The Annual Quality Assurance Report (AQAR) of the IQAC
UGC- Human Resource Development

Part – A

1. Details of the Institution

1.1 Name of the Institution

> UGC- Human Resource

1.2 Address Line 1

> Khandwa Road

Address Line 2

> DAVV Campus

City/Town

> Indore

State

> Madhya Pradesh

Pin Code

> 452017

Institution e-mail address

> ugcascindore@gmail.com

Contact Nos.

> 2462069

Name of the Head of the Institution:

> Dr.Namrata Sharma

Tel. No. with STD Code:

> 0731-2462069

Mobile:

> 9993077123

Name of the IQAC Co-ordinator:

> Dr.Namrata Sharma

Mobile:

9993077123

IQAC e-mail address:

ugcascindore@gmail.com

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

1.4 Website address:

http://ugchrdcdauniv.in

Web-link of the AQAR:

http://www.iqac.dauniv.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	Four Star		20/09/2000	"Five Years"
2	2nd Cycle	B grade	2.57 out of 4	16/09/2008	"Five Years"
3	3rd Cycle	A	3.09	21 .2. 2014	"Five Years"
4	4th Cycle	N.A	N.A	N.A	N.A

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   21/11/2008

1.7 AQAR for the year (*for example 2010-11*)   2015-2016

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 _____2014-15 on 31-07-2015_____ _____
   ii. AQAR_____2015-16 on _03-09-2016_____ _____
   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-financing [ ]

1.10 Type of Faculty/Programme

    Arts [ ] Science [ ] Commerce [ ] Law [ ] PEI (Phys Edu) [ ]

    TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

    Others   (Specify)   . Training Department

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

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 — 03

2.2 No. of Administrative/Technical staff —

2.3 No. of students — NA

2.4 No. of Management representatives — NA

2.5 No. of Alumni —

2. 6 No. of any other stakeholder and

   community representatives —

2.7 No. of Employers/ Industrialists —

2.8 No. of other External Experts —

2.9 Total No. of members —

2.10 No. of IQAC meetings held — Nil

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [   ]

   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 Level ☐

(ii) Themes ☐

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- *** HRDC is a organizing training programmes for the faculty members of Higher Education and this is not applicable to us.

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				
Total				

Interdisciplinary				
Innovative				

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

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.

> In every refresher course the curriculum is designed after consultation with the course coordinators

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
03	01		02	

2.2 No. of permanent faculty with Ph.D.

03

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

** The department is inviting guest faculty for all the programs

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	03	
Presented papers	01	03	
Resource Persons			

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

All training programmes are being conducted with hands on experience.

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

290

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

Seminars, poster presentation and Tests are conducted

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

2.10 Average percentage of attendance of students

100 %

2.11 Course/Programme wise distribution of pass percentage :

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 :

2.13 Initiatives undertaken towards faculty development

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.	Lecturer attended the Summer school
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	02	Nil	01
Technical Staff	02	01	Nil	01

Criterion – III

3. Research, Consultancy and Extension

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

> In every orientation program the teacher participants are encouraged to develop research proposal and send it to funding agencies. They are also having sessions on how to publish papers and articles in research

3.2   Details regarding major projects- Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects- Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals		01	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications: Nil

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

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

NA

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.   01   Chapters in Edited Books [ ]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from – Hundred percent Grant received from UGC to conduct the training programmes

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					

3.12 No. of faculty served as experts, chairpersons or resource persons   01

3.13 No. of collaborations   International [ ]   National [ ]   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

Nil

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

Nil

3.19 No. of Ph.D. awarded by faculty from the Institution - Nil

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

JRF ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events: NA

University level ☐   State level ☐

National level ☐   International level ☐

3.22 No. of students participated in NCC events: NA

University level ☐   State level ☐

National level ☐   International level ☐

3.23 No. of Awards won in NSS:

University level ☐   State level ☐

National level ☐   International level ☐

3.24 No. of Awards won in NCC: NA

University level ☐   State level ☐

National level ☐   International level ☐

3.25 No. of Extension activities organized – At the department level

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

-
-

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms	02		University	
Laboratories	01		University	
Seminar Halls	01		University	
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 -

Yes the library is fully automated

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	193	89787.49	116	44794	309	134581.50
Reference Books	-	-	-	-	-	-
e-Books	Access through Central Library					
Journals	3	18025	2	3670	5	21695
e-Journals	Access through Central Library					
Digital Database	Access through Central Library					
CD & Video	Central Library					
Others (specify)						

4.4 Technology up gradation (overall)-

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing								Pinter-01, Overhead Projector-01
Added						04 Hard disk		02 Laptop
Total								4,74032/-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> Conducted refresher course for the teacher participants on Computer application and ICT

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V
5. Student Support and Progression

**** HRDC is a training department where in service training is provided to the teachers of higher education.

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)

Not applicable

No. of students beneficiaries [ ]

5.5 No. of students qualified in these examinations

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

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

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- NA

In Orientation program the teacher participants are having session on gender sensitization

5.9 Students Activities- NA

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- NA

State/ University level [ ]   National level [ ]   International level [ ]

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

Sports : State/ University level [   ]   National level [   ]   International level [   ]

Cultural: State/ University level [   ]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support-   NA

	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 -NA

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- Excellent Quality of Higher Education teaching in the country using latest technology.
>
> 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

> Yes the institute is partially computerized. The department is having its own website which covers information regarding the number of courses completed, no. of teacher participants attended the program, list of resource persons, feedback of the participants etc.

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

6.3.1 Curriculum Development

> The course coordinators are consulted before every refresher course to decide about the theme and curriculum of the refresher and short term course

6.3.2 Teaching and Learning

> The participants are given experiential learning session in most of the refresher course.

6.3.3 Examination and Evaluation

> The participants are evaluated on different aspects and are graded as per UGC norms

6.3.4 Research and Development

> The participants are encouraged to develop research projects in all entire Orientation program.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Library is automated.

6.3.6   Human Resource Management

6.3.7   Faculty and Staff recruitment

No fresh recruitment has taken place last year

6.3.8   Industry Interaction / Collaboration

The department is having collaboration with Microsoft.
In every refresher course of ICT the training officer is
invited to interact and train the participants

6.3.9   Admission of Students -NA

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

NA

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	No		No	
Administrative	No		No	

6.8 Does the University/ Autonomous College declares results within 30 days?   Not Applicable

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

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

No Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Not applicable

6.12 Activities and support from the Parent – Teacher Association

Not Applicable

6.13 Development programmes for support staff

Conducted one short term program for the supporting staff of the university

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

The department has wormi compost setup.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Online application form submission of the participants. All admission letters are issued online.
>
> More experiential learning is provided to the participants of Refresher and Orientation programs.

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

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> Refresher programs in emerging areas and current relevance.
>
> Application forms are now being submitted online. This is the step towards saving environment.

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

7.4 Contribution to environmental awareness / protection

> Trees are planted in the campus.
>
> Use of Polythene is banned in the department

7.5 Whether environmental audit was conducted?   Yes √   No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

 *** Annexure -II

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

> New computers and TV for the classroom to be purchased for the smart classroom.
>
> Auditorium needs to be completed by putting chairs and TV and computer

Name Dr.Bhumesh Gupta   *Name Dr,Namrata Sharma*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____