PSG Institute of Technology and Applied Research
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PSGiTech LMS Policy Document

- The PSGiTech Learning Management System is deployed using Moodle (Version: 4.3 stable) on a Dell PowerEdge Server with a 64-core processor, 256 GB RAM, 5 TB HDD, and a 10 Gigabit network interface card.

- The URL to access the LMS on both private and public networks is http://lms.psgitech.ac.in

- Moodle login credentials are created and managed by the administrator.

- The standard format for username and password restrictions is as follows:
  - Employee ID is used as the Username for faculty members. For example: i0184.
  - Roll number is used as the Username for students. For example: 23z001.

- Password requirements include a minimum length of 8 characters, comprising at least one special character, number, uppercase letter, and lowercase letter. For instance: Psgi@123.

- The learning management system defines roles such as Course Creator, Teacher, Non-Editing Teacher, and Student.

  - Course Creators have the ability to generate new courses.
  - Teachers possess comprehensive permissions within a course, including modifying activities and grading students.
  - Non-Editing Teachers can instruct and grade students but cannot modify activities.
  - Students typically have limited privileges within a course.

- Additionally, there are 10 course categories dedicated to departments, placement, administration, and others.

- For course creation, the Course Creator must adhere to a standardized naming convention: ACY_ODD/EVEN_CourseCode_CourseName. For instance: 23_24_EVEN_CS3452_Theory_of_Computation.

- The course creator can use 13 different types of activities in the standard Moodle that can be found when the editing is turned on and the link 'Add an activity or resource' is clicked.

  - Assignments: Enable teachers to grade and give comments on uploaded files and assignments created on and off line
  - BigBlueButton: Run live video conferencing sessions within Moodle
  - Chat: Allows participants to have a real-time synchronous discussion
  - Choice: A teacher asks a question and specifies a choice of multiple responses
  - Database: Enables participants to create, maintain and search a bank of record entries
  - Feedback: For creating and conducting surveys to collect feedback.
  - Forum: Allows participants to have asynchronous discussions
  - Glossary: Enables participants to create and maintain a list of definitions, like a dictionary
  - Lesson: For delivering content in flexible ways
  - Quiz: Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown
  - Survey: For gathering data from students to help teachers learn about their class and reflect on their own teaching
  - Wiki: A collection of web pages that anyone can add to or edit
  - Workshop: Enables peer assessment

- Faculty members can upload their self-recorded videos as a single file, limited to a maximum size of 10 MB. However, videos downloaded from external MOOC sources like NPTEL, SWAYAM, Coursera, etc., are not permitted for upload within the course. Instead, video links from these sources can be provided for further reference using the URL resource in Moodle.

PSGiTech Learning Management System - Checklist

20__ – 20__   Odd / Even semester

Name: Department:
Designation: Course:

S No	Details	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
1	PPT & Lecture Notes – Prepared using Text / reference books.					
2	Link to PPT from other Universities/ Higher learning Institutions / NPTEL					
3	Introduction Class Using Examples / Outcomes					
4	Self recorded Videos / Animations					
5	Tutorials / Written / Reading assignments					
6	Surprise Tests / Case studies/ Beyond Syllabus coverage					
7	IAT & University Questions/ Answers, (Last 2 years)					
8	GATE Questions / Topics Last 2 Years, Covered, Planned/included in Tests					
9	Weekly / Daily Lesson Plans , CO-PO mapping ready & presented in the first class					
10	E Books identified and prescribed					
11	**Relevant standards being followed for the course**	1. 2.				
12	Any other (Usage of Smart board, flipped classrooms etc.)					
13	**Learnings by you during the process of compilation of the MOODLE materials**	1. 2. 3.				

Note: Use '√ (tick mark)' or 'X' or NA (Not Applicable) in the boxes, wherever appropriate. Do not leave any boxes blank.