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## REPORT

Event Name	Learning Management System Session for Faculties	
Date	23/01/2025,31/01/2025 and 06/02/2025	
Venue/Location	LH 1	
Type of Event	Professional Development Programme	
Organizing Committee	IQAC	
Objective	<ul> <li>To introduce the faculty to the new Learning Management System (LMD-DHI) adopted by the institution for enhanced academic delivery and management.</li> <li>To ensure smooth transition from the existing academic documentation process to the new digital platform</li> <li>To familiarize faculty members with the features and functionalities of the LMD-DHI portal</li> <li>To demonstrate effective usage of the system for uploading lesson plans, academic calendars, and teaching plans.</li> <li>To train faculty in monitoring and evaluating student performance through the platform.</li> <li>To enhance digital record-keeping for improved NAAC documentation and academic audits.</li> <li>To empower faculty with tech-driven tools for better academic planning and student engagement.</li> <li>To promote uniformity and transparency in academic operations across all departments.</li> <li>To encourage collaborative and data-driven teaching practices through the LMS platform.</li> </ul>	



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<b>Target Audience</b>	35
No. of Attendees	29
Outcome	<ul> <li>Faculty members became familiar with the LMD-DHI platform interface and features.</li> <li>Participants understood the step-by-step process of student attendance entry through the LMS.</li> <li>Faculty were trained on entering internal assessment marks accurately into the system.</li> <li>Faculty learned how to map Course Outcomes (COs) with Program Outcomes (POs) effectively.</li> <li>Ensured clarity on deadlines and protocols for academic data entry and updating.</li> <li>Enhanced faculty competency in using digital tools for academic tracking and documentation.</li> <li>Promoted a standardized approach to academic record maintenance across departments.</li> <li>Encouraged real-time data entry and monitoring for better academic governance.</li> <li>Created awareness on the importance of outcome-based education (OBE) and its integration with LMS.</li> <li>Faculty were able to resolve initial doubts and technical challenges through hands-on orientation.</li> </ul>
Description	<ul> <li>Session 1: 23/01/2025</li> <li>Topic: Basic Update on DHI</li> <li>Description:</li> <li>This session focused on the foundational aspects of working with the</li> <li>DHI platform. Key areas covered included:</li> <li>Attendance Updation: Demonstrated how to mark and update student attendance through the DHI portal.</li> <li>Internal Question Paper Preparation: Guidelines and format for preparing internal assessment question papers using DHI.</li> <li>LMS Role: Faculty were trained on their role in the Learning Management System (LMS), including how to:</li> <li>Create and update lesson plans</li> <li>Create and assign quizzes</li> <li>Upload bulk session data to streamline academic planning</li> </ul>



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	Session 2: 31/01/2025
	Topic: Hands-on Training on DHI – COs and CO-PO Mapping
	Description
	$\succ$ A practical session dedicated to understanding and
	implementing Course Outcomes (COs) and Program Outcomes
	(POs) in DHI.
	Faculty were trained to define COs for their respective subjects.
	Mapping of COs to POs was done through the DHI portal.
	$\succ$ Explained the importance of outcome-based education and the
	process of aligning internal assessments with these outcomes.
	Demonstration on uploading mapped data into the DHI system.
	Session 3: 06/02/2025
	Topic: Hands-on Training – COs and POs Attainment for Internals
	Description
	$\succ$ This session provided a detailed, hands-on approach to
	computing attainment levels of COs and POs through internal
	assessments.
	Faculty practiced linking internal assessment questions to respective COs.
	$\succ$ Techniques to calculate attainment levels based on student
	performance were demonstrated.
	$\succ$ The session emphasized accurate mapping and data
	interpretation to support academic quality assurance and
	outcome measurement.
Q&A Session	During the DHI (Digital Higher Education Interface) training sessions,
	a dedicated Q&A segment was conducted where faculty members
	actively raised queries and sought clarifications on the newly
	implemented features and processes. The session was highly
	interactive and served to clear doubts and enhance understanding of
	the platform. Key highlights of the Q&A include:
	Class Transfer Process:
	Faculty inquired about the procedure for transferring students from one
	class/section to another within the DHI system. The facilitators
	explained the step-by-step process and clarified administrative roles
	and permissions involved in executing class transfers.



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	Uploading Quiz Questions:
	Several queries were raised regarding the format, types of questions
	(MCQ, descriptive), and methods for bulk uploading quiz questions to
	the LMS section of DHI. Detailed guidance was provided on
	compatible templates, question banks, and linking quizzes to specific
	units and COs.
	POs and COs Mapping & Attainment:
	Faculty sought clarity on how to accurately map Course Outcomes
	(COs) to Program Outcomes (POs) and how these mappings affect
	attainment calculations. Common concerns included:
	Selection of appropriate PO for each CO
	Setting weightage for questions linked to COs
	Generating attainment reports based on internal assessment
	performance
	These concerns were addressed with live demonstrations and examples
	for better understanding.
	General Usability & Navigation:
	Some faculty members raised issues related to navigating different
	modules of DHI, uploading documents, and lesson planning features.
	Quick tips and shortcuts were also shared to improve usability.
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	IQAC Attendanc	e Sheet
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