

UGC  
MALAVIYA  
MISSION  
TEACHER TRAINING  
CENTRE  
  
GUJARAT UNIVERSITY

Address- UGC-Malaviya mission teacher training Centre, School of social sciences, Gujarat university, Navrangpura, Ahmedabad-380009.

Website-[hrdcgujaratuniversity.ac.in](http://hrdcgujaratuniversity.ac.in)  
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## **Proactive Disclosure under Section 4(1)(b) of the RTI Act, 2005**

### **Manual - 1:**

#### **1. Objective/Purpose of the public authority:**

The MMTTC's main philosophy is to keep in mind that the teacher is central to the system. As the pace of change has accelerated, the future of higher education has become more unpredictable and discussions about how to maintain its relevance to country's dream intensified. The world is changing faster than ever and our skill sets have a shorter life; the world is getting more connected than ever before; in this connected world, mentorship takes on new importance and meaning; challenges we face are multi-faceted requiring systems thinking & socio-technical sensibilities; and while skills are important, so are mind sets and dispositions. The amount of published material on the topic also grows larger each year. As a consequence, all but the most conscientious observers, including most faculty, administrators and policy makers, are likely to have gaps in their understanding of the problems that need attention. Under the given scenario, the role of the teacher has evolved over a period of time and in the present era of globalization, it is expected that teachers will assume the role of a change leader and a facilitator. Faculty development through MMTTCs, PMMMNMTT centres and other faculty training programmes constitute an important strategy for achieving faculty excellence. The thrust of faculty development through these implementing units is to enable all faculty to acquire specific competencies that help improve their work performance, particularly teaching effectiveness, and become more effective at facilitating student learning; learn about new fields/frontiers of knowledge and apply new instructional delivery models, technologies and pedagogies to promote improved student learning outcomes and enhance teaching effectiveness and excellence in research and engaged scholarship. It is, therefore, necessary to develop inbuilt mechanisms to provide opportunities for teachers for lifelong learning and capacity building as an ongoing process of professional development within the framework of knowledge society so as to keep the in-service teachers mindful of their very existence of appreciating the facts in paradigm shift in teaching-learning experiences in view of outcome based learning and blended learning mode that:

- this job is about relationships
- what ultimately matters are not what is taught, but what is learnt
- what we teach and how we teach, and how we assess, ought to be aligned with the intended learning outcomes, such that they are fully integrated and consistent with each other.

#### **2. Mission/Vision Statement of the public authority:**

Keeping the changes that are unfolding in higher education as per above, the Malaviya Mission Teacher Training Centres (MMTTCs) on war footing shall strive hard:

- a. to increase access to high quality education regardless of budget or location and tailor lesson plans to individual needs by organizing specially designed orientation programmes on pedagogy, based on free massive online open courses (MOOCs) and hybrid classes, adaptive learning software, and the unbundling of traditional degree credits.
- b. to organize blended learning programmes (induction/ orientation/refresher courses) for serving teachers, with a focus on outcomes rather than the output, covering every teacher at least once in three to five years so that they don't see themselves as mere instructors, but as designers, and members of a learning

development team with particular goals in mind.

- c. to encourage teachers to develop in-house education-technology incubators that help entrepreneurial start-ups get off the ground by providing them with research, mentorship and connections and linking them to capital and to participate in seminars, symposia, workshops, etc.
- d. to organize one week programme on a theme-based topics like Academic leadership, Technology Enhanced Learning, Disaster Management, Gender Sensitization, IPR, Social Connect Programme and Learning Outcome Based Education including evaluation.
- e. to organize specially designed induction/orientation programmes/refresher courses in IT for new entrants as well as for in-service teachers; and value-based interactive multimedia through integrated practice in instructional media and ICT can nurture the character such as Creativity, Curiosity, Appreciation, Hard work, Self-reliance, Honesty, Discipline and Compassion among teacher facilitators.

Thus, the objectives of the Malaviya Mission Teacher Training Centre (MMTTC) in the light of above shall be focused towards enabling all the faculty members of HEIs including newly appointed Assistant Professors to:

- I. understands the significance of education in general, and higher education in particular, in the global and Indian contexts;
- ii. understand the linkages between education and economic and socio-economic and cultural development, with particular reference to the Indian polity where democracy, secularism and social equity are the basic tenets of society;
- iii. acquire and improve basic skills of teaching at the college/university level to achieve goals of higher education;
- iv. keep abreast of the latest developments in their specific subjects;
- v. understands the organization and management of a college/university and to perceive the role of teachers in the total system;
- vi. utilize opportunities for development of personality, initiative and creativity;
- vii. provide a comprehensive and structured look at the challenges and opportunities brought by the use of ICT and open content (OER and MOOC) in higher education and to overview the visions and expectations of key higher education stakeholders towards the future of learning at universities and higher education institutions.

### **3. Brief History of the public authority and the context of its formation:**

The country is in the process of taking big strides in the field of higher education. Various government initiatives are being adopted to boost the growth of education system, besides focusing on new education techniques, such as E-learning and M-learning. In contemporary times our universities cannot promote an academic life in isolation but are required to champion reason and imagination in engagement with the wider society and its concerns.

While it is universally accepted that the teacher is the pivot of the educational system, our system does not provide adequate opportunities for their professional development. Realizing that teachers have to be in the centre stage of these developments, provisions for their motivational training and consistent exposure to innovative trends and advanced knowledge in various disciplines and across disciplines, need to be revisited and re-engineered in consonance with the contemporary scenario of the country. Not only the faculty but new strategies for governance of educational institutions are also needed to

promote innovative, broad and dynamic collaborative models. MMTTCs have been established by UGC to provide a platform for professional development of the Academicians & Administrators working in the field of higher education in India. **Malaviya Mission Teacher Training Centre earlier known as The Academic Staff College; Gujarat University** has been working for excellence in higher education since 1987. It among the few MMTTCs which were established as pioneering MMTTCs. MMTTC GU is ranked as the first in Gujarat and fifteenth in India by NAAC.

The U.G.C., Malaviya Mission Teacher Training Centre, Gujarat University was made functional in 1988. It has been working to fulfil basic aims of higher education suggested and expected by U.G.C. The pioneer director was Prof. Ujamshibhai Kapadia (Year 1988-1989), Prof. Rohit Bhai Shukla (Year 1989-1991), Prof. A. R. Shah (Year 1991-1999), Dr. A.A. Ahluwalia (Year 1999-2004) and Dr. B.M. Brahmbhatt (Year 2004-2005) had worked as I/c. Director of the college. Dr. B.M. Brahmbhatt was also a director of the college from the Year 2005-2014. Prof. Dr. Jagdish S. Joshi has been working as the Professor and Director of MMTTC Gujarat University at present.

#### 4. Duties of the Public authority:

UGC MMTTC of Gujarat University is one of the oldest MMTTCs of India. It was known as Academic Staff College earlier. It was established in 1987. We are ranked 16 amongst 66 MMTTCs of India by NAAC. We are the first in Gujarat. We have organised more than 700 Professional Development Programs including Gurudakshya, FIP, FDP, OP, RC, STC, Winter School, Summer School, Seminar, Workshop, Symposia, Ph D Course Work etc. We have imparted training to more than 20000 research Scholars, academicians and administrators working in Colleges and Universities of India.

UGC MMTTC has been the pioneer, created history and benchmarks by organising the following under the able leadership of its director Prof Dr Jagdish Joshi:

- The first of its kind Online Refresher Course in India in the year 2018-19 with more than 2100 participants have attended it.
- The first of its kind Online Annual Refresher Program in English Language Teaching (ARPIT) with record break 8900 participants in the year 2019-20
- The first-ever Online Short-Term Course on E-Content Development during the lockdown and unlocks. 118 courses with about 5000 participants have successfully completed. The participants are from across the country.
- The first Online Professional Development Program for the Administrative Staff of Universities were organised during lockdown with 105 participants.
- The first of its kind Ph D Course work for all the registered Ph D Scholars of Gujarat University has been organised since 2016.
- The first of its kind Ph D Course work in blended mode (mix of online and offline) for all the registered Ph D Scholars of Gujarat University, BKNM University- Junagadh, KSKV Katch University-Bhuj is planned from July 2020.
- MMTTC GU is coordinating the Online E-Content Creation Training for all the professors of the colleges and universities of Gujarat along with Department of Higher Education, Commissionerate of Higher Education and Knowledge Consortium of Gujarat in 2020
- The first, of its kind, UGC Sponsored Online Gurudakshya Faculty Induction Program in 2020. 4 courses with about 400 participants from across the country.
- MHRD funded UGC HRD GU under RUSA Grant of Rs. 3.33 Crores. It is one of the very few MMTTCs which have very fruitfully and successfully organised the programs under it. It has collaborated with IIMA, SPIPA, IIT Delhi and Mumbai, JNU, Delhi University, The Lal Bahadur Shastri National Academy of Administration (LBSNAA)-Mussoorie, Mumbai University, Narsinh Mohanji Institute of Management, INFLIBNET, SNDT Mumbai University, St. Xavier's College-Mumbai, NIEPA, NCERT and UGC etc.
- The website of UGC MMTTC GU is very dynamic.
- The journal of UGC MMTTC GU is indexed in CrossRef and has Digital Object Identifies (DOI)

- It invites international resource persons
- It has MOU with the UK and Canadian Universities
- It provides consultancy
- It is very innovative and established training institute
- Video feedbacks of the participants are collected and kept on the website recommendations of UGC...

**5. Main Activities/Function of the public authority:**

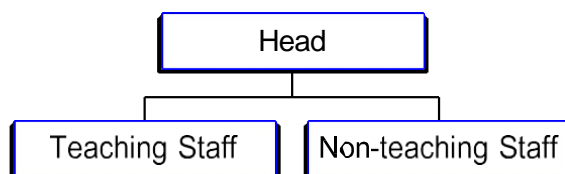
- a. Formulate a programme of orientation along the broad guidelines given above.
- b. Identify resource persons in various fields of specialization for running the orientation course and refresher courses, and familiarize such resource persons with the philosophy and guidelines for the courses. Based on the defined procedure for the creation of a database for identification of experts in different fields, the names of experts based on specialized academic knowledge shall be compiled for their inclusion in the databank/database for Orientation Programs/ Refresher Courses. To ensure that majority of resource persons are drawn from the approved list by the chairman of the advisory committee of MMTTC.
- c. Set up a documentation-centre-cum-library for reference and source materials necessary for the courses.
- d. Produce specially designed material required for effective implementation of the courses.
- e. Organize, monitor and evaluate courses for teachers
- f. 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.
- g. Organize orientation programmes for heads of department, principals, deans and other decision-makers to familiarize them with the philosophy of orientation to facilitate reform in higher education through appropriate modification of the management systems at various levels.
- h. The refresher courses run by the MMTTC will provide opportunities for teachers in service to exchange experience with their peers and to mutually learn from each other
- i. Provide a forum for serving teachers to keep themselves abreast of the latest advances in various subjects and be responsive to:
  - An atmosphere of intellectual excitement
  - An intensive research and knowledge transfer culture
  - A vibrant and embracing social context
  - An international and culturally diverse learning environment
  - Explicit concern and support for individual development
  - Clear academic expectation, feedback and assessment
  - Premium quality learning spaces, resources and technologies
  - An adaptive curriculum
- j. MMTTC will develop video lectures along with learning resources and upload in a common portal provided by UGC.
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- k. Provide opportunities to further widen their knowledge and to pursue research studies.

- l. Provide an introduction to new methods and innovations in higher education so that the participants can in turn develop their own innovative methods of instruction.
- m. The thrust areas for each refresher course will be decided by the director in consultation with the course coordinator.
- n. Co-ordinated Research with IUCTE in the area of teaching pedagogy and faculty development

**6. List of services being provided by the public authority with a brief write up on them:**

Organize, monitor and evaluate professional development programmes for Ph D Scholars, the Academic & Administrative staff of the universities, college and institutes of Higher Education.

**7. Organization of Malaviya mission teacher training centre:**



**8. Expectation of the public authority from the public for enhancing its effectiveness and Efficiencies:**

It is expected that public/students/Academicians should inquire only after having a look at the website and the notice boards of the department.

**9. Arrangements and methods made for seeking public Participation/ contribution:**

The office of the department can be contacted for any participation/contribution.

**10. Mechanism available for monitoring the service delay and public grievance resolution:**

Depending on the issue either the Director will address the problem or shall bring to the notice of higher authorities.

**11. Address:** MMTTC, School of social sciences, Gujarat University, Navrangpura, Ahmedabad – 380 009.

**12. Working hours:**

Monday to Saturday : 10:30 am to 6:10 pm Holidays on 2<sup>nd</sup> & 4<sup>th</sup> Saturday

**Manual - 2: The Powers and Duties of Officers and Employees:-**

Sr No.	Name	Designation	Duties
1	Dr. Jagdish Joshi	Professor & Head	Apart from normal duties of teaching and conducting exams as per UGC guidelines, he coordinates the whole department.
2	Dr. Chandrakant Brahmhatt	Professor	Teaching and conducting exams as per UGC guidelines
3	Dr. Priti Maiyani	Professor	Teaching and conducting exams as per UGC guidelines
4	Ms Janki jha	Computer Assistant	Office Administration
5	Mr Rushi Pandya	Section officer	Office Administration
6	Ms Pinal Shah	Senior Assistant	Office Administration
7	Mr Yashpalsing Rahevar	Junior Assistant	Office Administration
8	Mr Kalpesh Vasaiya	Document assistant	Office Administration
9	Ms Jalak Patel	Computer Operator	Office Administration
10	Mr Sunil Singara	Peon	As per university norms
11	Mr Mahendra Solanki	Hostel Attendant	Hostel Management

**Manual - 3:**

**The Procedure followed for decision making process, including channels of supervision and accountability.**

- (1) What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / Regulations etc. can be made)? What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?
- The decisions are taken according to the rules and regulations of the university acts and statutes which are the public documents and as per ugc guidelines.
- (2) What are the arrangements to communicate the decision to the public?
- Direct classroom communication
  - Department Notice Boards
  - Gujarat University Website: [www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)
  - MMTTC Website: [www.hrdcgujarat.ac.in](http://www.hrdcgujarat.ac.in)
- (3) Who are the officers at various levels whose opinions are sought for the process of decision making?
- Director, Registrar, VC and members of the statutory bodies as per the University norms and UGC Guidelines
- (4) Who is the final authority that vets the decision?
- Registrar and VC

(5) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.	1
Subject on which the decision is to be taken	Admission Process
Guideline / Direction, if any	UGC Guidelines
Process of Execution	Implementation through the Director.
Designation of the officers involved in decision making	Director
Contact information of above-mentioned officers	Director, MMTTC,School of social sciences, Gujarat University, Ahmedabad - 9 Tel. 079-26302385 e-mail: <a href="mailto:jsjoshi@gujaratuniversity.ac.in">jsjoshi@gujaratuniversity.ac.in</a>
Sl. No.	2
Subject on which the decision is to be taken	Utilization of money sanctioned for the department
Guideline / Direction, if any	We follow the guidelines laid down by the University and UGC.
Process of Execution	Our proposals are scrutinized and sanctioned by the CAO/DO/Registrar/VC/Finance Committee depending on the size/volume of the matter as per the university rules and regulations
Designation of the officers involved in decision making	Director and the higher authorities as stipulated earlier
Contact information of above-mentioned officers	As mentioned above and also available elsewhere
Sl. No.	3
Subject on which the decision is to be taken	Assignment of teaching schedule
Guideline / Direction, if any	The whole teaching schedule is designed according to the guidelines laid down by the UGC and University
Process of Execution	Implementation through the Director
Designation of the officers involved in decision making	As mentioned above
Contact information of above-mentioned officers	As mentioned above

**Manual – 4:**

**The Norms set by it for the discharge of its functions:-**

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name /Title of Document	University and UGC Rules (Ordinance & Regulations) Syllabi
Type of Document	Various rules and regulations for Courses
From where one can get a copy of rules, regulations, instruction, manual and record (If any)	gujaratuniversity.ac.in
Fee Charges by the department for a rules, regulations, instruction, manual and record (If any)	Freely available on website or decide by university

**Manual – 5:**

**The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or used by its Employees for discharging its Functions:**

While discharging our functions we follow Rules, Regulations, Instructions Manuals and Records communicated by the university and UGC from time to time.

**Manual – 6:**

**A Statement of the Categories of Documents that are held by it or under its control:**

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, directorate level, others (Please mention the level in place of writing "Others").

S. No.	Category of the Document	Name of the document & its introduction in online	Procedure to obtain the document	Held by / under control of
1	University Acts and Statutes	Gujarat Public University Act-2023	Available free at Gujarat University Website	Registrar, Gujarat University
2	UGC Rules (Ordinance & Regulations) and Syllabi	Ordinance & Regulations	-do-	-do-
3	Ph. D. Program	Rules, Regulations and Ph. D. Ordinances	-do-	-do-

**Manual – 7: The Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

S. No.	Subject / Topic	Is it mandatory to ensure public participation (yes / no)	Arrangements for seeking public participation.
	Not Applicable		

**Manual – 8: A Statement of the Boards, Councils, Committees and other Bodies Consisting of Two or more Persons Constituted as its part those Boards, Councils, Committees and other Bodies are open for the public, or the Minutes of such Meetings are Accessible for Public: Academic Advisory Committee**

**Manual – 9: A Directory of its Officers and Employees.**

Sr. No.	Name	Designation	Telephone No.	E-mail
1	Dr. Jagdish Joshi	Professor & Head	079-26302385	<a href="mailto:jsjoshi@gujaratuniversity.ac.in">jsjoshi@gujaratuniversity.ac.in</a>
2	Dr. Chandrakant Brahmhatt	Professor	079-26302385	<a href="mailto:ugc_gk_cg@hrdcgujarat.ac.in">ugc_gk_cg@hrdcgujarat.ac.in</a>
3	Dr. Priti Maiyani	Professor	079-26302385	<a href="mailto:preetimaiyani@hrdcgujarat.ac.in">preetimaiyani@hrdcgujarat.ac.in</a>
4	Ms Janki jha	Computer Assistant	079-26302385	<a href="mailto:jankijha@hrdcgujarat.ac.in">jankijha@hrdcgujarat.ac.in</a>
5	Mr Rushi Pandya	Section officer	079-26302385	<a href="mailto:so@hrdcgujarat.ac.in">so@hrdcgujarat.ac.in</a>
6	Ms Pinal Shah	Senior Assistant	079-26302385	<a href="mailto:pinalshah@hrdcgujarat.ac.in">pinalshah@hrdcgujarat.ac.in</a>
7	Mr Yashpalsing Rahevar	Junior Assistant	079-26302385	<a href="mailto:yash@hrdcgujarat.ac.in">yash@hrdcgujarat.ac.in</a>
8	Mr Kalpesh Vasaiya	Document assistant	079-26302385	<a href="mailto:libraryhrdc@hrdcgujarat.ac.in">libraryhrdc@hrdcgujarat.ac.in</a>
9	Ms Jalak Patel	Computer Operator	079-26302385	<a href="mailto:jalakpatel@hrdcgujarat.ac.in">jalakpatel@hrdcgujarat.ac.in</a>
10	Mr Sunil Singara	Peon	079-26302385	<a href="mailto:support@hrdcgujarat.ac.in">support@hrdcgujarat.ac.in</a>
11	Mr Mahendra Solanki	Hostel Attendant	079-26302385	<a href="mailto:hostelsupport@hrdcgujarat.ac.in">hostelsupport@hrdcgujarat.ac.in</a>

**Manual - 10: The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in its Regulations:**

Information available on Gujarat University Website

**Manual - 11: The Budget Allocated to each of its Agency, Indicating the Particulars of all Plans, Proposed Expenditures and Reports on Disbursement made:**

Information available on Gujarat University Website

**Manual - 12: The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:**

NOT APPLICABLE

**Manual - 13: Particulars of recipients of concessions, Permits or Authorizations granted by it.**

NOT APPLICABLE

**Manual - 14: Details in Respect of the Information, Available to or held by it, Reduced in an Electronic Form**

Course and other information regarding admissions, examinations of the MMTTC is available at MMTTC([www.hrdcgujaratuniversity.ac.in](http://www.hrdcgujaratuniversity.ac.in)) Official Website.

**Manual - 15: The Particulars of Facilities available to Citizens for Obtaining Information, Including the Working Hours of a Library or Reading Room, if Maintained for Public use.**

NOT APPLICABLE

**Manual - 16: The Names, Designations and Other Particulars of the Public Information Officers:**

Sr. No.	Department/ Organization	Name	Designation	Telephone No.		Fax No.	E-mail
				Office	Mobile		
1	Malaviya mission teacher training centre	Prof. Jagdish Joshi	Director	079-26302385	-	-	<a href="mailto:jsjoshi@gujaratuniversity.ac.in">jsjoshi@gujaratuniversity.ac.in</a>

**Manual - 17: Such Other Information as may be prescribed; and thereafter update these Publications every year:**

Gujarat University Website & mmttc website

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