

DEVI AHILYA VISHWAVIDYALAYA, INDORE

DAVV/DEV/IQAC/NAAC/2013

Date:- June 19, 2013

NOTICE

All HODs and In-charges of the UTDs, Centers and Sections are instructed to complete the Self Study Report related to their department at the earliest. They should also take steps to undertake actions required as per NAAC criteria and maintain files and records systematically as required. They should also ensure the follow up of the instructions which are given in the Annexure I.

As per Orders

REGISTRAR

25 I.Q.A.C.

Encl:- As above

Enclt.No. DEV-I/IQAC/NAAC/2013/1069

Date:- June 19, 2013

Copy to :-

1. P.A. to Hon'ble Vice Chancellor
2. P.A. to Registrar
3. D.R. (Development)
4. All HODs of UTDs/Centres/Sections
- ✓ 5. Director/Coordinator, IQAC Cell
6. Head I.T. Centre for hosting the notice.

DEPUTY REGISTRAR
(DEVELOPMENT)

Annexure – I

June __, 2013

Reg:- Preparations for NAAC.

List of Instructions for Academic Year 2013-14

- I. All UTDs are required to host at the University Web-site the followings:-
 - (i) Updated Handbook Info related to their UTD/Center/Section,
 - (ii) Admission process, Eligibility, and fees of UTD as well as University Services for each offered course,
 - (iii) Curriculum, Objectives and Course plan of each paper taught in a course,
 - (iv) Departmental Academic Calendar in line with University Calendar 2013-14 for UTDs and that must also include (a) Schedule of classes for the induction, orientation and remedial classes and the enrichment course/program for advanced learners, (b) Schedule of the departmental indoor and outdoor Sports, and departmental cultural activities, (c) Schedule of social outreach and extension activities, (d) Schedule of quizzes/assignments/group-discussions and student seminars, (e) Schedule of class tests, (f) Schedule of End-Semester examination and (g) Schedule of declaration of results of tests and examinations, and (h) Schedule of feedbacks from student,
 - (v) Time Table of classes and tutorials for each course,
 - (vi) Learning outcome of each course (For examples, (a) Opportunity for higher studies, (b) Institutions, Organizations and Industries for Placements, and (c) Opportunities to appear in Competitive examinations),
 - (vii) Available Computers and ICT resources,
 - (viii) Information of Library resources of UTD including the CDs, Video Lectures, e-Books and e-Journals,
 - (ix) Bio-data of the Faculty,
 - (x) Physical infrastructure,
 - (xi) Expertise available at the UTD for Consultancy,

- (xii) Research Areas of each Faculty,
- (xiii) List research of publications, books monographs and chapter in books of each Faculty during 2009-10 to 2012-13 academic years,
- (xiv) Analysis of latest Feedback from students for teaching learning processes and suggestions on curriculum, and
- (xv) Measures for Quality Sustenance and Assurance.

2. Each HOD to

- (i) ensure regular up-date of the curriculum and course plans with provision of academic flexibility in the form of Electives, interdisciplinary courses and Optional credits,
- (ii) ensure that each UTD Faculty maintains a Teachers Diary cum Attendance Register and Laboratory Diary cum Attendance Register,
- (iii) ensure that each UTD faculty encourages and blends e-learning resources and follows the student centric learning approach,
- (iv) ensure mentoring of each student- group of 20 to 25 students for the academic, social and career problems,
- (v) ensure that organization of the seminars and lectures of eminent personalities and subject experts,
- (vi) plan the National and International Conferences, Workshops, Faculty Development Programs and Social – Outreach and extension activities,
- (vii) ensure the Energy Saving measures and maintenance of green surroundings and campus,
- (viii) ensure Adequate support facilities to students,
- (ix) ensure maintenance, cleanliness, and physical ambience of the Infrastructure, and regular maintenance of all computers, laboratory and class-room equipment,
- (x) ensure formation of Student and Alumni Association in the department,
- (xi) ensure soft skill and communication skills development in the students,
- (xii) ensure interaction with parents, alumni, employers, stakeholders and Academic Peers,

- (xiii) Sign boards for Vision, Mission, List of courses offered, List of Toppers/Gold Medalists, List of Qualifiers in National Tests and Examinations, Top 10 Alumni and their positions at present, Name of HODs in the past with durations of their tenure and present HOD.
 - (xiv) ensure display of Anti Ragging posters, and names and contact mobile numbers of Anti Ragging Committee members.
 - (xvi) ensure publication of a wall magazine with contributions from students,
 - (xvii) ensure publication of Prospectus, and
 - (xviii) ensure timings and work-culture of Faculty and Staff
3. All UTDs should also declare the results of January-June 2013 semester latest before the beginning of new Semester on July 1, 2013.