipped Class VII. Collaborative Learning VIII. Cross-Disciplinary Learning IX. Field Trips X. Guest Lectures XI. Learning through workshops XII. Seminar Presentation XIII. Application Based Activities	g.		No
	2	Conduction of continuous assessment components as per schedule, evaluation of answer books and showing the evaluated answer sheets to the students		V	
	3	Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings	√ i		Yes
	4	Monitoring students' attendance and communicating to the parents		√	No



	Samuel Samuel Samuel			1	
	5	Planning and conduction of workshops included in the curriculum as per the schedule announced in	ti .	√	No
	6	Allocating students to the teachers for Research	√		Yes
	7	Projects, finalizing topics for research Preparing students' support system – planning		$\sqrt{}$	No
	8	remedial and coaching classes Completing the internal assessment (PBL/ABCA),	$\sqrt{}$		Yes
		evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students	f,		
	9	uploading the marks on MIS at least 7 days prior to the commencement of end-term examination		$\sqrt{}$	No
	10	Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment		√	No
	11	Collecting Feedback from students: I. Content Based Feedback a. Alumni b. Student c. Faculty d. Entrepreneur	√		Yes
	12	II. Student Satisfaction Survey (SSS) Steps taken on the feedback of students and	√		Yes
	13	E-learning modules – follow up and ensuring examination is conducted on time	li li	$\sqrt{}$	No
	14	Ensuring that the Research Projects are submitted and evaluated on time		√	No
	15	Submission of research papers or patents on the basis of Research Projects		√	No
	16	Release of time table, frequency of changes in time table	√ (3)		Yes
End-semester audit	S. No.	Items	Yes	No	Verified
	1	Preparation of Question Papers with embedded COs and Blooms Levels		√	No
	2	Evaluation of Answer Sheets within ten days of the completion of examination		√ 	No
	3	Declaration of results within 15 days of the completion of examination		V	No
Student profile	S. No.	Items	Yes	No	Verified
	1	Demand ratio (Applications received Vs Sanctioned Strength)	> 1		Yes
	2	Attendance records – Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams	√		Yes



3	Students' involvement in extra-curricular & Co- curricular activities	√ 		Yes
4	Records of the Study tour / industrial visits / exhibitions / Internship / Training	√		Yes
5	Records of the Students Achievements		$\sqrt{}$	No
6	Records of the Final Placement, higher education and Entrepreneurship of the Students	$\sqrt{}$		Yes
7	Analysis of the Final placements and identification of weak areas, strategies for improvement	. 11	√	No

Recommendation of Academic Audit:

- 1. The formal structure of curriculum development process and various bodies and sub bodies needs to be properly defined.
- 2. Outcome Based Education (OBE) should be effectively implemented and continually appraised.
- 3. Outcome Based Education (OBE) workshops should be conducted.
- 4. Policy for Outcome Based Education (OBE) needs to be created at the earliest.
- Value added courses should be of 30 hour duration, be outside the curriculum (Audit courses) and should develop transferable skills to help the student in their employment.
- 6. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- Policy for Electives/Choice Based Credit System should be developed to meet the industry requirements.
- 8. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 9. Orientation Programs should be more focused to acquaint the students with Campus/Hostel life, facilities available, teaching learning process, training & placements, student welfare activities, counselling/mentoring etc. so as to help foster a level of comfort.
- 10. Counselling/Mentoring activity should be intensified to resolve social, personal or emotional problems of students.
- 11. Policy on Interventions for slow and advanced learners needs to be developed.
- 12. LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.
- 13. There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year.
- 14. Orientation programs for all new faculty and staff members should be held and records should be maintained.
- 15. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.



- 16. The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented.
- 17. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 18. University must aid and assist NCC/NSS activities to promote social work in the community by the students.
- 19. There is an immediate need for a campus wide Wi-Fi network of at least 1 GBPS bandwidth.
- 20. The University should also develop Smart Classrooms.
- 21. The University Library should be made fully automated with requisite hardware.
- 22. The University should establish a Student Council which will not be an elected body. The selection in Student Council will be purely based on merit.
- 23. There is a dire need of a career counselor to fulfill the expectations of the students.
- 24. It is suggested that the University should ensure the formal registration of its Alumni Association to give it a legal entity and an Alumni Relationship Coordinator should be duly appointed.
- 25. The University should enter in collaboration with global universities to have joint research and faculty/student exchange mechanisms.
- 26. There should be a professional mechanism for counseling of students especially girl students to ensure their well-being.
- 27. The University may also consider installing motion sensors in classrooms/washrooms/labs to automatically switch off lights when not in use.
- 28. Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed.

29. Record of student's achievement should be maintained.

Prof. M. K. Trivedi

External Auditor

Prof. C. S. Malvi

External Auditor

Dr. Sonia Johri

Dean Academics

Dean Academics ITM University Gwalior (M.P.)

REGISTRAR. ITM University Gwalior (M.P.)

Dr. RegistrarSingh

Dr. Omveer Sing



Ref: ITMU/DAO/2019-20/9 99 Date: 21-03-2020

To,

Dean
School of Nursing (SONS)
ITM University Gwalior, India

Subject: Regarding academic review report

Dear Sir,

It is bring your kind notice that the Academic Review Committee has visited your school for Pre-semester, Mid Semester and End-semester audit about ongoing academic progress of your school on various parameters. After visit, the committee has submitted the audit report to Hon'ble Vice Chancellor for further necessary instructions. After the approval of Hon'ble Vice Chancellor, the report is provided to you for necessary and required corrective measures.

You are advised to submit the action taken report (ATR) on corrective measures to Hon'ble Vice Chancellor for their information and further suggestions.

Thanking You,

Dr. Ranjeet Singh formal University
Chairman, Academic Review Committee

Dean

ITM University Gwalior (MP)



ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SONS)

S. No.	Prescription	Action Taken
1.	The formal structure of curriculum development process and various bodies and sub bodies needs to be properly defined	The formal structure of Curriculum Design and Development is developed
2.	Implementation of Outcome Based Education (OBE)	Existing curricula is aligned with Outcome Based Education (OBE) frameworks
3.	Conduct multiple Outcome Based Education (OBE) workshops	Outcome Based Education (OBE) workshops are regularly conducted
4.	Policy for Outcome Based Education (OBE) needs to be created at the earliest	Policy for Outcome Based Education (OBE) is created and in place
5.	Value added courses should be of 30 hour duration, be outside the curriculum (Audit courses) and should develop transferable skills to help the student in their employment	Value added courses (VAC) with 30 hours are offered to all the students
6.	Policy on Teaching Learning and Value Added Courses (VAC) to be developed	Policy on Teaching Learning and Value Added Courses (VAC) is developed and in place
7.	Policy for Electives/Choice Based Credit System be developed	Policy for Electives/Choice Based Credit System is created and in place
8.	Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.	Structured feedback from all stakeholders on a regular basis is obtained
9.	Orientation Programs should be made more focused to acquaint the students about Campus/Hostel life, facilities available, teaching learning process, training & placements, student welfare activities, counselling /mentoring etc. so as to help develop a level of comfort	Orientation Programs are conducted every year focusing on facilities of the University
10.	Counselling /Mentoring activity should be intensified to resolve social, personal or emotional problems of students.	Counselling/Mentoring activity is done on regular basis focusing on students social, personal or emotional problems
11.	Policy on Interventions for slow and advanced learners need to be developed	Policy on Interventions for slow and advanced learners is developed and in place
12.	LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.	LMS is in adopted and will provide the support for attainment matrix of CO/PO attainments
13.	There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year	Formal system of sanctioning research projects based on the projected number of students is done before the start of the academic year
14.	Orientation programs for all new faculty and staff should be held and records maintained	Orientation Programs for all new faculty and staff is held periodically every Academic Year



standard Operation Procedures (SOP) Manual or Guidelines of Examination and Evaluation
processes is brought and in place
Examination division is completed automated
Research incentive scheme is in place and ncentivized
NCC/NSS cell of the University is very active and promoting social work in the community
1 GBPS band-width is enabled
More than 20 classrooms have been installed with Smart Classrooms
Library is fully automated with all the necessary software and hardware
Student Council has been established
University will establish career counselling and guidance cell to manage the expectations of the students
Alumni Association of University is formally registered and an Alumni Relationship Coordinator has been appointed
ITM University has global universities collaboration for faculty/student exchange mechanisms
Professional set up for counselling of students especially girl students for their mental wellbeing has been setup
Planning is under process to install motion sensors in classrooms/washrooms/labs to automatically switch off lights when not in use
Analysis of final placements of students are in process and will try to develop the strategies for improvements in future placements



Report of Academic Audit of School of Agriculture (SOAG) (2019-2020)

Preface:

The academic audit of teaching schools / departments of ITM University, Turari campus was conducted by the Audit Team as per the order issued by the Dean Academics vide letter no 537 Dated June 17, 2019. The internal academic audit committee also constituted to assist the external academic auditors.

The main objective of the academic audit was to ascertain the presence and adequacy of the quality benchmark of various parameters stipulated by National Assessment and Accreditation Council.

Documents to be verified:

- 1. Adherence to Academic Calendar
- 2. Number of faculty members in the school
- 3. Cadre ratio in the school
- 4. Load distribution of the semester/trimester/annual
- 5. Time Table
- 6. Course files
- 7. Quality of assignments given to the students
- 8. Quality of midterm and end term examinations
- 9. Feedback collected and ATR
- 10. Attainment of CO, PO, PSO and PEO
- 11. Up-gradation of Syllabus if required
- 12. Status of equipment and consumables in the Laboratory

The audit teams held separate meetings with the Dean and members of the faculty. The reports are compiled and appended.

The audit parameters were categorized under various categories as follows.

Pre-Semester Audit:

- Steps followed in the designing of syllabus and curriculum.
- > Submission of BOS minutes in Dean Academics office with proof of changes made in the curriculum and syllabus.
- > POs embedded in the curriculum and COs embedded in the syllabus of each subject.
- Assignment of all the subjects to teachers at least 15 days prior to the commencement of Semester, Trimester or year (while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent



meeting and discussion).

- > Release of Academic calendar and its alignment with the University Calendar.
- ➤ Internal assessment components, marks allocated, Quality of Mapping to COs-Uniqueness.
- > Uploading the schemes on MIS portal prior to the commencement of new semester.

During Semester Audit:

- > Selection of teaching pedagogy and use of appropriate teaching aids.
- Conduction of continuous assessment components as per the schedule, evaluation of answer sheets and showing the evaluated answer sheets to the students.
- > Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings.
- > Monitoring students' attendance and communicating the same to the parents.
- > Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar.
- > Allocating students to the teachers for Research Projects, finalizing topics for research.
- > Preparing students' support system planning remedial and coaching classes.
- > Completing the internal assessment, evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students.
- > Uploading the marks on MIS at least 7 days prior to the commencement of term-end examination.
- > Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment.
- ightharpoonup Collecting Feedback from the students.
- > Steps taken according to the feedback.
- > E-learning modules follow up and ensuring examination is conducted on time.
- > Ensuring that the Research Projects are submitted and evaluated on time.
- \succ Submission of research papers or patents on the basis of Research Projects.
- > Release of time table, frequency of changes in time table.
- > Uploading the events and research work (research papers, patents and chapters etc.) on MIS portal.

End of Semester/Trimester Audit:

- > Preparation of Question Papers with embedded COs and Blooms Levels.
- > Evaluation of Answer Sheets within ten days of the completion of examination.
- > Declaration of results within 15 days of the completion of examination.



Audit of the Students Profile:

- > Demand ratio (Applications received Vs Sanctioned Strength).
- ➤ Attendance records Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams.
- > Students' involvement in extra-curricular & Co- curricular activities.
- > Records of the Study tour / industrial visits / exhibitions / Internship / Training.
- > Records of the Students Achievements.
- > Records of the Final Placement, higher education and Entrepreneurship of the Students.
- Analysis of the Final placements and identification of weak areas, strategies for improvement.

School of Agriculture (SOAG):

The academic audit committee reviewed the academic progress of the School of Agriculture (SOAG) which included the syllabus, faculty status, employability of the course, facilities availableetc. The Dean gave a brief outline of the courses and its prospects.

The school offers following courses:

- 1. B. Sc. (Honours) Agriculture
- 2. M. Sc. Agriculture (Agronomy)
- 3. M. Sc. Agriculture (Horticulture)
- 4. M. Sc. Agriculture (Genetics & Plant Breeding)
- 5. Ph.D.



Audited Report of School of Agriculture (SOAG)

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Pre-semester audit	S. No.	Items	Yes	No	Verified
	1	Steps followed in the designing of syllabus and curriculum		√	No
	2	Submission of BOS minutes in Dean Academics office with proof of changes made in the curriculum and syllabus	$\sqrt{}$		Yes
	3	POs embedded in the curriculum and COs embedded in the syllabus of each subject	14	√	No
	4	PBL, ABCA and Assignments of all the subjects to teachers at least 15 days prior to the commencement of Semester, Trimester or year (while assigning the subject the choice of the subject by the faculties to be taken into consideration by subsequent meeting and discussion)	V		Yes
	5	Release of Academic calendar and its alignment with the University Calendar	$\sqrt{}$		Yes
	6	Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness		√ 	No
Mid-semester	S. No.	Items	Yes	No	Verified
audit	1	Selection of teaching pedagogy and use of appropriate teaching aids I. Case studies II. Role Playing III. Simulations IV. Experiential Learning V. Technology Enhanced Learning VI. Flipped Class VII. Collaborative Learning VIII. Cross-Disciplinary Learning IX. Field Trips X. Guest Lectures XI. Learning through workshops XII. Seminar Presentation XIII. Application Based Activities	ų		No
	2	Conduction of continuous assessment components as per schedule, evaluation of answer books and showing the evaluated answer sheets to the students		√ 	No
	3	Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings	√		Yes
	4	Monitoring students' attendance and communicating to the parents	√		Yes



	5	Planning and conduction of workshops included in the curriculum as per the schedule announced in		√	No
	6	the academic calendar Allocating students to the teachers for Research Projects, finalizing topics for research	$\sqrt{}$		Yes
	7	Preparing students' support system – planning remedial and coaching classes	1	√	No
	8	Completing the internal assessment (PBL/ABCA), evaluating answer sheets, assignments and	$\sqrt{}$	X	Yes
		projects and showing the evaluated sheets to the students		3	
	9	uploading the marks on MIS at least 7 days prior to the commencement of end-term examination		$\sqrt{}$	No
	10	Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment		√	No
	11	Collecting Feedback from students: I. Content Based Feedback a. Alumni	√		Yes
		b. Student c. Faculty			
		d. Entrepreneur II. Student Satisfaction Survey (SSS)	й	1 2	
	12	Steps taken on the feedback of students and faculty	$\sqrt{}$		Yes
	13	E-learning modules – follow up and ensuring examination is conducted on time		√	No
	14	Ensuring that the Research Projects are submitted and evaluated on time	√	p 2	Yes
	15	Submission of research papers or patents on the basis of Research Projects		√	No
	16	Release of time table, frequency of changes in time table	√ (3)		Yes
End-semester audit	S. No.	Items	Yes	No	Verified
	1	Preparation of Question Papers with embedded COs and Blooms Levels		$\sqrt{}$	No
	2	Evaluation of Answer Sheets within ten days of the completion of examination	21	√	No
	3	Declaration of results within 15 days of the completion of examination		√	No
Student profile	S. No.	Items	Yes	No	Verified
	1	Demand ratio (Applications received Vs Sanctioned Strength)	> 1		Yes
	2	Attendance records – Quality of Records maintained, average attendance, cut off attendance for mid-term and end term Exams	√		Yes



	3	Students' involvement in extra-curricular & Co-	\checkmark		Yes
	4	curricular activities Records of the Study tour / industrial visits / exhibitions / Internship / Training			Yes
	5	Records of the Students Achievements		√	No
	6	Records of the Final Placement, higher education and Entrepreneurship of the Students	$\sqrt{}$		Yes
	7	Analysis of the Final placements and identification of weak areas, strategies for improvement		√	No

Recommendation of Academic Audit:

- Policy of Curriculum Design and Development should be immediately developed and the whole process of Curriculum Development and Review should be comprehensively defined.
- 2. Outcome Based Education (OBE) should be effectively implemented and continually appraised.
- 3. Outcome Based Education (OBE) workshops should be conducted.
- 4. Policy for Outcome Based Education (OBE) needs to be created at the earliest.
- 5. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 6. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- 7. Policy for Electives/Choice Based Credit System *should* be developed to meet the industry requirements.
- 8. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 9. Orientation Programs should be more focused to acquaint the students with Campus/Hostel life, facilities available, teaching learning process, training & placements, student welfare activities, counselling/mentoring etc. so as to help foster a level of comfort.
- 10. Counselling/Mentoring activity should be intensified to resolve social, personal or emotional problems of students.
- 11. Policy on Interventions for slow and advanced learners needs to be developed.
- 12. LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.
- 13. There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year.
- 14. Orientation programs for all new faculty and staff members should be held and records should be maintained.
- 15. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.
- 16. The examination scheduling process is found to be in order. However, this process



could be fully automated once the appropriate ERP system is implemented.

- 17. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 18. University must aid and assist NCC/NSS activities to promote social work in the community by the students.
- 19. There is an immediate need for a campus wide Wi-Fi network of at least 1 GBPS bandwidth.
- 20. The University should also develop Smart Classrooms.
- 21. The University Library should be made fully automated with requisite hardware.
- 22. The University should establish a Student Council which will not be an elected body. The selection in Student Council will be purely based on merit.
- 23. There is a dire need of a career counselor to fulfill the expectations of the students.
- 24. It is suggested that the University should ensure the formal registration of its Alumni Association to give it a legal entity and an Alumni Relationship Coordinator should be duly appointed.
- 25. The University should enter in collaboration with global universities to have joint research and faculty/student exchange mechanisms.
- 26. There should be a professional mechanism for counseling of students especially girl students to ensure their well-being.
- 27. The University may also consider installing motion sensors in classrooms/washrooms/labs to automatically switch off lights when not in use.
- 28. Student Eco Club should be formed to take initiatives for keeping the campus clean, green and litter free.
- 29. Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed.

30. Record of student's achievement should be maintained.

Prof. M. K. Trivedi

External Auditor

External Auditor

Dean Academics

Dean Academics

ITM University Gwalior (M.P.)

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Dr. URegistrar

Gwaiior (M.P.)



Ref: ITMU/DAO/2019-20/ 1001

Date: 21-03-2020

To,

Dean

School of Agriculture (SOAG)

ITM University Gwalior, India

Subject: Regarding academic review report

Dear Sir,

It is bring your kind notice that the Academic Review Committee has visited your school for Pre-semester, Mid Semester and End-semester audit about ongoing academic progress of your school on various parameters. After visit, the committee has submitted the audit report to Hon'ble Vice Chancellor for further necessary instructions. After the approval of Hon'ble Vice Chancellor, the report is provided to you for necessary and required corrective measures.

You are advised to submit the action taken report (ATR) on corrective measures to Hon'ble Vice Chancellor for their information and further suggestions.

Thanking You,

Dr. Ranjeet Singh Tomaniversity

Chairman, Academic Review Committee

ITM University Gwalior (MP)



ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOAG)

Action Taken Prescription S. No. Policy of Curriculum Design and Development Design Curriculum Policy 1. is developed Development should be immediately developed and the whole process of Curriculum Development and Review should be comprehensively defined Existing curricula is aligned with Outcome Implementation of Outcome Based 2. Based Education (OBE) frameworks Education (OBE) Outcome Based Education (OBE) workshops multiple Outcome Based Conduct 3. are regularly conducted , Education (OBE) workshops Policy for Outcome Based Education (OBE) is Policy for Outcome Based Education 4. created and in place (OBE) needs to be created at the earliest Value added courses (VAC) with 30 hours are Value added courses (VAC) should be of 5. offered to all the students 30 hour duration, be outside the curriculum Policy on Teaching Learning and Value Added Policy on Teaching Learning and Value 6. Courses (VAC) is developed and in place Added Courses (VAC) to be developed Policy for Electives/Choice Based Credit Policy for Electives/Choice Based Credit 7. System is created and in place System be developed Structured feedback from all stakeholders on a system of obtaining Introduce the 8. regular basis is obtained structured feedback from all stakeholders on a regular basis. Orientation Programs are conducted every year Orientation Programs should be made 9. focusing on facilities of the University more focused to acquaint the students about Campus/Hostel life, facilities available, teaching learning process, training & placements, student welfare activities, counselling /mentoring etc. so as to help develop a level of comfort Counselling/Mentoring activity is done on Counselling /Mentoring activity should be 10. regular basis focusing on students social, intensified to resolve social, personal or personal or emotional problems emotional problems of students. Policy on Interventions for slow and advanced Policy on Interventions for slow and 11. learners is developed and in place advanced learners need to be developed LMS is in adopted and will provide the support LMS when adopted can also provide the 12. for attainment matrix of CO/PO attainments attainment matrix of CO/PO attainments based on OBE framework. Formal system of sanctioning research There should be formal system of 13. projects based on the projected number of sanctioning research projects based on students is done before the start of the the projected number of students for the academic year ensuing academic year Orientation Programs for all new faculty and Orientation programs for all new faculty 14. staff is held periodically every Academic Year and staff should be held and records maintained Standard Operation Procedures (SOP) Manual COE should bring out a structured 15. or Guidelines of Examination and Evaluation Standard Operation Procedures (SOP)



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	Manual or Guidelines to standardize the examination and evaluation processes/procedures	processes is brought and in place
16.	The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented	Examination division is completed automated
17.	Faculty should be encouraged and incentivized to strive for awards/recognitions	Research incentive scheme is in place and incentivized
18.	University must invest in and assist NCC/NSS activities to promote social work in the community by the students	NCC/NSS cell of the University is very active and promoting social work in the community
19.	There is an immediate need for a campus wide Wi-Fi network of at least 1 GBPS bandwidth	1 GBPS band-width is enabled
20.	The University should also create some Smart Classrooms	More than 20 classrooms have been installed with Smart Classrooms
21.	Library should be made fully automated with requisite hardware	Library is fully automated with all the necessary software and hardware
22.	The University should establish a Student Council which may not be an elected body	Student Council has been established
23.	There is a serious need of a career counsellor to manage the expectations of the students	University will establish career counselling and guidance cell to manage the expectations of the students
24.	It is suggested University should get Alumni Association formally registered to give it a legal entity and an Alumni Relationship Coordinator be appointed	registered and an Alumni Relationship Coordinator has been appointed
25.	Enter into collaboration with global universities to have joint research and faculty/student exchange mechanisms	collaboration for faculty/student exchange mechanisms
26.	There should be professional set up for counselling of students especially girl students for their mental well-being	especially girl students for their mental well being has been setup
27.	University may consider installing motion sensors in classrooms/washrooms/labs to automatically switch off lights when not in use	sensors in classrooms/washrooms/labs to automatically switch off lights when not in use
28.	Student Eco Club should be formed to take initiatives for keeping the campus clean, green and litter free	activities of the club are focused on campu clean, green and litter free
29.	Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed	process and will try to develop the strategie



30. Record of student's achievement should be maintained Record of student's achievement has been maintained

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Dr. Shama Parveen

Dean

School of Agriculture (SOAG)

DEAN
School of Agricultur
ITM University
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