

Ref: ITMU/DAO/2021-22/1028(1)

Dated: 21-06-2021

Academic Audit (2021-2022)

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	07-07-2021	26-11-2021	20-04-2022
2.	School of Management	07-07-2021	26-11-2021	20-04-2022
3.	School of Science	07-07-2021	26-11-2021	20-04-2022
4.	School of Pharmacy	08-07-2021	27-11-2021	21-04-2022
5.	School of Sports Education	08-07-2021	27-11-2021	21-04-2022
6.	School of Nursing Sciences	08-07-2021	27-11-2021	21-04-2022
7	School of Agriculture	08-07-2021	27-11-2021	21-04-2022

Dr. Ranjeet Singh Tomar

Dean Academics

Dean Academics
ITM University
Gwalior (M.P.)



Ref: ITMU/DAO/2021-22/ 1029(1)

Dated: 21-06-2021

To,
Dr. Vrijendra Singh
Professor
Department of Information Technology
Indian Institute of Information Technology (IIIT)
Allahabad (UP)

Dear Sir,

An academic audit is to be conducted in the various school of university on July 07-08, 2021 for pre-semester, November 26-27, 2021 for mid-semester and April 20-21, 2022 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.

ANOUNCE Single

Dr. Ranjeet Singh Tomar

Dean Academics

Dean Academics
ITM University

CC:-

Gwalior (M.P.)

1. Hon'ble Vice Chancellor

2. Registrar



Ref: ITMU/DAO/2021-22/ 1029 (2)

Dated: 21-06-2021

To,
Dr. D. N. Goswami
Professor
School of Studies in Computer Applications
Jiwaji University Gwalior (MP)

Dear Madam,

An academic audit is to be conducted in the various school of university on July 07-08, 2021 for pre-semester, November 26-27, 2021 for mid-semester and April 20-21, 2022 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. Ranjeet Singh Tomar

Dean Academics

Dean Academics
ITM University

CC:-

1. Hon'ble Vice Chancellor

2. Registrar



Ref: ITMU/DAO/2021-22/1030

Dated: 21-06-2021

ORDER

The following internal members will assist the external members during the academic audit scheduled on July 07-08, 2021, November 26-27, 2021 and April 20-21, 2022.

S. No.	School	Pre Session	Mid Session	End Session	Internal Academic Audit Committee
1	SOET	07-07-2021	26-11-2021	20-04-2022	 Prof. Ranjeet Singh Tomar
					Prof. Mukesh Kumar Pandey
					3. Dr. Vandana Bharti
2.	SOM	07-07-2021	26-11-2021	20-04-2022	 Prof. Ranjeet Singh Tomar
۷.	55		7.		2. Dr. Vandana Bharti
					3. Prof. Mukesh Kumar Pandey
3.	SOS	07-07-2021	26-11-2021	20-04-2022	 Prof. Ranjeet Singh Tomar
Э.	300				2. Prof. Richa Kothari
			11 1252		Prof. Subodh Kumar Dubey
4.	SOP	08-07-2021	27-11-2021	21-04-2022	 Prof. Ranjeet Singh Tomar
-					2. Prof. Subodh Kumar Dubey
					3. Prof. Shyam Akashe
5.	SOSE	08-07-2021	27-11-2021	21-04-2022	 Prof. Ranjeet Singh Tomar
					2. Prof. Indu Mazumdar
					3. Prof. Shyam Akashe
6.	SONS	08-07-2021	27-11-2021	21-04-2022	 Prof. Ranjeet Singh Tomar
O.			F21035 CC2151 W		2. Dr. Mini Anil
					3. Dr. Shama Parveen
7	SOAG	08-07-2021	27-11-2021	21-04-2022	 Prof. Ranjeet Singh Tomar
			¥ E		2. Prof. Richa Kothari
			s "	2	3. Dr. Shama Parveen

Dr. Ranjeet Singh Tomar
Dean Academics
ITM University
Gwalior (M.P.)

CC:-

1. Hon'ble Vice Chancellor

2. Registrar



Report of Academic Audit of School of Engineering & Technology (SOET) (2021-2022)

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 1893 Dated February 16, 2021. 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.

17.

- 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

Pre-semester audit	S. No.	Items	Yes	No	Verified
re-semester auuit	1	Steps followed in the designing of syllabus and	$\sqrt{}$		Yes
		curriculum	V		Yes
	2	Submission of BOS minutes in Dean Academics	V		163
	-	office with proof of changes made in the			
	911	curriculum and syllabus			No
	3	POs embedded in the curriculum and COs		\checkmark	NO
		embedded in the syllabus of each subject	,		Vac
	4	PBL, ABCA and Assignments of all the subjects to	$\sqrt{}$		Yes
		teachers at least 15 days prior to the	9 -		
		commencement of Semester, Trimester or year			
		(while assigning the subject the choice of the	11	=	
		subject by the faculties to be taken into			
	in the said	consideration by subsequent meeting and			-
	T Sale	discussion)		- 4	The same of the sa
	5	Release of Academic calendar and its alignment	$\sqrt{}$		Yes
		with the University Calendar			242
	6	Internal assessment – components, marks			No
		allocated, Quality of Mapping to COs – Uniqueness			
Mid-semester	S. No.		Yes	No	Verified
audit	1	Selection of teaching pedagogy and use of	$\sqrt{}$		Yes
audit		appropriate teaching aids			
		I. Case studies			
		II. Role Playing	-	1 21	=
		III. Simulations	-2		
		V. Technology Enhanced Learning	250		
		VI. Flipped Class			
_		VII. Collaborative Learning			
		VIII. Cross-Disciplinary Learning			
1		IX. Field Trips			
1 1 1		X. Guest Lectures			
		XI. Learning through workshops			
		XII. Seminar Presentation			
-		XIII. Application Based Activities	4		
	2	Conduction of continuous assessment components	V		Yes
	2	as per schedule, evaluation of answer books and			
		showing the evaluated answer sheets to the	2		
1 1 2		students			
	2	Evaluation of student's progress, communicating	1		Yes
	3			(90)	
		the progress to the parents and conducting parent-			
		teacher meetings	-		Ves
1 2 2 2	4	Monitoring students' attendance and			Yes
		communicating to the parents			



	- 1				
	5	Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar		√ 	No
	6	Allocating students to the teachers for Research	V		Yes
	7	Projects, finalizing topics for research Preparing students' support system – planning		√	No
		remedial and coaching classes	V		Yes
	8	Completing the internal assessment (PBL/ABCA), evaluating answer sheets, assignments and projects and showing the evaluated sheets to the	v	x *	
		students	()		
	9	uploading the marks on MIS at least 7 days prior to the commencement of end-term examination		√	No
			V		Yes
	10	Ensuring the implementation of the Examination eligibility rules based on attendance and internal assessment			
	11	Collecting Feedback from students:	√ .		Yes
	11	I. Content Based Feedback a. Alumni	ř		
		b. Student c. Faculty d. Entrepreneur			
		II. Student Satisfaction Survey (SSS)			Yes
	12	Steps taken on the feedback of students and faculty	√		
	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	√ ,		Yes
	16	Release of time table, frequency of changes in time table	√ (2)		Yes
End-semester audit	S. No.	Items	Yes	No	Verified
Ling-semester dadie	1	Preparation of Question Papers with embedded COs and Blooms Levels	√		Yes
	2	Evaluation of Answer Sheets within ten days of the completion of examination		V	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- curricular activities	V	Yes
	4	Records of the Study tour / industrial visits / exhibitions / Internship / Training	$\sqrt{}$	Yes
	5	Records of the Students Achievements		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	√ H	Yes

Recommendation of Academic Audit:

- 1. The formal structure of curriculum development process and various bodies and sub bodies needs to be properly defined.
- 2. CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus.
- 3. Outcome Based Education (OBE) should be effectively implemented and continually appraised. Outcome Based Education (OBE) workshops should also be conducted.
- 4. Policy for Outcome Based Education (OBE) needs to be created at the earliest.
- 5. Pool of Electives and Choice Based Credit System should be more strengthen.
- 6. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 7. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- 8. Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS.
- 9. Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened.
- 10. Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes.
- 11. Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal.
- 12. Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained.
- 13. CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers.
- 14. Record of the student's achievements in terms of placement is maintained in the school.
- 15. More follow up should be required to declare the result within time limit.
- 16. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.



- 17. Policy on Interventions for slow and advanced learners needs to be developed.
- 18. LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.
- 19. There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year.
- 20. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.
- 21. The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented.
- 22. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 23. The University Library should be made fully automated with requisite hardware.
- 24. 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.
- 25. There is a dire need of a career counselor to fulfill the expectations of the students.
- 26. 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.

27. Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed.

Dr. Vrijendra Singh

External Auditor

Dr. D. N. Goswami

External Auditor

Dr. Ranjeet Singh Tomar

Dean Academics

Dean Academics ITM University Gwalior (M.P.)

ITM University Gwalior (M.P.)



Ref: ITMU/DAO/2021-22/436(1)

Date: 30-04-2022

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,

Dean Academics

Dr. Ranjeet Singh Tornar University

Chairman, Academic Review Committee

ITM University Gwalior (MP)



ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOET)

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.	CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus	Existing curricula is mapped with CO-PO and embedded in the syllabus
3.	Outcome Based Education (OBE) should be effectively implemented and continually appraised	Existing curricula is aligned with Outcome Based Education (OBE) frameworks
4.	Outcome Based Education (OBE) workshops should also be conducted	Outcome Based Education (OBE) workshops are regularly conducted
5.	Pool of Electives/Choice Based Credit System should be strengthen	Electives/Choice Based Credit System is created and in place in the University
6.	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
7.	Teaching Learning policy and Value Added Courses (VAC) to be incorporated in the curriculum	Teaching Learning policy is developed and Value Added Courses (VAC) are incorporated in the curriculum
8.	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS	and assignment schedule along with th submission date are uploaded on the LMS
9.	Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened	identified and are in place
10.	Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes	planning to conduct the remedial classes i the University
11.	Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal	the events and reports of events on MIS
12.	Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained	the research work of faculty and students of MIS
13.	CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers	embedded in the curriculum as well as in the examinations
14.	Record of the students achievements in terms of placement is maintained in the school	



Report of Academic Audit of School of Management (SOM) (2021-2022)

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 1893 Dated February 16, 2021. 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 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
	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	\checkmark		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	√		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	$\sqrt{}$		Yes
	6	Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness	11	$\sqrt{}$	No
/lid-semester	S. No.	Items	Yes	No	Verified
audit		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	V		Yes
	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 the academic calendar	****	√	No
	6	Allocating students to the teachers for Research Projects, finalizing topics for research	√		Yes
	7	Preparing students' support system – planning remedial and coaching classes		V	No
	8	Completing the internal assessment (PBL/ABCA),			Yes
		evaluating answer sheets, assignments and			
		projects and showing the evaluated sheets to the students	- 11		
	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	√		Yes
	11	Collecting Feedback from students: I. Content Based Feedback a. Alumni	V		Yes
		b. Student c. Faculty d. Entrepreneur II. Student Satisfaction Survey (SSS)			
	12	Steps taken on the feedback of students and faculty	V		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	0.0	√	No
	15	Submission of research papers or patents on the basis of Research Projects	7 = 8, E	√	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	$\sqrt{}$	(e :-	Yes
	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	Ā	√	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	\checkmark	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	Á	Yes
	7	Analysis of the Final placements and identification of weak areas, strategies for improvement	√	Yes

Recommendation of Academic Audit:

- 1. The formal structure of curriculum development process and various bodies and sub bodies needs to be properly defined.
- 2. CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus.
- 3. Pool of Electives and Choice Based Credit System should be more strengthen.
- 4. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 5. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- 6. Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS.
- 7. Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened.
- 8. Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes.
- Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal.
- 10. Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained.
- 11. CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers.
- 12. Record of the student's achievements in terms of placement is maintained in the school.
- 13. More follow up should be required to declare the result within time limit.
- 14. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 15. Policy on Interventions for slow and advanced learners needs to be developed.
- 16. There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year.
- 17. COE should formulate a structured Standard Operation Procedures (SOP) Manual or



Guidelines to standardize the examination and evaluation processes/procedures.

- 18. The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented.
- 19. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 20. The University Library should be made fully automated with requisite hardware.
- 21. 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.
- 22. There is a dire need of a career counselor to fulfill the expectations of the students.
- 23. 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.
- 24. Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed.

Dr. Vrijendra Singh

Vnijendva

External Auditor

Dr. D. N. Goswami

External Auditor

Dr. Ranjeet Singh Tomar

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/2021-22/436 (2)

Date: 30-04-2022

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,

Dean Academics
Dr. Ranjeet Singh Tomas University

Chairman, Academic Review Committee

ITM University Gwalior (MP)



ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOM)

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.	CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus	Existing curricula is mapped with CO-PO and embedded in the syllabus
3.	Pool of Electives/Choice Based Credit System should be strengthen	Electives/Choice Based Credit System is created and in place in the University
4.	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
5.	Teaching Learning policy and Value Added Courses (VAC) to be incorporated in the curriculum	Teaching Learning policy is developed and Value Added Courses (VAC) are incorporated in the curriculum
6.	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date are uploaded on the LMS
7.	Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened	More pedagogy and pedagogical tools are identified and are in place
8.	Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes	Student support system is developed and planning to conduct the remedial classes in the University
9.	Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal	Formal structure is developed for uploading the events and reports of events on MIS
10.	Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained	Formal structure is developed for uploading the research work of faculty and students on MIS
11.	CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers	Existing curricula is mapped with CO-PO and embedded in the curriculum as well as in the examinations
12.	Record of the students achievements in terms of placement is maintained in the school	Record of students achievements in terms of placement is maintained in the school level
13.	More follow up should be required to declare the result within time limit	University has developed the follow up mechanism to declare the results within time limit



Report of Academic Audit of School of Science (SOS) (2021-2022)

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 1893 Dated February 16, 2021. 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)

4.

Pre-semester audit	S. No.	Items	Yes	No	Verified
	1	Steps followed in the designing of syllabus and curriculum	$\sqrt{}$		Yes
	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	11	√	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	$\sqrt{}$		Yes
		consideration by subsequent meeting and discussion)	ľ		
	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		V	No
Viid-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	√		Yes
	3	Evaluation of student's progress, communicating the progress to the parents and conducting parent-teacher meetings	$\sqrt{}$		Yes
	4	Monitoring students' attendance and communicating to the parents	$\sqrt{}$		Yes



	5	Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar		√	No
	6	Allocating students to the teachers for Research Projects, finalizing topics for research	V		Yes
	7	Preparing students' support system – planning remedial and coaching classes	ii .	√	No
	8	Completing the internal assessment (PBL/ABCA), evaluating answer sheets, assignments and projects and showing the evaluated sheets to the students	V		Yes
	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 b. Student	√		Yes
		c. Faculty d. Entrepreneur II. Student Satisfaction Survey (SSS)	()		
	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	√ 2	-3	Yes
	15	Submission of research papers or patents on the basis of Research Projects	√		Yes
	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	V		Yes
	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



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"CELEBRATING DREAMS"

	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			Yes
	6	Records of the Final Placement, higher education and Entrepreneurship of the Students		√	No
	7	Analysis of the Final placements and identification of weak areas, strategies for improvement	$\sqrt{}$		Yes

Recommendation of Academic Audit:

- 1. The formal structure of curriculum development process and various bodies and sub bodies needs to be properly defined.
- 2. CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus.
- 3. Outcome Based Education (OBE) should be effectively implemented and continually appraised. Outcome Based Education (OBE) workshops should also be conducted.
- 4. Policy for Outcome Based Education (OBE) needs to be created at the earliest.
- 5. Pool of Electives and Choice Based Credit System should be more strengthen.
- 6. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 7. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- 8. Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS.
- 9. Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened.
- 10. Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes.
- 11. Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal.
- 12. Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained.
- 13. CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers.
- 14. Record of the student's achievements in terms of placement is maintained in the school.
- 15. More follow up should be required to declare the result within time limit.
- 16. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 17. Policy on Interventions for slow and advanced learners needs to be developed.



- 18. LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.
- 19. There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year.
- 20. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.
- 21. The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented.
- 22. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 23. The University Library should be made fully automated with requisite hardware.
- 24. 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.
- 25. 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.
- 26. Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed.

Dr. Vrijendra Singh

/rigendra

External Auditor

Dr. D. N. Goswami

External Auditor

Dr. Ranjeet Singh Tomar

Dean Academics
Dean Academics
ITM University

Gwalior (M.P.)

Dr. Omveer Singh Dr. Omveer Singh REGISTRAR ITM University

Gwalior (M.P.)



Ref: ITMU/DAO/2021-22/ 436 (3) Date: 30-04-2022

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,

Dean Academics

Dr. Ranjeet Singh Tom University

Chairman, Academic Review Committee

ITM University Gwalior (MP)



ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOS)

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.	CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus	Existing curricula is mapped with CO-PO and embedded in the syllabus
3.	Outcome Based Education (OBE) should be effectively implemented and continually appraised. Outcome Based Education (OBE) workshops should also be conducted	Existing curricula is aligned with Outcome Based Education (OBE) frameworks. Outcome Based Education (OBE) workshops are regularly conducted
4.	Pool of Electives/Choice Based Credit System should be strengthen	Electives/Choice Based Credit System is created and in place in the University
5.	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
6.	Teaching Learning policy and Value Added Courses (VAC) to be incorporated in the curriculum	Teaching Learning policy is developed and Value Added Courses (VAC) are incorporated in the curriculum
7.	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date are uploaded on the LMS
8.	Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened	More pedagogy and pedagogical tools are identified and are in place
9.	Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes	Student support system is developed and planning to conduct the remedial classes in the University
10.	Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal	Formal structure is developed for uploading the events and reports of events on MIS
11.	Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained	Formal structure is developed for uploading the research work of faculty and students of MIS
12.	CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers	embedded in the curriculum as well as in the examinations
13.	Record of the students achievements in terms of placement is maintained in the school	



Report of Academic Audit of School of Pharmacy (SOP) (2021-2022)

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 1893 Dated February, 2021. 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)

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Pre-semester audit	S. No.	Items	Yes	No	Verified
Pre-semester addit	1	Steps followed in the designing of syllabus and curriculum	$\sqrt{}$		Yes
		Submission of BOS minutes in Dean Academics	$\sqrt{}$		Yes
	2	Submission of BOS illitutes in Dean Academies	"		
		office with proof of changes made in the	13-33		
		curriculum and syllabus POs embedded in the curriculum and COs			No
	3		7	Y	
		embedded in the syllabus of each subject			Yes
	4	PBL, ABCA and Assignments of all the subjects to	v		
		teachers at least 15 days prior to the			
		commencement of Semester, Trimester or year			
		(while assigning the subject the choice of the		5.0	
		subject by the faculties to be taken into			
		consideration by subsequent meeting and			
		discussion)	√		Yes
	5	Release of Academic calendar and its alignment	V		, , ,
		with the University Calendar		V	No
	6	Internal assessment – components, marks		V	1.0
		allocated, Quality of Mapping to COs – Uniqueness	Yes	No	Verified
Mid-semester	S. No.	Items	,	NO	Yes
audit	1	Selection of teaching pedagogy and use of	√	1	res
		appropriate teaching aids			
		I. Case studies	1 6		
		II. Role Playing			
		III. Simulations	- 4		
	F	IV. Experiential Learning			
		V. Technology Enhanced Learning		14	
		VI. Flipped Class			
Film 7 States		VII. Collaborative Learning			
		VIII. Cross-Disciplinary Learning	200		
			ľ		
		X. Guest Lectures	100		
		XI. Learning through workshops			1
		XII. Seminar Presentation	-		
		XIII. Application Based Activities			
	2	Conduction of continuous assessment components	√		Yes
		as per schedule, evaluation of answer books and			
		showing the evaluated answer sheets to the	B		
		students			
	3	Evaluation of student's progress, communicating			Yes
		the progress to the parents and conducting parent-			
		teacher meetings			
	4	Monitoring students' attendance and	√		Yes
		communicating to the parents			
		Communicating to the partition			



	5	Planning and conduction of workshops included in		$\sqrt{}$	No
		the curriculum as per the schedule announced in		- J	
		the academic calendar			.,
	6	Allocating students to the teachers for Research	$\sqrt{}$		Yes
		Projects, finalizing topics for research		$\sqrt{}$	No
	7	Preparing students' support system – planning		V	140
		remedial and coaching classes	V		Yes
	8	Completing the internal assessment (PBL/ABCA),	v		
		evaluating answer sheets, assignments and			
		projects and showing the evaluated sheets to the			
		students		,	NI-
	9	uploading the marks on MIS at least 7 days prior to		√	No
		the commencement of end-term examination			
	10	Ensuring the implementation of the Examination	$\sqrt{}$		Yes
		eligibility rules based on attendance and internal			
		assessment	,		V
	11	Collecting Feedback from students:	$\sqrt{}$		Yes
		I. Content Based Feedback			
		a. Alumni			
		b. Student			
		c. Faculty		7-	
		d. Entrepreneur		Taus 1 s	
		II. Student Satisfaction Survey (SSS)			Yes
	12	Steps taken on the feedback of students and faculty	\checkmark		N 200
	13	E-learning modules – follow up and ensuring		$\sqrt{}$	No
		examination is conducted on time			
	14	Ensuring that the Research Projects are submitted and evaluated on time	√		Yes
	15	Submission of research papers or patents on the basis of Research Projects	\$ B	√	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		V	No
	2	Evaluation of Answer Sheets within ten days of the		$\sqrt{}$	No
		completion of examination			
	3	Declaration of results within 15 days of the		$\sqrt{}$	No
		completion of examination			
Student profile	S. No.	Items	Yes	No	Verified
	1	Demand ratio (Applications received Vs Sanctioned Strength)	> 1		Yes
	2	Attendance records – Quality of Records			Yes
		maintained, average attendance, cut off attendance for mid-term and end term Exams			



	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	$\sqrt{}$		Yes
	7	Analysis of the Final placements and identification of weak areas, strategies for improvement		√	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. CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus.
- 3. Pool of Electives and Choice Based Credit System should be more strengthen.
- 4. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 5. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- 6. Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS.
- 7. Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened.
- 8. Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes.
- Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal.
- 10. Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained.
- 11. CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers.
- 12. Record of the student's achievements in terms of placement is maintained in the school.
- 13. More follow up should be required to declare the result within time limit.
- 14. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 15. Policy on Interventions for slow and advanced learners needs to be developed.
- 16. There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year.
- 17. COE should formulate a structured Standard Operation Procedures (SOP) Manual or



Guidelines to standardize the examination and evaluation processes/procedures.

- 18. The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented.
- 19. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 20. 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.
- 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. Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed.

Dr. Vrijendra Singh External Auditor

Dr. D. N. Goswami

External Auditor

Dr. Ranjeet Singh Tomar

Dean Academics
Dean Academics
ITM University
Gwalior (M.P.)

Dr. Onlyeer Singh Dr. Onlyeeist Singh REGISTRAR

ITM University Gwalior (M.P.)



Ref: ITMU/DAO/2021-22/436(4)

Date: 30-04-2022

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,

Dean Academics

Dr. Ranjeet Singh Tolifiah University

Chairman, Academic Review Committee

ITM University Gwalior (MP)



ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOP)

C N' -	Dungarinting	Action Taken
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.	CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus	Existing curricula is mapped with CO-PO and embedded in the syllabus
3.	Pool of Electives/Choice Based Credit System should be strengthen	Electives/Choice Based Credit System is created and in place in the University
4.	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
5.	Teaching Learning policy and Value Added Courses (VAC) to be incorporated in the curriculum	Teaching Learning policy is developed and Value Added Courses (VAC) are incorporated in the curriculum
6.	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date are uploaded on the LMS
7.	Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened	More pedagogy and pedagogical tools are identified and are in place
8.	Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes	Student support system is developed and planning to conduct the remedial classes in the University
9.	Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal	Formal structure is developed for uploading the events and reports of events on MIS
10.		Formal structure is developed for uploading the research work of faculty and students or MIS
11.	CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers	Existing curricula is mapped with CO-PO and embedded in the curriculum as well as in the examinations
12.	Record of the students achievements in terms of placement is maintained in the school	Record of students achievements in terms o placement is maintained in the school level
13.	More follow up should be required to declare the result within time limit	University has developed the follow up mechanism to declare the results within time limit



Report of Academic Audit of School of Sports Education (SOSE) (2021-2022)

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 1893 Dated February 16, 2021. 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 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)

12

Pre-semester audit	S. No.	Items	Yes	No	Verified
	1	Steps followed in the designing of syllabus and curriculum		$\sqrt{}$	No
	2	Submission of BOS minutes in Dean Academics	$\sqrt{}$		Yes
	9	office with proof of changes made in the	4		
	F	curriculum and syllabus	12°		
	3	POs embedded in the curriculum and COs		$\sqrt{}$	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	
	hara e	commencement of Semester, Trimester or year			
		(while assigning the subject the choice of the			
		subject by the faculties to be taken into	11		
		consideration by subsequent meeting and	- 25		
	-	discussion)	,		
	5	Release of Academic calendar and its alignment	\checkmark		Yes
	6	with the University Calendar			
	6	Internal assessment – components, marks	=""	√	No
Mid-semester	S. No.	allocated, Quality of Mapping to COs – Uniqueness Items	Voc	Na	Vaniti ad
	2000	1 (market processed)	Yes	No	Verified
audit	1	Selection of teaching pedagogy and use of	\checkmark		Yes
		appropriate teaching aids			
		I. Case studies			
		II. Role Playing			
		III. Simulations			
		IV. Experiential Learning		1 1 1 1 1 1 1 1 1	
		V. Technology Enhanced Learning			
		VI. Flipped Class			
		VII. Collaborative Learning	0 -	0 - 1	
		VIII. Cross-Disciplinary Learning	L	11 14 11	
		IX. Field Trips		= "	
		X. Guest Lectures			
		XI. Learning through workshops	8 6		
		XII. Seminar Presentation			
		XIII. Application Based Activities			
	2	Conduction of continuous assessment components	V		Yes
		as per schedule, evaluation of answer books and			
		showing the evaluated answer sheets to the			50
		students			39
	3	Evaluation of student's progress, communicating	$\sqrt{}$		Yes
	V 1	the progress to the parents and conducting parent-	-		
		teacher meetings			
	4	Monitoring students' attendance and	√		Yes
	2	communicating to the parents	V		103



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		T			
			,		
	5	Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar	√		Yes
	6	Allocating students to the teachers for Research Projects, finalizing topics for research	27	√	No
	7	Preparing students' support system – planning remedial and coaching classes		√	No
	8	Completing the internal assessment (PBL/ABCA),	√		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	11	√	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	√		Yes
		b. Student c. Faculty d. Entrepreneur II. Student Satisfaction Survey (SSS)	tî		
	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	11	√	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
nd-semester audit	S. No.	Items	Yes	No	Verified
	1	Preparation of Question Papers with embedded COs and Blooms Levels	0	√	No
	2	Evaluation of Answer Sheets within ten days of the completion of examination	√		Yes
	3	Declaration of results within 15 days of the completion of examination		√	No
tudent 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	$\sqrt{}$		Yes
	4	Records of the Study tour / industrial visits / exhibitions / Internship / Training	The state of the s	√	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:

- 1. The formal structure of curriculum development process and various bodies and sub bodies needs to be properly defined.
- 2. CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus.
- 3. Pool of Electives and Choice Based Credit System should be more strengthen.
- 4. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 5. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- 6. Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS.
- 7. Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened.
- 8. Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes.
- Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal.
- 10. Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained.
- 11. CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers.
- 12. Record of the student's achievements in terms of placement is maintained in the school.
- 13. More follow up should be required to declare the result within time limit.
- 14. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 15. Policy on Interventions for slow and advanced learners needs to be developed.
- 16. There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year.



- 17. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.
- 18. The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented.
- 19. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 20. 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.
- 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. Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed.

Dr. Vrijendra Singh

Vrijendra

External Auditor

Dr. D. N. Goswami

External Auditor

Dr. Ranjeet Singh Tomar

Dean Added in ics

ITM University Gwalior (M.P.)

Dr. Oniveer Singh

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



Ref: ITMU/DAO/2021-22/436(5)

Date: 30-04-2022

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,

Dr. Ranjeet Singh Tomar Academics

Chairman, Academic Review Stymmittee

ITM University Gwallow (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.	CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus	Existing curricula is mapped with CO-PO and embedded in the syllabus
3.	Pool of Electives/Choice Based Credit System should be strengthen	Electives/Choice Based Credit System is created and in place in the University
4.	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
5.	Teaching Learning policy and Value Added Courses (VAC) to be incorporated in the curriculum	Teaching Learning policy is developed and Value Added Courses (VAC) are incorporated in the curriculum
6.	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date are uploaded on the LMS
7.	Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened	More pedagogy and pedagogical tools are identified and are in place
8.	Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes	Student support system is developed and planning to conduct the remedial classes in the University
9.	Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal	Formal structure is developed for uploading the events and reports of events on MIS
10.	Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained	Formal structure is developed for uploading the research work of faculty and students on MIS
11.	CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers	Existing curricula is mapped with CO-PO and embedded in the curriculum as well as in the examinations
12.	Record of the students achievements in terms of placement is maintained in the school	Record of students achievements in terms of placement is maintained in the school level
13.	More follow up should be required to declare the result within time limit	University has developed the follow up mechanism to declare the results within time limit



Report of Academic Audit of School of Nursing Science (SONS) (2021-2022)

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 1893 Dated February 16, 2021. 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 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

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Audited Report of School of Nursing Science (SONS)

5. No.	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 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) Release of Academic calendar and its alignment with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items Selection of teaching pedagogy and use of	√ √ √ Yes	√ No	Yes No Yes Yes No No
3 4 5 6 S. No.	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 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) Release of Academic calendar and its alignment with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items	√	√	No Yes Yes
3 4 5 6 S. No.	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 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) Release of Academic calendar and its alignment with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items	√	√	No Yes Yes
5 6 S. No.	curriculum and syllabus POs embedded in the curriculum and COs embedded in the syllabus of each subject 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) Release of Academic calendar and its alignment with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items	∜	√	Yes
5 6 S. No.	POs embedded in the curriculum and COs embedded in the syllabus of each subject 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) Release of Academic calendar and its alignment with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items	∜	√	Yes
5 6 S. No.	embedded in the syllabus of each subject 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) Release of Academic calendar and its alignment with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items	∜	√	Yes
5 6 S. No.	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) Release of Academic calendar and its alignment with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items	∜		Yes
5 6 S. No.	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) Release of Academic calendar and its alignment with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items	∜		Yes
5 6 S. No.	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 Items	V		
6 S. No.	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 Items	V		
6 S. No.	(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 Items	V		
6 S. No.	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 Items	V		
6 S. No.	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 Items	V		
6 S. No.	discussion) Release of Academic calendar and its alignment with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items	V		
6 S. No.	Release of Academic calendar and its alignment with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items			
6 S. No.	with the University Calendar Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items			No
S. No.	Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness Items	Yes		No
S. No.	allocated, Quality of Mapping to COs – Uniqueness Items	Yes		
	Items	Yes	No	
	The state of the s			Verified
1	Solection of teaching henagogy and use of			Yes
		V		103
	II. Role Playing			
	III. Simulations		100	e ×
	IV. Experiential Learning			
				-
		- 1		
	20 April 2000 April 200 April 2000 April 200	5		
	The state of the second			
	XI. Learning through workshops			
	XII. Seminar Presentation			
	XIII. Application Based Activities		6	
2		√		Yes
-				e, *
		!*		
3		V		Yes
3		V		
	Constant Special Consta			
4	Monitoring students' attendance and	√		Yes
	communicating to the parents		s	
	2 3	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 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 4 Monitoring students' attendance and	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 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 4 Monitoring students' attendance and √	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 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 4 Monitoring students' attendance and



8	5	Planning and conduction of workshops included in the curriculum as per the schedule announced in the academic calendar	F 5	√	No
	6	Allocating students to the teachers for Research Projects, finalizing topics for research	V		Yes
	7	Preparing students' support system – planning remedial and coaching classes		√	No
	8	Completing the internal assessment (PBL/ABCA), evaluating answer sheets, assignments and	V	ı.	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	1	√	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	√		Yes
		a. Alumni b. Student c. Faculty d. Entrepreneur	Ü		
	12	II. Student Satisfaction Survey (SSS) Steps taken on the feedback of students and faculty	√		Yes
	13	E-learning modules – follow up and ensuring examination is conducted on time	1:	√	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	√		Yes
	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	T)	$\sqrt{}$	No
	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		√ ·	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	$\sqrt{}$		Yes



3	Students' involvement in extra-curricular & Co- curricular activities	√		Yes
4	Records of the Study tour / industrial visits / exhibitions / Internship / Training	$\sqrt{}$		Yes
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	1	√	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. CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus.
- 3. Pool of Electives and Choice Based Credit System should be more strengthen.
- 4. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 5. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- 6. Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS.
- 7. Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened.
- 8. Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes.
- Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal.
- 10. Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained.
- 11. CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers.
- 12. Record of the student's achievements in terms of placement is maintained in the school.
- 13. More follow up should be required to declare the result within time limit.
- 14. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 15. Policy on Interventions for slow and advanced learners needs to be developed.
- 16. There should be formal system of sanctioning research projects based on the projected number of students for the ensuing academic year.
- 17. COE should formulate a structured Standard Operation Procedures (SOP) Manual or



Guidelines to standardize the examination and evaluation processes/procedures.

- 18. The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented.
- 19. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 20. 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.
- 21. There is a dire need of a career counselor to fulfill the expectations of the students.
- 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. Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed.

Vrijendra Singh External Auditor

Dr. D. N. Goswami

External Auditor

Dr. Ranjeet Singh Tomar

Dean Academics

Dean Academics

ITM University

Gwalior (M.P.)

Dr. Omyeer Singh
Dr. Omregen Singh
REGISTRAR
ITM University
Gwalior (M.P.)



Ref: ITMU/DAO/2021-22/436(6)

Date: 30-04-2022

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 Single Formar Academics
ITM University
Chairman, Academic Rayje w. Committee

ITM University Gwalior (MP)

1

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.	CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus	Existing curricula is mapped with CO-PO and embedded in the syllabus
3.	Pool of Electives/Choice Based Credit System should be strengthen	Electives/Choice Based Credit System is created and in place in the University
4.	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
5.	Teaching Learning policy and Value Added Courses (VAC) to be incorporated in the curriculum	Teaching Learning policy is developed and Value Added Courses (VAC) are incorporated in the curriculum
6.	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date are uploaded on the LMS
7.	Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened	More pedagogy and pedagogical tools are identified and are in place
8.	Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes	Student support system is developed and planning to conduct the remedial classes in the University
9.	Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal	Formal structure is developed for uploading the events and reports of events on MIS
10.	Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained	Formal structure is developed for uploading the research work of faculty and students on MIS
11.	CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers	Existing curricula is mapped with CO-PO and embedded in the curriculum as well as in the examinations
12.	Record of the students achievements in terms of placement is maintained in the school	Record of students achievements in terms of placement is maintained in the school level
13.	More follow up should be required to declare the result within time limit	University has developed the follow up mechanism to declare the results within time limit



Report of Academic Audit of School of Agriculture (SOAG) (2021-2022)

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 1893 Dated February 16, 2021. 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 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)

Pre-semester audit	S. No.	Items	Yes	No	Verified
	1	Steps followed in the designing of syllabus and curriculum	V		Yes
	2	Submission of BOS minutes in Dean Academics	$\sqrt{}$		Yes
		office with proof of changes made in the curriculum and syllabus			
	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	V	18	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	$\sqrt{}$		Yes
	6	Internal assessment – components, marks allocated, Quality of Mapping to COs – Uniqueness	13	√	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 Conduction of continuous assessment components	9	√	Yes
	2	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	√		Yes
	4	Monitoring students' attendance and communicating to the parents	√		Yes



			1		
	5	Planning and conduction of workshops included in	$\sqrt{}$		Yes
		the curriculum as per the schedule announced in			
		the academic calendar	9,		
-	6	Allocating students to the teachers for Research	√		Yes
		Projects, finalizing topics for research			45000
	7	Preparing students' support system – planning		$\sqrt{}$	No
		remedial and coaching classes			
	8	Completing the internal assessment (PBL/ABCA),	$\sqrt{}$		Yes
		evaluating answer sheets, assignments and			
		projects and showing the evaluated sheets to the		g.	
		students	<u> </u>	~ 1	
	•	Total Scientis, Scientis Co.		1	No
	9	uploading the marks on MIS at least 7 days prior to		$\sqrt{}$	No
		the commencement of end-term examination			
	10	Ensuring the implementation of the Examination	1	√	No
		eligibility rules based on attendance and internal			
		assessment			
	11	Collecting Feedback from students:			Yes
		I. Content Based Feedback	11		
		a. Alumni	11		
		b. Student			
	a l	c. Faculty	19		
		d. Entrepreneur	=		
	0 1	II. Student Satisfaction Survey (SSS)			
	12	Steps taken on the feedback of students and	√		Yes
	12	faculty	V		
	13	E-learning modules – follow up and ensuring			No
	13	examination is conducted on time		v	
	14	Ensuring that the Research Projects are submitted	√		Yes
	14	and evaluated on time	V		103
	15	Submission of research papers or patents on the	V		Yes
	15	basis of Research Projects	V		163
	16		[12)		Voc
	16	Release of time table, frequency of changes in time	√ (2)		Yes
F . 1	C N-	table	Voc	N.	Vanified
End-semester audit	S. No.	Items	Yes	No	Verified
	1	Preparation of Question Papers with embedded		$\sqrt{}$	No
		COs and Blooms Levels			•
	2	Evaluation of Answer Sheets within ten days of the		$\sqrt{}$	No
		completion of examination			
	3	Declaration of results within 15 days of the		$\sqrt{}$	No
		completion of examination			
Student profile	S. No.	Items	Yes	No	Verified
	1	Demand ratio (Applications received Vs Sanctioned	>1		Yes
		Strength)		2 2	
	2	Attendance records – Quality of Records			Yes
		maintained, average attendance, cut off	•		
		attendance for mid-term and end term Exams			
		attendance for find term and term texams			



22	C	E	L	E	В	R	A	T	I	N	G	D	R	E	A	M	S	B

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	V		Yes
7	Analysis of the Final placements and identification of weak areas, strategies for improvement		√	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. CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus.
- 3. Pool of Electives and Choice Based Credit System should be more strengthen.
- 4. Value added courses (VAC) should be of 30 hour duration, be outside the curriculum.
- 5. Policy on Teaching Learning and Value Added Courses (VAC) needs to be developed at the earliest.
- 6. Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS.
- 7. Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened.
- 8. Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes.
- 9. Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal.
- 10. Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained.
- 11. CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers.
- 12. Record of the student's achievements in terms of placement is maintained in the school.
- 13. More follow up should be required to declare the result within time limit.
- 14. Introduce the system of obtaining structured feedback from all stakeholders on a regular basis.
- 15. Policy on Interventions for slow and advanced learners needs to be developed.
- 16. LMS when adopted can also provide the attainment matrix of CO/PO attainments based on OBE framework.
- 17. There should be formal system of sanctioning research projects based on the



projected number of students for the ensuing academic year.

- 18. COE should formulate a structured Standard Operation Procedures (SOP) Manual or Guidelines to standardize the examination and evaluation processes/procedures.
- 19. The examination scheduling process is found to be in order. However, this process could be fully automated once the appropriate ERP system is implemented.
- 20. Faculty should be encouraged and incentivized to secure awards/recognitions.
- 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. Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed.

Dr. Vrijendra Singh External Auditor

Dr. D. N. Goswami

External Auditor

Dr. Ranjeet Singh Tomar

Dean Academics
Dean Academics
ITM University
Gwalior (M.P.)

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



Ref: ITMU/DAO/2021-22/436(7)

Date: 30-04-2022

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 Single Physical Priversity

Chairman, Academic Review (Pr) mittee

ITM University Gwalior (MP)



ACTION TAKEN REPORT ON ACADEMIC AUDIT REPORT (SOAG)

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.	CO-PO mapping needs to be done with articulation matrix also PO and CO will be embedded and updated in the syllabus	Existing curricula is mapped with CO-PO and embedded in the syllabus				
3.	Pool of Electives/Choice Based Credit System should be strengthen	Electives/Choice Based Credit System is created and in place in the University				
4.	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				
5.	Teaching Learning policy and Value Added Courses (VAC) to be incorporated in the curriculum	Teaching Learning policy is developed and Value Added Courses (VAC) are incorporated in the curriculum				
6.	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date needs to be uploaded on LMS	Project Based Learning (PBL), ABCA activities and assignment schedule along with the submission date are uploaded on the LMS				
7.	Teaching pedagogy and pedagogical tools were used in the curriculum but needs to be strengthened	More pedagogy and pedagogical tools are identified and are in place				
8.	Student support system needs to be strengthened. A separate record needs to be prepared for remedial classes	Student support system is developed and planning to conduct the remedial classes in the University				
9.	Upload the schedule of events on MIS portal prior to the commencement of new semester and after conduction of events, event report is also uploaded on MIS portal	Formal structure is developed for uploading the events and reports of events on MIS				
10.	Upload the research papers, patents and chapters of faculty and students on MIS portal whenever they got published so that central repository should be maintained	Formal structure is developed for uploading the research work of faculty and students or MIS				
11.	CO-PO and Blooms taxonomy levels will be embedded in the curriculum and also in the question papers	Existing curricula is mapped with CO-PO and embedded in the curriculum as well as in the examinations				
12.	Record of the students achievements in terms of placement is maintained in the school	Record of students achievements in terms or placement is maintained in the school level				
13.	More follow up should be required to declare the result within time limit	University has developed the follow up mechanism to declare the results within time limit				



14.	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
15.	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
16.	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
17.	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
18.	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
19.	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
20.	Faculty should be encouraged and incentivized to strive for awards/recognitions	Research incentive scheme is in place and incentivized
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	Alumni Association of University is formally registered and an Alumni Relationship Coordinator has been appointed
25.	Analyse of the final placements of students and identified the weak areas so that strategies for improvement will be developed	Analysis of final placements of students are in process and will try to develop the strategies for improvements in future placements

Dr. Shama Parveen

Dean

School of Agriculture (SOAG)

13