

IITM/SP/KPP/19

## **KNOWLEDGE PORTAL POLICY**

### **AIM**

Maintain and monitor various academic related tasks and material for the usage of all the stakeholders of IITM and to facilitate communication, collaboration and reuse of knowledge.

### **OBJECTIVE**

To support and maintain knowledge-creating, enhancing and encouraging continuous learning and facilitating improvements in teaching-learning process

To manage student and faculty profile with respect to personal and professional details

To support the management with various statistics and reports to administer and analyze the projected and actual outcomes of various academic activities

To schedule the time period for each task and adhere to the specified deadlines

### **Constitution of Committee:**

<b>Sr. No.</b>	<b>Designation</b>	<b>Position in committee</b>
<b>1</b>	<b>Faculty</b>	<b>Coordinator / Administrator</b>
<b>2</b>	<b>Office Assistant</b>	<b>Member</b>
<b>3</b>	<b>Office Assistant</b>	<b>Member</b>
<b>4</b>	<b>Office Assistant</b>	<b>Member</b>
<b>5</b>	<b>Student Representative</b>	<b>Member</b>
<b>6</b>	<b>Student Representative</b>	<b>Member</b>



## **Responsibility of Committee**

### **Role of Coordinator-cum-Administrator**

- Manage and monitor the overall functioning of knowledge portal.
- To assign defined tasks to each member of the committee and take continuous feedback on the progression of the work assigned.
- Identify and resolve any technical or other issues as soon as possible.
- Conduct orientation workshop for 1<sup>st</sup> semester students to tune them with the advantages and working of knowledge portal.
- Bring out circulars and notices

### **Role of Member (Office Assistant)**

- Prepare students' personal data, attendance and results.
- Upload students' personal data, attendance and result on knowledge portal

### **Role of Student Representatives**

- Help the students to use the knowledge portal effectively.
- Make a record of all the issues and complaints as notified by the students under their program.
- Notify the coordinator about the problem and notify the concerned student as soon as the problem is resolved.

## **Guidelines for Usage of Knowledge Portal**

### **Administrator/Coordinator**

- Upload 1<sup>st</sup> year student details.
- Add faculty members for uploading course material.
- Add new courses, subjects, batches, shifts and sections.
- Assign subjects to each faculty according to the subject allocation.
- Create login ID for new faculty.
- Upload the attendance record of all students.
- Upload the result record of all students.
- Retrieve the lost or forgotten password by any faculty or student.



- Generate the uploaded attendance, result and study material statistics periodically.

### **Faculty**

- Upload all the study material in the respective head 48hrs. in advance of the commencement of the class.
- Change the default password and periodically change its password.
- Notify the administrator for any difficulty or discrepancy identified in the knowledge portal.
- Check personal profile and contact the administrator in case of any change or update.

### **Student**

- Download uploaded Study Material.
- Change the default password and periodically change its password.
- Notify the administrator for any difficulty or discrepancy identified in the knowledge portal.
- Check personal profile and contact the administrator in case of any change or update.

**Disclaimer:** The content of this policy are intended for usage, content uploading and maintenance in the knowledge portal of IITM (For Internal Use only).

