

PERFORMA FOR SUBMISSION OF PROPOSAL FOR ESTABLISHMENT OF ACADEMIC AND ADMINISTRATIVE DEVELOPMENT CENTRE (AADC)

1. Basic Information of the Institution

- Name of the University:
- Year of Establishment:
- Type of University: Central / State / Private / Deemed / Other
- Address:
- Website:
- AIU Membership No. (if applicable):
- Name and Designation of Head of Institution:
- Contact Details:
- Nodal Officer for AADC Proposal:

2. Introduction of the University

Provide a brief profile of the university, including its academic standing, mission, major disciplines, student strength, faculty strength, research profile, and overall contribution to higher education. Mention any special identity of the university such as multidisciplinary focus, innovation orientation, rural engagement, international collaborations, or social outreach.

3. Commitment to Faculty and Staff Development

State the university's commitment to continuous professional development of faculty members, administrators, and non-teaching staff. Describe how the institution supports capacity building through training, orientation, mentoring, digital upskilling, research enhancement, teaching innovation, and administrative improvement. Mention the institutional vision for creating a future-ready academic and administrative ecosystem.

4. Need for Formal AADC

Explain the need and justification for establishing a formal AADC in the university. Address how the centre will strengthen academic quality, administrative efficiency, digital capacity, blended learning, e-content development, quality assurance, governance, and institutional excellence.

5. Existing Infrastructure and Readiness

Provide details of the infrastructure available for the proposed AADC, including:

- Dedicated space/room availability.
- Seminar hall / training hall.
- ICT facilities.
- Computers, internet, audio-visual systems, smart board, projector.
- Online meeting and recording facilities.
- Office and administrative support.

Mention whether the university has the required physical and digital environment to conduct online, offline, and hybrid programmes.

6. Commitment of the Institution

State the institutional commitment in terms of:

- Administrative support.
- Institutional autonomy for programme planning.
- Support from leadership for sustainability of the AADC.
- Willingness to host at least five programmes annually, including one in physical mode and one for non-teaching staff.

7. Proposed Advisory Committee

Provide the proposed composition of the AADC Advisory Committee. The committee should guide policy, planning, implementation, and review of the centre's activities.

Proposed Members

1. **Chairperson:** Vice-Chancellor / Head of Institution
2. **Nominee of AIU:**
3. **Member Secretary:** Director / Coordinator of AADC
4. **Internal Members: (Any Two from the following)**
 - Dean Academic Affairs
 - Registrar
 - Controller of Examinations
 - Dean / Head of Faculty / Departmental Heads
 - IQAC Coordinator
 - Director, HR / Training / Placement / Research, if applicable
5. **External Members: (Any Two from the following)**
 - Eminent academician from another university
 - Expert in digital education / e-governance
 - Expert in administration / leadership development

8. Proposed Functions of the AADC

Describe the major functions and expected outputs of the centre. Mention how these functions will align with the university's broader academic and administrative goals.

9. University Collaborations

Outline partnerships and collaborations established with universities, industry, academic, and research institutions to promote continuous learning, innovation, and knowledge exchange. Include details of MoUs signed and joint programs undertaken.

10. Initiatives Already Taken

Briefly list initiatives already undertaken by the university in the areas relevant to AADC, such as:

- Faculty development programmes.
- Administrative training.
- Digital learning initiatives.
- NEP 2020 implementation.
- Research capacity building.
- E-governance measures.
- Workshops on pedagogy, assessment, leadership, and governance.
- Programmes for non-teaching staff development.

Declaration

We hereby declare that the information furnished above is true and correct to the best of our knowledge. The university commits to establishing and sustaining the proposed Academic and Administrative Development Centre in alignment with the objectives of the AIU AADC initiative.

Signature of Head of Institution

Name:

Designation:

Seal:

Date:

Annexures:

Attach the following, wherever applicable:

- Institution profile/brochure.
- Organogram of the university.
- List of faculty/staff development programmes conducted in the last 2–3 years.
- Collaboration letters/MoUs.
- Photos of facilities.
- Any supporting document relevant to the proposal.