

**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE, PANJAB UNIVERSITY
CHANDIGARH**

➤ **DETAIL AVAILABILITY OF INFRASTRUCTURE IN HRDC**

- **Smart class rooms**

- ✓ Available with smart board.

- **ICT**

- ✓ Free Wi-Fi facility available in UGC-HRDC, PU premises including seminar hall, library, computer lab and transit hostel.
- ✓ Computer lab with Internet service available.
- ✓ Inflibnet service available at Main library as long as the participants attend the course, accessible from the premises of the UGC-HRDC, PU.

- **Hostel/Guest House**

- ✓ 13 air-conditioned rooms, fully furnished, along with personal lockers and LCD TV, attached washroom with geysers.
- ✓ Ground floor room reserved for persons who are physically challenged or on medical advice.

- **Library**

- ✓ A quiet place with 2000 books. Main collection in pedagogic practices.

- **Multi-purpose halls etc**

- ✓ Two air-conditioned seminar halls to accommodate about 50 participants.

➤ **BEST PRACTICES**

- **Participatory Management**

Adults learn when they have an autonomy in the decision making process. Keeping this in mind, a major cornerstone of our academic programmes is participatory management. Participants themselves act as managers of the academic programme by taking over the position of chairperson, member of various committees, facilitator, coordinator etc. The tasks such as maintaining discipline, punctuality, recording and documentation, introducing the resource person to the house, presenting vote of thanks, arranging hospitality and planning educational trips are conducted by them. This gives a sense of belongingness to the participants while helping them sharpen their managerial skills. The duties are assigned in such a manner that each and every participant, whether outspoken or shy, willing or apathetic, gets an opportunity to participate in the overall management of the programme.

- **Dedicated email**

The UGC-HRDC, PU has one dedicated email on which participants or applicants can send their queries, feedback, ideas, comments which are responded to by the Director within 24 hours.

- **Provision for other facilities**

Panjab University has several national level facilities such as gym, playgrounds, sports facilities, health centre, 24-hours library, central instrumentation lab, departmental libraries, museums and art gallery. As long as the participants are attending UGC-HRDC, PU training programmes, they can avail of these facilities. In fact, many of our participants have attended the Yoga camps followed by Yoga Day Celebration with the Honourable Prime Minister on 21 June, 2016. These activities enrich the experience of the participants while adding academic rigor to the course.

➤ **SPECIAL COURSES CONDUCTED**

- ✓ All India UGC-Academic Staff College Directors' Meet (September 8-9, 2014) (Attended by Directors of 60 ASCs from around the country)
- ✓ Regional Conference of Educational Administrators of Central Universities (April 25-26, 2016) in collaboration with Indian Institute of Management, Lucknow (Attended by Vice-Chancellors and team of academic administrators of Central universities of the region)
- ✓ Workshop on Critical thinking for Research scholars (March 10, 2016) in collaboration with College Development Council, Panjab University, Chandigarh. (Attended by 50 research scholars from the University)
- ✓ Workshop on Environmental Consciousness (March 30, 2016) in collaboration with College Development Council, Panjab University, Chandigarh. (Attended by 50 research scholars from the University)

➤ **REFORMS UNDERTAKEN IN THE PAST TWO YEARS**

- ✓ The Refresher Courses at the Human Resource Development Centre (HRDC) were being conducted in the respective departments and coordinated by a faculty of that academic department. It was observed that the course content focused heavily on knowledge update in the discipline. While the delivery part of teaching was being neglected. Therefore, it was decided that in all the Refresher Courses out of the three weeks, only two weeks of content will be decided by the academic coordinator while the remaining one week will be planned by the HRDC faculty, with the objective to enhance the teaching skills of the participants.

- ✓ In our Orientation Programme, the number of sessions conducted is about 100. However, we plan our sessions in such a way that most of the local expertise available from the Panjab University, Post Graduate Institution of Medical Education and Research, NITTER, NIPER, ISER, IIT Ropar, PEC, and several other institutions of repute is maximized. Some sessions are conducted by the HRDC faculty themselves. In this way, we focus on cost reduction while providing our participants proximity to some of the best brains in the country.
- ✓ The main focus of the Orientation Courses conducted by the UGC-HRDC, PU is to impart a cutting edge to the teaching competence of the trainees. While earlier we used to conduct sessions and workshops on the chosen theme. However, the impact on the participants could not be gauged. In the last two years we have introduced a complete capsule of six sessions wherein the first and last sessions are for pre-test and post-test and the remaining four sessions are dedicated to honing the teaching competence of our teacher trainees. This has brought in a change as the impact of the training can be quantified during teacher observation of demonstration lessons
- ✓ We have reformed the feedback taking system by making it more foolproof, blind and transparent. The participants comment both individually as well as collectively on different aspects of the course. They have the option to give their names or stay anonymous. By implementing the recommendations in the feedback we have improved the quality of each programme; programme after programme.

➤ **OUTCOME PARAMETERS LAID DOWN**

The participants are graded on the basis of academic activities/ assignments that they participate in/perform during the programme. These are paper writing, paper presentation, book review writing, Teaching presentations etc. All these activities are evaluated on the basis of standard parameters (see Annexure 1, 2, 3, 4).

The outcome of the design and delivery of our programmes is the capacity building of the levels of various human resource groups in higher education including the faculty, research scholars, non teaching staff and academic administrators through strategies such as cognitive transformation, skill sharpening, motivation conditioning and behavioural transformation. The outcome parameters of the training programmes correspond to these domains.

ANNEXURE 1

UGC-Human Resource Development Centre, Panjab University Chandigarh

Proforma for Evaluation of Paper Presentation

Presenter:

Topic:

Marks to be given on a scale of 2, 1, 0

1.	Command over the subject matter	
2.	Application of mind to the theme	
3.	Well researched and updated information	
4.	Fresh perspectives/originality of thoughts	
5.	Clarity of speech	
6.	Effectiveness of visual aids/handouts given	
7.	Proper utilization of the time available	
8.	Enthusiasm and confidence in presentation	
9.	Generation and sustenance of interest	
10.	Response to the queries	
	Total	

Signature of Evaluator

Date:

Signature of Course Coordinator

Date:

ANNEXURE 2

UGC-Human Resource Development Centre, Panjab University Chandigarh

Proforma for Evaluation of Paper Writing

1.	Clarity in defining objective/research problem	
2.	Application of mind to the theme	
3.	Familiarity with existing knowledge/information/opinion/lacunae in the existing knowledge	
4.	Well researched and updated information	
5.	Proper coverage to different aspects of the topic	
6.	Presentation of facts/issues/ideas in a logical/comprehensible way	
7.	Style of presentation of the paper	
8.	Ability to answer the questions/issues raised in the objectives	
9.	Lucidity of language	
10.	Fresh perspectives/originality of thoughts	
	Total	

Signature of Evaluator

Signature of Course Coordinator

Date:

Date:

ANNEXURE 3

UGC-Human Resource Development Centre, Panjab University Chandigarh

Proforma for Evaluation of Book Reviews

Reviewer:

Title of the Book:

Marks to be given on a scale of 2, 1, 0

1.	Existing knowledge on the topic/author	
2.	How the book fills the gap in the knowledge	
3.	Approach of the author	
4.	Comparison with other books on the same topic/same author	
5.	Facts/figures/illustrations/examples/general contents given in the book	
6.	Information like price, publication, pages etc. with observation	
7.	Get-up of the book	
8.	Lacunae in the book, if any	
9.	Objectivity/subjectivity elements	
10.	Constructive criticism offered	
	Total	

Signature of Evaluator

Signature of Course Coordinator

Date:

Date:

ANNEXURE 4

UGC-Human Resource Development Centre, Panjab University Chandigarh

Performa for Evaluation of Classroom Teaching Style

Every teacher has his/her own style of classroom teaching style which includes a number of elements. In the present context, kindly rate the performance of the lecturer on every element by ticking at appropriate point on 7-point scale. In case you observe some distinct attributes not included here, kindly add with your ratings.

- | | | | |
|-----|-------------------------------|--|--|
| 1. | Dull start | 1.....2.....3.....4.....5.....6.....7..... | Appealing start |
| 2. | Proper voice modulation | 7.....6.....5.....4.....3.....2.....1..... | Monotonous tone |
| 3. | Optimum speed of delivery | 7.....6.....5.....4.....3.....2.....1..... | Erratic speed of delivery |
| 4. | Illogical content arrangement | 1.....2.....3.....4.....5.....6.....7..... | Logically sequenced contents |
| 5. | Abstract presentation | 1.....2.....3.....4.....5.....6.....7..... | Relevant explanation, illustration, linkages with real life situations |
| 6. | Simple and clear language | 7.....6.....5.....4.....3.....2.....1..... | Complex and defective language |
| 7. | Purposeful gestures | 7.....6.....5.....4.....3.....2.....1..... | Inappropriate gestures |
| 8. | Shaky and nervous | 1.....2.....3.....4.....5.....6.....7..... | Confident |
| 9. | Overall impressive | 7.....6.....5.....4.....3.....2.....1..... | Overall unimpressive |
| 10. | Boring | 1.....2.....3.....4.....5.....6.....7..... | Interesting |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |