Academic Staff College

The Annual Quality Assurance Report (AQAR) of the IQAC
Human Resource Development Centre (ASC)
: Academic Year 2013-14

Part – A

1. Details of the Institution

Academic Staff College

1.1 Name of the Institution

1.2 Address Line 1

| Khandwa Road, DAVV |

Address Line 2

| --- |

City/Town

| Indore |

State

| Madhya Pradesh |

Pin Code

| 452001 |

Institution e-mail address

| Ugsasc.indore@gmail.com |

Contact Nos.

| 0731-2462069 |

Name of the Head of the Institution:

| Dr. Namrata Sharma |

Tel. No. with STD Code:

| 0731-2462069,0731-2460830 |

Mobile:

| 99930-77123 |

Name of the IQAC Co-ordinator:

| Dr.Namrata Sharma |

Mobile:

| 99930-77123 |

IQAC e-mail address:

mailtons@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)**EC/66/RAR/146 dated 21-02-2014**

1.4 Website address:

http://www.dauniv.ac.in

Web-link of the AQAR:

Ascdauniv.ac.in

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	"B"	Four Star	2000	"Five Years"
2	2nd Cycle	"B"	2.57	2008	"Five Years"
3	3rd Cycle	"A"	3.09	2014	"Five Years"
4	4th Cycle	NA	NA	NA	NA

1.6 Date of Establishment of IQAC : DD/MM/YYYY

21/11/2008

1.7 AQAR for the year (*for example 2010-11*)

2013-14

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR _____ _____ (DD/MM/YYYY)4
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State √ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☐   No √

Constituent College   ☐ Yes √ No

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

Urban ☑   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) ☐   UGC 12B ☑

Grant-in-aid + Self Financing ☐   Totally Self-financ ☐

1.10 Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ☐   Law ☐ PEI (Phys Edu ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

Others   (Specify) | .   Teachers Training Department |

1.11 Name of the Affiliating University *(for the Colleges)* | NA |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | State |

University with Potential for Excellence   ☐   UGC-CPE   ☐

☐   ☐

DST Star Scheme   UGC-CE   ☐

UGC-Special Assistance Programme   ☐   DST-FIST   ☐

UGC-Innovative PG programmes   ☐   Any other (*Specify*)   ☐

UGC-COP Programmes   ☐

2. IQAC Composition and Activities

2.1 No. of Teachers | 3

2.2 No. of Administrative/Technical staff | 2

2.3 No. of students | NA

2.4 No. of Management representatives | NA

2.5 No. of Alumni | NA

2. 6 No. of any other stakeholder and
   community representatives | NA

2.7 No. of Employers/ Industrialists | NA

2.8 No. of other External Experts | NA

2.9 Total No. of members | 3

2.10 No. of IQAC meetings held | Three

2.11 No. of meetings with various stakeholders: No. ☐   Faculty | Three

Non-Teaching Staff ☐   Students ☐   Alumni ☐   Others ☐ √

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No

   If yes, mention the amount ☐

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

   Total Nos. ☐ International ☐ National ☐ State ☐ Institution   1

Level

   (ii) Themes

   | How to prepare for the NAAC visit and how to prepare SSR |

2.14 Significant Activities and contributions made by IQAC

   | |

2.15 Plan of Action by IQAC/Outcome

   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 of Action	Achievements

   * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes √   No ☐

   Management ☐   ☐ Syndicate   ☐ Any other body

   Provide the details of the action taken

   | |

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes- For the academic Year 2013-2014

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	Training programs	24	NA	NA
Total		24		

Interdisciplinary	Interdisciplinary Refresher courses in the area of computer application, research methods in social sciences and Human rights were organized			
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☐ Students ☐
   (On all aspects)

   Mode of feedback   : Online ☐ Manual | √ | Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Curriculum of Refresher courses are organized according to requirement of teacher participants

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent

faculty

Total	Asst. Professors	Associate Professors	Professors	Others
3	1		2	

2.2 No. of permanent faculty with Ph.D. | All three |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

All Faculty positions are filled.

2.4 No. of Guest and Visiting faculty and Temporary faculty – Most of the Resource persons are invited to deliver lectures in the courses organized by the Department.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/			
Presented papers			
Resource Persons		Took Academic Year 2013-14s in Hyderabad ASC in Orientation programs	Took Academic Year 2013-14s in Orientation program of Jabalpur ASC

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> Participants developed e-content in one of the Refresher course on ICT and e-content, Participants of Mass Communication developed documentary on Mandu. Experential learning is encouraged in training progarms provided to the teacher participants.

2.7 Total No. of actual teaching days during this academic year

300 working days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

NA		

2.10 Average percentage of attendance of students (Teacher Participants)

100%

2.11 Course/Programme wise distribution of pass percentage : The department is involved in

the training program of teachers of Higher Education and thus they are given grades

based on the evaluation done in every course.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Feedback is taken after every training programs from the participants regarding the course, resource persons, learning that has taken place. Post training feedback is also collected from the teacher participants regarding the training programs.

2.13 Initiatives undertaken towards faculty development

Department are conducting Orientation, Refresher, Summer , Winter and short term courses for the Faculty members. All Faculty members have completed the required number of Refresher/Orientation programs.

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled	Number of positions filled temporarily

			during the Year	
Administrative Staff	Two	Two		Two
Technical Staff		One		One

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Department is organizing many short term programs for the participants to sensitize them towards doing more research. Last year three short term programs were conducted which is to do with promoting research in teachers viz. "How to develop research proposal", How to write research paper and publish them" and "Use of SPSS for data analysis and data interpretation". This is basically to promote research climate amongst the teachers of Higher Education.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals		One	
Non-Peer Review Journals			

e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [ ]   Average [√]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. –**One** , **Business Process Reengineering: Anticipatory Management Approach ; Lambert Academic Publishing, Germany, ISBN 978-3-659-25750-6**

Chapters in Edited Books [ ]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from   NA

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy   NA

3.11 No. of conferences

organized by the

Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

3.12 No. of faculty served as experts, chairpersons or resource persons [1]

3.13 No. of collaborations   International [ ]   National [1]   Any other [ ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs : Nil

From Funding agency [ ]   From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year NA

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
   Of the institute in the year : Nil

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
   who are Ph. D. Guides [ ]
   and students registered under them [ ]

3.19 No. of Ph.D. awarded by faculty from the Institution [ ]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

[ ]   [ ]

JRF   SRF   Project Fellows [   ]   Any other   [   ]

3.21 No. of students Participated in NSS events:

University level [   ]   State level [   ]

International level [   ]   National level [   ]

3.22 No. of students participated in NCC events:

University level [   ]   State level [   ]

International level [   ]   National level [   ]

3.23 No. of Awards won in NSS:

University level [   ]   State level [   ]

International level [   ]   National level [   ]

3.24 No. of Awards won in NCC:

University level [   ]   State level [   ]

International level [   ]   National level [   ]

3.25 No. of Extension activities organized

University forum [   ]   College forum [   ]

NCC [   ]   NSS [   ]   Any other [   ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Campus cleaning was made part of the refresher courses.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: Nil

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> Library was automated in the academic year 2013-2014

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books			162	78658.60	162	78658.60
Reference Books						
e-Books						
Journals	2	2570.00	3	18025.00	3	18025.00
e-Journals		Accessed	Through	Central	library	
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing								
Added								
Total								

4.5 Computer, Internet access, training to teachers and students and any other programme for

technology upgradation (Networking, e-Governance etc.)

> Asstt Lecturer was sent to receive training to upgrade her IT skill in the computer science department

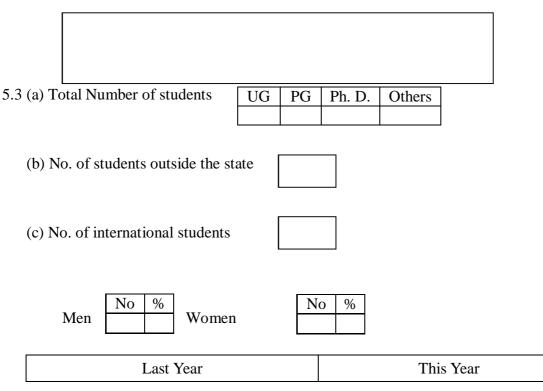4.6 Amount spent on maintenance in lakhs :

i) ICT

> One lakh

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

> One lakh

Criterion – V
5. Student Support and Progression NA

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%

Last Year	This Year

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)
NA

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET [   ]   SET/SLET [   ]   GATE [   ]   CAT [   ]

IAS/IPS etc [   ]   State PSC [   ]   UPSC [   ]   Oth [   ]

5.6 Details of student counselling and career guidance

No. of students benefitted [   ]

5.7 Details of campus placement   NA

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level ☐   National level ☐   International level ☐

No. of students participated in cultural events

State/ University level ☐   National level ☐   International level ☐

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level ☐   National level ☐   International level ☐

Cultural: State/ University level ☐   National level ☐   International level ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level ☐   National level ☐   International level ☐

Exhibition: State/ University level ☐   National level ☐   International level ☐

5.12   No. of social initiatives undertaken by the students ☐

5.13 Major grievances of students (if any) redressed:

_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- Enhancement of Quality in Higher Education

Mission-To execute courses with diverse components keeping strong academic vigor coupled with lively approach so that knowledge acquisition process is enjoyable .

6.2 Does the Institution has a management Information System

Under development

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Every year curriculum of refresher courses is revised in consultation with the course coordinators and participants

6.3.2 Teaching and Learning

Experiential training is encouraged in most of the programs

6.3.3 Examination and Evaluation

Teacher aprticipants are evaluated on various aspects viz. seminar, test, poster presentation, assignments etc.

6.3.4 Research and Development

Faculty members are doing individual research work in their respective areas.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Every year New books and ICT equipments are added from the grant received by UGC.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8   Industry Interaction / Collaboration

```
┌─────────────────────────────────────┐
│                                     │
│                                     │
│                                     │
│                                     │
└─────────────────────────────────────┘
```

6.3.9   Admission of Students

```
┌─────────────────────────────────────┐
│                                     │
│                                     │
│                                     │
│                                     │
└─────────────────────────────────────┘
```

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

```
┌─────────┐
│         │
└─────────┘
```

6.6 Whether annual financial audit has been done   [√] Yes   [ ] No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	√	AGMP	√	University Audit deptt

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [ ]

[ ]   [ ]

For PG Programmes   Yes   No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

[ ]

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

[ ]

6.11 Activities and support from the Alumni Association   NA

[ ]

6.12 Activities and support from the Parent – Teacher Association   NA

[ ]

6.13 Development programmes for support staff

> Next year i.e. in 2014-2015 short term courses will be organized for the support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> Participants are served tea in the paper cups instead of plastic cups. This is basically to ban plastic in the campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

> Participants of refresher courses were exposed to webinar,
> encouraged to develop e-content and develop research proposals

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> Emphasis will be given to organize more interdisciplinary courses and more innovative short term courses.
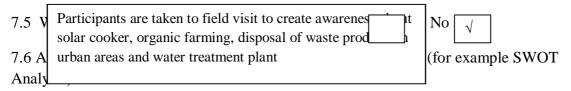
7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> -Participants are encouraged in carrying out extension activities along with
> NSS students of the university viz. Tree plantation, campus cleaning.
>
> -Conducting quiz and panel discussion as part of the teaching method in

> ***Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

7.5 V   Participants are taken to field visit to create awareness about   No   √

7.6 A   solar cooker, organic farming, disposal of waste prod   (for example SWOT

Analy   urban areas and water treatment plant

8. **Plans of institution for next year**

> Develop new classroom/seminar hall and purchase new computers for the lab

Name _Namrata Sharma   *Name _Dr.Bhumesh*
Gupta

Namrata

_____

Signature of the Coordinator, IQAC   _Signature of the_
Chairperson, IQAC

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test

PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****