CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/ ICT-LMS/AY2018-19/CIR-01 **Date: 12/05/2018**

CIRCULAR

All the members of ICT/LMS committee of the college are hereby informed that, the ICT/LMS committee meeting is scheduled on 14.05.2018 & the Venue will be the Department of CSE, Room No: 302, BLOCK-II at 3:00 PM. All are requested to be present on time.

The Agenda of the meeting is:

i) To Discuss about the SOP, Objectives, Roles & Responsibilities.

ii) Events to be organized.

iii) For scheduling all the related activities without affecting the class/lab work, examination schedules.

Convener

Principal

Copy Submitted to: (1)The Secretary Garu – For your kind information Pl.

Copy to:

1. IQAC coordinator
2. Deans
3. Examination Branch
4. All HODS
5. Administrative Officer
6. Accounts Officer
7. Librarian
8. Training & Placement
9. Faculty Concerned

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Academic Year: 2018-19
ICT/LMS COMMITTEE
MINUTES OF MEETING

1. The Meeting was held on 14th May 2018 from 3:00 to 4:00 PM in the Department of CSE
2. The Convener welcomed all the committee members
3. SOP was finalized during the meeting with Objectives, Roles & responsibilities

STANDARD OPERATING PROCEDURE OF ICT/LMS COMMITTEE

The intention of ICT/LMS is an instrument for self-actualization education through E-Learning platform. The fundamental principles to be motivate about ICT/LMS by providing bench Mark Video Lecture, Universally accepted Materials, Self-assessment and Online forum for interaction towards doubts. To improve technical knowledge about courses, to provide alternate approach to formal conventional education, to reach sustainable development goals, flexible learning schedule Online collaboration, digital platform which gives open access to information, education and learning 2 anywhere, anytime everyone, empowering students of CMRCET. A committee is formed for take over activities involved in ICT/LMS.

Convener of ICT/LMS committee is supposed to release the correspondence related to the activities to be conducted for a particular academic year duly approved by the IQAC coordinator before end of previous academic year.

Chairman of ICT/LMS committee release an office order in the month of May regarding the members of the committee for the next academic year.

OBJECTIVES OF ICT/LMS

- The main objective of Learning Management Systems is to enhance the learning process.
- A Learning Management System not only delivers content, but also handles registering courses, course administration, skill gap analysis, tracking, and reporting.
- LMS is web based which improve classroom teaching, learning methodology. One can access materials anytime, from everywhere, teachers can modify the content, and students can see the updated material.
- Students and teachers can re-use the material every time they need.

ROLES & RESPONSIBILITIES OF THE COMMITTEE

- Encourage the learners to develop the appropriate social skills that are essential for co-operative and collaborative learning based on ICT mechanisms.
- Ensure that the faculty should prepare e- content for the allotted subject
- Analyze the need and use of ICT infrastructure.
- Identifying the new ICT tools and conducting workshops for the faculty.

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- Create awareness and attitude towards ICT's
- Ensure that the efficient e-learning implementation is to be done through Open Source
- Software Development such as Moodle and closed source software's (Stumagz)
- Motivate the faculty to use LMS software provided by the Institution
- Conduct meetings twice in a year to enhance the services.
- Committee will take care about developing course contents, tracking student progress,
- Measuring and reporting student performance
- Taking the feedback from students to improve the quality of ICT/LMS.

FREQUENCY OF COMMITTEE MEETING

- Starting of every semester first meeting will be conducted to discuss the activities to be conducted in that semester.
- At the end of the semester meeting will be conducted to review all the activities and action plan for next semester of the academic year.
- We may conduct the meetings as and when required.

Following is the schedule of Programs to be conducted under ICT/LMS for the Academic Year 2018-19

S. No	Name of the Event/Activity	Date	Venue
1	Workshop on MOOCS	06&07 -10-2018	CMRCET Auditorium, Block - II

THE COMMITTEE MADE THE FOLLOWING RESOLUTION

All the committee members agreed to conduct a program on "Awareness program on LMS software's".

The suggestions and accepted the proposal with enthusiasm for the events to be conducted and took the decision to conduct all the above events.

The meeting concluded with the Chairman of ICT/LMS thanking the committee members for their valuable suggestions.

The List of Committee members attended the meeting:

S.No	Name of the member	Designation	Position	Signature
1.	Major Dr. V.A Narayana	Principal	Chairman	
2.	Dr.K.L.S Soujanya	Professor	Convener	
3	B. karthik Chary	Assistant Professor(Civil)	Member	
4	Dr.Anand Rajkumar	Assistant Professor(EEE)	Member	
5	Mr.P.Sridhar	Assistant Professor(Mech)	Member	
6	S. USHA	Assistant Professor(ECE)	Member	
7	Mr.L.Venkateswarlu/Ms.K.Kavitha	Assistant Professor(CSE)	Member	
8	Mr.K.Jaya Prakash Reddy	Assistant Professor(H&S)	Member	
9	Mr N Rajender Reddy	Assistant Professor(MBA)	Member	

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Convener