

ANNUAL QUALITY ASSESSMENT REPORT

NAME OF THE INSTITUTE: ACADEMIC STAFF COLLEGE

YEAR OF INSTITUTE PROGRESSION REPORT: 2011-2012

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

<p>1. Curricular Aspect</p>	<ul style="list-style-type: none">• ASC faculty discusses the modalities of each of the refresher program with the course coordinators.• New topics are imbibed in the curriculum of the refresher programs whenever there is a change in the University syllabus.• Framing of questions for UG students and preparation of syllabus for UG level are part of the content of refresher program.• Curriculum development process is participatory involving various stake holders viz. Course coordinators, participants, resource persons and faculty members of specific subject.• Curriculum update based on the current needs and advances in knowledge. Curriculum of refresher program is revised and updated keeping the personal and professional needs of the participants in mind.• The participants are exposed to the new methods of teaching viz. conducting quiz in the classroom, using jerk technique in lecture, micro-teaching etc.• Informal feedback from ex-students and field professionals is taken into consideration• Participants are given hands-on experience of using SPSS in research methodology course and short term courses.• In orientation program UGC has already given a detail curriculum for conducting the program. However, new topics are always added after having interaction with the participants, resource persons and principals.• ICT is one of the compulsory components. In every refresher
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	<p>and orientation program participants are exposed to and trained to make use of multi-media projectors. Participants are encouraged to use computers in every program.</p> <ul style="list-style-type: none"> • As research needs a big push among higher education. Participants are trained on how to write research articles/papers and research project in every orientation program. • Number of skill based sessions form the part of orientation program. Participants are trained to develop research proposal, e-content, seminar presentation etc.
<p>2. Teaching – learning and Evaluation</p>	<ul style="list-style-type: none"> • Each classroom is equipped with multimedia projector • Lectures are supplemented by reading material, assignments, seminars and field visits • Teaching learning process incorporates ICT component • Photocopies of the reading material provided by the resource persons are given to the participants. • In some of the programs educational CDs are also provided to the participants (Refresher in computer and short term program on open source technologies). • In every orientation and refresher program latest teaching technologies viz. multi-media, computer, internet is used extensively. • Formal feedback is obtained from the participants. Obtained feedback is utilized for updating the courses as well as retention of resource persons. Feedback system for the participants is made online. • Participants are evaluated in every orientation and refresher programs on concurrent basis. • Participants are evaluated on different aspects viz. tests for testing knowledge, seminars for testing their presentation and communication skills, computer skills through making assignments, writing skills through e-content, research skills

	<p>through preparing research proposals.</p> <ul style="list-style-type: none"> • In addition their attendance, punctuality and their participation is also used as criteria for evaluating the participants. • Transparency and Openness is hallmark of evaluation system • In some programmes participants are also exposed to Edusat facility. Participants are trained to develop e-content by sending them to EMRC. • Sessions on micro-teaching is incorporated in every orientation program so that participants can improve upon their teaching in the classroom. • Participants are given opportunity to develop their personality and this is done by showing them movie clippings on team building and leadership followed by group discussion by the resource persons. Sessions are also held on time management, communication skills, motivation, stress management • SPSS are unique components of Research Methodology in social sciences refresher course. • ASC is also organizing short term need based programs for the faculty members. These programs are based on specific need of the participants. Viz. data analysis and data interpretation using SPSS, research paper/article writing and its publication, open source technologies
<p>3. Research, consultancy and Extension</p>	<ul style="list-style-type: none"> • Research component is an integral part of all the orientation program. • In every orientation program participants as an assignment are required to develop research proposal which is evaluated and graded by the resource person. This is to encourage participants to contribute more in the area of research. • Sessions are also organized in orientation program where they are trained to write research articles/papers. This is to motivate the teachers so that they contribute more in the area of research by writing research articles/papers in journals, present papers in seminar/conference

	<ul style="list-style-type: none"> • Refresher program in research methodology in social sciences and management subject was organized. So that participants learn the nuances of research related skills. • Refresher program in environmental education is organized every year by the department • Under extension activities participants are taken to the field visit viz. water treatment plant, solid waste disposal plant, visit to village where non-conventional sources are used for community living • Short term course on data analysis and data interpretation using SPSS was organized • Participants were also taken for plantation of trees in the university campus and visit to one of the near-by village (Joshi Guradiya) for imparting health education. This activity is being done in collaboration with NSS students and faculty members. • Academic linkages forged with different apex bodies like UGC, IGNOU and State Disaster management institute etc
<p>4. Infrastructure and Learning Resources</p>	<ul style="list-style-type: none"> • E-content is being developed by the participants. Few programs have also been developed by EMRC of our university on these e-content developed by participants. • All class rooms are ICT enabled • Department has enriched library with about 3000 • ICT networking through IT centre and LCD facility is available • All rooms are connected with internet through university IT centre • E-journals available through university website. • ASC website is having hyperlink of inflibnet • Computer lab of the department is having 29 PCs and all PCs are connected through LAN. Computer lab is having its

	server.
5. Student Support and Progression	<ul style="list-style-type: none"> • ASC is not having regular students however; participants who are coming to attend the courses are provided accommodation in the University Guest House. • ASC Guest House is ready and just needs furnishing. • Sessions on Stress management are conducted • In orientation program sessions are kept where they are trained how to access e-journals and other e-learning material • Two of the classrooms are air conditioned to ensure comfort for better learning environment for the participants
6. Governance & leadership	<ul style="list-style-type: none"> • Participatory approach is followed for taking decisions. At times administrative staff is also involved in decision making • Regular feedback about course content and resource persons are taken after every program • Participants feedback system is followed for continuous improvement in the program • On the basis of the feedback from participants curriculum of refresher course is modified. New topics like disaster management, human rights, right to information, conservation of environment and the role of teachers etc. are incorporated in orientation program • Based on the feedback and demand from the participants and discussion with faculty members new programs are planned and organized • Most of the time programs are completed except when there is a paucity of application in any program • Academic Calendar is strictly followed
7. Innovative practices	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • The curriculum of refresher program is updated and revised keeping the professional and personal needs of participants in mind • Interaction with coordinators of earlier courses to identify specific area of courses • The participants are exposed to the new methods of teaching and evaluation in the classroom eg. Conducting quiz in the classroom • ICT based teaching. ASC encourages participants 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 • Organizing short term courses on writing research article, presenting papers in conferences/seminars. The two short term courses which were conducted had focus area as Research. The idea is to motivate teachers of Higher education to contribute more in the area of research by writing research articles in journals, presenting papers in conferences/seminar and improve their knowledge and skills of using SPSS for data analysis • Photocopies of material as well as PPT slides provided by resource persons is being given as reading material (both hard copy as well as soft copy) • Exposure of participants to community living using alternate and renewable sources of energy as an extension of knowledge • Field visit to solid waste disposal plant & water treatment plant to impart practical knowledge to participants, specially the participants of Refresher Course in Environmental Education • Participants feedback system in vogue • Faculty, administrative staff and participants are provided
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	<p>with internet facility</p> <ul style="list-style-type: none"> • Taking the participants to field and work under NSS programme • Under extension activities participants of orientation program participated in tree plantation
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INNOVATIVE PRACTICES:

PART B: Action Taken during the year

1	Activities reflecting the goals and objectives of the institution	<ul style="list-style-type: none"> • To provide in-service teacher training at different levels of education by incorporating components like Micro teaching, quiz and seminar • To develop innovative practices in orientation and refresher through experimentation. • To provide extension services by taking participants to field visits, imparting health education to villagers, tree plantation
2	New programme initiated	<ul style="list-style-type: none"> • Planned and initiated a short term program for academic administrators (Senior professors, heads, Deans) • Planned and initiated a short term program for non-teaching employees of the University • Planned and initiated a short term program on ICT for faculty members
3	Innovations in curricular design and transaction	<ul style="list-style-type: none"> ▪ Regular updation of curriculum ▪ Active Participation of whole Faculty in Curriculum revision every year ▪ Technology enabled teaching, and feedback ▪ Before every refresher program faculty members interact with the course coordinator to decide about the objective/s, expected outcome, content and resource persons to be invited for the program. ▪ ICT is an integral part of all the programs ▪ In every refresher program new topics as required by the change in curriculum of the university is incorporated ▪ Lecture Method is mostly integrated with Discussion, Question and answer method ▪ Wherever possible Teaching Aids and Power Point Presentations are made.

		<ul style="list-style-type: none"> ▪ Field based exercises are given in refresher program of environmental education, economics and policy, and commerce refresher program ▪ Peer & Self Evaluation as a good practice is followed ▪ Test/Assignments are given regularly
4	Inter-disciplinary programs started	<ul style="list-style-type: none"> ▪ ASC Indore has organized Interdisciplinary courses viz. Refresher in research methodology in social sciences, refresher course in comparative language and culture, refresher in environmental education
5	Examination Reforms implemented	<ul style="list-style-type: none"> ▪ Assessment through MCQ, seminar, quiz and online computer test is a regular way of assessment of participants ▪ Computer Based Examination is conducted in computer refresher program ▪ Evaluation is continuous and comprehensive, transparent and open with feedback
6	Candidates Qualified NET/SLET/GATE	Not applicable
7	Initiative towards Faculty development program	<ul style="list-style-type: none"> ▪ Staff Members are provided with Computer & Internet Facility. ▪ Every orientation and refresher course have seminar presentation which is evaluated and graded by the subject experts ▪ Faculty of ASC was allowed to attend both the orientation and refresher program
8	Total number of seminars / workshops conducted	<ul style="list-style-type: none"> ▪ Two workshops for College Principals was organized on 21-22nd April 2012 and July 16-18, 2012.
9	Research projects a) Newly implemented b) Completed	NIL
10	Patents generated if any	NIL
11	New collaborative research programme	NIL
12	Research grants received from various agencies	Not Applicable
13	Details of Research Scholars	ASC is training teachers and the department is not having students
14	Citation index of faculty members and	Researchers are cited

	impact factor	
15	Honors /awards to the faculty	NIL
16	Internal resources generated	NIL.
17	Details of departments getting SAP, FIST, etc assistance / recognition	NIL
18	Community services	<ul style="list-style-type: none"> ▪ In orientation program participants are taken to field for increasing awareness of villagers related to hazards of tobacco, environment, sending children to schools ▪ Participants of orientation program have done tree plantation.
19	Teaching - non teaching staff ratio	1:2
20	Improvements in the library services	Computerization of Database of the books in process.
21	New books /journals subscribed and their value	New books worth Rs 1.5 lacs were purchased
22	Unit cost of courses Unit cost per participant = total expenditure in conducting the programs	Rs 6008/-
23	Computerization of administration and the process of admissions and examination, result issue of certificates	Feedback, result processing and issuing of certificates is computerized MIS of the department is under process. Registration of participants will also be computerized shortly
24.	Increase in the infrastructural facilities	New furniture added in Computer lab and Head's room
25.	Technology upgradation	New computers were purchased for computer lab
26.	Computer and internet access and training to teachers and students	Internet facility available for teachers, administrative staff and participants
27.	Financial aid to	TA/DA to participants is paid as per UGC norms

	students	
28.	Health services	Common university health services for participants available
29.	Development programs for non-teaching staff	Computer training
30.	Healthy practices of the institution	<ul style="list-style-type: none"> ▪ Unique and updated Curriculum ▪ Active Participation of entire Faculty in Curriculum revision ▪ Extensive use of technology in teaching, assessment and research ▪ The advanced learners are given additional exercises, assignments and extra reading references. ▪ Mentoring System is followed during Micro-teaching, Models of Teaching and ICT ▪ Activity Based Strategy is used. ▪ Lecture Method is mostly integrated with Discussion, Question and answer method, etc. Role Playing, Seminar, Quiz, etc. are also used as per the need of the topic. ▪ Wherever applicable, Teaching Aids and Power Point Presentations are made. ▪ Programmed Learning material on Educational Psychology, Modules on Guidance & counseling, CAI, ET, etc are used for some topics. ▪ Field based exercises are given in subjects like, Educational psychology, Guidance and Counseling, Special Education etc. ▪ Open Book Examination is a regular practice in the department ▪ Computer Based Testing and diagnosis is conducted in some subjects ▪ Assessment through MCQ and Multiple Discriminant Type Items in some papers ▪ Peer & Self Evaluation as a good practice is followed ▪ Test/Assignments are given and checked regularly ▪ The Software developed by SOE is used for

		<p>processing Examination results</p> <ul style="list-style-type: none"> ▪ Examinations and results are conducted and declared in time.
40.	Linkages developed with National/International, Academic/Research bodies	<ul style="list-style-type: none"> ▪ Linkages with ASC of different universities and especially with the directors of western regional universities ▪ Collaboration with IGNOU Bhopal, State Disaster management, Bhopal, UGC-DAE consortium for research
41.	Any other relevant information the institution wishes to add	The department has always tried to meet the charter of goals and objectives contained in its Vision.

Part C: Detail the plans of the institution for the next year:

- Short term training programs in different innovative areas of ICT, question bank, patent and copy right
- Organization of winter school for the faculty of Mass communication and journalism
- Workshop for non-teaching staff of university on account/ file keeping
- Workshop for academic administrators of university on administrative rules
- Up gradation of computer Lab
- Up gradation of department library (Automation is in process)
- Renovation of Institute Building
- Renovation of ladies wash room common room
- Furnishing of ASC teachers hostel
- Purchase of :
 - Language lab equipments consisting of a control unit, lingua phones and cassettes.
 - Purchase of new computers along with accessories
 - Video camera with projector
 - DVD of encyclopedias and other reference material
 - TV large screen
 - Original Anti-virus soft wares
- Impact study of training programmes conducted by the department

Ramesh Gupta

Name & Signature of Coordinator, IQAC

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Name & Signature of Head,