

# Guidelines for Academic & Administrative Development Centres (AADC)

## Introduction

As the third largest Higher Education (HE) system in the world, Indian HE not only caters to students in diverse locations across the sub-continent but also is in the process of achieving 50% GER by 2035. While this requires elaborate infrastructure in place and enabling policies of inclusiveness, there is a need to create pathways of continuous learning and updating of skills and new knowledge among faculty in order to make HE quality futuristic. The Human Resource Development Centres (HRDC) set up by the University Grants Commission and the AICTE Training and Learning (ATAL) Academy offer Faculty Development Programmes (FDPs) of varying durations for newly recruited as well as for mid-career professionals. In spite of these efforts, there is still a gap between the number of courses on offer and number of faculty to be trained. Further, there have been very few programmes for the upskilling of administrative staff in the HE system so as to prepare them for the changing e-governance requirements.

It is in this context that the Association of Indian Universities (AIU) proposes to set up Academic & Administrative Development Centres (AADC) in collaboration with universities across India. While the AIU will provide a seed money of Rupees Two Lakhs to set up the AADC, the programmes will be conducted on a self-sustainable basis.

## Objectives of AADC

1. **Impact of AI in teaching, learning and research:** Use of AI in education to enhance accessibility, improve efficiency, and support educators. Streamline administrative tasks, and provide innovative educational tools and resources.
2. **Continuous Knowledge and Skill Enhancement for Faculty:** Equip faculty with the necessary knowledge and skills to effectively contribute to the evolving landscape of higher education.
3. **Training for Administrative Staff:** Provide administrative staff in higher education institutions with the skills needed to adapt to emerging information technologies.
4. **Library and Technical Staff Development:** Prepare library professionals and other technical staff in HEIs to contribute to learning and research resources in line with global demands and local needs.
5. **Introduction to Academic Integrity for Research Scholars:** Educate research scholars on the principles of academic integrity and professional ethics.
6. **Promotion of Innovative Teaching Methods:** Encourage faculty to adopt and implement innovative teaching methodologies and pedagogical tools to enhance student learning outcomes.
7. **Support for Interdisciplinary Research:** Facilitate interdisciplinary research by providing training in collaborative research methodologies and fostering a culture of academic collaboration.
8. **Digital Literacy and E-Governance:** Enhance digital literacy among faculty and administrative staff to ensure effective use of e-governance tools and platforms.
9. **Leadership and Management Training:** Develop leadership and management skills among faculty and administrative staff to prepare them for leadership roles within their institutions.
10. **Quality Assurance and Accreditation:** Train faculty and administrative staff on quality assurance processes and accreditation standards to improve institutional performance and accountability.
11. **Lifelong Learning and Professional Development:** Promote a culture of lifelong learning and continuous professional development among all HE stakeholders to keep pace with global educational trends and demands.

## **Thrust Areas of AADC Programmes**

The AIU-AADC will offer short term (one week) programmes aimed at continuous capacity building of the key stakeholders through online and in person modes. The thrust areas envisaged for the programmes include but are not limited to the following:

- Identifying the different components of online teaching and learning
- Designing e-content, open educational resources and adopting innovative instructional delivery models
- Mapping and matching pedagogies and technologies
- Exploring new knowledge domains
- Producing high quality and high impact research publications
- Identifying appropriate impact factor journals for submission of manuscripts for publication
- Preparing winning project proposals
- Addressing local needs and realities through research in sync with Scientific Social Responsibility (SSR)
- Integrating research and innovation in order to foster the entrepreneurial spirit among teachers and learners
- Reinforcing academic integrity and professional ethics

- Foregrounding innovation and start up ecosystem to train graduates to be job providers rather than job seekers
- Tapping CSR and philanthropy funding
- Adopting thrifty measures in resource mobilization and its optimal utilization
- Understanding and training of the e- governance models
- Using information and communication technologies (ICTs) in day-to-day administration
- Utilizing and enhancing teaching-learning resources with a view to make the library an information hub and knowledge house for the HEI
- Forging national and international research collaborations and industry linkages
- Fostering decentralization of administration with appropriate checks and balances
- Documenting best practices in teaching-learning, research and administration
- Creating quality benchmarks for the emergence of multiple levels of academic leadership
- Analysing ways of aligning institutional vision with local, regional, national and global needs in order to achieve the proposed goals of NEP 2020 as well as SDG goals.

### **Intended Participants**

The participants of the AADC programmes include entry level, mid-career and senior Faculty, Research Scholars, Educational Administrators, Information Professionals, Technical Personnel and Academic Leaders. Programmes are to be designed as 'level-wise ladder type' schedules for the various cadres of faculty members and administrators with specially structured programmes for Research scholar's

### **Financial Model**

The AIU will provide a seed grant of Rupees Two Lakhs to set up the AADC in selected institutions based on a competitive scrutiny of invited/ submitted proposals. The fee component presented by interested institutions should include the honorarium for resource persons, handouts and course material as well as the cost involved for providing boarding for the participants. The venue for hosting the training programmes as well as the subsidized accommodation provided to the participants has to be borne by the host university.

### **Operational Guidelines**

Every university/ HEI that wants to start an AADC will enter into an agreement with the AIU.

Every AADC will have an Advisory Committee headed by the Vice Chancellor as the Convener and will include a nominee from AIU, two members of the IQAC, two senior academics and two senior administrators as well as two external experts as Members. The Coordinator of the Centre to be nominated by the Vice Chancellor, will be the Secretary of the Committee.

An Annual Calendar of Programmes will be created and circulated widely among the AIU members and displayed on the institutional website.

- Every AADC will nominate teaching, non-teaching and technical staff from among its human resources.
- The Coordinator of the AADC will be a faculty member at the level of Associate Professor and above. The coordinator will be paid a modest monthly honorarium.
- Every AADC will also have earmarked space and infrastructure within the HEI.
- Every AADC will prepare and disseminate the reports of programmes conducted in the dedicated link on the institutional website.