Annual Quality Assurance Report

Name of the School   ::Academic Staff College

Year of Report   ::   2012-13

Part : A The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

Plan enclosed- Annexure A

Part B :

01.	To produce excellent teachers who have good ICT and communication skills and have the competency to give quality education to the students of higher education. To inculcate research aptitude in teachers.	Participants who came to attend the Orientation program were trained to use computer and develop research proposal. The research proposal is evaluated by the resource person. Participants were given computer sessions to complete assignment using computer which was evaluated by the resource person and the grades were assigned on their assignment. The faculty members were given window of opportunity to communicate and get over the fear of presentation by arranging seminar sessions. The faculty members were exposed to extension activities by taking them to the village for imparting health communication messages and plantation of tree saplings at RNT campus of university.
02.	New academic programmes initiated (UG and PG)	NA
03.	Innovations in curricular design and transaction	The curriculum of Refresher programs was modified in consultation with the Course coordinators keeping the latest trends in mind. The participants were exposed to the new methods of teaching methods viz. conducting quiz in the classroom, Use of SPSS package in Research methods in Social Sciences.

		Participants of language and literature were exposed to language lab where they were familiarized with the concept and functioning of language lab. The participants were exposed in using the software installed in the language lab.
04.	Inter-disciplinary programmes started	Inter-disciplinary refresher courses were organized by the department viz. Refresher in Research methods in Social-Sciences and refresher course in the area of Environment education.
05.	Examination reforms implemented	NA
06.	Candidates qualified NET/SLET/GATE etc.	NA
07.	Initiative towards faculty development program	Faculty members of ASC's are regularly attending the sessions of their choice during the Refresher and Orientation program to update their knowledge and skills.
08.	Total number of seminars/workshops conducted	Two workshop for the Principals of Indore and Ujjain division were organized.
09.	Research projects a)Newly implemented: b)Completed:	Nil
10.	Patents generated if any	NA
11.	New collaborative research programmes	Nil
12.	Research grants received from various agencies	Nil
13.	Details of research scholars	NA
14.	Citation index of faculty members and impact factor	NA
15.	Honors/Awards to the faculty	Nil
16.	Internal resources generated	NA
17.	Details of departments getting SAP, COSIST(ASSIST)/DST.FIST, etc. assistance/recognition	NA
18.	Community services	This being a training department nobody was directly involved in the community service. But we did sensitize our participants in providing community services in their respective teaching institute by delivering lectures on various National issues like women empowerment, environment conservation, Human rights, Women's right,

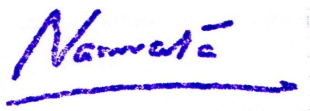|		Right To information etc.
19.	Teachers and officers newly recruited	NA All the posts sanctioned by UGC are filled.
20.	Teaching-Non-teaching staff ratio	1:3
21.	Improvements in the library services	New library room is developed on the first floor.
22.	New books/journals subscribed and their value	University News and Staff and Educational Development International
23.	Courses in which student assessment of teachers is introduced and the action taken on student feedback	The participants of every course gave feedback about the resource person as well as the content covered under the course.
24.	Unit cost of education/training	Rs 9956/-
25.	Computerization of administration and the process of admissions and examination results, issue of certificates	The administration i.e. process of admission and result declaration is already computerized. The time table of the courses was also updated on the ASC website simultaneously. Admission process was as per the UGC norms. The admission list of the participants is uploaded after the admission process.
26.	Increase in the infrastructural facilities	For new class rooms, furniture, LCD and computers is being procured.
27.	Technology up gradation	-Do-
28.	Computer and internet access and training to teachers and students	Teachers of the department are well trained in handling computer and internet Participants were trained to handle computer by giving few sessions on computer.
29.	Financial aid to students	Not applicable
30,	Activities and support from the Alumni Association	Not applicable
31.	Activities and support from the Parent Teacher Association	Not applicable
32.	Health services	University has its own Health Centre
33.	Performance in sports activities	Not applicable
34.	Incentives to outstanding sportspersons	Not applicable
35.	Student achievements and awards	Not applicable
36.	Activities of the Guidance and Counselling unit	Not applicable
37.	Placement services provided to students	Not applicable
38.	Development programmes for non-teaching staff	Nil
39.	Healthy practices of the institution	The department sticks to the proposed

		timetable for organizing the program most of the time. Participants are encouraged to send their feedback and suggestion through online feedback mechanism also.
40.	Linkages developed with National/International, Academic/Research bodies	This ASC has linkages with other ASC's of India. Every year ASC's have regional meetings at one of the Academic Staff College where the program of ASC's is discussed and plans are chalked out to improve the working of the department.
41.	Any other relevant information the institution wishes to add	The department is having its own website which publishes the year wise timetable of ASC. It also has an inbuilt feedback system through which teachers can send their suggestions. The admission list is also displayed through the website.

Part C: Detail the plans of the institution for the next year 2013-2014 :

1. Four orientation program and refresher courses in Recent trends in Chemistry, Computer application, Economics and policy, Environmental education, Language and literature, library and information science, Biological science, ICT and E-content development, Summer school in Disaster Management, Winter School in Innovations and Teaching Methods for Higher Education, Refresher in Mass Communication and Journalism program will be organized.

2. In addition, Short term programs of 6 days duration will also be organized by the department. The department may organize professional development programs on Writing research papers and articles, Use of SPSS for data analysis and data interpretation, and Formulation of question bank and standardization of question paper. Apart from these short term program ASC is planning to organize workshop for the Principals and Academic Administrators viz. Heads and Deans.

3. ASC will also organize Interaction Program for the Research scholars for three weeks duration.

(Namrata Sharma)   **(Bhumesh Gupta)**

Name of Signature of the HEAD,UTD   **Name & Signature of the Coordinator QAC**