SELF STUDY REPORT OF ACADEMIC STAFF COLLEGE

Name **ACADEMIC STAFF COLLEGE**   Year of establishment **1987**

1. **Vision and Mission Statement**

   - **Vision:**   Excellent Quality of Higher Education teaching in the country using latest technology

   - **Mission:** Excellent training of teachers by offering courses with diverse components keeping strong   academic vigor coupled with lively approach so that knowledge acquisition process is enjoyable

2. **Objectives**

   - To upgrade knowledge of participants
   - To improve classroom performance of participants
   - To provide opportunity to participating teachers for personality development
   - To motivate teachers for use of ICT in classrooms and virtual class rooms and laboratories

3. **Year of Establishment**
   1987

4. **Location**
   D.A.V.V., Takshshila Parisar, Khandwa Road, Indore

5. **ASC Staff Organisation and Architecture**

   FACULTY

Director -	Dr Namrata Sharma
Professor -	Dr Bhumesh Gupta
Lecturer -	Dr Jayshri Bansal

   ASC OFFICE STAFF

SANCTIONED	STATUS
Section Officer	Vacant
Senior Assistant	Filled
Junior Assistant	Filled

Computer Assistant	Filled
Librarian/Technician	Filled
Steno Typist/Computer Operator	Vacant
Peon	Filled
Hostel Attendant	Vacant

6. **Financial Resources** a. Government grant, UGC plan and yearly Grants b. Self generated from User fees in a year c. Self generated from fees in a year d. Self generated from consultancy in a year

100% funded by UGC

7. **a. Yearly Maps Showing the Places from where the Participants were for Refresher Courses and Orientation and other courses**

Schedule of courses or the year 2011-2012, 2012-2013

Schedule of courses or the year 2011-2012.

I) Orientation Programme :

S.No.	Course	Date
1.	101st Orientation Programme	21-06-2011 to 18-07-2011
2.	102nd Orientation Programme	28-01-2012 to 24-02-2012

II) Refresher Courses:

S.No.	Course	Date
1.	Management	17-06-2011 to 07-07-2011
2.	Computer Application	28-09-2011 to 18-10-2011
3.	Language & Literature	11-11-2011 to 01-12-2011
4.	Economics & Policy (Economics, Commerce & Management)	28-12-2011 to 17-01-2012
5.	Environmental Education	18-01-2012 to 07-02-2012
6.	Library & Information Science	15-02-2012 to 06-03-2012
7.	Life Science	25-02-2012 to 16-03-2012
8.	Chemistry	28-02-2012 to 19-03-2012

III) Short term Programme :

S.No.	Course	Date
1.	Preparation and Publication of Research Articles	15-09-2011 to 17-09-2011
2.	Data Analysis and Data interpretation (Using	20-09-2011 to 22-09-2011

	SPSS)	
3.	Open Source Technologies	12-12-2011 to 16-12-2011

VI) Principal's workshop:

S.No.	Course	Date
1.	Principal's workshop	25th March 2012

Schedule of courses or the year 2012-2013.

I) Orientation Programme :

S.No.	Course	Date
1.	104th Orientation Programme	05-06-2012 to 02-07-2012
2.	105th Orientation Programme	25-09-2012 to 22-10-2012
3.	106th Orientation Programme	02-01-2013 to 29-01-2013

II) Refresher Courses:

S.No.	Course	Date	Course Co-ordinetor
1.	Management	01-06-2012 to 21-06-2012	Prof. Preeti Singh
2.	Computer Application	20-07-2012 to 09-08-2012	Prof. N. Shrivastava
3.	Education	04-09-2012 to 24-09-2012	Prof. Laxman Shinde
4.	Economics & Policy	09-01-2013 to 29-01-2013	Prof. G. Kawadia
5.	Mathematics	04-12-2012 to 24-12-2012	Dr. Chitranjan Sharma
6.	Research Methodology in Social Sciences	24-11-2012 to 14-12-2012	Dr. Gyan Prakash
7.	Life Science	02-01-2013 to 22-01-2013	Prof. Suresh Chand
8.	Physics	04-01-2013 to 24-01-2013	Dr. Ashutosh Mishra
9.	Language & Literature	12-02-2013 to 04-03-2013	Dr. Rajendra Mishra
10	Winter School "Mass Communication & Journalism"	17-12-2012 to 06-01-2013	Dr. Mansingh Parmar
11.	Environmental Education	13-02-2013 to 05-03-2013	Dr. A.V. Bajaj
12-	Human Rights	20-02-2013 to 12-03-2013	Dr. Nirmal Pagariya

III) Short term Programme:

S.No.	Course	Date

| 1. | Preparation and Publication of Research Articles | 27-08-2012 to 31-08-2012 |
| 2. | Use of ICT for Teaching-learning/Developing e-content for classroom teaching | 07-01-2013 to 12-01-2013 |

VI) Principal's workshop:

S.No.	Course	Date
1.	Principal's workshop-I	21st -22nd April 2012
2.	Principal's workshop-II	16th – 18th July 2012

b. Representation of Extent of Faculty statistics in the Courses

Refresher Course

S.N.	Year	From same University	From University College	From other University in State	From Out side State
1.	**2009-2010**	9	99	66	30
2.	**2010-2011**	7	101	92	19
3.	**2011-2012**	32	52	49	35
4.	**2012-2013**	27	86	86	71
	Total	**75**	**338**	**293**	**155**

Orientation Programme

S.N.	Year	From same University	From University College	From other University in State	From Out side State
1.	**2009-2010**	08	27	31	04
2.	**2010-2011**	05	31	44	06
3.	**2011-2012**	22	18	12	70
4.	**2012-2013**	19	30	11	17
5.	**Total**	**54**	**106**	**98**	**97**

8. **Operational policies** (Staff Working hours, Maintenance Schedules)

Staff Working hours: 10:30 am to 5:30 pm

9. **Human Resources**: A description about required and actually existant operational and administrative staff along with their qualification, certifications

S.N.	Name	Post	Qualification
1.	Mr. Kuldeep Chouhan	Assistant Grade-I	U.G.
2.	Dr. Santosh Singh Raghuwanshi	Assistant Grade-II	Ph. D.
3.	Mr. Dinesh Raghuvanshi	Assistant Grade-III	B.Com
4.	Mr. Umesh Narwariya	Computer Assistant	B.Sc. (Computer Sc.)
5.	Mr. Digambar Mahajan	Pune	9th Pass

10. **ASC Infrastructure and Resources:** A description for the followings:

- Building   1145.86 Square meter
  Numbers, sources, details and features
- Map
- Class Rooms with Capacity
- Virtual 24x7 Learning Class Rooms
- Faculty Rooms
- Internet
- WiFi
- Ladies Common Room
- Meeting Room
- Garden
- Others

Infrastructure	Number	Area (in sq.mtr)
Seminar hall/lecture hall	Three	220
		(Total capacity 140)
Air conditioned class room	Two	120
Laboratories	One	100
Director's room	One	
Administrative office	Two	60
Discussion room/ lounge	Two	
Staff room	Two	
Rest rooms facility		
Men	Two	
Women	Two	
Any other (specify)		
Dining Hall	One	60

-     Library Rooms   Two   120
-     Internet   All classrooms, computer lab,
Library, faculty and staff rooms
-     Computer Laboratory   One

- Guest House   833.9 Square Meter   Area

    Numbers, sources, details and features
-     Map
-     Rooms with Capacity
    Suites (two)   for resource persons
    Rooms (10)   for participants (capacity 20)
-     Mess (one)
-     Common Room
-     Internet Plan to provided
-     WiFi   All rooms
-     Garden

- Computer Laboratory
    Numbers, sources, installation details and features of Peripherals
-     Computers   Forty including one server
-     Tablets   Nil
-     Phablets   One
-     Printers   Eight
-     Scanners   Two
-     Others

-     Departmental Library
    Numbers, sources, details and features
    Library 1200 Sq. Feet in two parts.

    Numbers, resources, installation details and features
-     Books - 2596
-     e-Books – available through main library
-     Journals – Three journals have been subscribed by the
department
-     e-Journals - available through main library
-     Lists for Course related Web material Links
-     CDs, Video for Lectures, Films
-     Training Material, Notes, Handouts, PPTs Record – Hard copies
as well as soft copies (in pen-drive) is kept with the departmental
library.
Photocopies of articles and lecture notes of resource persons,
assignments submitted by the participants is also kept in the library

11. Existance of Annual Maintenance Contract and Plan

    Existence of comprehensive plan of all above mentioned infrastructure
and there is sufficient provision in the annual budget.

Yearly maintenance contract of computers has regularly been taken.

Working Expenses has povision of the above and other infrasttucure maintenance.

Indicators for Quality rating, sustenance and enhancement

Following description is suggested for inclusion to function as indicators for Quality rating, sustenance and enhancement:

1. **Participating Faculty Registration Service and Detail Lists Yearwise**:

   Past 4 years

2. **Courses Held List Yearwise:** Past 4 years

   List of Courses for the last 4 years

Year 2009-2010

S.NO.	Name of the Course	Date
1	94TH ORIENTATION PROGRAMME	10/06/2009 TO 07/07/2009
2	95TH ORIENTATION PROGRAMME	19/08/2009 TO 15/09/2009
3	96 ORIENTATION PROGRAMME	29/01/2010 TO 25/02/2010
4	REFRESHER COURSE IN ENVIRONMENT STUDIES	30/05/2009 TO 19/06/2009
5	REFRESHER COURSE IN COMPUTER APPLICATION	20/08/2009 TO 09/09/2009
6	REFRESHER COURSE IN LIBRARY & INFORMATION SCIENCE	08/01/2010 TO 28/01/2010
7	REFRESHER COURSE IN RESEARCH METHODOLOGY	27/01/2010 TO 16/02/2010
8	REFRESHER COURSE IN LIFE SCIENCE	28/01/2010 TO 17/02/2010
9	REFRESHER COURSE IN COMMERCE	03/02/2010 TO 23/03/2010
10	REFRESHER COURSE IN PHYSICS	04/02/2010 TO 24/02/2010
11	REFRESHER COURSE IN ICT	17/02/2010 TO 09/03/2010

Year 2010-2011

S.NO.	Name of the Course	Date
1	97 ORIENTATION PROGRAMME	02/07/2010 TO 29/07/2010
2	98 ORIENTATION PROGRAMME	16/09/2010 TO 13/10/2010
3	99TH & 100TH ORIENTATION PROGRAMME	09/02/2011 TO 08/03/2011
4	REFRESHER COURSE IN COMPUTER APPLICATION	20/08/2010 TO 09/09/2010
5	REFRESHER COURSE IN CHEMISTRY	26/08/2010 TO 15/09/2010
6	REFRESHER COURSE IN LANGUAGE AND LITERATURE	04/09/2010 TO 24/09/2010
7	REFRESHER COURSE IN LIBRARY &	02/12/2010 TO 22/12/2010

	INFORMATION SCIENCE	
8	REFRESHER COURSE IN MANAGEMENT ECONOMIC & POLICY	04/12/2010 TO 24/12/2010
9	REFERESHER COURSE IN LIFE SCIENCE	05/01/2011 TO 25/01/2011
10	REFRESHER COURSE IN ENVIRONMENT EDUCATION	19/01/2011 TO 08/02/2011
11	INTRACTION PROGRAMME FOR Ph.D. AND POST DOCTORAL STUDENTS	22/02/2011 TO 14/03/2011
12	REFRESHER COURSE IN RESEARCH METHODOLOGY	23/02/2011 TO 15/03/2011

Year 2011-2012

S.NO.	Name of the Course	Date
1	101TH ORIENTATION PROGRAMME	21/06/2011 TO 18/07/2011
2	102 ORIENTATION PROGRAMME	28/01/2012 TO 24/02/2012
3	REFRESHER COURSE IN MANAGEMENT	17/06/2011 TO 07/07/2011
4	REFRESHER COURSE IN COMPUTER APPLICATION	28/09/2011 T0 18/10/2011
5	REFRESHER COURSE IN LANGUAGE AND LITERATURE	11/11/2011 TO 01/12/2011
6	REFRESHER COURSE IN ECONOMICS & POLICY	28/12/2011 TO 17/01/2012
7	REFRESHER COURSE IN ENVIRONMENTAL EDUCATION	18/01/2012 TO 07/02/2012
8	LIBRARY & INFORMATION SCIENCE	15/02/2012 to 06/03/2012
9	CHEMISTRY	28/02/2012 to 19/03/2012
10	SHORT TERM TRAINING PROGRAMME ON RESEARCH ARTICLES	15/09/2011 TO 17/09/2011
11	SHORT TERM TRAINING PROGRAMME ON DATA ANALYSIS & DATA INTERPRETATION USING SPSS	20/09/2011 T0 22/09/2011
12	SHORT TERM TRAINING PROGRAMME ON "OPEN SOURCE TECHNOLOGIES"	12/12/2011 T0 16/12/2011

Year 2012-2013

S.NO.	Name of the Course	Date
1	104TH ORIENTATION PROGRAMME	05/06/2012 TO 02/07/2012
2	105TH ORIENTATION PROGRAMME	25/09/2012 TO 22/10/2012
3	106TH ORIENTATION PROGRAMME	02/01/2013 TO 29/01/2013
4	MANAGEMENT	01/06/2012 TO 21/06/2012
5	COMPUTER APPLICATION	20/07/2012 TO 09/08/2012
6	EDUCATION	04/09/2012 TO 24/09/2012
7	ECONOMICS & POLICY	09/01/2013 TO 29/01/2013
8	MATHEMATICS	04/12/2012 TO 24/12/2012

9	RESEARCH METHODOLOGY IN SOCIAL SCIENCES	24/11/2012 TO 14/12/2012
10	LIFE SCIENCE	02/01/2013 TO 22/01/2013
11	PHYSICS	04/01/2013 TO 24/01/2013
12	LANGUAGE & LITERATURE	12/02/2013 TO 04/03/2013
13	WINTER SCHOOL "MASS COMMUNICATION & JOURNALISM"	17/12/2012 TO 06/01/2013
14	ENVIRONMENTAL EDUCATION	13/02/2013 TO 05/03/2013
15	HUMAN RIGHTS	20/02/2013 TO 12/03/2013
16	PREPARATION AND PUBLICATION OF RESEARCH ARTICLES	27/08/2012 TO 31/08/2012
17	USE OF ICT FOR TEACHING-LEARNING/DEVELOPING E-CONTENT FOR CLASSROOM TEACHING	07/01/2013 TO 12/01/2013
18	PRINCIPAL'S WORKSHOP-I	21/4/2012 to 22/04/2012
19	PRINCIPAL'S WORKSHOP-II	16/04/2012 to 18/04/2012

3. **Regular up-dation and Monitoring of Courses**.

Feedback of all the Orientation, Refresher and short term courses is with the department.

Procedures and Provisioning for delivery of courses

-**Each year courses are allotted by UGC.**
-**Schedule of the courses is prepared in consultation with the course coordinators**
-**Schedule is posted on ASC website and also sent to concerned institutions in the catchment area.**
-**Admissions are given as per UGC rules after receipt of the duly forwarded application forms.**
-**Details about the content, resource persons to be invited, time table and evaluation procedure are decided with the course coordinators**

A.1 Academic programmes offered by the ASC at present, under the following categories and Sanctions Pertaining to each of the Courses.

Programmes	Dates	Course/Subjects
Refresher Courses	01-06-2012 to 21-06-2012	Management
Refresher Courses	20-07-2012 to 09-08-2012	Computer Application
Refresher Courses	04-09-2012 to 24-09-2012	Education
Refresher Courses	09-01-2013 to 29-01-2013	Economics & Policy
Refresher Courses	04-12-2012 to 24-12-2012	Mathematics
Refresher Courses	24-11-2012 to 14-12-2012	Research Methodology in Social Sciences
Refresher Courses	02-01-2013 to 22-01-2013	Life Science
Refresher Courses	04-01-2013 to 24-01-2013	Physics
Refresher Courses	12-02-2013 to 04-03-2013	Language & Literature
Refresher Courses	17-12-2012 to 06-01-2013	Winter School "Mass Communication & Journalism"
Refresher Courses	13-02-2013 to 05-03-2013	Environmental Education
Refresher Courses	20-02-2013 to 12-03-2013	Human Rights
104th Orientation Courses	05-06-2012 to 02-07-2012	For All subject
105th Orientation Courses	25-09-2012 to 22-10-2012	For All subject
106th Orientation Courses	02-01-2013 to 29-01-2013	For All subject
Principal's Workshop-I	21st -22nd April 2012	Principal's workshop-I
Principal's Workshop-II	16th – 18th July 2012	Principal's workshop-II
Short Term Course	27-08-2012 to 31-08-2012	Preparation and Publication of Research Articles
Short Term Course	07-01-2013 to 12-01-2013	Use of ICT for Teaching-learning/Developing e-content for classroom teaching
Total in a Year 19 Course		

A.1.1 Details of UGC approvals and Grants

Is available in ASC   -Allotment of subjects to ASC to organize Orientation/ Refresher courses were received by ASC for the academic calendar 2012-2013.

Latest Grant Approval – Forty lakhs as first installment under XII Plan

A.2 Copy of Advisory Committee Meetings related to the courses in the department

Advisory Committee Meeting.

ACADEMIC STAFF COLLEGE
Devi Ahilya Vishwavidyalaya, Indore
Advisory Committee Member List 2011-2012

S.No.	Name	
1.	**Dr. D.P. Singh** Vice Chancellor D.A.V.V., Indore M.P.-452001	Chairman
2.	**Dr. Nisha Dube** Vice Chancellor Barkatulla University Bhopal M.P.	Member
3.	**U.G.C. Nominee** **Dr. Najma Akhtar** (Head) Department of Educational Administration, National University of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi-110016	Member
4.	**Dr. Vivek Pandey** Director ASC Lakshmibai National Institute of Physical Education ASC Building Shakti Nagar, Gwalior-474002	Member
5.	**Dr. Prasad Brahmbhatt** Director ASC, Gujrat University Ahmedabad	Member
6.	**Dr. S.K. Tyagi** School of Education DA.V.V. Indore	Member
7.	**Dr. S.P. Singh** Head School of Energy D.A.V.V. Indore	Member
8.	**Dr. Deepak Mehta** Head School of Physical Education,	Member

	D.A.V.V. Indore	
9.	**Dr. Harbans Singh,** Principal Govt. P.G. College, Mhow	Member
10.	**Dr. Mangal Mishra** Principal Cloth Market Girls Commerce College Indore	Member

11.	Commissioner Higher Education M.P. or his nominee **Dr. V.S. Niranjan** I.A.S. Commissioner Higher Education 5th Floor, Satpura Bhawan, Bhopal (M.P.) e-mail - compcellhedu@mp.gov.in Call : 0755 - 4231572	Member
12.	**Dr. Namrata Sharma** Director Academic Staff College, D.A.V.V. Indore	Member Secretary
13.	**Dr. R.D. Musalgaonkar** Registrar D.A.V.V. Indore	Special Invitee
14.	**Mrs. S.K. Bagga** Finance Controller D.A.V.V. Indore	Special Invitee

A.3 Number of ASC functional days during the last academic year.

Throughout the year except holidays

Number of working days during the past four academic years.

2009-2010	2010-2011	2011-2012	2012-2013
300	300	300	308

('Working days' means days on which ASC engaged.)

ASC staff engaged throughout the year in planning, admissions, training and settlement of accounts, documenting the training programs, payments etc.

Number of Training days during the last academic year 2009-10

OP(3) 72 days , RC (09) 162 days

TOTAL TRAINING DAYS- 234/365

Number of Training days during the last academic year 2010-11

OP(4) 96 days , RC (09) 162 days

TOTAL TRAINING DAYS- 258/365

Number of Training days during the last academic year 2011-12

OP(3) 72 days , RC(07) 126 days, SHORT TERM COURSES (3) 11Days

TOTAL TRAINING DAYS- 209/365

Number of Training days during the last academic year 2012-13

OP(3) 72 days , RC(12) 216 days,   SHORT TERM COURSES and WORKSHOPS (4) -20 days,

TOTAL TRAINING DAYS-   308/**365**

Number of teaching days during the past four academic years.

2012-13	**2011-12**	**2010-11**	**2009-10**
308	209	258	234

('Training days' means days on which classes were engaged.)

*** This indicates that the total number of days in Orientation/ Refresher/ Short term and workshops.

A.4 Number of positions in the Department, their appointment letters, joining reports and sanctions of Each

Positions	Teaching faculty			Non-teaching staff	Technical staff
	Professor	Associate Professor	Assistant Professor		
Sanctioned by the UGC / University / State Government	1	1	1	8	
Recruited *Yet to recruit*	recruited	recruited	recruited	5 recruited 2 to be recruited	
Number of persons working on contract basis				One	

A.4.1 Qualifications of the teaching staff

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	1	1				1	3
M.Phil.						1	
PG							
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers (Courses Visiting Faculty)							
Ph.D.							
M.Phil.							
PG							

Emeritus, Adjunct and Visiting Professors and their sanctions.

ASC invites resource persons in Orientation and Refresher courses and their sanction is taken from the Hon'ble Vice-Chancellor

	Emeritus	Adjunct	Visiting
Number			

Record of Course wise of Resource Persons, Faculty and their Sanctions

S.No.	Academic Session	Semester	Course	Name	Qualification	Teaching/ Research/ Industry Experience	Number of Hours in the Course

** Course wise approved list of resource persons is available in ASC

A.6 Copies of Latest Biodata of Faculty in positions in the ASC

Biodata of Faculty's is available with the department

A.7 1. Copies of Yearly Performa Based Assessment Records of Faculty in positions in the ASC

2. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

	Sanctioned	Filled
Professor	**1**	**1**
Associate Professors ** (Promoted as professor under CAS)	1	1
Asst. Professors	1	1

1. Faculty profile with name, qualification, designation and specialization (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
Dr. Namrata Sharma	M.Sc. (Extension Education), Ph.D., M.B.A.	Director	Health Communication, Management Information System, Business process Reengineering	23	
Dr. Bhumesh Gupta	M.Sc. (Physics), Ph.D.,	Professor	MHD Power Generation, Plasma	34	

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. students guided for the last 4 years
	M.B.A.		Processing, Higher Education		
Dr. Jayshri Bansal	M.Phil., Ph.D. (Hindi)	Lecturer	Communication, Hindi Literature and Language	5	

2. List of senior Visiting Fellows, faculty, adjunct faculty, emeritus professors
   Separate list of resource persons for orientation, refresher course and short term courses
   List available in ASC

3. Number of academic support staff (technical) and administrative staff: sanctioned and filled

POSTS	SANCTIONED	FILLED
Technical	3	2
Administrative	5	3

A.8 Faculty enrolled in the ASC during the current academic year, with the following details:

Faculty	2009-2010		2010-2011		2011-2012		2012-2013	
	*M	*F	*M	*F	*M	*F	*M	*F
From the state where the university is located	170	33	181	24	155	24	275	48
From other states of India	13	01	17	3	28	02	45	06
Total	183	34	198	27	183	26	320	54

*M-Male *F-Female

A.7 Calculation of 'Unit cost' of education
   (Unit cost = total annual recurring expenditure (actual) divided by total number of Faculty Trained)

(a) Including the salary component = Rs. 21659/-

(b) Excluding the salary component = Rs. 9956/-

A.8.A. Faculty recharging strategies

   B.   Number and list of faculty with course details of faculty development programmes, academic staff college programs or other faculty recharge programs

Dr. Jayshri Bansal, Lecturer,

Attended one orientation and one refresher course in language and literature

A.9 projects if any

Nil

A.10 Awards / recognitions received at the national and international level by

- FacultyNil
- Doctoral / post doctoral fellows   Nil
- Students   Nil

A.11 Record of each of Seminar/ Conference/Workshop organized and the source of funding (national / international) with details of outstanding participants, if any.

 Organized two Principals workshop in the year 2012. The funds for the same were received by UGC.

A.12 Write up of Code of ethics for research followed by the ASC

In ASC we are not involved in doing research except for the individual research.

A.13 Diversity of Faculty : All three faculty members are from outside Madhya Pradesh.

                    N.A.

   A.16 Record of Diversity of staff

Percentage of faculty who are graduates	
of the same university	**NIL**
from other universities within the State	NIL
from universities from other States	100%
from universities outside the country	NIL

A.17 Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the last four years

Nil

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A.18. Present details of infrastructural facilities in the ASC with regard to

   a) Library   YES books are available in the library (**Total books -3023**)

   b) Internet facilities for staff and students   YES

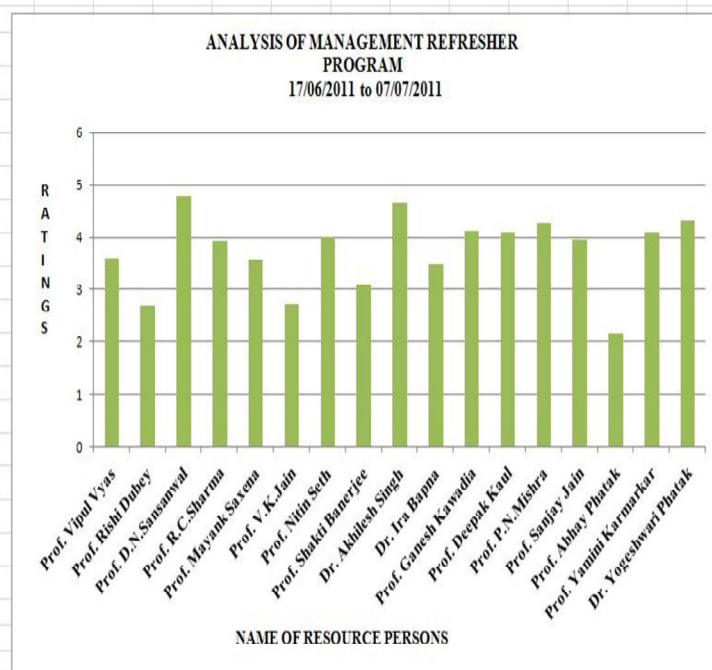|	
c) Total number of class rooms	3
d) Class rooms with ICT facility	2
e) Students' laboratories (Computer Lab)	1
f) Research laboratories	Available with concerned departments in which refresher course is organized

A.21 Records of feedback from

    a. In-training feedback faculty on course content as well as teaching-learning-evaluation? If yes, how does the ASC utilize the feedback?

    On the basis of the feedback of the programs, new topics are included in the curriculum of the refresher courses.

    Feedback Mechanism
- Feedback of participants taken regularly and analyzed
- Some topics like presentation skills, college rules and regulations, right to information, disaster management, etc. were incorporated in orientation program.
- Based on the feedback some of the Resource Persons were dropped
- Greater emphasis on skill based topics and personality development viz. Computer & internet, developing research proposal, video script, seminar presentation, team building, communication, motivation leadership etc.

Prof. Vipul Vyas	3.615385	376
Prof. Rishi Dubey	2.701923	281
Prof. D.N.Sansanwal	4.769231	496
Prof. R.C.Sharma	3.932692	409
Prof. Mayank Saxena	3.596154	374
Prof. V.K.Jain	2.730769	284
Prof. Nitin Seth	3.990385	415
Prof. Shakti Banerjee	3.105769	323
Dr. Akhilesh Singh	4.663462	485
Dr. Ira Bapna	3.480769	362
Prof. Ganesh Kawadia	4.125	429
Prof. Deepak Kaul	4.105769	427
Prof. P.N.Mishra	4.269231	444
Prof. Sanjay Jain	3.942308	410
Prof. Abhay Phatak	2.182692	227
Prof. Yamini Karmarkar	4.105769	427
Dr. Yogeshwari Phatak	4.326923	450

ANALYSIS OF MANAGEMENT REFRESHER PROGRAM
17/06/2011 to 07/07/2011

RATINGS

NAME OF RESOURCE PERSONS

Feedback- 1.More senior faculty members should be invited in the program.
2. Program should also be conducted in hindi.
3. Resource persons should be invited from outside Indore as well.
4.The topics should be in sequesnce and more systematic.
5. SPSS sessions should be given more.
6. Doubt sessions should be arranged.
Action Taken: 1. In future ASC will try to get more expereinced resource persons from renouned institutions.
2. More sessions of SPSS would be incorporated.
3. The resource persons would be advised to clear the doubts if any during the lecture only.

Presentation for NAAC peer team UGC-ASC DAVV Indore 33

b. Post Training feedbacks and evaluation of efficacy of the Course/training undertaken and how does the ASC utilize the feedback?

Post training feedback questionnaire is mailed to the participants to know about their use of knowledge/skill learned during the time of training programs. The data is under compilation.

A.24 Record and List of the teaching methods adopted by the faculty for different programmes.

1. Lecture Method followed by Discussion
2. Participative Method
3. Seminar Method
4. Dialogue Delivery Method
5. Quiz Method
6. Visit to Laboratories such as UGC-DAE Consortium of Scientific Research and School of Energy and Environmental Studies

7. Practical Demonstration of Programmes made at EMRC to facilitate learning of video script making

Video clippings available in the department

A.25 Record of Monitoring by the ASC ensure that programme objectives are constantly met and learning outcomes are monitored

- The main objective of ASC is to motivate teachers so that they can be involved in better knowledge delivery system. Therefore, at the time of designing the course curriculum more emphasis is given in knowledge up gradation of the participants which can eventually be useful in all segments of higher education.

- The objective of ASC is to contribute to improve the functional efficiency of the teachers through appropriate method of training that would encourage them to take initiatives for creative and innovative work. For this teachers are exposed to different teaching pedagogy that encourages creative and innovative thinking. Interaction with leading academicians also provides direct platform for this approach.

- Another objective of ASC is to encourage teachers of Higher education to adopt innovative practices in classroom teaching which includes use of technology. Thus, in all Orientation and refresher programs latest teaching technologies viz. use of Multi-media, LCD projector, computer, internet etc. is used extensively.

- Apart from teaching-learning, thrust is given to improve the personality of teachers and for this sessions are kept on dialogue delivery, seminar presentation which directly or indirectly helps the teachers in overcoming the hesitation to face audience other than students.

- Sessions are also kept on examination reforms including setting question papers for the students. As the objective of ASC is also to impart basic skills that a teachers needs for effective classroom teaching.

- Efforts have been made to include research and extension, the other dimensions of higher education other than teaching, in the courses. For the extension activities participants were made to do tree plantation and campus cleaning drive along with the NSS students.

A.27 Details of "beyond Course scholarly activities" of the department.

   Tree Plantation, cleaning of campus and participation in NSS activities

A. 28 Information about programme/ ASC accreditation/grading by other agencies? If yes, give details.

   NAAC Assessment on performance of ASC was done in the year 2012.

A.29 Write up of highlight the contributions of the ASC in generating new knowledge, basic or applied.

   (i)   Participants are trained and asked to write research proposals during the course.

   (ii)   Project proposals, video script for Country-wide classroom programme of EMRC development by participants.

   (iii) E-content developed by participants

A.30 Write up of Future plans of the ASC.
   Future Road Map
   • Language Lab- Use the language lab setup by school of Computer Science department from UGC funds under XI Plan
   • Need based Short Term Courses
   • Knowledge Resource Centre (PPT Bank)
   • Multi Media Lab
   • Nodal centers for dissemination and implementation of various UGC programmes and schemes

A.31 Record of any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department.
        Self Assessment Report by the Academic Staff College on Strengths, Weaknesses

Opportunities and Challenges based on the 6 parameters in 1000 words

⇨ **Strengths**
   • 100% of time, programs are conducted against sanctioned program from UGC.
   • Feedback from participants is taken after every Orientation and Refresher program and curriculum is updated as and when required.
   • ASC Indore has permanent faculty positions. We have also got concurrence from State government for the same.
   • All faculty positions are filled up as per UGC guidelines.
   • Wide spectrum of areas in Refresher courses. Emphasis is given more to Interdisciplinary programs.
   • All programs are of current relevance and aligned with the objectives of ASC.

- Course contents are designed to cater to the need of overall development of a participant that includes classroom communication, personality development, exposure to ICT, and new teaching technologies viz. edusat, inflibnet etc.
- Adequate infrastructure and dedicated library with 2596 books and two reading rooms.
- Adequate number of computing and peripheral devices, reprographic facility is available within the university premises.
- Internet facility is available through IT centre of the university through leased line.
- Linkages that help skill building such as video script writing, learning through study tour (use of environment friendly techniques, community living using alternate energy sources) for Quality and Excellence in Higher Education

⇨ **Weaknesses**
- Few non-teaching positions are not filled
- Dedicated MIS for ASC is under preparation.
- At present ASC is not having any methodology to assess the impact of training programs however we have now started the process of sending the impact assessment questionnaire to the participants of earlier courses.

⇨ **Opportunities**
- Self funded workshops/trainings can be organized on different areas through ASC.
- Autonomy from University as well as UGC to organize self-finance programs.
- Tailor made courses for people from outside university can also be organized through ASC.
- In future online training programs for teachers followed by discussion through setting up chat room with support from IT centre of the university can be provided.
- Instructional material especially e-content can be developed for students with the help of EMRC of our university.
- Some research project/s on teaching learning pedagogy's can be given to ASC's from UGC.
- Development of methodology to assess the impact of training programs

⇨ **Challenges**
- Refresher course centres given to different universities through UGC is a big challenge.
- To get good resource persons for Orientation as well as Refresher program is a challenge
- Development of resource material in different format eg. Digitized material, e-content etc. is a challenge.
- Liasoning with government and NGO's is a challenge.
- Due to semester system getting participants for the programmes is a big challenge.

A.32 Write up of efforts for Quality Sustenance and Assurance in the ASC

- Making participant ICT friendly by providing opportunity for use of computer and internet access

- Creation of better learning environment by providing improved infrastructural facilities

- ASC Indore has provided computer and Internet access facilities to all academic, administrative, Resource persons and participants who come to attend the programme.

- ASC Indore believes in participatory approach in decision making. At time administrative staff is also involved for taking decisions.

- ASC Indore has provided good learning environment and improved infra structural facilities to its participants.

1.4 Feedback System

1.4.1   A. Copy of Feedback form to obtain feedback
        Scanned copy of feedback form enclosed
    B. Details of action and use of on feedback from students

1.4.2   A. Method used for eliciting feedback
         a) Informal feedback- During the valedictory informal feedback is taken from the participants of different programs.
         b) Formal feedback – is done using questionnaire
    B. Conducting webinars – Planned
    C. Workshops – Three Principal workshops conducted
    D. Training Content development online discussions – Not applicable

1.4.4   What are the quality sustenance and quality enhancement measures undertaken by the ASC in ensuring the effective development of the training contents?
- Prior planning of the course with the course coordinator
- Making participants ICT friendly by providing opportunity for use of computer and internet access.
- Field visits and visit to laboratories in the university and other national institutions

1.4.5 Any other information regarding Training Aspects which the ASC would like to include.

i)   **Regular meetings with the course-coordinator , prior to the course to discuss about the resource persons to be invited, evaluation methods and the curriculum of the program.**
ii)   **Discussions with the resource persons.**
iii)   **Consideration of feedback given by the participants**

- Making participant ICT friendly by providing opportunity for use of computer and internet access
- Creation of better learning environment by providing improved infrastructural facilities
- ASC Indore has provided computer and Internet access facilities to all academic, administrative, Resource persons and participants who come to attend the programme.
- ASC Indore believes in participatory approach in decision making. At time administrative staff is also involved for taking decisions.
- ASC Indore has provided good learning environment and improved infrastructural facilities to its participants.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Faculty Enrolment and Profile

2.1.1 Copy of Advertisements and website info for ensuring publicity and transparency in the admission process

ACADEMIC STAFF COLLEGE
DEVI AHILYA VISHWAVIDYALAYA
KHANDW ROAD CAMPUS, INDORE 452001
Schedule of courses or the year 2012-2013.

I) Orientation Programme :

S.No.	Course	Date
1.	104th Orientation Programme	05-06-2012 to 02-07-2012
2.	105th Orientation Programme	25-09-2012 to 22-10-2012
3.	106th Orientation Programme	02-01-2013 to 29-01-2013

II) Refresher Courses:

S.No.	Course	Date	Course Co-ordinetor
1.	Management	01-06-2012 to 21-06-2012	Prof. Preeti Singh
2.	Computer Application	20-07-2012 to 09-08-2012	Prof. N. Shrivastava
3.	Education	04-09-2012 to 24-09-2012	Prof. Laxman Shinde
4.	Economics & Policy	09-01-2013 to 29-01-2013	Prof. G. Kawadia
5.	Mathematics	04-12-2012 to 24-12-2012	Dr. Chitranjan Sharma
6.	Research Methodology in Social Sciences	24-11-2012 to 14-12-2012	Dr. Gyan Prakash
7.	Life Science	02-01-2013 to 22-01-2013	Prof. Suresh Chand
8.	Physics	04-01-2013 to 24-01-2013	Dr. Ashutosh Mishra

9.	Language & Literature	12-02-2013 to 04-03-2013	Dr. Rajendra Mishra
10	Winter School "Mass Communication & Journalism"	17-12-2012 to 06-01-2013	Dr. Mansingh Parmar
11.	Environmental Education	13-02-2013 to 05-03-2013	Dr. A.V. Bajaj
12-	Human Rights	20-02-2013 to 12-03-2013	Dr. Nirmal Pagariya

III) Short term Programme:

S.No.	Course	Date
1.	Preparation and Publication of Research Articles	27-08-2012 to 31-08-2012
2.	Use of ICT for Teaching-learning/Developing e-content for classroom teaching	07-01-2013 to 12-01-2013

IV) Principal's workshop:

S.No.	Course	Date
1.	Principal's workshop-I	21st -22nd April 2012
2.	Principal's workshop-II	16th – 18th July 2012

2.1.5   Strategies adopted to increase/improve access for students belonging to the following categories:

As per the norms of UGC ASC gives admission to all categories

* SC/ST
* OBC
* Women
* Persons with varied disabilities
* Economically weaker sections
* Outstanding achievers in sports and other extracurricular activities

2.1.6   Number of Faculty admitted in ASC training courses in the last four academic years:

Categories	2008-2009	2009-2010	2010-2011	2011-2012
SC (Male+Female)	62	63	82	76
ST (Male+Female)	60	62	70	48

OBC (Male+Female)	**26**	**20**	**20**	**36**
General (Male+Female)	**97**	**129**	**116**	**152**
Others	**Nil**	**Nil**	**Nil**	**Nil**

2.1.7 A. Record of demand ratio for the various training programmes of the university departments

Every year UGC, New Delhi allots the training programs which are organized by ASC.

A.   If yes then highlight the significant trends explaining the reasons for increase/decrease.

Not applicable

Programmes	Number of applications	Number of students admitted	Demand Ratio

2.1.8 A. Record of any programme discontinued/staggered in the last four years?

Not applicable

However some orientation and refresher could not be conducted due to paucity of participants.

B. If yes, write-up of the reasons.
1. No appointment of new faculty in M.P.
2. Lesser number of teachers being relieved due to increase in work   caused by semester system.
3. Private management not inclined to depute faculty for courses.

List of participatory learning activities which are adopted by the faculty that contributes to holistic development and improved student learning, besides facilitating life-long learning and knowledge management.

- Seminar presentation by participants
- Use of Dialogue Delivery Method
- Quiz Method
- Encouragement to generate queries and discussion

2.3.5   List, record with photographs of activities such as invited experts/people of eminence to deliver lectures and/or organize seminars for students Record in ASC

2.3.6   Record of Encouragement to blended learning by using e-learning resources

Participants of OP and Refresher courses are encouraged to access e-journals and e-books available through university website.

2.3.7   Record of facilities such as virtual laboratories, e-learning, open educational resources and mobile education used by the faculty for effective teaching

Not available in ASC

2.3.8   Record of activities of designated group among the faculty to monitor the trends and issues regarding developments in Open Source Community and integrate its benefits in the university's educational processes

Group Email-Id created   ugcascindore@gmail.com

2.3.9   Record of steps taken to convert traditional classrooms into 24x7 learning places

All the classrooms are having Internet facilities and multi-media projectors.

2.3.10 A. Record of actions taken to avail the services of counsellors/mentors/advisors for each class or group of students for academic, personal and psycho-social guidance
B. Details of the process and the number of students who have benefitted.

N.A.

2.3.11 A. Record of innovative teaching approaches/methods/practices adopted/put to use by the faculty during the last four years?

Resource persons have introduced quiz as teaching methods in the sessions of orientation and Refresher course.

B. Write up of improvement in learning by innovative methods

C. Record of recognition to the faculty due recognition for innovation in teaching

2.3.12   Record of actions for creating a culture of instilling and nurturing creativity and scientific temper among the learners.

   A. Participants of Orientation/Refresher programs are exposed to creative writing in terms of developing script for UGC country wide-classroom. On several scripts the programs has been developed by EMRC centre of our university. (Assignment of the Participants are kept in the departmental library which includes Video scripts)

   B. Participants of Orientation program are trained to develop Research proposal and they are evaluated by the expert. (Research proposals prepared by the OP participants are available in the ASC library)

2.3.14 A. Record of shortfall in qualified faculty to meet the requirements of the curriculum
        B. Record of actions for shortfall supplementation

        N.A.

2.3.15   Number of percentage of faculty enabled to prepare computer-aided teaching/ learning materials

        All teachers can prepare computer-aided teaching learning material

2.3.16
        C. Methods used and Impact of the evaluation feedback used to improve the quality of the teaching-learning process

2.4   Teacher Quality

2.4.1   Record of how the plan and management of human resources was done to   meet the changing requirements of the curriculum

         Eminent resource persons from all over India invited in the ASC courses

2.4.3   Diversity in its faculty recruitment

ASC/ School	% of faculty from the same university	% of faculty from other universities within the State	% of faculty from universities outside the State	% of faculty from other countries
A.S.C.	71.59%	17.44%	10.96%	Nil

2.4.4   A. List of qualified faculty appointed for new programmes/emerging areas of study (Bio-technology, Bio-informatics, Material Science, Nanotechnology, Comparative Media Studies, Information Technology, Diaspora Studies, Forensic Computing, Educational Leadership, etc.)

N.A.

B. Number of faculty members appointed to teach new programmes during the last four years

N.A.

2.4.5   List of academic recharge and rejuvenation of teachers
A. List of faculty availed and provided research grants by the University
B. List of faculty availed and on study leave

N.A.

C. List of faculty nominated to national/international conferences/seminars, in-service training, organizing national/international conferences etc.

Nominated and allowed Dr. Jayshri Bansal- Lecturer to attend in-service training program i.e. Orientation & Refresher Course.

2.4.7   List of faculty received awards / recognitions for excellence in teaching at the state, national and international level during the last four years

Nil

2.4.8   List of faculty underwent staff development programmes during the last four years (add any other programme if necessary)?

Academic Staff Development Programmes	Number of faculty
Refresher courses	1
HRD programmes	
Orientation programmes	1
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, workshops, etc.	

2.4.9   Percentage of the faculty have
* been invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies =   5 %
* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies =   5%
* presented papers in Workshops / Seminars / Conferences conducted

or recognized by professional agencies = 5 %
* teaching experience in other universities / national institutions and other institutions = One
* industrial engagement = Nil
* international experience in teaching = Nil

2.4.10 List and details of organization of academic development programmes (*e.g.*: curriculum development, teaching-learning methods, examination reforms, content / knowledge management, etc.) for its faculty aimed at enriching the teaching-learning process

These topics are included in various courses being organized by ASC

2.4.11 A. List of faculty encouraged

* Mobility of faculty between universities for teaching

Faculty of ASC visit other Academic Staff Colleges to deliver lectures.

* Faculty exchange programmes with national and international bodies

B.   Record of schemes helping in enriching the quality of the faculty by such mobility and
        faculty exchanges

2.5   Evaluation Process and Reforms

2.6.3   Write up of ASC teaching, learning and assessment strategies structured to facilitate the achievement of the intended learning outcomes

2.6.4   Record of collection and analysis of data on Faculty learning outcomes and use it to overcome the barriers to learning

Impact assessment of participants is being done. The same will be analysed and used for further improvements in the orientation/refresher courses.

2.6.5   Write up of new technologies deployed by the department in enhancing student learning and evaluation and how does it seek to meet fresh/ future challenges

i)   Use of ICT in all sessions.
ii)   Power Point presentation by participants.

2.6.6 Any other information regarding Teaching, Learning and Evaluation which the department would like to include.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

III.1 Year-wises Publications in the department:

III.2 Number of papers published in peer reviewed journals (national / international)

Monographs

Chapters in Books -   Two

Edited Books

Books with ISBN with details of publishers

Sharma Namrata (2012) "*Girl Child on the verge of Extinction: Battles begin in womb*" published in the book edited book entitled " Crime and women: Pages from MP, Edited book   by Ruchi Ghosh Dastidar, ISBN: 9788180698101, published by Concept Publishing Company Pvt. Ltd, New Delhi, Pg. 142-154.

Sharma Namrata (2009) " *Measuring Women Empowerment using Qualitative Response and Quantitative Causal Models with Conjoint-simulation Techniques*"   published in the edited book entitled "Women Empowerment in Garhwal Himalayas: Constraints and Prospects" edited by Prof. Annpurna Nautiyal and prof. Himanshu Bourai " ISBN: 978-81-7835-777-5, published by Kalpaz Publications, New Delhi, Pg No.147-154

Bansal Jaishree (2012) "Charged human values in India and pollution: analysis of some   contemporary issues" Online ISSN: 2249-460X, Print ISSN: 0975- 587X; Global journal of human social science, Vol 12, issue 9,Version 1.0, July 2012

Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Citation Index – range / average

SNIP

SJR

Impact Factor – range / average

h-index

III.3 List and Records and Details of patents and income generated

III.4 List and Record of Areas of consultancy and income generated

III.5 List and Record of Faculty selected nationally/internationally to visit other laboratories in India and abroad

III.6 List and Record of Faculty serving in
National committees b) International committees c) Editorial Boards d) any other (please specify)

i. Dr. Namrata Sharma- Director/Professor Editorial Board of International Peer Reviewed Scholarly Research Journal for Interdisciplinary Studies (SRJIS) (ISSN 2319-4766)
ii. Academic Advisor of "CHHAVI" National Journal of Higher Education (ISSN 2319-9679).
iii. Academic Board of Educational Quest , An International Journal of Education and Applied Social Sciences (ISSN 0976-725)

III.7 Research thrust area recognized by funding agencies for the department

III.8 Number of faculty with ongoing projects from
a) National
b) International funding agencies and
c) Total grants received. Give the names of the funding agencies and grants received project-wise.

Nil

III.9 List and details of Inter-institutional collaborative projects and grants received
All India collaboration b) International

Nil

III.11 List and Details of Research facility / centre with
▪ State recognition
▪ National recognition
▪ International recognition

III.12 List and details of Special research laboratories sponsored by / created by industry or corporate bodies

3.1.7 A. Percentage of the total budget of the ASC which is earmarked for research
NA
B. Details of heads of expenditure, financial allocation and actual utilization

3.1.11 A. Details with photographs of national and international conferences organized
B. List highlighting the names of eminent scientists/scholars who participated in these events.

3.2 Resource Mobilization for Research

3.2.1 Record of Financial provisions made in the university budget

3.2.3   Details of ongoing research projects of faculty if any

	Year wise	Number	Name of the project	Name of the funding agency	Total grant received
A. University awarded projects					
Minor projects					
Major projects					
B. Other agencies - national and international (specify)					
Minor projects					
Major projects					

3.2.6   List details of
a. Research projects completed and grants received (funded by National/International agencies).
b. Inter-institutional collaborative projects and grants received
    i) All India collaboration
    ii) International

3.3   Research Facilities

3.3.1   A. Infrastructure in the ASC to facilitate research   NA
           B. Strategies have been evolved to meet the needs of researchers in emerging disciplines

3.4.2   Details of publications by the faculty:
   * Number of papers published in peer reviewed journals (national / international)
   * Monographs
   * Chapters in Books   Two
   * Books edited
   * Books with ISBN with details of publishers
   * Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, EBSCO host, etc.)
   * Citation Index – range / average
   * SNIP
   * SJR
   * Impact Factor – range / average
   * h-index

3.4.3   Details of
   *faculty serving on the editorial boards of national and international journals
   *faculty serving as members of steering committees of international conferences recognized by reputed organizations / societies

3.4.4   Details of
   * research awards received by the faculty and students
   * national and international recognition received by the faculty from reputed professional bodies and agencies

3.4.5   A. Number of successful M.Phil. and Ph.D. scholars guided per faculty during the last four years

         Nil

        B. University participate in *Shodhganga* by depositing the Ph.D. theses with INFLIBNET for electronic dissemination through open access

             Yes

3.4.6   A. Record of Promotion e interdisciplinary research
          B. Number of interdepartmental / interdisciplinary research projects undertaken
        C. Mention the number of departments involved in such endeavors

                     NA

3.4.8   List of University instituted research awards to the faculty of the ASC

3.4.9   Details of incentives given to the faculty for receiving state, national

and international recognition for research contributions

4.1   Physical Facilities

4.2   Library as a Learning Resource

4.2.1   Details of departmental library facilities:
4.2.5   Use of ICT deployed

        Computer, Internet & LCD projector in all lecture halls.

4.2.8   Annual departmental library budget and the amount spent for purchasing new books and journals.

        Rs. 1.00 Lakh per year
        University has enriched central library

4.3.3   Plans and strategies for deploying and upgrading the IT infrastructure and associated facilities
        Process has been initiated for up gradation of computers in the Computer Lab.

4.3.4   Details on access to on-line teaching and learning resources and other knowledge and information database/packages provided to the staff and students for quality teaching, learning and research.

        e-books & e-journals are made available through central Library. The link of e-library is given on the website of Academic Staff College as well

4.4   Any other information regarding Infrastructure and Learning Resources which the university would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and the mission of the ASC in line with the University

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

6.1.2 Mission statement definition for the department's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, the institution's tradition and value orientations, its vision for the future,

Excellent training of teachers by offering courses with diverse components keeping strong academic vigor coupled with lively approach so that knowledge acquisition process is enjoyable.

6.1.3 Write-up of
* ensuring the organization's management system development, implementation and continuous improvement

MIS of the department is under testing phase. The software for the same is ready and the data is to be filled.

* interacting with its stakeholders

Impact assessment of the participants is being done on regular basis to improve the future programs. Course coordinators and other resource persons also give their feedback about the programs. Directors meeting along with UGC officials take place every year.

* Reinforcing a culture of excellence

New innovative teaching methods, research paper writing, use of ICT are an integral part of the training courses to promote excellence in teaching-learning.

* identifying organizational needs and striving to fulfill them

Academic Staff college is organizing good quality skill based courses for the teachers of higher education and for this purpose ASC is having interaction with the stake holders on continuous basis for quality enhancement of the programs offered through us.

6.1.4 Records of Departmental and other committees meetings

Record of the departmental committee meeting and the meeting with the course coordinator is with the department

6.1.6   Write-up of a culture of participative decisions in the ASC

In the department committee meeting along with the faculty the staff is also called and decision is taken on jointly basis.

6.1.7   Record of Grooming leadership at various levels

Independent responsibilities are assigned to faculty members in terms of organizing courses and for encouraging leadership qualities in the participant's leadership sessions are included in the courses.

6.1.10   Record of knowledge management strategy
Strategy Development and Deployment

6.2.1   Perspective plan for development and write-up of policies and strategies to
  * work for Vision and for achieving the mission

Continuous monitoring and on the basis of regular feedback from the stakeholders ASC tries to enhance quality of the courses being organized.

  * Enhancing Teaching and learning

Participants of each program are encouraged to make use of ICT and latest technology in the classroom teaching. For which sessions are included in the courses.

  * Enhancing Research and development

To enhance research skills of the participants in orientation program, the sessions are kept on writing research proposal, writing papers for journals and seminars/conferences

  * Enhancing Community engagement

Participants of some of the program were engaged in tree plantation, imparting health education in the village, campus cleaning drive etc.

  * Enhancing Human resource planning and development

ASC is planning and organizing courses which directly caters to the human resource development

  * Enhancing Industry interaction

Participants of some of the courses are taken to the industrial visit

* Enhancing Internationalisation

6.2.2 Departmental organizational structure and decision making processes and their effectiveness.

All faculty (three) positions are filled up and decisions are taken unanimously during the departmental committee meeting and thus decisions are implemented accordingly.

6.2.3 Write up of functioning independently and autonomously and ensure accountability

ASC is an autonomous body within the structure of University. Major decisions are approved by the Academic Advisory Committee of ASC as per UGC guidelines. ASC's are accountable to UGC, New Delhi for all its activities.

6.2.5 Record of last four years, have there been any instances of indiscipline cases filed by the department, What were the critical issues and verdicts of the in these issues

Nil

6.2.6 Performance audit of the ASC by external experts

Mock assessment of ASC was done by the experts prior to visit of NAAC peer team. NAAC peer team visited ASC, Indore during February 2012.

6.3   Faculty Empowerment Strategies
6.3.1 Outcome of the reviews of self appraisal and PBAS and important decisions taken on that

Self- appraisal and PBAS is submitted to the University administration on yearly basis.

6.3.3 List of teachers availing welfare schemes available for teaching and non-teaching staff. Available in the university and the same is applicable to us also.

6.3.4 List and number of attracted and retained eminent faculty in last 4 years

Not applicable to ASC's

6.3.5 Gender audit during the last four years of the department achievements and participation percentages and its salient findings.

Two faculty members are female out of three and in case of courses also participation from female candidates is almost fifty percent

6.4   Financial Management and Resource Mobilization

6.4.1   Statements of audited income and expenditure of academic and administrative activities of the last four years.

The details are with the department.

6.4.5   Efforts taken by the ASC for resource mobilization.

ASC organizes the courses utilizing the various resources available in different departments of the university depending upon the requirement of the courses including central facilties like central library, IT centre, EMRC etc.

6.4.6   Record of endowment funds created

It's with the university

6.5   Internal Quality Assurance System

6.5.1   Details of ASC internal quality assurance and sustenance system, give details.

Regular departmental committee meeting and meeting with the course coordinators

6.5.2   Internal workshops to improve teaching, learning and evaluation

Before every refresher and short term courses the faculty members interact and decide about the modalities of the course in terms of curriculum, resource persons and evaluation methods

6.5.3   Record of continuously review the teaching learning process

For every course the meeting is held with the course coordinators where the teaching-learning process is reviewed.

6.5.4   Any other information regarding Governance, Leadership and Management which the university would like to include.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1   Environment Consciousness

7.1.1 ASC Area Green Audit details

7.1.2 Departmental initiative to make the campus eco-friendly?

* Energy conservation – The electricity appliances are switched on only when they are required
* Use of renewable energy -Planned for future
* Water harvesting   -At the university level
* Check dam construction
* Efforts for Carbon neutrality – University level
* Plantation -   Participants of orientation along with NSS students participated in tree plantation of university campus.
* Hazardous waste management   NA
*   e-waste management   On regular basis we submit the e-waste to the university which in turns makes an arrangement to dispose of the e-waste
*   any other (please specify)

7.2   Innovations

7.2.1   Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the ASC

The admission list of the participants is uploaded on the website of ASC before organizing the course. The participants are sent admission letters also through email. This saves stationary.

7.3   Best Practices

7.3.1   Give details of any two best practices which have contributed to better academic and administrative functioning of the department.

Format for Record of Best Practices of the ASC

1. Title of the Practice

Curricular Practice: Curriculum of every refresher and short term course is designed in consultation with the Course coordinators.

1. Number of skill based sessions formed a part of orientation program rather than purely theoretical lecture sessions. E.g. Script writing for UGC country wide classroom program, Computer sessions, preparing research/grant proposal

2. Feedback of the participants is taken after every program and   based on their suggestions few new topics have been   incorporated in Orientation program. Topics like   presentation skills, sports and yoga etc. are incorporated after the feedback of the participants.

2. Objectives of the Practice

What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

The objective of Academic Staff College (ASC) is to contribute to improve the functional efficiency of the teachers through appropriate method of training that would encourage them to take initiatives for creative and innovative work.

For this teachers are exposed to different teaching pedagogy that encourages creative and innovative thinking. Interaction with leading academicians also provides direct platform for this approach. The teachers of Higher Education are encouraged to adopt innovative practices in classroom teaching which includes use of technology viz multi media, internet, computer etc. Thus, in all orientation and refresher programs latest teaching viz. use of Multi- media, LCD projector, computer and internet etc. is used extensively. Efforts have been made to include topics like research paper writing and developing research proposal as research needs a big push among college and UTD teachers.

3. **The Context**
   What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

Teachers who come from remote areas are having limited access to LCD projectors, computer, and internet in their respective colleges. After returning back from training they are encouraged to make use of technology in their classroom teaching.
There is a dearth of resources viz. good journals, LCD projectors, computers, Internet facility in the colleges especially which are situated in remote areas and thus this becomes a hurdle in the successful implementation of the skills learned during the courses attended by them. This also affects their motivation and functional efficiency.

4. **The Practice**
   Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

ASC's have been established to bring qualitative change in Higher education as per the National Educational Policy (1986). Therefore, all the practices mentioned above are in line with the aim of enhancing quality in higher education.

5. **Evidence of Success**
   Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

Participants who have attended EMRC sessions during the Refresher/Orientation courses have later developed video programs for UGC country-wide class room programs. Many of the participants have submitted minor research proposals to various funding agencies after returning back from ASC. As formation of research proposal is an integral part of the curriculum of Orientation program.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. Notes

Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).