

# NAAC Methodology

for Reviewing the Performance of

## Academic Staff Colleges



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोगका स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

*An Autonomous Institution of the University Grants Commission*

P.O. Box No. 1075, Nagarbhavi, Bangalore - 560 072 INDIA



## Vision

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## Mission

- ❖ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ❖ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher educational institutions (HEIs);*
- ❖ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ❖ To undertake quality-related research studies, consultancy and training programmes; and*
- ❖ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

*To promote the following core values among the HEIs of the country:*

- ❖ Contributing to National Development*
- ❖ Fostering Global Competencies among Students*
- ❖ Inculcating a Value System in Students*
- ❖ Promoting the Use of Technology*
- ❖ Quest for Excellence*

# **NAAC Methodology**

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\* NAAC corresponds with Participants, Resource persons, Head of the Institutions directly to get the feedback and the respective proforma are enclosed.

## PREFACE

As per the directives from Ministry of Human Resource Development, NAAC has been entrusted with the responsibility of reviewing the performance of Academic Staff Colleges (ASC). Therefore, NAAC has initiated the process of developing the Methodology. A panel of Resource persons constituted by Prof. Goverdhan Mehta, Chairman of NAAC, met at the NAAC office in Bangalore to discuss the modalities of developing of the methodology for reviewing the performance of the Academic Staff Colleges. Following Members were present:-

1. Prof. H. A. Ranganath, Director, NAAC
2. Dr. Niloufer A.Kazmi, Officiating Secretary, UGC
3. Prof. S. P. Thyagarajan, Former VC , Madras University, Madras
4. Prof. Mariamma A.Varghese, Former VC, SNDT University, Mumbai
5. Prof. Vijay Khole, Former VC, Mumbai University, Mumbai
6. Prof. A. S. Brar, Vice Chancellor, Guru Nanak Dev University, Amritsar
7. Prof. Sudhanshu Bhushan, Professor, NUEPA
8. Dr. Meena R. Chandawarkar, Director ASC, Karnatak University, Dharwad

Dr. Ganesh Hegde, Asst. Adviser, NAAC coordinated the meetings.

Before the Committee met, the members had electronic exchange of informations regarding the criteria for reviewing ASCs. The committee met on 17-18 July 2010 at the NAAC office and developed the criteria for reviewing the Academic Staff colleges. Subsequently, Prof. Mariamma A. Varghese in consultation with the Director, NAAC Prof. H. A. Ranganath prepared the following documents:-

- 1) Introduction
- 2) Guidelines for preparation of the Self Assessment Report
- 3) Guidelines for the Assessors to review the Performance of Academic Staff Colleges
- and 4) Format for collecting the Feedback from a) Participants, b) Resource persons and c) Heads of the Institutions.

The Committee met on September 02, 2010 at NAAC, Bangalore and finalized the methodology for review of Academic Staff Colleges.

The following sections are included in the document on NAAC Methodology for Reviewing the Academic Staff Colleges

- Introduction
- The Criteria Key Aspects and Assessment Indicators for reviewing the performance of Academic Staff Colleges.
- Guidelines for preparing the Self Assessment Report by the ASC. (A set of questions/ probes to elicit appropriate responses for each criterion and its respective Key Aspects and Assessment Indicators).
- Guidelines for Assessors to review the performance of ASC.

For the review process of Academic Staff Colleges the NAAC intends to obtain the feedback directly from

- 1) Participants of the programmes
- 2) Resource Persons of the programmes
- 3) Heads of Institutions from where the participants deputed

The format for the same is enclosed. I hope this document of NAAC, on Methodology for Review of Academic Staff Colleges (ASC) would enable the Academic Staff Colleges to review objectively and make the necessary recommendations to the Ministry of Human Resource Development (MHRD) and also the Academic Staff Colleges for further improvements.

**Prof. H. A. Ranganath**  
**Director, NAAC**



# NAAC Methodology for Reviewing the Performance of Academic Staff Colleges

## I. INTRODUCTION

Indian Higher Education system has grown significantly over the last six decades since independence. The number of Universities have increased from 18 to 504 and the Colleges from 500 to 25951 (MHRD, 2010) with the enrolment of over 16 million students. Today there are 5.89 lakh teachers in the higher education system. The Indian Higher Education system is the third largest system in the world.

The Higher Education System is expected to provide adequate skilled human resources equipped with the knowledge and technical skills to cater to the fast growing economy. India, being the country with the youngest population, would be able to create a larger growing labour force which is expected to deliver greater gains in terms of growth and prosperity. The Central Government has been making suitable policy decisions to take advantage of this situation and to create access for the eligible youth from all social backgrounds to have the necessary education in diverse fields. The government has a target of 21% Gross Enrollment Ratio (GER) by the end of the 12th five year plan. Therefore it has started suitably enhancing the funding of higher education. The Higher Education Policy focuses on five (5) thrust areas in its latest announcements:

- Expansion of Higher Education Institutions
- Provision of Equal access to all social groups by inclusive practices
- Quality and Excellence
- Relevance and
- Value based education

The rapid expansion of Higher Education system has considerable impact on the quality of education. One of the most important issues impacting it is '**Teacher Quality**'. The quality of education is primarily determined by the competencies, skills, abilities and motivation of teachers. In the present day context, teachers have to play an enabling role in the development of the student. This involves not only imparting knowledge and skills, but also counseling, developing critical and innovative thinking, research, consultancy and extension work, preparing instructional materials with the aid of educational and information technologies and use of modern methods of management of the educational institutions. It is therefore, necessary to update periodically their skills, knowledge and efficiency. In this context, staff development and training play a very crucial role. UNESCO has rightly emphasized the role of teaching staff and their professional development for higher education.

## **1. Staff Development in Higher Education**

Training of teachers for imparting Higher Education is relatively a new concept. It is mandatory for the school teachers to have a degree in Education through professional colleges. However, in higher education, there are no such professional qualification requirements for teachers except the NET/ SET, M. Phil and Ph.D. which actually do not train them for teaching profession at the higher education level.

The National Policy on Education 1986 (NPE) has pointed out that teachers are not given adequate opportunities for professional and career development and are not sufficiently oriented to the experiential methodologies for teaching/learning or the value of innovative and creative work to fulfill their roles and responsibilities effectively. In order to overcome these deficiencies, it is proposed that specially designed orientation and refresher courses be organized for teachers as 'in-service training'. The Academic Staff orientation scheme, later known as Academic Staff College scheme was initiated by the University Grants Commission (UGC) in 1987 based on the NPE recommendation.

## **2. Academic Staff Colleges**

The UGC Academic Staff Colleges (ASC) were established in Universities as autonomous units within them for organizing staff development programmes funded by the UGC. The main objective of Academic Staff Colleges is to provide adequate opportunities for the professional development of teachers in higher education system within the framework of knowledge

society to inculcate values, motivation and the skills in the art of teaching. Since, the knowledge explosion world wide has become phenomenal, it has become difficult to cope with the large volume of knowledge being generated, new information technology and the methodology and techniques of generating and imparting knowledge. The Academic Staff Colleges aim to provide opportunity for the teachers to update the knowledge in the subject, technology and acquire new methods of curricular transactions in each area of their chosen disciplines. The objectives of the Academic Staff College programmes are thus expected to be very different from the traditional B.Ed. /M.Ed. courses.

In the Eleventh Five Year Plan, one more dimension has been added viz., Training in Information Technology and e-content development. With this, the UGC has extended the scope of training to administrative staff in colleges and universities.

A high level standing Committee consisting of eminent academicians and senior Directors give appropriate advice from time to time regarding the establishment, strengthening and monitoring of Academic Staff Colleges. The ASC draw resources from the parent University as well as academic resources from other institutions within and outside the state according to the needs. They have functional freedom within the broad framework of the UGC guidelines.

## **2.1. Functions of Academic Staff Colleges**

***As per the objectives spelled out in the UGC guidelines the functions of ASC are to:***

- formulate orientation programmes, (OP) and refresher courses (RC) for college and university teachers based on the broad guidelines;
- identify resource persons in various fields of specializations for conducting the orientation programmes and refresher courses, and familiarize such resource persons with the philosophy and guidelines for the programme/ courses;
- set up a documentation centre-cum-library for reference and resource materials necessary for the programme/course;
- produce specially designed materials required for effective implementation of the programme/courses;
- organize, monitor and evaluate the programme/courses for teachers;

- create a culture of learning and self improvement among teachers so that it becomes an integral part of the educational system at the tertiary level;
- organize orientation programme for senior administrators, heads of departments, principals, deans and other decision makers to familiarize them with the philosophy of orientation intended to facilitate reforms in higher education through appropriate modification of the management system at various levels;
- provide opportunities for in service teachers to exchange experience with their peers and to mutually learn from one another;
- provide a forum for serving teachers to keep abreast of the latest advances in each subjects of their interest;
- provide opportunities to further widen their knowledge and to pursue research studies;
- introduce the teachers to new methods and innovations in higher education delivery, so that the participants in turn can develop their own innovative methods of instruction;
- bring out publications relevant for enhancing the teaching and research capabilities of teachers;
- conduct capability enhancement programme for non academic staff so as to strengthen the teaching learning environment.

## **2.2 Academic Staff College Programmes**

***There are five kinds of programme offered by the Academic Staff Colleges:***

- i) Orientation programmes of 4 weeks duration, for all new entrants at the level of lecturers;
- ii) Refresher courses of 3 weeks duration for serving teachers and teacher fellows, research scholars and post-doctoral fellows;
- iii) Interaction programme of 3-4 weeks for Doctoral and Post-Doctoral and other research scholars;

- iv) short term courses of 6 day duration for professional development of academic administrators like HoD's, Deans, college principals and senior faculty viz., professor and associate professor/ reader;
- v) non- teaching staff training programme of 6 days duration for categories A, B & C including those of UGC staff.

### **2.3 Organization of Programmes**

For organizing any programme, at least 20 participants are required. The Academic Staff Colleges adopt various methods of publicity such as issuing notifications in local newspapers, news items, schedule display on websites or sending letters by post etc., to disseminate information about the programme being organized by them.

### **2.4 Programme Objectives**

*The objectives of the ASC programmes are to:*

- understand the significance of education in general and higher education in particular in the global and Indian contexts;
- understand the linkages between education and socioeconomic and cultural development with particular reference to the Indian polity where democracy, secularism and social equity are the basic tenets of society;
- acquire and improve the basic skills of teaching with the aid of educational technology at the college/university levels to achieve the goals of higher education;
- keep abreast of the latest developments in the subjects;
- understand the organization and management of college/university and to perceive the role of teachers in the total system;
- utilize opportunities for development of personality, initiative and creativity;
- promote computer literacy and internet knowledge;
- provide opportunities for research scholars;

- enlighten the teachers' role as agents of socio-economic change and national development;
- involve decision makers to exchange ideas in an academic environment.

### **3. Contributions of Academic Staff Colleges**

Today, there are 66 Academic Staff Colleges spread over 26 States. Andhra Pradesh has the maximum number i.e. 6, followed by Maharashtra and Uttar Pradesh having five each. Tripura and Nagaland are the only two States without Academic Staff Colleges.

Academic Staff Colleges have been contributing significantly to the improvement of quality of teaching in higher education institutions in India by enhancing the competencies of the teachers. To understand whether the scheme is fulfilling its objectives, there have been a number of studies carried out by the researchers and Academic Staff Colleges themselves to evaluate the impact of ASC programme on the participants. Factors like attitudinal changes, motivation factors, improvement in teaching skills, knowledge sensitization about socio-economic and national development issues, etc., have been considered for these studies. Various research studies and reports have confirmed the usefulness of the ASCs.

Besides imparting knowledge and skills, the strength of the Academic Staff Colleges lies in providing opportunity to interact with eminent resource persons and exchange of ideas with peers from various parts of the State/Country.

The total number of new teachers who have undergone training since inception of the ASCs is about 1,04,000 for orientation programmes and 2,57,000 for refresher courses (UGC Annual Report, 2009). The current teacher strength in higher education institution in the country is nearly 6 lakh after the inclusion of private college teachers. Therefore additional efforts have to be undertaken in the following areas:

- 1) Covering the entire teaching faculty of all higher education institutions;
- 2) Improving the quality of the programmes;
- 3) Providing user friendly programme;
- 4) Establishing suitable linkages between Academic Staff Colleges and International agencies involved in staff development for exchange programmes;

- 5) Introducing management skills particularly relevant to education;
- 6) Making orientation programme compulsory for new recruits;
- 7) Providing sufficient infrastructure for class rooms, conference halls, computer providing facilities and library of the ASCs;
- 8) Providing hostels with adequate accommodation and computer facilities.

In view of the strong need for staff development in higher educational institutions, especially in light of the UGC Regulations on minimum qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and measures for the maintenance of standards in Higher Education dated June 30, 2010, Academic Staff Colleges need to be strengthened to perform their functions adequately. Therefore, a systematic review of the performance of the existing ASCs is required to assess the status and make an objective assessment and appropriate recommendations for policy reforms and also for systemic improvement of quality in the staff development programmes. Therefore, the Ministry of Human Resource Development (MHRD) has taken up this initiative with the purpose of policy reforms, and the NAAC has been given responsibility of developing the Methodology and reviewing the performance of Academic Staff Colleges.

## II. CRITERIA FOR REVIEWING THE PERFORMANCE OF ACADEMIC STAFF COLLEGES: KEY ASPECTS AND ASSESSMENT INDICATORS

### 1. Curricular Aspects

| Key Aspects  | Assessment Indicators  |
|--|--|
| 1.1 <i>Design &amp; Development of Orientation Programme</i> | <ul style="list-style-type: none"> <li>• Coverage of the components in the curriculum as per the UGC guidelines</li> <li>• Number of orientation programmes approved by UGC versus number conducted</li> <li>• Adequacy and types of course material (handout, books, CDs, software etc.,) provided to the participants</li> <li>• Feedback on the curricula from the resource persons and participants</li> <li>• Changes in curricula based on feedback</li> </ul>   |
| 1.2 <i>Development of Refresher Courses</i>                  | <ul style="list-style-type: none"> <li>• Disciplines covered under Refresher Courses</li> <li>• Number of courses approved by UGC v/s, courses conducted</li> <li>• Adequacy and types of course material (handout books, CDs, software, etc.,) provided to the participants</li> <li>• Components of Laboratory/Field visits incorporated in the courses.</li> <li>• Evaluation criteria of the participants and documentation</li> <li>• Feedback on the curricula from resource persons and participants</li> <li>• Changes in curricula based on feedback</li> </ul> |



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| <p><i>1.3 Pattern of Interaction Programmes</i></p>            | <ul style="list-style-type: none"> <li>• Spectrum of workshops/seminars conducted for Doctoral and other Research Scholars</li> <li>• Programmes conducted for Post-doctoral scholars</li> <li>• Number of each type of programme conducted</li> <li>• Adequacy of the course materials provided to the participants</li> <li>• Number of participants attended for each programme</li> <li>• Feedback on curriculum from participants and resource persons and consequent changes</li> </ul> |
| <p><i>1.4 Design and Development of Short-term Courses</i></p> | <ul style="list-style-type: none"> <li>• Areas covered under professional development courses</li> <li>• Number of short term courses conducted during the last 5 years</li> <li>• Adequacy of the course materials provided to the participants</li> <li>• Feedback on the curricula from the participants and resource persons and consequential improvement in the programme</li> </ul>  |
| <p><i>1.5 Non-teaching Staff training Programme</i></p>        | <ul style="list-style-type: none"> <li>• Types of programmes conducted</li> <li>• Relevance of the programmes to administrative requirements</li> <li>• Number of programmes conducted and number of participants attended for the last 5 years</li> <li>• Feedback on the curricula from the participants and resource persons and the consequent improvement in the programme</li> </ul>  |

## 2. Programme Organization, Delivery and Evaluation

| Key Aspects                              | Assessment Indicators   |
|--|---|
| <p><i>2.1 Programme Organization</i></p> | <ul style="list-style-type: none"> <li>• Pattern of distribution of different types of programme over the years</li> <li>• Themes of the programmes and their current relevance (vis-à-vis the ASC objectives)</li> <li>• Programme strategies adopted to facilitate development of personality, initiative and creativity</li> <li>• Adherence to the schedule and programme duration of academic calendar of ASCs</li> <li>• E-learning programmes organized</li> </ul>   |
| <p><i>2.2 Programme Delivery</i></p>     | <ul style="list-style-type: none"> <li>• Basic skills of teaching including use of educational technology</li> <li>• Imparting knowledge of ICT and its use in teaching and learning</li> <li>• Spectrum of tools and methodologies used in programme delivery</li> <li>• Programmes to provide experiential learning</li> <li>• Structure of programme delivery in terms of lecturers and other experiential methodology</li> <li>• Diversity and appropriateness of resource persons involved for all programmes</li> <li>• Innovative methods adopted in programme delivery by resource persons</li> </ul> |

|  |   |
|--|---|
| <p><i>2.3 Programme Evaluation</i></p> | <ul style="list-style-type: none"> <li>• Feedback from resource persons</li> <li>• Feedback from participants and its programme-wise analysis</li> <li>• Methodology of evaluation of participants</li> <li>• Organizational response to feedback</li> <li>• Methodology adopted to assess programme impact on the institution</li> </ul> |
|--|---|

### 3. Infrastructure and Learning Resources

| Key Aspects   | Assessment Indicators   |
|---|---|
| <p><i>3.1 Physical Infrastructure and Equipment</i></p> | <ul style="list-style-type: none"> <li>• Exclusive building for Academic Staff College or space in existing building or sharing space with others.</li> <li>• Seminar hall/lecture halls</li> <li>• Administrative Space</li> <li>• Hostel/guesthouse facility</li> <li>• Discussion room/lounge</li> <li>• Rest room facility</li> <li>• Equipments</li> </ul> |
| <p><i>3.2 Documentation Centre and Library</i></p>      | <ul style="list-style-type: none"> <li>• Library, its dimension and furniture</li> <li>• Number of books and journals</li> <li>• Availability of reading room facility</li> <li>• E-library /e-journal/e-books facility</li> <li>• Reprographic facility</li> <li>• Availability of internet connectivity</li> <li>• Availability of dynamic website</li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Networking with University library</li> <li>• Membership of INFLIBNET; EDUSAT etc.,</li> <li>• Subscription to web-resources</li> </ul>  |
| 3.3 <i>Computer Laboratory and ICT resources</i> | <ul style="list-style-type: none"> <li>• Dedicated computer laboratory</li> <li>• Number of computers and printers</li> <li>• Number of nodes capacity computer lab - specific furniture and spares</li> <li>• Number and types of software available (eg. SPSS, SDEL, OPAQUE, ACROBAT, etc.)</li> <li>• Documentation of user rate of ICT resources</li> <li>• Availability and use of multimedia tools</li> <li>• Audio /Video/CD Roms</li> </ul> |

#### 4. Leadership, Governance and Functional Efficiency

| Key Aspects           | Assessment Indicators   |
|-----------------------|---|
| 4.1 <i>Leadership</i> | <ul style="list-style-type: none"> <li>• Development of vision, mission and objectives of the Academic Staff College</li> <li>• Perspective planning, execution and quality of programmes</li> <li>• Budgeting of yearly targets and their on -time completion</li> <li>• Yearly ratio of actual sanctioned strength for each course and actual number of participants</li> <li>• Status of Academic Staff College and recognition achieved</li> <li>• Liaison/networking with University, UGC, other organizations and resource persons</li> </ul> |

|  |  |
|--|--|
| <p>4.2 <i>Structure of ASC</i></p> <ul style="list-style-type: none"> <li>• <i>Academic Staff</i></li> </ul> | <ul style="list-style-type: none"> <li>• Details of UGC sanctioned and filled, academic staff &amp; adoption of UGC norms in their appointment</li> <li>• Details of the service conditions of staff, whether on deputation/selection/transfer from university departments / holding additional charge, etc.,</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <i>Administrative Staff</i></li> </ul>                              | <ul style="list-style-type: none"> <li>• Details of administrative staff (Sanctioned/filled) and their appointment as per UGC norms</li> <li>• Secretarial Staff on Deputation/outsourced</li> <li>• Availability of IT-qualified staff for computer laboratory and library</li> </ul>   |
| <p>4.3 <i>Financial Management</i></p>   | <ul style="list-style-type: none"> <li>• Average expenditure per participant for each type of programme/course</li> <li>• Budget-head-wise details of utilization of UGC grants</li> <li>• University financial support, if UGC grant release is delayed</li> <li>• Periodic submission of audited statement of accounts to UGC</li> <li>• Resource generation besides UGC grants, if any</li> </ul> |
| <p>4.4 <i>Advisory Committee &amp; monitoring mechanism</i></p>  | <ul style="list-style-type: none"> <li>• Details of periodic meeting of Advisory Committee</li> <li>• Details of suggestions of Advisory Committee and their time bound implementation</li> <li>• Details of yearly performance report submitted to UGC</li> <li>• Details of UGC review committee visit in the last 5 years.</li> </ul>   |

## 5. Management Information System

| Key Aspects   | Assessment Indicators   |
|---|---|
| 5.1 <i>Documentation Structure &amp; methods</i>      | <ul style="list-style-type: none"> <li>• Archival facility established in ASC</li> <li>• Development of ASC specific MIS, if any</li> <li>• Maintenance and retrieval of records and course materials</li> <li>• Digitalized records and materials, if any</li> </ul>   |
| 5.2 <i>Intra &amp; Inter Institutional networking</i> | <ul style="list-style-type: none"> <li>• Networking among participants of various programmes and their follow-up methodology</li> <li>• Networking among resource persons utilized by the ASC and the follow up details</li> <li>• Networking among other Academic Staff Colleges and follow up details</li> <li>• Inter-institutional and international networking achieved, if any</li> </ul> |

## 6. Innovative Practices

| Key Aspects  |
|--|
| 6.1 <i>Performance review practices to initiate changes in ASC</i> |
| 6.2 <i>Administrative Best Practices</i>                           |
| 6.3 <i>Academic follow-up Best Practices</i>                       |
| 6.4 <i>Quality Improvement Initiatives Implemented</i>             |

### III. PREPARATION OF SELF ASSESSMENT REPORT (SAR)

#### Guidelines for preparation of Self Assessment Report

Preparation of the Self Assessment Report will be in three parts:

- **Part-A:** *Institutional Data* which will incorporate the institutional profile.
- **Part-B:** *Self Assessment Report* according to the six criteria and 21 key aspects and 95 assessment indicators with the criterion-wise evaluative self assessment report.
- **Part-C:** *Self Assessment* by the ASC on its strengths, weaknesses, opportunities and challenges.

If the ASC wishes to provide any additional information under each Key Aspects, they can include that under any other information.

While preparing the SAR the following instruction may be followed:

- 1) The Self Assessment Report shall cover the period of last five years i.e. 2005-2010.
- 2) Please check in the appropriate responses in the space provided.
- 3) The responses may be given in paragraph (Key aspect-wise). The open ended responses to each question may be given in telegraphic language in bullet form. Questions are only probes to elicit valid responses.
- 4) Feedback responses from participants and resource persons have to be analyzed and only the highlights of the same have to be shown in the Self Assessment Report.
- 5) Criterion-wise evaluative report has to be prepared based on the respective key aspects and assessment indicators (maximum of 500 words).
- 6) Part-C the overall evaluative report considering the strengths, weaknesses, opportunities and challenges (should be limited to 1000 words).
- 7) Total number of pages of the SAR should not exceed 150 pages excluding the annexures. The ASC should submit the SAR in five copies and the soft copy of the self

assessment report in Microsoft Word format in a CD/Pen drive with each SAR to be submitted to NAAC. The CD should have a well protected cover may be pasted in the last page of the SAR.

- 8) The SAR to be prepared in Times New Roman 12 and Point size, Single space, back to back printed and spiral/wiro binding.
- 9) SAR should have a content page. The document needs to be numbered in all the pages including the annexure which has been enclosed in the document. If the document has the annexure the relevant page number need to be mentioned in the main document for easy reference.
  - The list of the annexure may be given in the content page, enclose the same in SAR.
  - Along with the submission of the SAR the institution has to record that it agrees to the financial implications of the peer team visit by NAAC.
  - TA/DA to the peer team members and Honorarium of Rs.2000 - per day for each member (Assessor) shall be reimbursed by NAAC after their proper bills submission. Local hospitality, accommodation need to be provided by the host ASC.
  - While submitting the self assessment reports, the ASC has to indicate three options of time slots in the order of preference (for eg. 20-22 Sept., or 29-31 Sept., or 12-14 Oct.), for the peer team visit.



## IV. PROFORMA FOR SELF ASSESSMENT REPORT

### Part- A: Institutional Data

#### Profile of the Academic Staff College

1.1 Name of the University: .....

Postal Address of the ASC: .....

City :..... State:..... Pin code:.....

e-mail: ..... Website: .....

1.2 For Communication:

Office

| Name     | Area/STD code | Tel. Number (O) | Tel. Number (R) | Mobile Number | Fax Number |
|----------|---------------|-----------------|-----------------|---------------|------------|
| Director |               |                 |                 |               |            |

e-mail ID:.....

1.3 Status Full Time

Additional Charge  No. of years

1.4 Date of Establishment (dd/mm/yyyy):

1.5 Location Urban  Rural  Tribal

1.6 Present staff strength

Teaching Permanent ..... On Contract .....

Administrative Permanent ..... On Contract .....

1.7 Special recognition given to the ASC including UGC ranking based on:

1. No. of Programmes conducted .....

2. No. of Participant in the programme .....

3. Cost effectiveness .....

## Part-B: Self Assessment Report: Evaluative Report

### 1. Curricular Aspects

#### 1.1 Design and Development of Orientation Programmes

1.1.1 Programme offered & the number of participants for each type of programme (Inclusive of self financing programmes)

Years

| Programmes             | 2005-06       |   |   |        | 2006-07       |   |   |        | 2007-08       |   |   |        | 2008-09       |   |   |        | 2009-10       |   |   |        | Sum Total | % of participants from outside the state |
|------------------------|---------------|---|---|--------|---------------|---|---|--------|---------------|---|---|--------|---------------|---|---|--------|---------------|---|---|--------|-----------|--|
|                        | Partic-ipants |   |   |        | Partic-ipants |   |   |        | Partic-ipants |   |   |        | Partic-ipants |   |   |        | Partic-ipants |   |   |        |           |  |
|                        | No            | M | F | Tot-al | No            | M | F | Tot-al | No            | M | F | Tot-al | No            | M | F | Tot-al | No            | M | F | Tot-al |           |  |
| Orientation Programmes |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |           |  |
| •                      |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |           |  |
| •                      |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |           |  |
| •                      |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |           |  |
| •                      |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |           |  |
| •                      |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |               |   |   |        |           |  |

1.1.2 No. of fulltime orientation programmes (OP) conducted with less than 20 participants. If less than 20 participants give reasons.

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1.1.3 No. of programmes cancelled due to paucity of participants.

1.1.4 No. of Participants benefited from the following category:

| Sl. No. | Category  | Participants |
|---------|-----------|--------------|
| 1.      | SC        |              |
| 2.      | ST        |              |
| 3.      | OBC       |              |
| 4.      | Any Other |              |

1.1.5 Does the ASC offer any other sponsored programmes including self financing ones.

Yes       No  

If yes, how many?

Specify the programmes and their sponsorship.

| Programme Title | Sponsored by | Year    |         |         |         |         |
|-----------------|--------------|---------|---------|---------|---------|---------|
|                 |              | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 |
|                 |              |         |         |         |         |         |
|                 |              |         |         |         |         |         |
|                 |              |         |         |         |         |         |
|                 |              |         |         |         |         |         |

1.1.6 Number of participants shifted from another ASC to this ASC, specify the reasons.

1.1.7 Number of participants shifted from your ASC to another ASC specify the reasons.

1.1.8 Number of Orientation Programme (OP) approved and conducted:

| Orientation Programme        | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 |
|------------------------------|---------|---------|---------|---------|---------|
| No. OPs approved by the UGC. |         |         |         |         |         |
| No. of programme conducted.  |         |         |         |         |         |

1.1.9 Was there any Need Assessment exercise undertaken before planning the programmes?

Yes       No  

If yes, the methodology adopted with details:

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1.1.10 Areas addressed in the orientation programme?

Check (√) year wise (Programme schedule and content may be annexed)

| Areas   | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 |
|---|---------|---------|---------|---------|---------|
| • Awareness of linkages between<br>a. Society and education |         |         |         |         |         |
| b. Environment and education                                |         |         |         |         |         |
| c. Development and education                                |         |         |         |         |         |
| • Philosophy of education                                   |         |         |         |         |         |
| • Indian education system                                   |         |         |         |         |         |
| • Pedagogy  |         |         |         |         |         |
| • Resource awareness  |         |         |         |         |         |
| • Knowledge generation                                      |         |         |         |         |         |
| • Management  |         |         |         |         |         |
| • Personality development                                   |         |         |         |         |         |
| • Any other area (specify)                                  |         |         |         |         |         |

1.1.11 Type of resource materials provided to the participants:

- Hand outs from resource persons
- Compilation of all presentations
- Relevant books
- CDs
- Others, (specify) .....

1.1.12 Highlights of the changes in the orientation programme based on the feedback from resource persons and participants.

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## 1.2 Refresher Courses

### 1.2.1 Programme offered & the number of participants

#### Years

| Programmes          | 2005-06      |   |   |       | 2006-07      |   |   |       | 2007-08      |   |   |       | 2008-09      |   |   |       | 2009-10      |   |   |       | Sum Total | % of participants from outside the state |
|---------------------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|-----------|--|
|                     | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       |           |  |
|                     | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total |           |  |
| • Refresher courses |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| •                   |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| •                   |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| •                   |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| •                   |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |

### 1.2.2 No. of Participants benefited from the following category.

| Sl. No | Category  | Participants |
|--------|-----------|--------------|
| 1.     | SC        |              |
| 2.     | ST        |              |
| 3.     | OBC       |              |
| 4.     | Any other |              |

### 1.2.3 Was there any need assessment exercise done before planning the Refresher Courses?

Yes  No

If yes, methodology adopted with details.

### 1.2.4 What are the different disciplines covered under the refresher courses?

| 2005-06 Subject | 2006-07 Subject | 2007-08 Subject | 2008-09 Subject | 2009-10 Subject |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| •               |                 |                 |                 |                 |
| •               |                 |                 |                 |                 |
| •               |                 |                 |                 |                 |
| •               |                 |                 |                 |                 |
| •               |                 |                 |                 |                 |

### 1.2.5 Is there any other refresher course centers in the University or nearby University?

Yes  No

If yes, give details of the programme conducted by them.

1.2.6 How many courses were approved by UGC during the last 5 years and how many were conducted?

| Courses                                    | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 |
|--|---------|---------|---------|---------|---------|
| How many courses were approved by the UGC? |         |         |         |         |         |
| How many were conducted?                   |         |         |         |         |         |

1.2.7 Types of course materials provided to the participants:

- Handouts from resource persons
- Compilation of all presentations
- Relevant books/ articles
- CDs
- Any others (specify) .....

1.2.8 Give the general structure of the refresher courses offered for the different faculty of the University/ College.

*(average percentage distribution of time allocation)*

| Faculty               | Total number of programmes in 5 yrs | Theory | Practical/ IT Training | Projects | Seminars | Field visits | Any other (for ex. Panel discussion) |
|-----------------------|-------------------------------------|--------|------------------------|----------|----------|--------------|--------------------------------------|
| Science               |                                     |        |                        |          |          |              |                                      |
| Humanities            |                                     |        |                        |          |          |              |                                      |
| Social Sciences       |                                     |        |                        |          |          |              |                                      |
| Literature/ Languages |                                     |        |                        |          |          |              |                                      |
| Education             |                                     |        |                        |          |          |              |                                      |
| Any other (specify)   |                                     |        |                        |          |          |              |                                      |

1.2.9 What were the major highlights of the evaluation of the participants in the refresher course?

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1.2.10 Highlights of changes made based on the feedback from resource persons and participants regarding:

a) Curriculum and content of the programme

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b) Relevance to UG/PG programme

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c) Other areas covered as per UGC guidelines

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## 1.3 Interaction programme

### 1.3.1 Programme offered & the number of participants.

Years

| Programmes            | 2005-06      |   |   |       | 2006-07      |   |   |       | 2007-08      |   |   |       | 2008-09      |   |   |       | 2009-10      |   |   |       | Sum Total | % of participants from outside the state |
|-----------------------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|-----------|--|
|                       | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       |           |  |
|                       | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total |           |  |
| Interaction Programme |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 1.                    |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 2.                    |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 3.                    |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 4.                    |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |

### 1.3.2 No. of Participants benefited from the following category:

| Sl. No. | Category  | Participants |
|---------|-----------|--------------|
| 1.      | SC        |              |
| 2.      | ST        |              |
| 3.      | OBC       |              |
| 4.      | Any Other |              |

### 1.3.3 List the titles of the programmes conducted individually or any combination for the following groups:

- i) Post Doctoral scholars
- ii) Ph.D. scholars
- iii) M. Phil. scholars
- iv) Research scholars



| Target group           | 2005-06                   |                             | 2006-07                   |                             | 2007-08                   |                             |
|------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|
|                        | No. & titles of programme | No. of participants (Total) | No. & titles of programme | No. of participants (Total) | No. & titles of programme | No. of participants (Total) |
| Post Doctoral scholars |                           |                             |                           |                             |                           |                             |
| Ph. D. scholars        |                           |                             |                           |                             |                           |                             |
| M. Phil. scholars      |                           |                             |                           |                             |                           |                             |
| Research scholars      |                           |                             |                           |                             |                           |                             |

| Target group           | 2008-09                   |                             | 2009-10                   |                             |
|------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|
|                        | No. & titles of programme | No. of participants (Total) | No. & titles of programme | No. of participants (Total) |
| Post Doctoral scholars |                           |                             |                           |                             |
| Ph. D. scholars        |                           |                             |                           |                             |
| M. Phil. scholars      |                           |                             |                           |                             |
| Research scholars      |                           |                             |                           |                             |

1.3.4 Type of need assessment exercise undertaken before planning the course:

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1.3.5 Course materials provided to the participants:

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1.3.6 Criteria used to select the resource persons

*(comment on the appropriateness of the resource persons)*

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1.3.7 Highlights of the feedback received from the

- i. Participants
- ii. Resource persons

***(Proforma used for feedback may be annexed)***

1.3.8 List the resource persons with their designation, area of specialization and affiliation to professional bodies, if any:

| Sl. No. | Name of the Resource Person | Designation | Areas of Specialization | Affiliation to professional bodies |
|---------|-----------------------------|-------------|-------------------------|------------------------------------|
| 1.      |                             |             |                         |                                    |
| 2.      |                             |             |                         |                                    |
| 3.      |                             |             |                         |                                    |
| 4.      |                             |             |                         |                                    |

## 1.4 Short Term Courses

### 1.4.1 Programme offered & the number of participants.

#### Years

| Programmes         | 2005-06      |   |   |       | 2006-07      |   |   |       | 2007-08      |   |   |       | 2008-09      |   |   |       | 2009-10      |   |   |       | Sum Total | % of participants from outside the state |
|--------------------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|-----------|--|
|                    | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       |           |  |
|                    | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total |           |  |
| Short Term Courses |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 1.                 |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 2.                 |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 3.                 |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 4.                 |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |

### 1.3.2 No. of Participants benefited from the following category:

| Sl. No. | Category  | Participants |
|---------|-----------|--------------|
| 1.      | SC        |              |
| 2.      | ST        |              |
| 3.      | OBC       |              |
| 4.      | Any Other |              |

### 1.4.3 No. of courses conducted during the last 5 years?

| Courses                                     | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 |
|---|---------|---------|---------|---------|---------|
| Nomenclature of the course and target group |         |         |         |         |         |
| 1.  |         |         |         |         |         |
| 2.  |         |         |         |         |         |
| 3.  |         |         |         |         |         |
| 4.  |         |         |         |         |         |
| 5.  |         |         |         |         |         |

1.4.4 List the focus areas covered under these courses:

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1.4.5 Type of need assessment done before developing such courses:

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1.4.6 Highlights of changes made in the '*focus areas*' based on the feedback from the

- i. Participants
- ii. Institutions where they are deputed from
- iii. Resource persons

## 1.5 Non-Teaching Staff Training Programme

### 1.5.1 Number and titles of programmes conducted for Non-Teaching Staff Programme.

| Programmes   | 2005-06      |   |   |       | 2006-07      |   |   |       | 2007-08      |   |   |       | 2008-09      |   |   |       | 2009-10      |   |   |       | Sum Total | % of participants from outside the state |
|--|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|--------------|---|---|-------|-----------|--|
|  | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       | Participants |   |   |       |           |  |
|  | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total | No           | M | F | Total |           |  |
| Non-Teaching Staff Training Programme<br><i>(Title of programme)</i> |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 1.   |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 2.   |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 3.   |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 4.   |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |
| 5.   |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |              |   |   |       |           |  |

### 1.5.2 Type of Need Assessment exercise undertaken before planning the courses:

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### 1.5.3 Highlights of the changes made in the 'focus areas' based on feedback from the non-teaching staff regarding the programmes offered:

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1.5.4 Type of course materials provided to the participants:

- Handouts from Resource persons
- Compilation of all presentations
- Relevant books/ Articles
- CDs
- Any others, (specify) .....

1.5.5 Relevance of the programme in view of the academic and administrative requirements of higher education:

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*Innovative curriculum development initiatives of ASC supported by research and other related activities (give a brief and other related note in 50 words)*

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**Criterion-wise Evaluative Report (500 words)**

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## 2. Programme Organization, Delivery and Evaluation

### 2.1 Program Organization

2.1.1 How are the different programmes planned and structured based on the UGC guidelines?

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2.1.2 Periodicity of the programmes organized during the calendar year? (*show in a bar chart*)

2.1.3 How do all these programmes align with the ASC objectives?

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2.1.4 How relevant are the themes of the programmes according to the current needs of higher education?

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2.1.5 What programmes specifically cater to the personality development, creativity and other soft skills? How are the teaching methodologies designed for these areas?

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2.1.6 How strictly ASC adhere to the

(a) Programme schedule

(b) Duration of the programmes

Did the ASC encounter any challenges in adhering to a) and b)?

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2.1.7 Efforts made by the ASC to promote e-learning:

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2.1.8 Proportion of the time allocated for ICT training in programme scheduling:

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## 2.2 Programme Delivery

### 2.2.1 Diversity of expertise of Resource Persons in terms of

| Resource persons expertise | Orientation Programme | Refresher Course | Interaction Programme | Short term courses | Non-Teaching Staff Training Programme |
|----------------------------|-----------------------|------------------|-----------------------|--------------------|---------------------------------------|
| Area of specialization     |                       |                  |                       |                    |                                       |
| Research competency        |                       |                  |                       |                    |                                       |
| ICT enabled Teaching       |                       |                  |                       |                    |                                       |
| Any other                  |                       |                  |                       |                    |                                       |

### 2.2.2 Has the ASC incorporated any sessions for improving the teaching skills?

Yes
 
 No

If yes, give details?

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### 2.2.3 What educational technologies were used for effective teaching-learning processes?

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### 2.2.4 Write a brief note on the diversities of expertise of the resource persons invited for the programme above?

a) How the programmes were enriched by the resource persons?

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b) How did the participants benefit from the programme conducted by the different experts? Give details

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2.2.5 What provisions were made to impart the ICT skills in teaching learning?

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2.2.6 Methodologies used for programme delivery (*Illustrate with examples*)

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2.2.7 How the ASC has planned and implemented the programme in terms of Theory, Practical, Participatory methods etc., to have experiential learning?

- Orientation programme
- Refresher courses
- Interaction programmes
- Short term courses
- Non-teaching staff training programme

2.2.8 What innovative methods were used by the resource persons in programme transactions?

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2.2.9 Criteria used to select the resource persons for such courses? Comment on the appropriateness of the resource persons:

- 
- 

2.2.10 What are the diversities of expertise of the resource persons in the area of specialization/ research competence/ ICT enabled teaching technology etc according to the programme content. Give categorized details?

(a) How would the ASC rate the resource persons invited for each session? (*including the feedback from the participants*) Give details.

- Did ASC encounter any difficulty in getting the appropriate resource persons?
- 
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- Frequency of repetition of the Resource Persons with justification.
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## 2.3 Programme Evaluation

2.3.1 Does the ASC collect overall feedback from the participants and resource persons after each programme (*enclose the feedback form of each category*).

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, give the Summary/ highlights of the feedback received for each type of programmes

- Orientation programmes
- Refresher courses
- Interaction programmes
- Short term courses
- Non-teaching staff training programmes

2.3.2 Highlights of the changes made based on the feedback from Resource Persons and Participants regarding

- **Orientation Programmes**

i) Curriculum content of the programme

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ii) Relevance to UG/PG programme

- 
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iii) Other areas covered as per UGC guidelines

- 
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- **Refresher Courses**

- i) Curriculum content of the programme
  - 
  -
- ii) Relevance to UG/PG programme
  - 
  -
- iii) Other areas covered as per UGC guidelines
  - 
  -

- **Interaction Programmes**

- i) Curriculum content of the programme
  - 
  -
- ii) Relevance of the programme
  - 
  -
- iii) Other areas covered as per UGC guidelines
  - 
  -

- **Short Term Courses**

- i) Curriculum content of the programme
  - 
  -

ii) Relevance of the programme

- 
- 

iii) Other areas covered as per UGC guidelines

- 
- 
- 

• **Non-Teaching Staff Training Programme**

i) Curriculum content of the programme

- 
- 
- 

ii) Relevance of the programme

- 
- 

iii) Other areas covered as per UGC guidelines

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2.3.3 Criteria used for evaluating the participants at the end of the course? Illustrate briefly.

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a) Does the ASC grade the participants?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

b) A sample of the proforma developed by the ASC for evaluating the participants may be annexed.

c) The methodology adopted for analysis of the feedback and give the highlights of the findings.

- 
- 
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- 

2.3.4 Highlights of the changes made based on the Resource Persons and Participants regarding the content of

- Orientation Programme
- Refresher Courses
- Interaction Programmes
- Short-term Courses
- Non-teaching staff training programme

2.3.5 What methodology is adopted for evaluating the participants? Explain briefly in bullet form.

- 
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- 
- 
-

2.3.6 Any follow up feedback is sought from the participants after returning to the institution regarding the training input and its impact on them and the Institution.

Yes  No

If yes, give highlights?

- 
- 
- 
- 
- 

2.3.7 What is the organizational (ASC) response for any decision or action based on the feedback from participants and resource persons for the following programmes.

| Programmes                            | Feedback of participants | Feedback from resource persons | Organizational responses in terms of decisions and action taken |
|---------------------------------------|--------------------------|--------------------------------|---|
| Orientation programmes                |                          |                                |   |
| Refresher Courses                     |                          |                                |   |
| Interaction Programmes                |                          |                                |   |
| Short-term Courses                    |                          |                                |   |
| Non-teaching staff training programme |                          |                                |   |

2.3.8 Is there any mechanism to study the impact of the programme on the institution's development?

Yes  No



If yes, how it is impacted on:

- Updating the curriculum
  - Programme transaction
  - Teaching learning processes
  - Research output
  - Soft skills development
  - Any other, (specify)
- 

***Innovative programme delivery and programme evaluation initiatives supported by research and other related activities:***

- - 
  - 
  - 
  - 
  -
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***Criterion-wise Evaluative Report (500 words)***

- 
-

### 3. Infrastructure and Learning Resources

#### 3.1 Physical Infrastructure and Equipment

3.1.1 Does ASC have exclusive building and equipment for its use?

Yes  No

3.1.2 Give details about how well endowed is the ASC in terms of physical infrastructure:

| Infrastructure                      | Number | Area (in sq.mtr) |
|-------------------------------------|--------|------------------|
| Seminar hall/lecture hall           |        |                  |
| Air conditioned class room (if any) |        |                  |
| Laboratories                        |        |                  |
| Director's room                     |        |                  |
| Administrative office               |        |                  |
| Discussion room/ lounge             |        |                  |
| Staff room                          |        |                  |
| Rest rooms facility                 |        |                  |
| ➤ Men                               |        |                  |
| ➤ Women                             |        |                  |
| Any other (specify)                 |        |                  |

| Facilities                   | Adequate | Some what | No |
|------------------------------|----------|-----------|----|
| Transport                    |          |           |    |
| Water supply                 |          |           |    |
| Power supply                 |          |           |    |
| Communication facilities     |          |           |    |
| Hostel/ Guest house facility |          |           |    |

| Equipment           | Adequate | Some what | No |
|---------------------|----------|-----------|----|
| TV/VCR/DVD          |          |           |    |
| Over head projector |          |           |    |
| Smart board         |          |           |    |
| LCD projector       |          |           |    |

3.1.3 If ASC does not have its own building, does it have exclusive space in a composite building of the University?

Yes  No

3.1.4 Does the ASC share facilities with other departments?

Yes  No

### 3.2 Documentation Centre and Library

3.2.1 Does the ASC have exclusive library of its own?

Yes  No

If yes, area in sq. ft. ....

3.2.2 Furniture (*specify the seating capacity*):

3.2.3 Working hours of the library?

..... hrs to..... hrs

3.2.4 No. of books (titles):

No. of Journals: .....

- National Peer Review Journals: .....
- International Peer Review Journals: .....
- Others: .....

### 3.2.5 Relevance of the reading materials to different programmes

- Orientation Programmes
  - 
  -
- Refresher Courses
  - 
  -
- Interaction Programmes
  - 
  -
- Short-term Courses
  - 
  -
- Non-teaching staff training programmes
  - 
  -

a) What is the budget allocation & amount spent for books and journals?

| 2005-06           |              | 2006-07           |              | 2007-08           |              | 2008-09           |              | 2009-10           |              |
|-------------------|--------------|-------------------|--------------|-------------------|--------------|-------------------|--------------|-------------------|--------------|
| Budget allocation | Amount Spent | Budget allocation | Amount spent | Budget allocation | Amount spent | Budget allocation | Amount spent | Budget allocation | Amount spent |
|                   |              |                   |              |                   |              |                   |              |                   |              |
|                   |              |                   |              |                   |              |                   |              |                   |              |
|                   |              |                   |              |                   |              |                   |              |                   |              |

b) Reading room facility

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

c) Does the ASC provide electronic library resources?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

a) e-books:

b) e-journals:

c) Internet facility:

d) Reprographic facility:

e) Others:

### 3.3 Computer Laboratory and ICT Resources

3.3.1 Does the ASC have a dedicated computer lab for its use?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If Yes,

- How many PCs and printers are there in the computer lab?

- Is the computer lab equipped with appropriate furniture?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes (specify)

- Is there power back up for the computer lab? Give details.

- Is there AMC for the computer maintenance? Give details.

3.3.2 The softwares available in the computer lab.

SPSS      Yes       No

OPAQUE      Yes       No

SDEL      Yes       No

ACROBAT      Yes       No

Others      Yes       No

(Specify) .....

3.3.3 To what extent, the ICT facilities are utilized by *(to be supported by log book entries)* The log book would be checked by the peer Team during visit.

|                      | Satisfactory | Not-Satisfactory |
|----------------------|--------------|------------------|
| Resource persons     |              |                  |
| Participants         |              |                  |
| Academic staff       |              |                  |
| Administrative staff |              |                  |

3.3.4 Is the ASC well equipped with the multi-media tools.

Audio      Yes       No

Video      Yes       No

CD ROMs      Yes       No

How often it is utilized?

3.3.5 Does the ASC have internet connectivity? If yes, is it available to:

|                      |     |                          |    |                          |
|----------------------|-----|--------------------------|----|--------------------------|
| Participants         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Resource persons     | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Academic staff       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Administrative staff | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

- a) What is the speed of internet connectivity .....mbps
- b) How many computers it has been connected to.....

3.3.6 Does the ASC have a dynamic website.

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, how often the ASC update the website.

- 
- 

3.3.7 Provide '**hit rate data**' of the use of the ASC website.

3.3.8 Does the ASC network with the

|                               |       |                          |    |                          |
|-------------------------------|-------|--------------------------|----|--------------------------|
| University Library            | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Other Libraries (specify)     | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Other Academic Staff Colleges | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Any other                     | ..... |                          |    |                          |

3.3.9 Does the ASC get the benefit of:

|           |       |                          |    |                          |
|-----------|-------|--------------------------|----|--------------------------|
| INFLIBNET | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> |
| DELNET    | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> |
| EDUSAT    | Yes   | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Any other | ..... |                          |    |                          |

3.3.10 Does the ASC subscribe to any web resources

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, provide details

- 

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***How does the Physical infrastructure of the ASC create appropriate ambience for its effective function to meet the requirements of the participants and ASC objectives.***

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***Criterion-wise Evaluative Report (500 words)***

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## 4. Leadership, Governance and Functional Efficiency

### 4.1 Leadership

4.1.1 Name the Directors during the last five years?

*(include their tenure of services for each)*

| Sl.No | Name | Period | Status | Permanent/<br>Temporary Incharge |
|-------|------|--------|--------|----------------------------------|
| 1.    |      |        |        |                                  |
| 2.    |      |        |        |                                  |
| 3.    |      |        |        |                                  |
| 4.    |      |        |        |                                  |

4.1.2 Does the ASC have framed

Vision       Yes     No

Mission      Yes     No

Objectives    Yes     No

If yes, (specify)

- 
- 
- 
- 
- 

4.1.3 Institutional approach for decision making and deployment.

- 
- 
-

4.1.4 Does the ASC have prepared a perspective plan?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If Yes, (specify)

- 
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- 
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4.1.5 How does the ASC ensure the quality of the various programmes.

- 
- 
- 
- 
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4.1.6 How does ASC plan the yearly targets of programmes and ensure their completion.

- 
- 
- 
- 

4.1.7 Has the ASC been reviewed by the UGC?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, highlight the main findings/recommendations. *(provide the copy of the report).*

- 
- 
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- 

4.1.8 How effective is the liaison/ networking with the following: Organisations/Professionals

**Ratings**

|                                | High _____ Low |   |   |   |   |
|--------------------------------|----------------|---|---|---|---|
| Organisation/<br>professionals | 5              | 4 | 3 | 2 | 1 |
| Resource persons               |                |   |   |   |   |
| University                     |                |   |   |   |   |
| UGC                            |                |   |   |   |   |
| Other ASCs                     |                |   |   |   |   |
| Other allied<br>Organizations  |                |   |   |   |   |

**4.2 Structure of the ASC**

• **Academic Staff Structure**

4.2.1 Provide the organizational chart of the ASC.

4.2.2 Give details regarding the UGC sanctioned academic staff positions and the number of positions filled.

4.2.3 Has the ASC adopted the UGC criteria for appointment of the academic staff?

4.2.4 How many academic staff are

- Selected for the ASC :
- Deputed from other colleges/  
organizations :

➤ Transferred from the university :

➤ Holding additional charge :

4.2.5 What are the service conditions of the present academic staff appointed in the ASC?

4.2.6 Does the ASC interact with other Academic Staff of the University/Colleges for effective functioning? Give details of the formal/informal arrangements made?

• **Administrative Staff Structure**

4.2.7 How many administrative posts are sanctioned by UGC? How many are filled?

|     |                      |    |                      |
|-----|----------------------|----|----------------------|
| Yes | <input type="text"/> | No | <input type="text"/> |
|-----|----------------------|----|----------------------|

4.2.8 Does the college adopt the UGC norms for appointing the Staff ?

4.2.9 Any Administrative functions or support services outsourced?

|     |                      |    |                      |
|-----|----------------------|----|----------------------|
| Yes | <input type="text"/> | No | <input type="text"/> |
|-----|----------------------|----|----------------------|

If yes, (specify)

- 
- 
- 

4.2.10 Does ASC have IT qualified staff for:

|                |     |                      |    |                      |
|----------------|-----|----------------------|----|----------------------|
| Administration | Yes | <input type="text"/> | No | <input type="text"/> |
|----------------|-----|----------------------|----|----------------------|

|                     |     |                      |    |                      |
|---------------------|-----|----------------------|----|----------------------|
| Computer laboratory | Yes | <input type="text"/> | No | <input type="text"/> |
|---------------------|-----|----------------------|----|----------------------|

|         |     |                      |    |                      |
|---------|-----|----------------------|----|----------------------|
| Library | Yes | <input type="text"/> | No | <input type="text"/> |
|---------|-----|----------------------|----|----------------------|

## 4.3 Financial Management

4.3.1 Provide the details of the finance (income + expenditure) for the last five years.

**Income**

| Years   | UGC | University | Self- financing courses | Other sources | Total |
|---------|-----|------------|-------------------------|---------------|-------|
| 2005-06 |     |            |                         |               |       |
| 2006-07 |     |            |                         |               |       |
| 2007-08 |     |            |                         |               |       |
| 2008-09 |     |            |                         |               |       |
| 2009-10 |     |            |                         |               |       |

**Expenditure**

| Years   | Cost for the programmes | Books/ Journals | Salary | Working expenses | Equipm-ent | Total Expenditure |
|---------|-------------------------|-----------------|--------|------------------|------------|-------------------|
| 2005-06 |                         |                 |        |                  |            |                   |
| 2006-07 |                         |                 |        |                  |            |                   |
| 2007-08 |                         |                 |        |                  |            |                   |
| 2008-09 |                         |                 |        |                  |            |                   |
| 2009-10 |                         |                 |        |                  |            |                   |

4.3.2 What is the unit cost per participant? (*Total Annual Expenditure divided by the Number of participants (including salary)*)

4.3.3 Average expenditure per participant for each type of programme during the last five year- exclusively spent for conducting the programme.

Cost for the different types of Programmes.

| Programmes                     | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 | <i>Total</i> | <i>Average</i> |
|--------------------------------|---------|---------|---------|---------|---------|--------------|----------------|
| 1. Orientation Programme       |         |         |         |         |         |              |                |
| 2. Refresher courses           |         |         |         |         |         |              |                |
| 3. Interaction Programme       |         |         |         |         |         |              |                |
| 4. Short term courses          |         |         |         |         |         |              |                |
| 5. Non-teaching Staff Training |         |         |         |         |         |              |                |
| <b><i>Total</i></b>            |         |         |         |         |         |              |                |
| <b><i>Average</i></b>          |         |         |         |         |         |              |                |

4.3.4 Give the expenditure and percentage of expenditure for each budget head under the UGC allocated grants.

| Budget Head | Expenditure | Percentage Expenditure |
|-------------|-------------|------------------------|
| 1.          |             |                        |
| 2.          |             |                        |
| 3.          |             |                        |
| 4.          |             |                        |
| 5.          |             |                        |

4.3.5 If the UGC grant is delayed, how does the ASC finance the programmes?

- 
- 
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-

4.3.6 Does the ASC have a mechanism for internal and external audit?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

How often it is done?

- 
- 

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

4.3.7 Does the ASC submit the audited statement of accounts to UGC    yearly?

Enclose the latest Audited Statement of Accounts.

4.3.8 Efforts initiated by the ASC in resource generation for the programme facilities.

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## **4.4 Advisory Committee and Monitoring Mechanism**

4.4.1 How often does the Advisory Committee meet?

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4.4.2 Give the major decisions taken by Advisory Committee during the last 5 years.

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-

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4.4.3 What percentage of the decisions are implemented.

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- 

4.4.4 The follow up action based on the UGC review committee report.

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***What are the strategies adopted to enhance the functional efficiency through leadership and governance of ASC. (Enclose the annual performance report along with UGC review report as annexure)***

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***Criterion-wise Evaluative Report (500 words)***

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## 5. Management Information System

### 5.1 Documentation Structure & Methods

Yes  No

5.1.1 Has ASC developed a Management Information System (MIS)?

Yes  No

5.1.2 Type of data gathered and analyzed from time to time which can be fed to the Management/Advisory Committee. Highlight the vital information through the MIS system? *(Soft copy of the processed analysis report to be provided)*

- 
- 
- 
- 

5.1.3 What is the mechanism for maintaining the Management Information System?

- 
- 
- 

5.1.4 How does the ASC retrieve the academic and administrative records and course materials of different programmes?

- 
- 
- 

5.1.5 Give details of digitalized academic and administrative records as well as course materials.

- 
- 
- 
- 
-

## 5.2 Intra & Inter Institutional Networking

5.2.1 Does the ASC have a networking system among participants of various programmes?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, state the follow up methods adopted

- 
- 

5.2.2 Has the ASC established any networking among the resource persons?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, how does the ASC benefit from the networking system?

- 
- 
- 
- 
- 
- 

5.2.3 Has the ASC networked with other ASCs.

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, provide details?

- 
- 
- 
- 

5.2.4 Is the ASC linked with any other institutions nationally or internationally?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, give details

- 
- 
- 
- 

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***How does the Management Information System (MIS) enhanced the Performance and Effectiveness of ASC functioning.***

- 
- 
- 
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- 
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***Criterion-wise Evaluative Report (500 words)***

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## 6. Innovative Practices

6.1 Has the ASC initiated any review of its own practices?

If yes, what planning has been done to improve/change the system?

- 
- 
- 
- 

6.2. Illustrate some of the best practices in various aspects which the ASC has adopted.

- 
- 
- 

6.3 Illustrate some of the major best practices in various aspects which the ASC has adopted.

- 
- 
- 
- 
- 

6.4. Is there a mechanism for improving quality in academic and administrative aspects of the ASC?

|     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

If yes, give details.

- 
- 
- 
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***What are the quality improvement initiatives undertaken by the ASC during the last five years?***

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***Criterion-wise Evaluative Report (500 words)***

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### **Part-C: Self Assessment Report : SWOT Analysis**

Self Assessment Report by the Academic Staff College on Strengths, Weaknesses, Opportunities and Challenges based on the 6 parameters in 1000 words

- Strengths

- 
- 
- 
- 
- 

- Weaknesses

- 
- 
- 
- 
- 

- Opportunities

- 
- 
- 
- 
-

- Challenges



**Declaration by the Director, Academic Staff Colleges**  
*(Name of the University)*

I certify that that the data and the information included in this Self Assessment Report (SAR) are true to the best of my knowledge.

This SAR is prepared by the Academic Staff College after internal discussions and no part of SAR has been outsourced.

I am aware that the Peer Team would Validate the information provided in this self Appraisal Report during the Peer Team Visit.

Signature  
Director  
Academic Staff College  
with seal

Place:

Date:



**Note:** These feedback forms are prepared to collect information directly from the participants, resource persons and heads of the Institutions. NAAC corresponds with participants resource persons, heads of the Institutions directly to get the feedback in the respective proforma. **The Academic Staff Colleges need not circulate and collect these feedback forms.**

**Appendix-I**

**Feedback Form -  
from participants of Orientation Programme  
NAAC Review for Academic Staff Colleges**

Name of the Participant: .....

Designation:..... Qualification: .....

Contact Details: Tel (O): STD code.....Tel:.....Tel (R): STD code.....Tel: .....

Mobile:.....E-mail:.....

Name of the Institution of the participant:.....

Address:.....Pin code:.....

Orientation programme attended in.....Academic Staff College  
from..... to .....

*Please tick mark (✓) on the appropriate scale (10 to 1) against the parameters listed below:-*

| Parameters  | Scale |   |   |   |   |     |   |   |   |   |
|---|-------|---|---|---|---|-----|---|---|---|---|
|   | High  |   |   |   |   | Low |   |   |   |   |
|   | 10    | 9 | 8 | 7 | 6 | 5   | 4 | 3 | 2 | 1 |
| 1. Relevance of the Orientation Programme             |       |   |   |   |   |     |   |   |   |   |
| 2. Applicability of the programme for the present job |       |   |   |   |   |     |   |   |   |   |

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
| 3. Extent of coverage of the course content  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Learning values in terms of:  |  |  |  |  |  |  |  |  |  |  |  |
| • Concepts   |  |  |  |  |  |  |  |  |  |  |  |
| • Knowledge  |  |  |  |  |  |  |  |  |  |  |  |
| • Analytical abilities   |  |  |  |  |  |  |  |  |  |  |  |
| • Broadening perspectives  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Understanding the significance of Higher Education in the                                       |  |  |  |  |  |  |  |  |  |  |  |
| • Indian context   |  |  |  |  |  |  |  |  |  |  |  |
| • Global context   |  |  |  |  |  |  |  |  |  |  |  |
| 6. Understanding the linkages between  |  |  |  |  |  |  |  |  |  |  |  |
| • Education & Socio-economic development   |  |  |  |  |  |  |  |  |  |  |  |
| • Education and Cultural development   |  |  |  |  |  |  |  |  |  |  |  |
| • Education & Secular values   |  |  |  |  |  |  |  |  |  |  |  |
| 7. Improving the teaching methodology  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Appreciating and implementing experiential methodology wherever applicable                      |  |  |  |  |  |  |  |  |  |  |  |
| 9. Integrated course material with environmental and other issues to provide a broader perspective |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
| 10. Improving use of appropriate Audio-Visual Technology   |  |  |  |  |  |  |  |  |  |  |  |
| 11. Understanding the organization and management of Higher Education Institutions                 |  |  |  |  |  |  |  |  |  |  |  |
| 12. Increasing the knowledge of computer and Internet use in teaching learning process             |  |  |  |  |  |  |  |  |  |  |  |
| 13. Availing of the opportunities for playing an effective role as agents of socio-economic change |  |  |  |  |  |  |  |  |  |  |  |
| 14. Effectiveness of the programme transaction/communication                                       |  |  |  |  |  |  |  |  |  |  |  |
| 15. Competence of resource persons   |  |  |  |  |  |  |  |  |  |  |  |
| 16. Effectiveness of skill development   |  |  |  |  |  |  |  |  |  |  |  |
| 17. Adequacy of reading materials provided   |  |  |  |  |  |  |  |  |  |  |  |
| 18. Duration of the programme  |  |  |  |  |  |  |  |  |  |  |  |
| 19. Possibilities of implementation of the new ideas and information                               |  |  |  |  |  |  |  |  |  |  |  |
| 20. Revision of the syllabus   |  |  |  |  |  |  |  |  |  |  |  |
| 21. Usefulness for the motivation of teachers in   |  |  |  |  |  |  |  |  |  |  |  |
| • teaching   |  |  |  |  |  |  |  |  |  |  |  |
| • research   |  |  |  |  |  |  |  |  |  |  |  |



**Appendix-II**

**Feedback Form -  
from Participants of Refresher Courses**

**NAAC Review for Academic Staff Colleges**

Name of the Participant: .....

Designation:..... Qualification: .....

Contact Details: Tel (O): STD code.....Tel:.....Tel (R): STD code.....Tel: .....

Mobile:.....E-mail:.....

Name of the Institution of the participant:.....

Address:.....Pin code:.....

Refresher Course attended in ..... Academic Staff College

from ..... to .....

Interaction Programme attended in ..... Academic Staff College

from ..... to .....

*Please tick mark (✓) on the appropriate scale (10 to 1) against the parameters listed below:*

| Parameters                                     | Scale |   |   |   |   |     |   |   |   |   |
|--|-------|---|---|---|---|-----|---|---|---|---|
|  | High  |   |   |   |   | Low |   |   |   |   |
|  | 10    | 9 | 8 | 7 | 6 | 5   | 4 | 3 | 2 | 1 |
| 1. Relevance of the Course                     |       |   |   |   |   |     |   |   |   |   |
| 2. Applicability of the course for present job |       |   |   |   |   |     |   |   |   |   |

|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
| 3. Extent of coverage of the course content  |  |  |  |  |  |  |  |  |  |  |
| 4. Learning values in terms of:  |  |  |  |  |  |  |  |  |  |  |
| • Concepts   |  |  |  |  |  |  |  |  |  |  |
| • Knowledge  |  |  |  |  |  |  |  |  |  |  |
| • Analytical abilities   |  |  |  |  |  |  |  |  |  |  |
| • Broadening perspectives  |  |  |  |  |  |  |  |  |  |  |
| 5. Understanding the significance of Higher Education in   |  |  |  |  |  |  |  |  |  |  |
| • Indian context   |  |  |  |  |  |  |  |  |  |  |
| • Global context   |  |  |  |  |  |  |  |  |  |  |
| 6. Understand the linkages between   |  |  |  |  |  |  |  |  |  |  |
| • Education and Socio- economic development  |  |  |  |  |  |  |  |  |  |  |
| • Education and Cultural development   |  |  |  |  |  |  |  |  |  |  |
| • Education and Secular values   |  |  |  |  |  |  |  |  |  |  |
| 7. Improving the basic skills of teaching  |  |  |  |  |  |  |  |  |  |  |
| 8. Appreciating and implement experiential methodology wherever applicable                         |  |  |  |  |  |  |  |  |  |  |
| 9. Integrated course material with environmental and other issues to provide a broader perspective |  |  |  |  |  |  |  |  |  |  |

|   |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|
| 10. Improving use of appropriate Audio-Visual Technology                                    |  |  |  |  |  |  |  |  |  |  |
| 11. Increasing the knowledge of computer and Internet use in teaching learning process      |  |  |  |  |  |  |  |  |  |  |
| 12. Avail of opportunities for playing an effective role as agents of socio-economic change |  |  |  |  |  |  |  |  |  |  |
| 13. Effectiveness of programme delivery/ communication                                      |  |  |  |  |  |  |  |  |  |  |
| 14. Competence of Resource persons  |  |  |  |  |  |  |  |  |  |  |
| 15. Effectiveness of skill development  |  |  |  |  |  |  |  |  |  |  |
| 16. Relevance and usefulness of the reading materials                                       |  |  |  |  |  |  |  |  |  |  |
| 17. Duration of the programme   |  |  |  |  |  |  |  |  |  |  |
| 18. Scope of implementation   |  |  |  |  |  |  |  |  |  |  |
| 19. Keeping abreast of the latest developments in the basic subjects                        |  |  |  |  |  |  |  |  |  |  |
| • Science   |  |  |  |  |  |  |  |  |  |  |
| • Social Science & Humanities   |  |  |  |  |  |  |  |  |  |  |
| • Education   |  |  |  |  |  |  |  |  |  |  |
| • Others (specify)  |  |  |  |  |  |  |  |  |  |  |
| 20. Research orientation  |  |  |  |  |  |  |  |  |  |  |





**Appendix-III**

**Feedback form - from Resource Persons**

**NAAC Review for Academic Staff Colleges**

Name of the Resource person: .....Designation: .....

Name of the Institution: .....

Area of Expertise:.....

Address:.....Pin code: .....

Contact Details: Tel (O): STD code.....Tel:.....Tel (R): STD code.....Tel: .....

Mobile:.....E-mail:.....

| Programme                      | Name of the Academic Staff College in which you have acted as Resource Person | Topic |
|--------------------------------|---|-------|
| Refresher Programme and year   |   |       |
| Orientation Programme and year |   |       |

Please tick mark (✓) on the appropriate scale (10 to 1) against the parameters listed below:

| Parameters   | Scale |   |   |   |   |     |   |   |   |   |
|--|-------|---|---|---|---|-----|---|---|---|---|
|  | High  |   |   |   |   | Low |   |   |   |   |
|  | 10    | 9 | 8 | 7 | 6 | 5   | 4 | 3 | 2 | 1 |
| 1. Suitability of the program for the participants |       |   |   |   |   |     |   |   |   |   |
| 2. Relevance of the program to the current needs   |       |   |   |   |   |     |   |   |   |   |

|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
| 3. Extent of participation by the candidates                   |  |  |  |  |  |  |  |  |  |  |
| 4. Enthusiasm generated in the total program                   |  |  |  |  |  |  |  |  |  |  |
| 5. Facilities in the ASC for program transaction               |  |  |  |  |  |  |  |  |  |  |
| 6. Use of experiential Methodology in curricular transactions  |  |  |  |  |  |  |  |  |  |  |
| 7. Possibilities for follow up actions for quality improvement |  |  |  |  |  |  |  |  |  |  |
| 8. Feedback from the participants                              |  |  |  |  |  |  |  |  |  |  |

*Comments on the planning, management and relevance of the programme ....*

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**Appendix-IV**

**Feedback Form - from the Head of the Institution**  
**NAAC Review of Academic Staff Colleges**

Name of the Head of the Institution: .....

Institution: .....

Address:.....Pin code: .....

Contact Details: Tel (O): STD code.....Tel:.....Tel (R): STD code.....Tel: .....

Mobile:.....E-mail:.....

No of participants attended during the last 5 years

- a) Orientation programme .....
- b) Refresher courses.....
- c) Any Other .....

**Impact of ASC Training for Institutional Development**

*Please tick mark (✓) on the appropriate scale (10 to 1) against the parameters listed below:*

| Parameters  | Scale |   |   |   |   |     |   |   |   |   |
|---|-------|---|---|---|---|-----|---|---|---|---|
|   | High  |   |   |   |   | Low |   |   |   |   |
|   | 10    | 9 | 8 | 7 | 6 | 5   | 4 | 3 | 2 | 1 |
| 1. Have developed many more curricular programmes |       |   |   |   |   |     |   |   |   |   |
| 2. Improved the quality of the programmes         |       |   |   |   |   |     |   |   |   |   |

|   |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|
| 3. Initiation of Management Information system (MIS)  |  |  |  |  |  |  |  |  |  |  |
| 4. More innovative teaching methodology introduced  |  |  |  |  |  |  |  |  |  |  |
| 5. Library resources improved   |  |  |  |  |  |  |  |  |  |  |
| 6. Improved ICT enabled teaching & learning   |  |  |  |  |  |  |  |  |  |  |
| 7. Reformed evaluation system   |  |  |  |  |  |  |  |  |  |  |
| 8. No of research projects increased due to the training                                    |  |  |  |  |  |  |  |  |  |  |
| 9. No. of research publications increased   |  |  |  |  |  |  |  |  |  |  |
| 10. Extension activities have become more dynamic   |  |  |  |  |  |  |  |  |  |  |
| 11. Increased participation in staff development activities like seminars, conferences etc. |  |  |  |  |  |  |  |  |  |  |
| 12. Facilitate participation of students in more co-curricular activities & sports          |  |  |  |  |  |  |  |  |  |  |
| 13. Introduced soft skills  |  |  |  |  |  |  |  |  |  |  |
| • Personality development   |  |  |  |  |  |  |  |  |  |  |
| • Communication skills and  |  |  |  |  |  |  |  |  |  |  |
| • other skills for the student's overall development  |  |  |  |  |  |  |  |  |  |  |



**Feedback Form –  
for Non-teaching Staff Training Programme**

**NAAC Review for Academic Staff Colleges**

Name of the Participants:.....Designation:.....

Qualification:.....

Contact Details: Tel (O): STD code.....Tel:.....Tel (R): STD code.....Tel: .....

Mobile:.....E-mail:.....

Name of the Institution of the participants: .....

Address:.....Pincode:.....

*Non Teaching Staff Training Programme attended in .....*  
*Academic Staff College*

from ..... to .....

*Please tick mark (✓) on the appropriate scale (10 to 1) against the parameters listed below:*

| Parameters   | Scale |   |   |   |   |     |   |   |   |   |
|--|-------|---|---|---|---|-----|---|---|---|---|
|  | High  |   |   |   |   | Low |   |   |   |   |
|  | 10    | 9 | 8 | 7 | 6 | 5   | 4 | 3 | 2 | 1 |
| 1. Need Assessment in designing the course                         |       |   |   |   |   |     |   |   |   |   |
| 2. Relevance of the programme to the administrative/ finance staff |       |   |   |   |   |     |   |   |   |   |
| 3. Participation nature of the programme                           |       |   |   |   |   |     |   |   |   |   |

|   |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|
| 4. Scope for implementation   |  |  |  |  |  |  |  |  |  |  |
| 5. Competence of Resource Persons   |  |  |  |  |  |  |  |  |  |  |
| 6. Effectiveness of programme delivery  |  |  |  |  |  |  |  |  |  |  |
| 7. Hands on training given  |  |  |  |  |  |  |  |  |  |  |
| 8. Resource materials provided  |  |  |  |  |  |  |  |  |  |  |
| 9. Feedback given to ASC regarding the programme  |  |  |  |  |  |  |  |  |  |  |
| 10. If there is any other aspect you want like to comment on, please write briefly the highlights |  |  |  |  |  |  |  |  |  |  |
| •   |  |  |  |  |  |  |  |  |  |  |
| •   |  |  |  |  |  |  |  |  |  |  |
| •   |  |  |  |  |  |  |  |  |  |  |

*Comments on the planning, management and relevance of the programme ...*

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**Appendix-VI**

**Feedback Form -  
for Short Term Courses**

**NAAC Review for Academic Staff Colleges**

Name of the Participants:..... Designation:.....

Qualification:.....

Contact Details: Tel (O): STD code.....Tel:.....Tel (R): STD code.....Tel: .....

Mobile:.....E-mail:.....

Name of the Institution of the participants: .....

Address:.....Pincode:.....

Short term courses attend in..... Academic Staff College  
from ..... to .....

Please tick mark (✓) on the appropriate scale (10 to 1) against the parameters listed below:

| Parameters   | Scale |   |   |   |   |     |   |   |   |   |
|--|-------|---|---|---|---|-----|---|---|---|---|
|  | High  |   |   |   |   | Low |   |   |   |   |
|  | 10    | 9 | 8 | 7 | 6 | 5   | 4 | 3 | 2 | 1 |
| 1. Relevance of the course content to the professional development |       |   |   |   |   |     |   |   |   |   |
| 2. Suitability of the course for present job                       |       |   |   |   |   |     |   |   |   |   |
| 3. Extent of coverage of the course                                |       |   |   |   |   |     |   |   |   |   |
| 4. Need assessment alone before the programme                      |       |   |   |   |   |     |   |   |   |   |
| 5. Feedback given to ASC regarding the programme                   |       |   |   |   |   |     |   |   |   |   |

|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
| 6. Competence of Resource Persons  |  |  |  |  |  |  |  |  |  |  |
| 7. Resource materials provided   |  |  |  |  |  |  |  |  |  |  |
| 8. Effectiveness of programme delivery/ communications   |  |  |  |  |  |  |  |  |  |  |
| 9. Effectiveness of skill development  |  |  |  |  |  |  |  |  |  |  |
| 10. Duration of the programme  |  |  |  |  |  |  |  |  |  |  |
| 11. Scope of implementation  |  |  |  |  |  |  |  |  |  |  |
| 12. If there is any other aspect you would like to comment on, please write briefly the highlights |  |  |  |  |  |  |  |  |  |  |
| •  |  |  |  |  |  |  |  |  |  |  |
| •  |  |  |  |  |  |  |  |  |  |  |
| •  |  |  |  |  |  |  |  |  |  |  |

*Comments on the planning, management and relevance of the programme .....*

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## **VII. Guidelines for Assessors for reviewing the Performance of Academic Staff colleges**

### **1. Introduction**

The objective of NAAC in this Context is to evaluate the performance of the Academic Staff Colleges (ASCs) based on the six criteria developed for review purpose. On the basis of the six criteria and the key Aspects under each of them, the ASC shall prepare the Self Assessment Report (SAR) which shall be submitted to NAAC. On receiving the SAR, NAAC would constitute a Peer Team consisting of three (3) Assessors who are eminent Educationists who shall visit and validate the SAR submitted by the ASC and give the Peer Review Report and a percentage score based on the evaluation. The highlights of the feedback received by NAAC from the participants, resource persons and also from the Head of the institutions shall be shared with the Assessors as supporting documents.

### **2. Composition of the Peer Team**

The composition of the team for review shall have national representation. There shall be one Vice-Chancellor/Former Vice chancellor as Chairman, one eminent professor from the Science Faculty and one from the Faculty of Humanities/Social Science/Education as members. The Chairman shall coordinate all the functions of the team and visit. The logistical support shall be provided by the host ASC.

NAAC shall form the visiting team from the experts on the panel and get their acceptance to work on the team. Chairpersons and members shall be briefed at NAAC, Bangalore regarding the methodology. After receiving the confirmation from the experts, the programme of visit to the ASC shall be finalized. The team shall visit the ASC for three days on mutually convenient dates.

### **3. Peer Team Visit**

The Peer Team Visit gives an opportunity to validate the Self Assessment Report through interaction and discussions with various functioning like the Director, Academic Staff College,

faculty and a few resource persons, scrutiny of documents and arrive at a validated report. The visit may be planned during the time preferably when a programme is being conducted. All the organizational arrangements and logistical support shall be made by the ASC in consultation with NAAC. However, the financial expenses including TA, DA and Honorarium of Rs.2000 per day for each member (Assessor) shall be reimbursed by NAAC. Accommodation, local hospitality and transport shall be provided by the host ASC.

#### 4. Criterion-wise Assessment

For each of the six criteria, the peer team shall look for evidences not only to validate the claims in the SAR, but also to assess the standing of the ASC. The team has to arrive at a consensus score and record the appropriate score in percentage. While arriving at criterion-wise final score, the strengths and weaknesses of the ASC in the following key aspects shall be considered along with the corresponding Assessment Indicators.

##### 1. Curricular Aspects

| Key Aspects  | Assessment Indicators  |
|--|--|
| 1.1 <i>Design &amp; Development of Orientation Programme</i> | <ul style="list-style-type: none"> <li>• Coverage of the components in the curriculum as per UGC guidelines</li> <li>• No. of orientation programmes approved by UGC v/s number conducted</li> <li>• Adequacy and types of course material (handout, books, CDs, software etc.,) provided to the participants</li> <li>• Feedback on the curricula from the resource persons and participants</li> <li>• Changes in curricula based on feedback</li> </ul> |
| 1.2 <i>Development of Refresher Courses</i>                  | <ul style="list-style-type: none"> <li>• Disciplines covered under Refresher Courses</li> <li>• No. of courses approved by UGC v/s courses conducted</li> <li>• Adequacy and types of course material (handout books, CDs, software, etc.,) provided to the participants</li> </ul>  |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Components of Laboratory / Field visits incorporated in the courses</li> <li>• Evaluation criteria of the participants and documentation</li> <li>• Feedback on the curricula from resource persons and participants.</li> <li>• Changes in curricula based on feedback</li> </ul>   |
| <p><i>1.3 Pattern of Interaction Programmes</i></p>            | <ul style="list-style-type: none"> <li>• Spectrum of workshops / seminars conducted for<br/>Doctoral and other Research Scholars.</li> <li>• Programme conducted for Post-doctoral scholars</li> <li>• Adequacy of course materials provided to the participants</li> <li>• Number of each type of programme conducted</li> <li>• Participants attended for each programme</li> <li>• Feed back on curriculum from participants and resource persons and consequent changes.</li> </ul> |
| <p><i>1.4 Design and Development of Short-term Courses</i></p> | <ul style="list-style-type: none"> <li>• Areas covered under professional development courses</li> <li>• Number of short term courses conducted during the last 5 years</li> <li>• Adequacy of course materials provided to participants</li> <li>• Feedback on the curricula from the participants and resource persons and consequential improvement in the programme</li> </ul>  |

|   |   |
|---|---|
| <p><i>1.5 Non-teaching Staff training Programme</i></p> | <ul style="list-style-type: none"> <li>• Types of programmes conducted</li> <li>• Relevance of the programmes to administrative requirements</li> <li>• Number of programmes conducted and number of participants attended for the last 5 years</li> <li>• Feedback on the curricula from the participants and resource persons and consequential improvement in the programme</li> </ul> |
|---|---|

## 2. Programme Organization, Delivery and Evaluation

| Key Aspects                              | Assessment Indicators   |
|--|---|
| <p><i>2.1 Programme Organization</i></p> | <ul style="list-style-type: none"> <li>• Pattern of distribution of different types of programmes over the years</li> <li>• Themes of the programmes and their current relevance (vis-à-vis the ASC objectives)</li> <li>• Programme strategies adopted to facilitate development of personality, initiative and creativity</li> <li>• Adherence to the schedule and programme duration of academic calendar of ASC</li> <li>• E-learning programmes organized</li> </ul> |
| <p><i>2.2 Programme Delivery</i></p>     | <ul style="list-style-type: none"> <li>• Basic skills of teaching including use of educational technology</li> <li>• Imparting knowledge of ICT and its use in teaching and learning</li> <li>• Spectrum of tools and methodologies used in programme delivery</li> </ul>   |

|                                 |  |
|---------------------------------|--|
|                                 | <ul style="list-style-type: none"> <li>• Programmes to provide experiential learning</li> <li>• Structure of programme delivery in terms of lecturers and other experiential methodology</li> <li>• Diversity and appropriateness of resource persons involved for all programmes</li> <li>• Innovative methods adopted in programme delivery by resource persons</li> </ul> |
| <i>2.3 Programme Evaluation</i> | <ul style="list-style-type: none"> <li>• Feedback from resource persons</li> <li>• Feedback from participants and its programme-wise analysis</li> <li>• Methodology of evaluation of participants</li> <li>• Organizational response to feedback</li> <li>• Methodology adopted to assess programme impact on the institution</li> </ul>                                    |

### 3. Infrastructure and Learning Resources

| Key Aspects                                      | Assessment Indicators   |
|--|---|
| <i>3.1 Physical Infrastructure and Equipment</i> | <ul style="list-style-type: none"> <li>• Exclusive building for Academic Staff College or space in existing building or sharing space with others.</li> <li>• Seminar hall/lecture halls</li> <li>• Administrative Space</li> <li>• Hostel/guesthouse facility</li> <li>• Discussion room/lounge</li> <li>• Rest room facility</li> <li>• Equipments</li> </ul> |

|   |   |
|---|---|
| <p><i>3.2 Documentation Centre and Library</i></p>      | <ul style="list-style-type: none"> <li>• Library, its dimension and furniture</li> <li>• Number of books and journals</li> <li>• Availability of reading room facility</li> <li>• E-library /e-journal/e-books facility</li> <li>• Reprographic facility</li> <li>• Availability of internet connectivity</li> <li>• Availability of dynamic website</li> <li>• Networking with University library</li> <li>• Membership of INFLIBNET; EDUSAT etc.,</li> <li>• Subscription to web-resources</li> </ul> |
| <p><i>3.3 Computer Laboratory and ICT resources</i></p> | <ul style="list-style-type: none"> <li>• Dedicated computer laboratory</li> <li>• Number of computers and printers</li> <li>• Number of nodes capacity computer lab - specific furniture and spares</li> <li>• Number and types of software available (ex. SPSS, SDEL, OPAQUE, ACROBAT, etc.)</li> <li>• Documentation of user rate of ICT resources</li> <li>• Availability and use of multimedia tools</li> <li>• Audio /Video/CD Roms</li> </ul>   |

#### 4. Leadership, Governance and Functional Efficiency

| Key Aspects                  | Assessment Indicators  |
|------------------------------|--|
| <p><i>4.1 Leadership</i></p> | <ul style="list-style-type: none"> <li>• Development of vision, mission and objectives of the Academic Staff College</li> <li>• Perspective planning, execution and quality of programmes</li> </ul> |



|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Budgeting of yearly targets and their on –time completion</li> <li>• Yearly ratio of actual sanctioned strength for each course and actual number of participants</li> <li>• Status of Academic Staff College and recognition achieved</li> <li>• Liaison/networking with University, UGC, other organizations and resource persons</li> </ul> |
| <p>4.2 Structure of ASC</p> <ul style="list-style-type: none"> <li>• <i>Academic Staff</i></li> </ul> | <ul style="list-style-type: none"> <li>• Details of UGC sanctioned and filled, academic staff &amp; adoption of UGC norms in their appointment</li> <li>• Details of the service conditions of staff, whether on deputation/selection/transfer from university departments /holding additional charge, etc.,</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <i>Administrative Staff</i></li> </ul>                       | <ul style="list-style-type: none"> <li>• Details of administrative staff (Sanctioned/ filled) and their appointment as per UGC norms</li> <li>• Secretarial Staff on Deputation/outsourced</li> <li>• Availability of IT-qualified staff for computer laboratory and library</li> </ul>   |
| <p>4.3 Financial Management</p>   | <ul style="list-style-type: none"> <li>• Average expenditure per participant for each type of programme/course</li> <li>• Budget-head-wise details of utilization of UGC grants</li> <li>• University financial support, if UGC grant release is delayed</li> </ul>   |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Periodic submission of audited statement of accounts to UGC</li> <li>• Resource generation besides UGC grants, if any</li> </ul>  |
| 4.4 <i>Advisory Committee &amp; monitoring mechanism</i> | <ul style="list-style-type: none"> <li>• Details of periodic meeting of Advisory Committee</li> <li>• Details of suggestions of Advisory Committee and their time bound implementation</li> <li>• Details of yearly performance report submitted to UGC</li> <li>• Details of UGC review committee visit in the last 5 years.</li> </ul> |

### 5. Management Information System

| Key Aspects   | Assessment Indicators   |
|---|---|
| 5.1 <i>Documentation Structure &amp; methods</i>      | <ul style="list-style-type: none"> <li>• Archival facility established in ASC</li> <li>• Development of ASC specific MIS, if any</li> <li>• Maintenance and retrieval of records and course materials</li> <li>• Digitalized records and materials, , if any</li> </ul>   |
| 5.2 <i>Intra &amp; Inter Institutional networking</i> | <ul style="list-style-type: none"> <li>• Networking among participants of various programmes and their follow-up methodology</li> <li>• Networking among resource persons utilized by the ASC and the follow up details</li> <li>• Networking among other Academic Staff Colleges and follow up details</li> <li>• Inter-institutional and international networking achieved, if any</li> </ul> |

## 6. Innovative Practices

| Key Aspects |  |
|-------------|--|
| 6.1         | <i>Performance review practices to initiate changes in ASC</i> |
| 6.2         | <i>Administrative Best Practices</i>                           |
| 6.3         | <i>Academic follow-up Best Practices</i>                       |
| 6.4         | <i>Quality Improvement Initiatives Implemented</i>             |

The scores for each criterion shall be given out of 100 and apply the weightage as given below for calculation of the final weighted score.

The weightage for the six criteria shall be considered as follows:-

| Sl. No. | Criteria   | Weightage |
|---------|--|-----------|
| 1.      | Curricular Aspects                               | 25%       |
| 2.      | Programme Organization, Delivery and Evaluation  | 25%       |
| 3.      | Infrastructure & Learning Resources              | 15%       |
| 4.      | Leadership, Governance and Functional Efficiency | 15%       |
| 5.      | Management Information system                    | 05%       |
| 6.      | Innovative practices                             | 15%       |
|         | Total  | 100       |

## 5. The Tentative Visit Schedule

The typical visit schedule of an ASC shall be as follows:-

### ***Day 0 (arrival): Pre-visit Discussions***

- Sharing the individual tentative evaluation and identifying issues that need further probing

### ***Day 1: Interactions***

#### ***Morning session***

- Presentation by Academic Staff College Director in the presence of Vice-Chancellor, Registrar and Academic Advisory Committee.
- Discussions / Interaction with Director, Academic staff.

### ***Afternoon session***

- Interaction with the Programme Co-ordinator
- Interaction with Invited Resource Persons
- Report writing at the place of stay

### ***Day 2. Interactions***

#### ***Morning session***

- Interaction with Programme Co-ordinator and selected Participants
- Visiting the various facilities (Library, computer lab, classrooms seminar halls, etc)
- Visiting the Infrastructure Support services

#### ***Afternoon session***

- Checking documentary evidences
- Seeking clarifications, if any
- Review of the Feedback analysis
- Report writing at the place of stay.

### ***Day 3. Finalizing the Report***

#### ***Report writing continues...***

- Sharing the draft Report with the Director of ASC (But not the criterion-wise, key aspects wise scores and final score)
- Finalizing the Peer Review Report
- Exit Meeting (VC, Director of ASC, officers of the University, Staff of ASCs and other invitees).

## **6. Authentication and submission of Documents**

- Signatures are to be obtained from the Director of ASC and Peer Team Members on:

1. Profile of Academic Staff College
  2. Peer Team Report
  3. Actual Visit Schedule
  4. No Conflict of Interest by the ASC and Peers
  4. Code of Conduct and Ethical standards by ASC and Peers
- The NAAC Academic staff Co-ordinating the Visit/Chairperson/ Member Co-ordinator shall submit/ send the above documents as well as the confidential score sheet containing criterion-wise scores and the final score to the Director, NAAC for placing before Executive Committee of NAAC and subsequently to MHRD.

## **7. Peer Team Report**

The most important outcome of review of performance of any organization is in terms of its utility for improvement in its functioning. For Academic Staff Colleges, it is most important to review the programmes and how they are transacted, as also the management of the various resources and, ultimately, its impact on the educational system. It is essential to write a meaningful report for the ASC to serve the purpose of functional improvement. The report should facilitate the policy formulation/revision for future course of action.

- After receiving the feedback from the Institution, the team may finalize the report.
- The report, visit schedule, no conflict of Interest statements and code of conduct shall be signed by the Peer team members and the Director of the ASC.
- The confidential score sheet shall be signed only by the Peer Team Members on all the pages

The following are some tips for writing the Peer Team Report:-

- All the team members shall share the responsibility of writing the report based on the observations, and evidences collected and assessment made. Acceptability of the report depends on the thoroughness and accuracy of the information collected and the fair and transparent way the assessment is made.

The Peer team report shall consist of four sections:-

1. Preface
2. Criterion-wise Analysis
3. Overall Analysis
4. Recommendations for improving the functioning of the UGC Academic Staff Colleges under two separate sections (a) for the University and (b) for UGC/MHRD.

### **Section 1: Preface**

This part of the Report shall describe the profile of the ASC with its distinctive characteristics.

### **Section 2: Criterion-wise Analysis**

There are six criteria to this section. The first part may focus on curricular aspects and how far the programme selected for the ASC is relevant and consistent with the objectives of the ASC. The second part on *Programme Organization, Delivery and Evaluation* is another important academic section which should reflect on the efforts of the ASC in providing appropriate programmes organized, delivered and evaluated which is the crux of the staff development programme. The third part on *Infrastructure and Learning Resources* should highlight the adequacy, optimal use and maintenance of the facilities available in the ASC to maintain the quality of the staff development programme. It should also focus on how the participants and other stakeholders benefit from the facilities offered. The highlights of the fourth part on *Leadership, Governance and Functional Efficiency* determine how the ASC functions effectively with a clear vision, mission and goals, how effectively the programme and the resources are managed. *Management Information System*, the fifth part is an important aspect which determines the quality of the decisions- based on facts and relevant information obtained from the well documented information system. The Team shall highlight on the efforts of the ASC to initiate and function in this manner. The last part on *Innovative Practices* of the ASC shall indicate how the ASC is unique in its contribution for staff development as well as quality improvement of the programme.

### **Section 3: Overall Analysis**

This part of the report has to highlight the strengths as well as the areas in which improvement needs to be made considering the ASC in totality. The Team shall limit this section to the six criteria. Some of the constraints felt by the ASC could be highlighted.

At all stages of the process, the active cooperation and involvement of all the members is essential, so that the report reflects the true picture of the ASC. It should be evaluative, clear and supported by evidence.

### **Section 4: Recommendations for improving the functioning of the UGC Academic Staff Colleges under two separate sections (a) for the University and (b) for UGC/ MHRD.**

This part may high light the commendations and recommendations. This section shall reflect on the barriers for effective performance of ASC and other concerns and suggestions for effective functioning.









*For Communication with **NAAC***

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