Academic Quality Assurance Framework
ITM University, Gwalior

Objective

The **Academic Quality Assurance Framework** at ITM University, Gwalior, is designed to ensure the continuous enhancement of academic quality across all campuses. This framework establishes a clear hierarchy and outlines the roles and responsibilities of various academic bodies and officials, ensuring the effective implementation of the academic calendar, the regular conduct of classes, and the promotion of academic excellence through various initiatives.

Contents

1. Academic Council

Role and Responsibilities:

- **Principal Academic Body**: The Academic Council is the principal academic body responsible for the supervision and coordination of academic policies.
- **Curriculum Design**: Formulate and recommend curriculum design and development.
- **Academic Regulations**: Develop academic regulations, including assessment and examination policies.
- **Quality Control**: Ensure that all academic programs meet the quality standards set by the university and regulatory bodies.
- **Meetings and Reviews**: Hold regular meetings to review academic progress and address emerging issues.

2. Board of Studies (BoS)

Role and Responsibilities:

- **Course Curriculum Development**: The BoS is responsible for the development and revision of course curricula.
- **Course Approval**: Recommend new courses, modifications to existing courses, and the discontinuation of obsolete courses.
- **Industry Input**: Incorporate feedback from industry experts to ensure that the curriculum remains relevant and up-to-date.
- **Evaluation of Academic Programs**: Regularly evaluate academic programs to ensure they meet the educational objectives and standards.
- **Feedback Incorporation**: Incorporate feedback from faculty, students, and industry professionals into course design.

3. Dean (Academics)

Role and Responsibilities:

- **Academic Calendar Implementation**: Ensure that the academic calendar is effectively implemented across all schools and departments.
- **Learning Management System (LMS)**: Oversee the integration and utilization of the LMS in all academic activities.
- **Event Management**: Coordinate the organization of signature academic events, including Convocation, pre-convocation events, and other academic excellence events.
- **Attendance Monitoring**: Monitor student and faculty attendance to ensure compliance with university policies.
- **Participation in Rankings**: Lead the university's efforts in participating in academic ratings and rankings.
- **Feedback System**: Develop and manage the university's academic feedback system to collect input from students and faculty on teaching quality, curriculum relevance, and overall academic experience.
- **Research Quality Upliftment**: Strategize and implement initiatives to enhance the research output and quality of the university, including fostering interdisciplinary research, increasing research publications, and securing research grants.

Key Activities:

- **Academic Calendar Tracking**: Regular review of the academic calendar implementation and addressing any delays or issues.
- **LMS Integration**: Ensure that all faculty and students are effectively using the LMS for teaching and learning activities.
- **Event Planning**: Oversee the planning and execution of major academic events, ensuring they align with the university's strategic goals.
- **Feedback Analysis**: Regularly analyze feedback collected through the university's system and implement improvements based on the findings.
- **Research Development Programs**: Organize workshops, seminars, and training sessions to promote high-quality research and encourage faculty and students to engage in innovative research activities.
- **Academic Audits**: Conduct academic audits three times every semester to evaluate the effectiveness of teaching, adherence to the academic calendar, and the overall quality of academic activities.
- **Teacher Appraisals:** Coordinate the appraisal process, ensuring that all evaluations are completed fairly and on time, with results used to support professional development and recognize excellence.
- **Teachers' Day Awards:** Organize the selection and recognition of outstanding teachers for their contributions to the university, with awards presented on Teachers' Day.

- **Orientation and Farewell Coordination:** Plan, coordinate, and execute the university's orientation and farewell programs, ensuring these events contribute positively to the student experience.

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4. Deans of Schools/HoDs/Coordinators

Role and Responsibilities:

- **Academic Programme Upliftment**: Continuously enhance academic programs to ensure they meet current educational standards and industry needs.
- **Curriculum Management**: Monitor and update academic instructions, including syllabus revisions and the introduction of new courses.
- **Class Conduct**: Ensure the regular conduct of classes, seminars, workshops, and student-centric activities.
- **Faculty Development**: Promote teacher academic grooming through workshops, training sessions, and professional development activities.
- **Innovative Learning**: Implement gamified education methods, AI-driven learning strategies, and the integration of Indian Knowledge Systems (IKS).
- **Attendance Monitoring**: Ensure accurate monitoring of student attendance and take corrective actions when necessary.
- **Club and Extracurricular Activities**: Promote and monitor the organization of club activities and other extracurricular engagements.
- **Research Promotion**: Encourage and support faculty and students in undertaking high-quality research projects, facilitating research collaborations, and improving research outputs.
- **Feedback Implementation**: Work on the feedback received from students and faculty to improve teaching methods, curriculum design, and academic management.

Key Activities:

- **Curriculum Review**: Regularly review and update the curriculum to keep it relevant and forward-looking.
- **Faculty Training**: Organize and encourage participation in faculty development programs.
- **Student Activities**: Plan and oversee the execution of student-centric activities, including competitions, seminars, and workshops.
- **Technology Integration**: Ensure the seamless integration of AI and IKS in the curriculum and teaching methodologies.

- **Attendance Reporting**: Regularly report on attendance statistics to the Dean Academics and take necessary actions to address attendance issues.
- **Research Collaboration**: Facilitate partnerships with other academic institutions and industries to promote research activities.
- **Feedback Response**: Implement changes and improvements in academic activities based on the feedback received.

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5. Dean (Patents)

Role and Responsibilities:

- **Patent Management**: Oversee the identification, protection, and commercialization of intellectual property (IP) generated at the university.
- **IP Awareness**: Conduct workshops and seminars to educate faculty, researchers, and students about the importance of patents and IP rights.
- **Patent Filing Support**: Provide support to faculty and students in the patent filing process, including guidance on documentation, legal requirements, and submission procedures.
- **Collaboration with Industry**: Facilitate collaborations with industry partners for the commercialization of patented technologies and innovations.

Key Activities:

- **IP Audits**: Conduct regular audits to identify potential patentable innovations within the university.
- **Patent Documentation**: Ensure that all patent applications are properly documented and meet the necessary legal standards.
- **Industry Partnerships**: Develop and maintain relationships with industry partners to promote the commercialization of university-generated IP.
- **IP Training**: Organize training sessions on IP rights, patent filing, and commercialization strategies for faculty and students.

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6. Dean (Research)

Role and Responsibilities:

- **Research Strategy Development**: Lead the development of research strategies and priorities for the university, aligning them with national and international trends.

- **Research Funding**: Identify and secure research funding from external sources, including government grants, industry partnerships, and international collaborations.
- **Interdisciplinary Research**: Promote and support interdisciplinary research initiatives that address complex societal challenges.
- **Research Quality Assurance**: Monitor and enhance the quality of research outputs, ensuring adherence to ethical standards and best practices.

Key Activities:

- **Grant Writing Support**: Provide guidance and support to faculty and researchers in writing and submitting research grant proposals.
- **Research Collaboration**: Facilitate collaborations between departments and with external partners to enhance research capacity and impact.
- **Research Output Monitoring**: Regularly monitor and evaluate research outputs, including publications, patents, and presentations, to ensure quality and relevance.
- **Ethical Compliance**: Ensure that all research conducted at the university adheres to ethical guidelines and standards.

7. Dean (International Cooperation & Projects (ICP)

Role and Responsibilities:

- **Global Partnerships**: Develop and manage partnerships with international universities, research institutions, and industry partners.
- **International Programs**: Oversee the development and implementation of international academic programs, including student exchange, faculty exchange, and joint degree programs.
- **Student Mobility**: Promote and facilitate opportunities for student mobility, including study abroad programs, internships, and international research projects.
- **Cross-Cultural Engagement**: Organize events and programs that promote cross-cultural understanding and global citizenship among students and faculty.

Key Activities:

- **Partnership Development**: Identify and establish partnerships with leading international institutions to enhance the university's global presence.
- **Program Implementation**: Ensure the successful implementation of international academic programs, including the recruitment of international students and faculty.
- **Student Exchange**: Coordinate student exchange programs, ensuring that students have access to high-quality academic experiences abroad.

- **Global Networking**: Represent the university at international conferences and networking events to build relationships and promote collaboration.

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8. Director (Experiential Learning)

Roles and Responsibilities:

1. **Incorporating Experiential Learning**:
   o Ensure integration of **experiential learning** into all academic programs, promoting hands-on learning experiences across disciplines.
2. **Project-Based Learning (PBL)**:
   o Lead the implementation of **PBL strategies**, ensuring students engage in real-world projects that align with program learning outcomes.
3. **Activity-Based Continuous Assessment (ABCA)**:
   o Oversee the integration of **ABCA**, where students are continuously evaluated through practical tasks, ensuring effective learning assessments.
4. **Virtual Labs**:
   o Ensure **virtual labs** are integrated into the curriculum, providing students with opportunities for online experiments and simulations that complement practical learning.
5. **Industry Immersion Programs for Faculty and Students**:
   o Organize **industry immersion programs** for both faculty and students, enabling them to engage with the latest industry trends and practices.
6. **Industrial Visits**:
   o Coordinate **industrial visits** that expose students to real-world industrial environments, allowing them to observe industry processes and technologies.
7. **Industry Internships**:
   o Collaborate with the **Director of Training and Internships** to ensure valuable **industry internships** for students, offering practical learning opportunities.
8. **Collaboration with Industry Partners**:
   o Build and maintain relationships with industry partners to enhance **faculty-industry collaborations**, internships, and joint projects that contribute to experiential learning.
9. **Experiential Learning Committee**:
   o Operate a **committee of teachers** representing different schools to propose, develop, and implement experiential learning strategies.
10. **Auditing Experiential Learning**:
    o Conduct weekly audits of **proposed experiential learning activities** and submit a report to the Vice Chancellor's office.

11. **Syllabus Integration**:
    - Ensure the integration of experiential learning components into the **syllabi** of various programs, working with faculty to incorporate hands-on projects, simulations, and case studies.
12. **Annual Experiential Learning Report**:
    - Prepare an **annual report** in June summarizing experiential learning activities and progress across the university.
13. **Experiential Learning Plans from Schools**:
    - Collect **experiential learning plans** from each school and review them for alignment with university-wide experiential learning goals.
14. **Satisfaction Surveys**:
    - Conduct an annual **satisfaction survey** to assess the effectiveness of experiential learning programs and propose improvements.
15. **Continuous Training and Development**:
    - Organize **training sessions** for faculty on the effective design and implementation of experiential learning practices, including PBL, ABCA, and virtual labs.

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9. Director (Digital Learning Strategies)

Role and Responsibilities:

- Conduct **regular audits of the Learning Management System (LMS)** across all faculties within the university. The director is responsible for creating a standard audit template and sharing it with the university's teachers to ensure uniformity in the audit process.
- Organize **training programs for both teachers and students** on how to effectively use the LMS. These programs should focus on enhancing digital literacy and familiarizing participants with the tools and features of the system.
- Introduce **digital learning strategies** throughout the university, ensuring the effective integration of LMS in daily academic activities. This includes promoting blended learning, flipped classrooms, and interactive course designs.
- Oversee the incorporation of **SWAYAM, MOOCs, and NPTEL** courses into the university's LMS, ensuring that students have access to a wide range of online learning resources and platforms.
- Manage the **upkeep and upgrading of the LMS infrastructure**, ensuring the system is functional and equipped with the latest features to support academic goals.
- Conduct weekly audits of **at least six LMS implementations** by teachers, preparing a comprehensive report for submission to the Vice Chancellor's office. These audits

help ensure that teachers are utilizing the LMS effectively and adhering to university standards.

- At the end of each academic year (in June), prepare a detailed **annual report on LMS implementation**, outlining the progress made, challenges faced, and improvements implemented during the year.

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10. Director (International Standards and Accreditation)

Roles and Responsibilities:

- Oversee the **regular filing of accreditations**, both national and international, ensuring that the university meets the necessary standards for various accreditations and rankings.
- Collect and collate the necessary **information and documentation** from all relevant departments, ensuring that accreditation requirements are met across all levels of the university.
- Create and manage the infrastructure required to support the continuous **attainment of high accreditation scores**, recommending necessary policy changes and improvements to ensure the university excels in its accreditation processes.
- Monitor the university's **progress toward accreditation goals on a monthly basis**, ensuring that all timelines and milestones are met.
- Provide strategic guidance on achieving **high scores in accreditations**, helping the university remain competitive in both national and international rankings.

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11. Director IQAC (Internal Quality Assurance Cell)

Roles and Responsibilities:

- Oversee the **academic quality** across the university, ensuring that all departments meet high standards of academic excellence.
- Lead efforts to enhance the university's performance in line with **NAAC criteria**, including preparing for accreditation and re-accreditation processes.
- Develop and implement policies aimed at improving the quality of education, research, and student services.
- Conduct regular **audits** and assessments to monitor the effectiveness of academic programs and institutional processes, recommending improvements as necessary.
- Ensure the submission of the **Annual Quality Assurance Report (AQAR)** to NAAC, reflecting the university's achievements and areas for improvement.
- Organize **training and development programs** for faculty and staff to improve their understanding of quality assurance practices and NAAC criteria.

12. Director (Training and Internships)

Roles and Responsibilities:

- Develop and maintain partnerships with companies, industries, and professional organizations to create **internship opportunities** for students across different programs.
- Coordinate the **training and development** of students to prepare them for internships and ensure they acquire industry-relevant skills.
- Ensure that the **internship programs** are aligned with the academic goals of the students and offer practical experiences that enhance their employability.
- Collect **feedback** from both students and employers on the effectiveness of internships and use this information to improve future programs.
- Organize **workshops and seminars** to train students in essential skills such as resume writing, interview preparation, and workplace etiquette.

13. Director (Placements)

Roles and Responsibilities:

- Oversee the **campus placement process**, ensuring students are placed in reputable companies that match their academic profiles and career aspirations.
- Build and maintain **relationships with industry partners** to create placement opportunities and increase the number of companies participating in the recruitment process.
- Develop and implement strategies to **enhance student employability**, including skill development workshops, mock interviews, and career counseling sessions.
- Coordinate with academic departments to ensure that the curriculum is aligned with industry requirements and that students are prepared for job opportunities in their respective fields.
- Monitor the progress of placement activities, prepare **placement reports**, and submit them to the university administration for review.

14. Director (Start-ups)

Roles and Responsibilities:

1. **Fostering an Entrepreneurial Ecosystem**:
   o Build and nurture an environment that encourages innovation, entrepreneurship, and start-up culture across the university. This includes promoting an entrepreneurial mindset among students, faculty, and staff.

2. **Start-up Incubation Support**:
   o Lead the establishment and operation of the university's **start-up incubation center**, offering infrastructure, resources, and mentorship to support early-stage startups created by students, alumni, and faculty.

3. **Mentorship and Advisory Services**:
   o Establish a network of **industry experts, successful entrepreneurs, and investors** to provide mentorship and guidance to budding entrepreneurs on business development, financial management, and scalability.

4. **Collaboration with Industry Partners and Investors**:
   o Forge partnerships with **venture capitalists, angel investors, and industry leaders** to facilitate funding opportunities and strategic collaborations for university-based startups.

5. **Entrepreneurship Education**:
   o Organize workshops, training programs, and courses on **entrepreneurship, business development, and innovation** for students and faculty, enhancing their understanding of business planning, intellectual property, and market strategies.

6. **Start-up Competitions and Hackathons**:
   o Organize **start-up competitions, hackathons, and pitch days** to encourage innovation and provide a platform for students and faculty to present their entrepreneurial ideas. Offer rewards, seed funding, or incubation opportunities to winners.

7. **Funding and Grant Opportunities**:
   o Identify and facilitate access to **government schemes, grants, and funding opportunities** for startups, including programs like **Startup India** and other national and international funding initiatives.

8. **IPR (Intellectual Property Rights) Assistance**:
   o Ensure startups have access to **intellectual property services**, assisting in the patent filing, copyright protection, and trademark registration process to protect innovations.

9. **Monitoring and Evaluation of Start-ups**:
   o Oversee and monitor the **progress of incubated start-ups**, providing periodic evaluations and feedback to help them grow and pivot as needed.

10. **Collaboration with Academic Programs**:

- Integrate entrepreneurship and innovation as key elements in the academic curriculum. Work closely with academic departments to design **start-up-related courses** and experiential learning programs.

11. **Outreach and Awareness Programs**:

- Promote awareness of start-up opportunities through regular communication, newsletters, seminars, and social media campaigns. Encourage participation in start-up activities within and outside the university.

12. **Annual Start-up Report**:

- Prepare an **annual report** outlining the achievements, challenges, and future goals of the university's start-up ecosystem. This report will document the number of start-ups incubated, funding raised, and other key metrics.

Key Activities:

1. **Establish and Manage the Incubation Center**:
   o Set up and manage a **state-of-the-art incubation center**, offering co-working spaces, labs, and technological support for startups.
2. **Facilitate Industry Collaborations**:
   o Regularly engage with **industry experts and investors** to establish partnerships that can support start-ups with resources, mentorship, and funding.
3. **Conduct Workshops and Training Programs**:
   o Organize a variety of **entrepreneurship workshops and training** to help students and faculty gain skills in business planning, finance, marketing, and product development.
4. **Start-up Competitions and Events**:
   o Host events like **hackathons, business plan competitions, and pitch events**, providing platforms for start-up ideas to gain visibility and feedback.
5. **Grant and Funding Applications**:
   o Assist start-ups in applying for **government grants, venture capital funding, and industry investment opportunities** to scale their businesses.
6. **Mentorship Program**:
   o Develop and manage a **structured mentorship program**, connecting start-ups with seasoned entrepreneurs and industry experts who can offer guidance.
7. **IPR Support**:
   o Provide **legal and intellectual property support**, ensuring that startups secure patents, trademarks, and copyrights for their innovations.
8. **Track Start-up Progress**:

  o Regularly monitor the progress of each incubated startup, providing feedback and resources as needed to help them achieve their growth milestones.

9. **Collaborate with Academics**:
  o Work with the academic teams to **integrate start-up and innovation modules** into the curriculum, fostering an entrepreneurial mindset in students from diverse disciplines.

10. **Annual Start-up Ecosystem Report**:
  o Compile a detailed **annual report** documenting the progress of start-ups, the status of the incubation center, funding achievements, and upcoming goals for the next year.

By establishing the **Director of Start-ups** role, the university will provide leadership in nurturing an entrepreneurial culture, supporting innovation, and guiding student and faculty start-ups toward success. This position will serve as a key catalyst for driving the entrepreneurial ecosystem within the university.

15. Director – TEACH (Teacher Enhancement and Augmentation Centre for Holistic Learning)

Roles and Responsibilities:

1. **Strategic Leadership and Vision**:
  o Provide strategic leadership for the development and implementation of teacher augmentation and enhancement programs across all departments at ITM University.
  o Establish a long-term vision for continuous professional development and augmentation of teaching methodologies, with a focus on holistic learning and interdisciplinary integration.
  o Collaborate with university leadership to ensure that the Centre's activities align with the institution's broader academic goals and quality standards.

2. **Faculty Development Programs**:
  o Design, implement, and oversee teacher development programs aimed at improving pedagogical skills, incorporating modern teaching technologies, and fostering innovative teaching approaches.
  o Facilitate workshops, seminars, and training sessions on innovative teaching methods such as **Project-Based Learning (PBL), Activity-Based Continuous Assessment (ABCA), virtual labs**, and **blended learning** techniques.
  o Lead initiatives to promote holistic learning approaches, ensuring that faculty are equipped to foster students' cognitive, emotional, and social development.

3. **Curriculum Augmentation and Pedagogical Innovation**:
   o Support faculty in augmenting their course curricula to incorporate innovative and student-centered teaching strategies.
   o Promote the integration of **Indian Knowledge Systems (IKS)**, sustainability practices, and interdisciplinary teaching methods to enhance the relevance and depth of course content.
   o Introduce cutting-edge educational technologies, including **Learning Management Systems (LMS)**, **MOOCs**, and **SWAYAM**, into the teaching environment to enhance digital literacy among faculty.

4. **Holistic Teaching Assessments**:
   o Develop a framework for ongoing assessment of teaching performance across departments, ensuring that assessments are reflective of holistic and experiential learning practices.
   o Monitor and evaluate the effectiveness of faculty development initiatives and teaching performance using feedback mechanisms, peer evaluations, and student reviews.
   o Provide data-driven insights and recommendations to department heads and senior management for further enhancement of teaching quality.

5. **Cross-Department Collaboration**:
   o Facilitate cross-departmental collaborations to create interdisciplinary teaching resources and encourage knowledge-sharing among faculty members from different disciplines.
   o Organize **faculty mentoring programs** that allow experienced faculty to guide and support newer teachers in developing effective teaching practices.

6. **Resource and Capacity Building**:
   o Identify and secure resources for the Centre, including external funding opportunities for faculty development initiatives, research on teaching practices, and grants for technology upgrades.
   o Work with external experts and thought leaders to bring best practices in pedagogy and teaching enhancement to the university.
   o Ensure the availability of infrastructure, technology, and resources required for implementing professional development programs and teaching innovation initiatives.

7. **Continuous Learning and Professional Growth**:
   o Encourage and support faculty participation in **national and international conferences, workshops,** and **certification programs** to continuously update their skills.
   o Maintain up-to-date knowledge on the latest trends in higher education, teaching technology, and learning models to bring relevant insights to the university's teaching practices.

8. **Reporting and Accountability**:

- Provide regular reports to the university leadership on the Centre's activities, progress on key objectives, and the impact of teacher development programs on teaching quality and student outcomes.
- Track and assess the Centre's goals and KPIs, including teacher participation rates, feedback on training programs, and measurable improvements in teaching performance.
- Ensure compliance with university policies, quality assurance standards, and professional ethics in all faculty development and augmentation initiatives.

9. **Faculty Well-Being and Support**:
   - Develop initiatives that focus on the **well-being and mental health** of faculty, ensuring that teaching staff receive adequate support to manage the demands of their profession.
   - Promote work-life balance and stress management strategies through workshops and well-being programs tailored to the needs of teaching staff.

10. **Innovation and Research on Teaching Practices**:
    - Lead research initiatives on **innovative teaching methods, assessment models**, and **student engagement strategies**.
    - Publish and present research findings on teaching enhancement at conferences and in academic journals to position ITM University as a leader in teacher development.

16. Director (Research and Projects)

Roles and Responsibilities:

1. **Project Acquisition from Industries, Government Agencies, and Research Institutions:**
   - Lead efforts to identify, initiate, and secure **research projects** from **industries**, **government agencies**, and **research institutions**.
   - Act as a liaison between **industry partners**, **government bodies**, **research institutions**, and the university to foster collaborative projects that align with university research objectives.
   - Develop strategies to bring in **funding for projects** that contribute to the growth of the university's research output and innovation.

2. **Enhancement of Research Trajectory:**
   - Develop and implement a **research strategy** aimed at enhancing the university's **research capabilities** and increasing the number of **publications**, **patents**, and **research outputs**.
   - Conduct and organize **workshops**, **seminars**, and **training programs** to build **research capacity** among faculty and students.
   - Promote interdisciplinary research and collaboration across various departments within the university to drive high-quality research output.

3. **Research Program Oversight:**

- o Establish and oversee **research programs** that align with **national and international trends**, with a focus on addressing emerging challenges in science, technology, and industry.
- o Monitor and ensure **compliance with ethical standards** and best practices in all research activities conducted under the university's banner.

4. **Fostering Collaboration with Research Institutions and Innovation:**
   - o **Facilitate partnerships** and collaborations with other **research institutions**, both national and international, to enhance the university's research capabilities.
   - o Promote **joint research projects** with these institutions, allowing faculty and students to participate in cutting-edge research.
   - o Encourage innovation and **applied research** by identifying **opportunities for commercialization** of research findings and securing industry partnerships for **technology transfer**.

5. **Monitoring Research Progress:**
   - o Regularly monitor the **progress of ongoing research projects**, ensuring they meet **milestones** and deliverables as per the project guidelines.
   - o Provide **regular reports** to the Vice Chancellor and **Dean (Research)** on project status, funding utilization, and research outputs.

6. **Annual Research Strategy Review:**
   - o Review the university's overall research strategy annually, ensuring it is aligned with the goals of attracting **new research projects** and continuously improving research quality and output.
   - o Prepare an **Annual Research and Project Report** summarizing achievements, challenges, and future goals to enhance the university's research trajectory.

Key Activities:

- **Project Proposal Writing and Management:** Provide support and training to faculty in writing and submitting project proposals to government, industrial bodies, and research institutions.
- **Collaboration with Funding Agencies and Research Institutions:** Build strong relationships with **funding agencies**, **research institutions**, industry leaders, and government bodies to foster research partnerships.
- **Research Quality Assurance:** Ensure research outputs meet **high standards** of quality and adhere to the university's ethical research guidelines.

By incorporating **collaboration with other research institutions**, this position will greatly enhance ITM University's ability to engage in **high-impact research** and secure external funding. The **Director (Research and Projects)** will drive the university's commitment to

research excellence, enabling it to lead in **innovation** and **collaborative scientific endeavors**.

Monitoring and Reporting

1. **Daily Report**:
   - **Academic Excellence Monitoring Official (AEMO):** Submit daily monitoring reports to the Vice Chancellor.
2. **Weekly Report**:

   - **Academic Excellence Assurance Committee (AEAC)**: Conduct quarterly audits of campuses and submit comprehensive reports to the Vice-Chancellor.

3. **Monthly Reports**:

   - **Deans of Schools/HoDs/Coordinators**: Submit monthly reports on curriculum changes, faculty development, class conduct, student activities, research initiatives, laboratory functionality, and international collaborations to the Dean Academics and IQAC.
   - **Academic Excellence Monitoring Official (AEMO)**: Submit monthly monitoring reports to the Vice Chancellor.
   - **Dean - Patents, Dean - Research, and Dean - International Collaborations**: Submit monthly progress reports on patent activities, research initiatives, and international partnerships to the Vice-Chancellor and Dean Academics.

4. **Semester Audits**:

   - **Dean Academics**: Conduct academic audits three times every semester, evaluating the effectiveness of teaching, adherence to the academic calendar, the functionality of labs, and the overall quality of academic activities, with detailed reports submitted to the Vice-Chancellor and IQAC.
   - **IQAC**: Conduct audits on research output, patent activities, and international collaborations to ensure alignment with the university's strategic goals.

5. **Annual Review**:

   - **IQAC**: Compile an annual report on the overall academic quality and performance, including NAAC criteria upliftment, research achievements, patent activities, and international collaborations, to be presented to the university's governing body.

- **Dean Academics**: Compile an annual academic progress report, including the outcomes of signature events, academic calendar implementation, participation in rankings, feedback analysis, research quality improvement, teacher appraisals, and laboratory functionality, to be presented to the university's governing body.

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1. Academic Excellence Assurance Committee (AEAC)

Role and Responsibilities:

- **Random Campus Audits**: Conduct random visits to different campuses to assess academic progress and the regularity of classes.
- **Academic Calendar Implementation**: Verify the implementation of the academic calendar across all departments and schools.
- **Reporting**: Provide reports on the findings of campus audits to the Vice-Chancellor and Dean Academics, highlighting areas of concern and recommending improvements.

Key Activities:

- **Campus Visits**: Unannounced visits to assess classroom activities, student engagement, and adherence to the academic schedule.
- **Audit Reports**: Prepare detailed reports on academic progress, highlighting any deviations from the planned academic activities.

2. Academic Excellence Monitoring Official (AEMO)

Role and Responsibilities:

- **Regular Monitoring**: Oversee the conduct of classes in the allocated blocks to ensure that teaching schedules are adhered to.
- **Feedback Collection**: Gather feedback from students and faculty regarding the conduct of classes and academic activities.
- **Reporting**: Report any irregularities or issues in class conduct to the Dean Academics and the AEAC.

Key Activities:

- **Class Monitoring**: Daily monitoring of class schedules and faculty attendance in assigned blocks.

- **Student Feedback**: Collect and analyze feedback from students on teaching effectiveness and class management.
- **Block-wise timetable:** Should prepare a block wise timetable for effective monitoring.

3. Internal Quality Assurance Cell (IQAC)

Role and Responsibilities:

- **Overall Academic Excellence**: Oversee the academic quality across the university, ensuring that all departments and schools meet the highest standards of academic excellence.
- **NAAC Criteria Upliftment**: Lead the university's efforts to enhance performance in all NAAC criteria, ensuring continuous improvement and preparation for accreditation and re-accreditation processes.
- **Policy Development**: Develop and implement policies aimed at improving the quality of education, research, and student services across the university.
- **Continuous Monitoring and Assessment**: Regularly assess the effectiveness of academic programs and institutional processes, making recommendations for improvement where necessary.
- **Annual Quality Assurance Report (AQAR)**: Prepare and submit the AQAR, reflecting the university's achievements and areas for improvement in line with NAAC requirements.

Key Activities:

- **Quality Audits**: Conduct regular quality audits to ensure that all academic processes align with the standards set by NAAC and other relevant bodies.
- **NAAC Preparation**: Lead the university's preparation for NAAC accreditation, ensuring that all criteria are met or exceeded.
- **Feedback Systems**: Implement and monitor feedback systems to gather input from students, faculty, and stakeholders, using this data to drive quality improvements.
- **Training and Development**: Organize training and development programs for faculty and administrative staff to enhance their understanding of quality assurance practices and NAAC criteria.

Conclusion

This Academic Quality Assurance Framework (AQAF) ensures a structured approach to maintaining and enhancing academic standards at ITM University, Gwalior. By incorporating a robust feedback system and focusing on the upliftment of research quality, the university aims to achieve excellence in education, foster innovation in teaching and learning, and

uphold its commitment to academic and research excellence. Through regular monitoring, continuous feedback, and active participation from all academic bodies, ITM University will continue to lead in providing high-quality education and research opportunities.