

Devi Ahilya Vishwa Vidyalaya, Indore

Language Laboratory

1. **Name of the Center:** University Language Laboratory [The laboratory established at School of Computer Science & IT with UGC support and is used by all University Teaching Department (UTD) students]

2. **Year of establishment :** Established in 2011

3. **Vision**

To build a state-of-art facility to facilitate effective teaching, and research in various aspects of communications so as to develop reading, writing, communication, analytical & cognitive skills of students.

4. **Mission**

Effectively using the state-of-art facility and help aspirng students to get training on practical aspects of communication.

5. **Objectives:**

- Facilitate and develop state-of-art infrastucture in the Language Laboratory.
- Conduct practical classes for English speaking, reading, and writing, Career, Aptitude and overall personality development aspects of students for all University Teaching Department (UTD) students.
- Help and coordinate with Career and Guidance cell of the university to conduct classes of eminent experts in the area
- Research on language barriers and its impact on learnability aspects.
- Coordinate with Industries and Placement cells and take feedback from stakeholders for sustained quality improvement.

6. **Location:** School of Computer Science and IT, Taksahila Campus, DAVV, Khandwa Road, Indore.

7. **Langauge Laboratory Staff Organisation and Architecture:** [Please also refer File Number: 7]

Teaching Staff:

- Two Lecturers 1) Mr. Praveen Shrivastava 2) Ms. Sunita Gaur, who have volunteered for language laboratory
- Part Time Visitng Faculty : Ms. Kritika Raheja

Operation Staff:

- Mr. Javed khan

Architecture:

As shown in Fig. 1, architecture of language lab is as follows:

- Maintenance Engineer (Incharge of purchase, maintainance of laboratories in Innovation center at School of Computer Science & Information Technology)
- All are also integrally associated with School of Computer Science & Information Technology in Teaching, Laboratories and Research

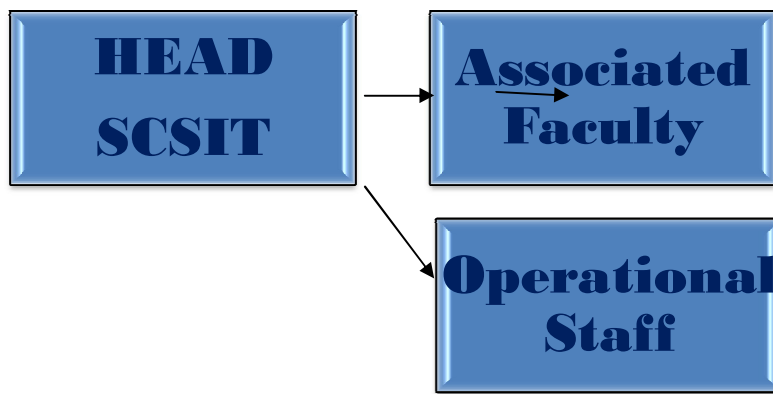


Fig. 1 Organization of Language Lab Teaching and Operational Staff

8. Organisation and Architecture of Campus Computer Laboratories and Computerization Maps of Center and University:

(i) Innovation Center comprised of 10 state-of-art Laboratories at School of Computer Science & Information Technology are maintained by Computer Center. These laboratories include: MCA, BCA, M.Sc., M.Tech. Labs, Research Lab, Data Mining Lab (sponsored by UGC SAP), Network and Security Lab (sponsored by DST FIST), Language Lab (sponsored by UGC), E-Commerce Lab.

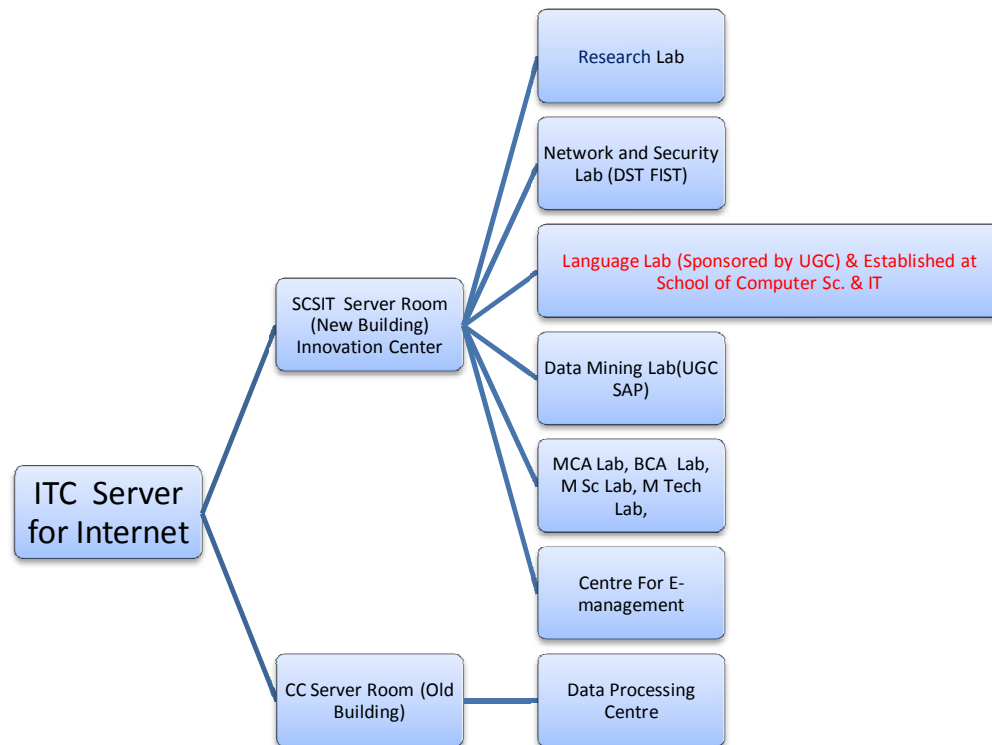


Fig. 2 Details of Innovation Centre and Data Processing Centre

9. Operational policies (Staff Working hours, Maintenance Schedules): [Please refer File Number: 9]

Operations:

Staff Working Hours: 10:00 AM to 6:00 PM. The laboratory is open for students opting for a single credit course or any other student registered for the the subject in the current semester with the permission of head of the respective departments/schools.

Maintenance:

- Resident engineer for maintenance of computers
- Outsourced periodic preventive maintenance of Computers, Printers and Allied equipments by the agency providing Annual Maintenance Contract .
- Breakdown maintenance within 24 hours of breakdown.
- Maintenance of equipments Innovation Center at School of Computer Science & Information Technology.

10. Financial Resources: [Please Refer File Number: 10]

- UGC Grants: Rs. 16 Lakh grant in UGC XIth Plan

11. Human Resources:

Existing Staff:

1. Faculty

S No	Name	Qualifications	Experience (June-2013)
1	Ms. Kritika Raheja*	M.Phil. English	5
2	**Mr. P. Shrivastava	M.C.A. International exposure of working in US for 7-8 Years	15
3	**Ms. S. Gaur	M. Tech. (Comp. Science)	10

* Proposed from July 2013

**These faculty members are associated with language laboratory over and above taking regular classes and teaching computer science courses at SCSIT

3. Staff Required:

S.No.	Designation	Qualification	Experience (June-2013)
1	Lecturer	Ph.D. English	3 Years

12. Computer Infrastructure and Resources: [Please Refer File Number: 12]

- Numbers, installation details and features of Laboratories and other systems:

S.No.	configuration	Qty
1	HP Compaq(Core2Duo,2GBRAM) HP DX 2480	17
2	UPS APC 600 VA	8
3	Headphone	17
4	Switch	1
5	Computer Table	35
6	Clarity Software Platform 30 user license	1

7	Display Board	1
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- Wi-Fi enabled administrative and academic wing.
- Internet Connectivity of 1 GBPS leased line through IT Centre.
- **Numbers, installation details and features of Administrative infrastructure**
 - School of Computer Science Administration looking after University language Laboratory
 - **Numbers, sources, installation details and features Software**

The software tools and packages are used at Centre including Innovation Centre at School of Computer Science & Information Technology (New Building) as learning resources for the students.

 - Clarity: Base Platform with 30 user license
 - English, Career & Aptitude Lab software under procurement
 - Windows XP/2007
 - **Numbers, sources, installation details and features of Peripherals**
 - Numbers, sources, installation details and features of Power Backup and Air conditioning
 - UPS: Twenty five 0.75 KVA UPS
 - Air conditioners: Not Required as the laboratory is not exposed to direct sun and all desktops only are installed

13. Existence of Updating plan and Annual Maintenance Contract [Please Refer File Number: 13]

A. The machines were purchased in 2010 and are still under 3 years warranty. Existence of comprehensive AMC plan of all above mentioned infrastructure and have sufficient provision in the annual budget.

- Rs.3.00 Lakhs have been allocated for the maintenance of computers and equipment in budget Head, Computer Centre (Estt) :2 (16) B.
- All the computers, printers and other equipments are covered under Annual Maintenance Contract.

B. Statistical Graphical Representation of Computer users and Computer hardware and Software Updation:

The Physical IT infrastructure like Computer systems and Servers is used for English Language teaching to students of various departments/ schools.

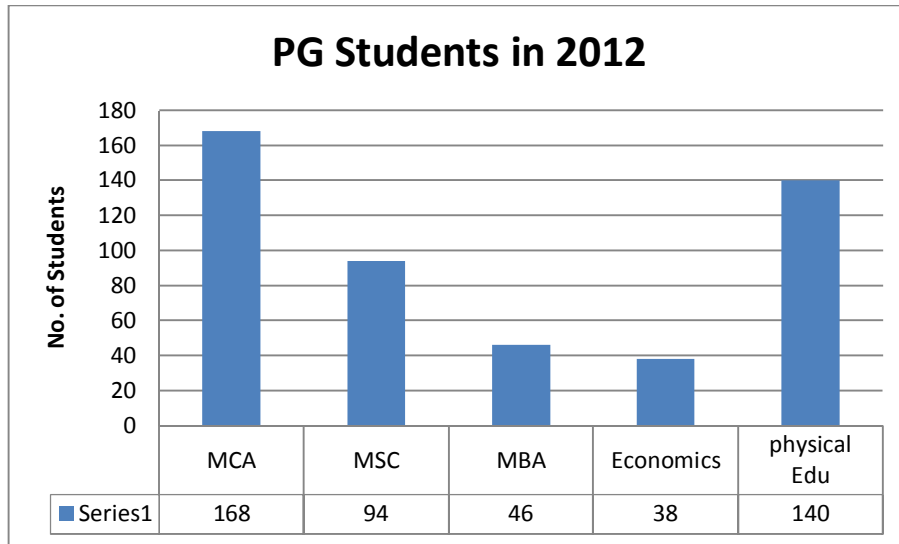


Fig 3. Usage of Language lab by PG students in 2012

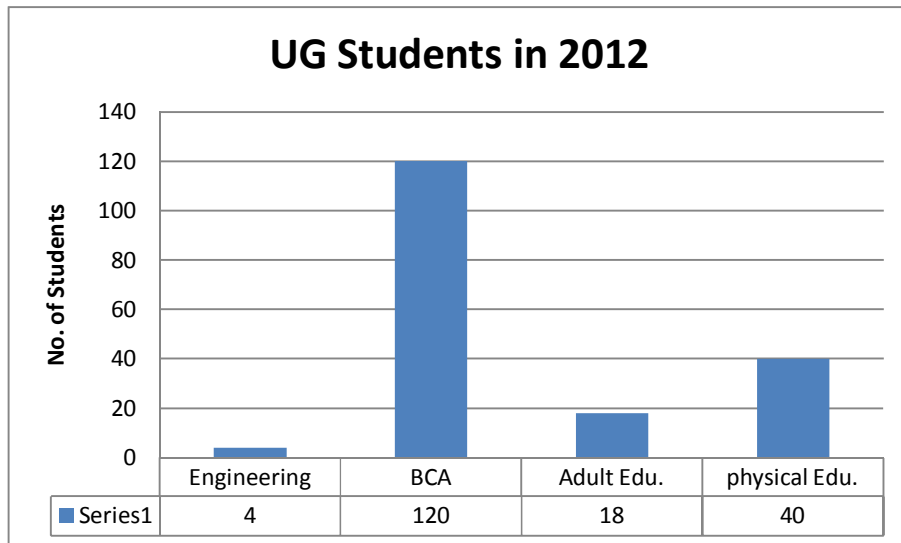


Fig. 4: Usage of language Lab by UG Students in 2012

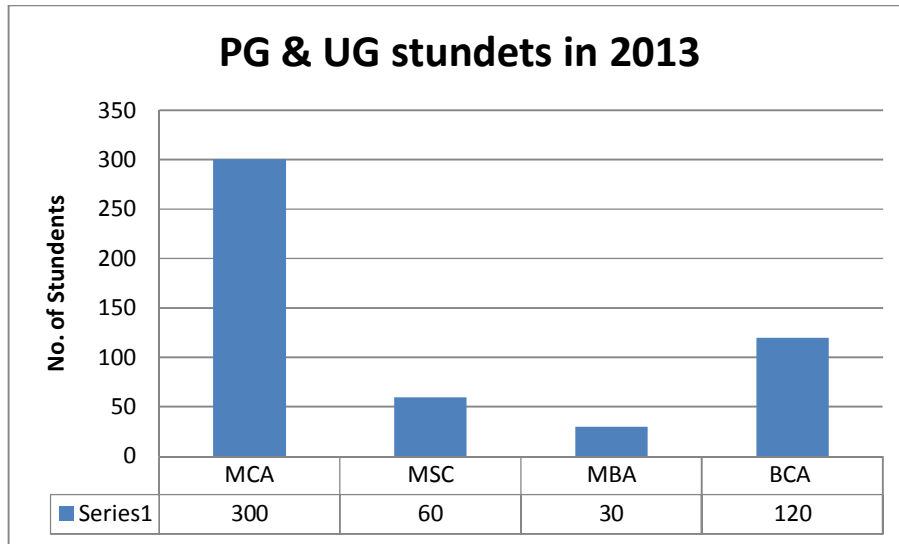


Fig. 5: Faculty wise details of PG & UG Students in 2013

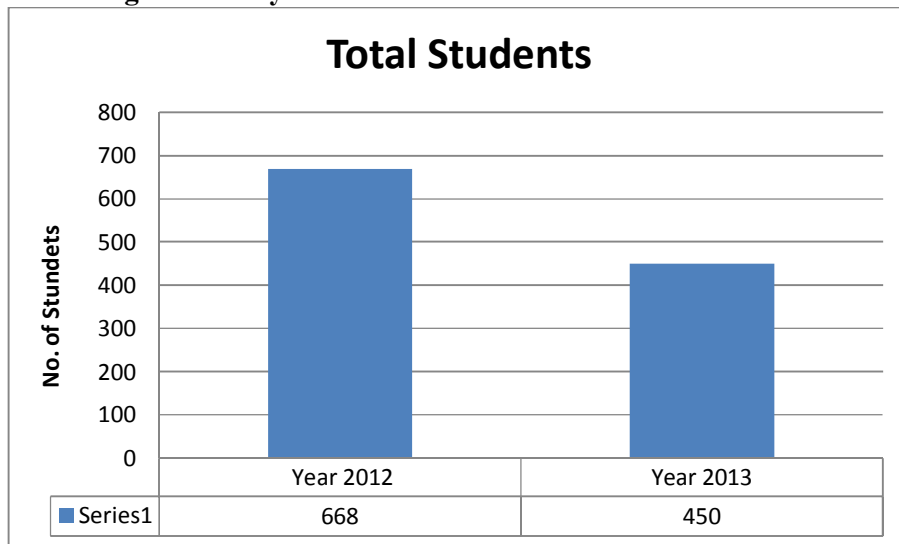


Fig. 6: Total Number of Students in 2012 & 2013

14. Timeliness and records of user satisfaction level of the language lab activities [Please Refer File Number: 14]

15. Provisioning and Conducting Computer Literacy, Education and Training Programmes: about a general awareness of the user and benefits of Computers in University operations.

- Language training is concerned with the generation of manpower who can converse well in English and develop on aspects of reading, writing and listening.
- Faculty assists in English language training of around 600 students of School of Computer Science and Information Technology in various courses like MCA,

MSc (Compute Sc, Information Tchnology, M. Tech. (Computer Sc, Network Security, Software Engineering) and Guiding PhD.

- Faculty of Language Lab is also engaged in conducting personality, communication & interview preparation classes for the students.
- The students from various UTDs who have registered for the language lab are benefited through the initiative.
- Training programme on English for various UTDs has benefitted 292 students.

[Please Refer File Number: 15]

16. The number and description of consultancy assignments obtained and the money value of each assignment:

A1. Training programmes: Short Term & Certificate Courses in Language lab at present, in 2011, 2012 & 2013:

Allotment of English Language Laboratory (Credit 1)

S · N o.	Class (2 hour/week)	Session	St ud en ts
1	<i>MCA – IV Semester (2 Batch)</i>	Jan- May2012	60
2	BCA IV Semester (4 Batch)	Jan- May2012	12 0
3	MSc(CS/IT) III Semester(2 Batch)	Jul-Dec 2012	60
4	MBA(CM) I Semester (2 Batch)	Jul-Dec 2012	30
5	MCA (Integrated) I Semester/BCA Hons. VII semester (2 Batch)	Jul-Dec 2012	12 0
6	MCA Vyapam IV Semester (2 Batch)	Jan-May 2013	60
7	MCA Integrated IV Semester (2 Batch)	Jan-May 2013	60
8	BCA IV Semester (2 Batch)	Jan-May 2013	12 0
9	MSc(CS/IT) III Semester (2	Jul-Dec	60

	Batch)	2013*	
1 0	MBA(CM) I Semester (2 Batch)	Jul-Dec 2013*	30
1 1	MCA (Integrated) I Semester/BCA Hons. VII semester (2 Batch)	Jul-Dec 2013*	12 0

*Proposed for the current session

[Please Refer File Number: 15]

A2. Number of working days during the last five years:

S.No.	Year	No. of working days
1	2012	180
2	2011	180
3	2010	-
4	2009	-
5	2008	-

[Refer Staff Attendance Register is available.]

A3. Number of positions in the Department, their appointment letters, joining reports and sanctions of each: [Please Refer File Number: A3]

Positions	Language Lab Office/Faculty			Supporting staff	Technical staff
	Professor Scale	Associate Professor Scale	Assistant Professor Scale		
Sanctioned by the UGC /University /State Government <i>Recruited Yet to recruit</i>	-	-	-		-
Number of persons working on contract basis	-	-	02*	01	01

*These faculty members are associated with language laboratory over and above taking regular classes and teaching computer science courses at SCSIT

A4. Qualifications of the Officers and Staff: Refer point number 11.

A5. Copies of Latest Bio-data of Officers in positions in the Department: [Please Refer File Number: A3]

A6. Copies of Yearly Performance Records of Officers in positions in the Department: [Please Refer File Number: A6]

A7. Officers and Staff recharging strategies: Participates and organizes the Workshops and Conferences.

A8. Awards/ recognitions received at the national and international level:

A9. Record of each of Seminar/ Conference/Workshop organized and the source of funding (national / international) with details of outstanding participants, if any.

2012-13

- Lecture on “Language & IT”: 11th Feb,2013- **Prof. R.C. Sharma** KOREA. Duration 2 hrs.
- Conducted “**English Language LAB classes**” for 290 students of various departments of university by Mr. Gaurav Shrivastav, 29th Oct to 09th November2012
- One day workshop on “**Come Out of your Shell: Personality Development through Dramatics**” by Mr. Rajan Deshmukh (Renowned Theatre artist) & his team, 3rd October, 2012.
- “**Campus Buzz**” Mr. Prakhar Shukti from CH Edgemakers,22nd August, 2012
- One day workshop on “**Interview Preparation**” by Mr. Parakram Singh from CH Edgemakers, 18th August, 2012.

2011-12

- Workshop for “**Campus Selection**” by Edgemakers, 11th Feb, 2012 .
- “**Motivational lecture**” by Mr. Sandeep Atre on 1st February 2012.
- One day Workshop by Dr. Maya Ingle on “**Language Theory**”, 25th January 2012
- “Campus to... Corporate”A Session to help future professionals Bridge the Gap between what they know and what they ought to know... for Post Graduate I year students Duration: 1½ hours Date: 02/02/2011
- “**Campus Buzz**” *The camp consisted of: Round 1*
-An Interactive Talk on “**Unfolding the Secrets of Campus Recruitment**”: 45 - 60 Minutes
-Aptitude Test: 45 Minutes (optional)
- **Round 2** -Group Discussion (10 Minutes each GD)

- **Round 3**-H R Interview + Technical Interview (of short listed Candidates) (10 Minutes for each Interview)
- Camp for Post Graduate II year students Duration: 1½ hours Date: 02/02/2011

A10. Write up of Code of ethics for research followed by the departments:

/Department follows the Code of Ethics of the American Educational Research Association (AERA). AERA replaces the Ethical Standards, which were adopted in 1992. The current Code provides guidance to education researchers in their research, teaching, service, and related professional work.

A11. Record of Diversity of Officers and staff

Percentage of faculty who are graduates	
of the same university	66 %
from other universities within the State	-
from universities from other States	-
from universities outside the country	34 %*

- Ms. Sunita Gaur has completed her graduation from an Australian University

A12. Number of Officers/Staff who were awarded Ph.D., D.Sc. and D.Litt., Certification of New Skills during the last four years

A13. Records of feedback form

[Please Refer File Number: 14]

A14. List the Important Achievements of the department

- Regular single credit course for students of various batches at SCSIT every semester.
- Training programme for 292 students of various UTDs' from Oct 29, 2012 to Nov 09, 2012.
- Training for two sessions to faculty attending refresher course on Comparative Languages and Literature at Academic Staff College, Indore during:
 - 12/02/2013 to 04/03/2013
 - September 2012
- Faculty Actively engaged in teaching and research at School of Computer Science & Information Technology

A15. Write up of future plans of the department. [Please Refer File Number: A15]

- To conduct advanced training programmes for all UTDs not just on English, but on various aspects of communication and aptitude development.
- Acquiring new software's for English , Career & Aptitude development skills

A.16 Record of any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department.

Strength:

- State-of-art infrastructure with 30 desktops, furniture, good ambience

- Staff trained for the purpose

Weakness:

- Shortage of operational and assistant level staff
- Needs upgradation to include softwares for English language development, career and aptitude development.

Opportunity:

- Increasing the outreach of training programme and offering a single credit regular programme to students from various departments.
- Regular classes for personality development, career counseling by eminent experts in the area in coordination with career guidance cell of the university.
- Research on language barriers and its impact on learnability aspects.

Challenges:

- Increasing number of students, current strength is 7000+ in all UTDs and limited computers
- Rapidly changing technology and continuous upgradation of Hardware and Software
- Scarcity of technical manpower having different technical skills

A17. Write up of efforts for Quality Sustenance and Assurance in the department

- The faculty is qualified as per UCG norms and the selection process is as per strict university norms.
- The students fill feedback form after completion of the course.
- The feedback is analyzed in assessment workshop.
- The feedback report is communicated to the teacher for quality improvement in the next session.
- Senior faculty members regularly monitor quality of test papers and question papers.
- Comprehensive Viva Board at the end of the semester reviews the quality of test papers, question papers, teaching-learning methodologies. The 1-2 members of comprehensive viva board are outside experts from other universities/ colleges or employees of research organizations like Raja Ramanna Centre for Advanced Technology (RRCAT) and National Research Centre for Soyabean (NRCS).

A18. **Innovations**

Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the department:

A19. Best Practices [Please Refer File Number: A19]

PRACTICE I

- 1. Title of the Practice I:**
- 2. Objectives of the Practice:**
- 3. The Context**
- 4. The Practice**
- 5. Evidence of Success**
- 6. Problems Encountered and Resources Required**
- 7. Notes**

A20. Any other information which Language Lab would like to add.

Files Maintained at the Language laboratory

File Number	Details
1	Letter of Establishment
2	Ordinance 22 for staff details (1986) and subsequent amendment (2007)
3	Staff working hours , Maintenance Schedules
4	Financial Resources: Copy of Budget
5	Annual Maintenance Contracts
6	User Feedback
7	Language Education and Training Programme: (Copy of time tables)
8	Copies of yearly performance record
9	Future Plans
10	Best Practices I & II