

DEVI AHILYA VISHWAVIDYALAYA, INDORE

NAAC REACCREDITATION: 2013

SELF STUDY REPORT (SSR)

SCHOOL OF COMPARATIVE LANGUAGES AND CULTURE
TAKSHSHILA CAMPUS, DEVI AHILYA VISHWAVIDYALAYA,
KHANDWA ROAD, BHANWARKUAN,
INDORE

SELF STUDY REPORT

1. **Name of the Department :- School of Languages, Comparative Languages and Culture**
Faculty of Arts
2. **Year of establishment :- 1992**

A.1 Academic program offered by the department at present, under the following categories and Sanctions Pertaining to each of the Courses:-

Programs	Course/Subjects
M.A. –Functional Hindi Translation and Literature	16 Papers, Functional Hindi Translation and Literature
M.A. Sanskrit Literature/Jyotish	16 Papers, Sanskrit Literature/Jyotish
M.Phil. Hindi Literature	5 Papers + Dissertation
M.Phil. English Literature	5 Papers + Dissertation
M.Phil. Urdu Literature	5 Papers + Dissertation
M.Phil. Sanskrit Literature	5 Papers + Dissertation
Ph.D. Hindi Literature	Hindi Literature
Ph.D. English Literature	English Literature
Ph.D Urdu Literature	Urdu Literature
Ph.D. Sanskrit Literature	Sanskrit Literature
Diploma in Translation	8 Papers + Project
*Diploma in Dramatics	8 Papers + Project
Certificate Course in French	French
Certificate Course in German	German

A.1.1 Details approval/recognition and recommendations issued by the statutory body (for example, UGC, AICTE, NCTE, PCI, MCI, DCI) governing the programme in case of Professional Programmes letters for the first time and Last Academic Year recognitions:-

If the department offers Distance Education Programmes (DEP) then- No

Number of programmes offered. - N.A.

Name of Each Program -N.A.

Letters for approvals by the Distance Education Council.- N.A.

A.2 Copy of Ordinances related to the courses in the department:-

* Ordinance 31, 23, 18 & 21 (File 01)

A.3 Number of working days during the last academic year:

Number of teaching days during the past four academic years.

2012-13	2011-12	2010-11	2009-10	2008-09
218	220	220	215	15

(‘Teaching days’ means days on which classes were engaged. Examination days are not to be included)

A.4 Number of positions in the Department, their appointment letters, joining reports and sanctions of each:-

Positions	Teaching faculty			Non-teaching staff	Technical staff
	Professor	Associate Professor/Reader	Assistant Professor/Lecturer		
Sanctioned by the UGC/University/ State Government <i>Recruited</i> <i>Yet to recruit</i>	01	Nil	01	02	Nil
No. of persons working on contract basis	Nil	Nil	02	01	Nil
Total	Nil	Nil	02	01	3

A.4.1 Qualifications of the teaching staff

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	---	---					
M.Phil.							
PG							
Temporary teachers (Contractual)							
Ph.D.					01	01	02
M.Phil.							
PG							
Part-time teachers (Courses Visiting Faculty)- 22.							
Ph.D.	15	07	---	--	---		22
M.Phil.							

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
PG							

A.5 Semester-wise Record of Courses Visiting Faculty and their Sanctions

S.No	Academic Session	Sem.	Course	Name	Qualification	Teaching/ Research/ Industry Experience	No. of Hours in the Semester
1	2007-08 To 2012-13	II	M.Phil: (Hindi ,Sanskrit, English)	All Faculty	M.A. Ph.D.	More than 10 years	550
	2012-13		Urdu	All Faculty	M.A. Ph.D.	More than 10 years	550
2	2007-08 To 2012-13	II	M.A. Hindi	All Faculty	M.A. Ph.D.	More than 10 years	550
3	2007-08 To 2012-13	II	M.A.,Sanskrit/Jyotish	All Faculty	M.A. Ph.D.	More than 10 years	550
4	2007-08 To 2012-13		Ph.D. : Hindi ,Sanskrit, English	All Guides	M.A. Ph.D.	More than 10 years	All Guides

A.6 Copies of Latest Bio-Data of Faculty positions in the Department: Two Faculty) (File:2)

A.7. 1. Copies of Yearly Performance Based Assessment Records of Faculty in positions in the Department:-02

*Submitted at the end of each academic year to IQAC, University for Academic Audit (File-03)

2. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

Post	Sanctioned	Filled
Professor	01	-----
Associate Professors	-----	-----

Post	Sanctioned	Filled
Professor	01	-----
Asst. Professors	01	01

**3. Faculty profile with name, qualification, designation and specialization
(D.Sc./D.Litt./ Ph.D. /M.Phil. etc.)**

S.No	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Awarded/ Submitted (last 4 years)
1)	Dr.L. Shinde	MA, Ph.D	Head	Edu. Tech.,Hindi Lit.	14 Years	-----
2)	Dr. Deepika Shukla	MA, Ph.D	Asstt. Prof. (Contractual)	Sanskrit Lit.	06 Years	-----
3)	Dr. Arbind kumar Yadav	MA, M. Phil., Ph.D	Asstt. Prof. (Contractual)	Hindi Lit.	01 Years	-----

4. List of senior Visiting Fellows, faculty, adjunct faculty, Emeritus professors:- N.A.

5. Percentage of classes taken by temporary faculty – programme-wise information each semester wise information: -

*Percentage of classes taken by visiting faculty– programme-wise each semester wise information :-

S.No.	Visiting Faculty	Programme	Semester	No. of Classes	Percentage
1	All Faculty	M. Phil. Hindi	Semester I,II	220	100%

2	All Faculty	M.Phil. English	Semester I,II	220	100%
3	All Faculty	M.Phil. Sanskrit	Semester I,II	220	100%
4	All Faculty	M.Phil.Urdu	Semester I,II	220	100%

6. Programme-wise Student Teacher Ratio (Based on regular Faculty positions):-

Coures	Ratio
M.A.(F.HT.&L)	
2008-09	2:1
2009-10	4:1
2010-11	3:1
2011-2012	1.5:1
2012-13	1.5:1
M.A.(Sanskrit)	
2008-09	1:1
2009-10	5:1
2010-11	3:1
2011-2012	3.5:1
2012-13 M.phil.(Hindi)	2:1
2008-09	
2009-10	14.5:3
2010-11	7:3
2011-2012	5:2
2012-13	2:1
M.phil.(Sanskrit)	6:2
2008-09	
2009-10	6:1
2010-11	3.5:2.5
2011-2012	5.5:2.5
2012-13 M.A.(English)	3.5:2.5
2008-09	3.5:2.5
2009-10	

2010-11	5.8:1
2011-2012	9:2.5
2012-13	4:1
M.phil.(Urdu)	3.8:1
2012-13	3.8:1
	9:2

6. Number of academic support staff (technical) and administrative staff sanctioned and filled:- technical staff; Nil, administrative staff; 01

A.8. Students enrolled in the department during the current academic year, with the following details:

Students	UG: 2013-14 (2012-13)		PG(F.H. T.&L. & sanskrit) 2012-13		Integrat ed Masters		M.Phil.(Hin di Sanskrit, English & urdu) 2012-13		Ph.D. 2012-13		D.Litt./ D.Sc. (Hindi& Sanskri)		Total	
	M	F	M	F	M	F	*M	F	*M	*F	*M*	*F	M	F
From the state where the university is located	-	-	02 02	01 02	-----		05 04 09	12 03 08	NIL		01 01	01 00	24	27
From other states of India M.A., M.Phil,							00 00 01 18	01 00 00 01					19	02
NRI students			-----		-----		-----		-----		-----		---	---
Foreign students			-----		-----		-----		-----		-----		---	---
Total													43	29
Grand Total														72

*M-Male *F-Female

Externally registered students? N.A.

Yes No

If yes, how many students avail of this provision annually?

A.9. Calculation of 'Unit cost' of education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students ,enrolled) =11375/-

Teaching + Non Teaching Salary= 1010680/-

Other expenses= 669610/-

Total= 16,80290/-

(a) including the salary component = No. of Students=17+17=19+17+7

(b) excluding the salary component = Rs. Unit Cost= 1680290/77= 21822/- per Student

A.10 A. Faculty recharging strategies:-

ASC, DAVV, Indore, ASC of other universities, Workshops/Seminars by the School of Comparative Languages and Culture and DAVV, Indore.

B. Number and list of faculty with course details of faculty development programs, academic staff college programs or other faculty recharge programs:-01

A.11 Student projects

- percentage of students who have done in-house projects including inter-departmental projects:-N.A.
- percentage of students doing projects in collaboration with other universities / industry / institute :- N.A.

A.12 Awards / recognitions received at the national and international level by

- Faculty-- N.A.
- Doctoral / post doctoral fellows ----- N.A.
- Students ----- N.A.

A.13 Record of each of Seminar/ Conference/Workshop organized and the source of funding (national / international) with details of outstanding participants, if any. (2012-13)

1. Two Day National Seminar on '**Relevance of Link Language in 21st Century**' organized on **27-28 Jan. 2012**. 152 academicians and research scholars attended. Seminar funded by the UGC and the department.

(Organizer – Dr. Laxman Shinde, Head of the department) Participants covered various disciplines across 7 states of the Country.

(2013-14)

1. Two Day National Seminar on ‘**Social Awareness In Modern Literature**’ organized on **13-14 Sept. 2013**. 202 academicians and research scholars attended. Seminar funded by the UGC and the department.

(Organizer – Dr. Laxman Shinde, Head of the department) Participants covered various disciplines across 9 states of the Country.

A.14 Write up of Code of ethics for research followed by the departments. Original research work is promoted on current important topics/social issues:

Students for Ph. D. courses in nine disciplines (Hindi Literature English Literature Urdu Literature Marathi Literature Sanskrit Literature Philosophy Music Dance And Painting) - are admitted through rigorous procedure of Doctoral Entrance test followed by Interview. Students appear for RDC after successful completion of one-semester coursework. Only after approval of RDC students get registered for Ph.D. They have to remain under the watchful eyes of the supervisor as a regular scholar, thereby minimizing the chances of malpractices and plagiarism. The School of Comparative Languages and Culture is well known for its original research in key areas.

A.15 Student profile course-wise:

Name of the Course (refer to question no. 4)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
M.A.(F.H.T.&L.)					
2008-09	02	02	00	100	-----
2009-10	08	05	03	62.50	37.50
2010-11	06	03	03	50.00	50.00
2011-12	03	02	01	66.66	33.33
2012-13	03	02	01	66.66	33.33
M.A.(Sanskrit)					
2008-09	02	01	01	50.00	50.00
2009-10	10	08	02	80.00	20.00
2010-11	06	05	01	83.30	16.66
2011-12	07	03	04	42.80	57.10
2012-13	04	02	02	50.00	50.00
M.phil.(Hindi)					
2008-09	29	14	15	48.27	51.72
2009-10	14	06	08	42.60	57.10
2010-11	15	02	13	12.50	81.20
2011-12	14	05	09	37.50	64.20

Name of the Course (refer to question no. 4)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
2012-13 M.phil.(Sanskrit)	18	05	13	27.77	72.22
2008-09	30	17	13	56.66	43.33
2009-10	10	05	02	71.42	28.58
2010-11	11	08	01	72.70	09.00
2011-12	07	06	01	85.70	14.20
2012-13 M.phil.(English)	07	04	03	57.14	42.85
2008-09	29	06	23	26.08	79.31
2009-10	18	01	15	05.50	88.80
2010-11	20	11	09	55.00	45.00
2011-12	19	07	12	36.80	65.00
2012-13 M.phil.(Urdu)	19	09	09	47.30	47.30
2012-13	20	18	01	90.00	05.00

A.16 Diversity of students

Name of the Course	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
M.A.(F.H.T.&L.)				
2008-09	100	--	--	--
2009-10	25.00	75.00	--	--
2010-11	83.33	16.70	--	--
2011-12	33.33	33.33	33.33	--
2012-13	100	--	--	--
M.A.(Sanskrit)				
2008-09	100	--	--	--
2009-10	88.80	11.20	--	--
2010-11	100	--	--	--
2011-12	85.00	15.00	--	--
2012-13	75.00	25.00	--	--
M.phil.(Hindi)				
2008-09	72.41	13.79	13.79	--
2009-10	85.71	14.28	--	--
2010-11	80.00	20.00	--	--
2011-12	92.80	7.200	--	--

Name of the Course	% of students from the same university	% of students from other universities within the State	% of students from universities outside the State	% of students from other countries
2012-13 M.phil.(Sanskrit)	88.88	05.50	05.50	--
2008-09	80.00	03.33	16.66	--
2009-10	57.10	28.50	14.20	--
2010-11	88.80	11.11	--	--
2011-12	28.57	71.42	--	--
2012-13	85.71	14.28	--	--
M.phil.(English)				
2008-09	68.95	13.79	17.24	--
2009-10	77.77	11.11	11.11	--
2010-11	60.00	25.00	15.00	--
2011-12	73.68	15.78	10.52	--
2012-13	70.00	10.00	20.00	--
M.phil.(Urdu)				
2012-13	--	63.20	36.80	--

A.17 Record of how many students have cleared Civil Services and Defence Services examinations, NET, SET, GATE and other competitive examinations? Give detail category-wise (From 2008-2009 to 2012-2013): (File-04)

26 NET including 01JRF. Students who cleared CTET organized by CBSE, and State level TET

A.18 Record of Student progression

Student progression	Percentage against enrolled
UG to PG	
PG to M.Phil.	
2008-09	04
2009-10	17
2010-11	12
2011-12	10
2012-13	07
PG to Ph.D.	75.00%
	88.80%
	83.33%
	90.00%
	85.71%
Ph.D. to Post-Doctoral	Nil
	Nil

Student progression	Percentage against enrolled
Employed	
• Campus selection	Nil
• Other than campus recruitment	Nil
Entrepreneurs	Nil
Student progression	Percentage against enrolled
UG to PG	
PG to M.Phil.	
2008-09	
2009-10	
2010-11	
2011-12	
2012-13	
PG to Ph.D.	
Ph.D. to Post-Doctoral	Nil
Employed	
• Campus selection	
• Other than campus recruitment	
Entrepreneurs	

A.19 Record of Diversity of staff

Percentage of faculty who are graduates	100
of the same university	33.33
from other universities within the State	33.33
from universities from other States	33.33
from universities outside the country	--

A.20 Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the last four years:- 02 (Year 2010&2012)

A.21 Present details of infrastructural facilities in the department with regard to

- Library: - Well equipped Library with separate Reading Room for Staff & Research fellows
- Internet facilities for staff and students:- Yes. At the IT centre
- Total number of class rooms:- 10
- Class rooms with ICT facility:- 2

- e) Students' laboratories: Language Learning Lab, ICT at Computer Lab, IT centre
 f) Research laboratories: - NA

A.22.1. List of doctoral, post-doctoral students and Research Associates :- (File-)

- a) from the host university - 03
 b) from other universities – N.A.

2. Records of financial assistance and Number of post graduate students getting financial assistance from the university, UGC, State, AICTE. :- SRF/JRF:- (File-)

Scholarship Financing Body	No. of JRF	No. of SRF	Project Fellows	Total
UGC	01	00	00	01
RGNF (SC&ST)	19	00	00	19
TOTAL	20	--	--	20

A.23 Methodology of need assessment exercise undertaken before the development of new programme(s):-

Need for curriculum changes arise from interaction with Colleges and research institutions In-house Faculty meets, Students feedback of the curriculum, Seminars and Workshops. Students' projects and research studies are undertaken by the students.

A.24 Records of feedback from

- a. Faculty, on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize the feedback?

*Faculty feedback records are available in the minutes of the regular faculty meetings. Feedback is analyzed and then considered through discussions in the faculty meeting.

- b. Students, on staff, curriculum and teaching-learning-evaluation and how does the department utilize the feedback? (File-)

*Feedback from students is collected after each semester through software developed at School of Comparative Languages and Culture. The results are communicated to the concerned teacher for making necessary improvements in teaching-learning and assessment strategies.

- c. Alumni and employers on the programs offered and how does the department utilize the feedback?

The feedback obtained from **alumni and employers** are discussed on the forum of faculty meeting for appropriate feeding into the system.

A.25 List the distinguished alumni of the department (maximum 10)

S.No.	Name of Distinguished Alumni	Designation	Degree from Institution(Year)
1.	Dr. Deepika Shuka	Lecturer, School of Languages, DAVV	2002-03
2.	Dr. Gvind Gandhe	Lecturer. Jiwaji University, Gwalior	1994-95
3.	Dr. Ramashankar Tiwari	Lecturer, Agrwal Public School, Indore	1996-97
4.	Dr. Hemant Sharma,	Asstt. Prof. Atal Bihari Bajpeyee Govt. Arts and Commerce College, Indore	1998-99
5.	Dr. Manmoha Upadhyaya	Chairman, Patanjali Sanskrit Sansthan, MP Govt. Bhopal	1993-94
6.	Mr. Jitendra Jaiswal	Translator, Web Dunia, Indore.	1994-95

A.26 Details of student enrichment programmes (special lectures/workshops/seminars) involving external experts.:-

Mr. ShreekrishnaMhatre, 22 December, 2012 (Seminar)

Mr Sanjay Aggarwal, 19-22 July 2012 (Expert Lecture)

Dr. APJ Abdul Kalam (Bharat Ratna) has given lectures and message to student on 12/06/2013. An oath was administrated.

Students were motivated by lecture series on MahamanaMadan Mohan Malviya lecture series and on Swami Vivekanand's national contribution.

A.27 Record and List of the teaching methods adopted by the faculty for different programs

Seminar, Group discussion, Dramatization, Demonstration, Problem Solving, Practical work, Web resources.

A.28 Record of Monitoring by the department to ensure that programme objectives are constantly met and learning outcomes are monitored:-

Results of Continuous Comprehensive Evaluation, External audit by external experts in the form of CVV, Students projects and Dissertations, Seminars and Workshops are *methods* for monitoring learning outcomes and stipulated objectives of the programs. *Learning outcome has been evaluated using examination results, passing CTET and NET examination JRF, Proceeding for higher education & good placements.*

A.29 Details and Highlights of the participation of students and faculty in extension activities in the department.:-

Nil

A.30 Details of “beyond syllabus scholarly activities” of the department:-

Faculties of Department are involved.

Beyond syllabus scholarly activities are Seminars/Workshops, Expert Lectures, Enrichment classes.

A.31. Information about programme/ department accreditation/grading by other agencies? If yes, give details.:-

‘B’ Grade by NAAC in 2008.

A.32. Write up highlighting the contributions of the department in generating new knowledge, basic or applied:

School has National leadership and specializes in Activity based curriculum, Feedback strategies, innovative testing practices. New Teaching Methods are used and appropriate tools have been developed, which are as follows:

- Activity Based Teacher Education
- E-Lectures
- Modules
- Peer/Self Assessment
- Multiple Discriminant type Objective
- Development of research tools

*M.Phil, Ph.D, are serving the Nation since the inception of the department.
UGC has given due recognition to the Department for its Contribution to Research.
DAVV Registered Ph. D. Centre in Languages
Associated with media-houses for translation activities.*

*The Department's mission is dedicated work to:
School of Comparative Languages and Culture is one of the oldest departments of the university and also happens to be the premium literature/Language education institution of not only Central India but also of the entire North India.*

The school boasts of serving personnel to several departments of the University besides various colleges in M.P. and other states.

The Department has several initiatives to its credit. It introduced M.Phil. Hindi English Sanskrit and Urdu course in 2007. M.A. Hindi Translation and Literature, Sanskrit Literature/ Jyotish besides being registered Ph. D. Centre for Hindi, English Sanskrit and Urdu.

A.33 Write up of Future plans of the department.—SWOT—

Future plans of the Department are as follows:

- Converting Certificate Courses in French and German into Diploma Courses.
- . Starting M.A. Courses in English Literature and Urdu Literature.
- Starting Diploma Course in Dramatics.
- Construction of a New Well-equipped dept. building.
- To Be a:
 - Center for University policies
 - Center for Quality Language and Literature education
 - Role model for other institutions.
 - Facilitator of Higher Education

A.34 Record of any five Strengths, Weaknesses, Opportunities and Challenges (SWOT) of the department.

STRENGTH:

1. Competent Faculty
2. Sound Instructional infrastructure
3. Unique and Updated Curriculum and Technology Blended Teaching, development

of Teaching-Learning Material in Print and electronic Media

4. Linkages with National Bodies like; UGC, NAAC, MHRD and Universities
5. Extension Activities for peripheral sectors of the Society.

WEAKNESSES:

1. Need for new building and furniture.

Need for amenities, for example additional computers.

Need for Automation of Library

OPPORTUNITIES:

1. Upgradation of School
2. Working with other institutions at various levels in the vicinity
3. Developing learning Resource Centre.
4. Establishing an Educational Assessment and Guidance Centre
5. Store House for Research Based Solutions

CHALLENGES:

National and Global leadership in the field of Education by 2020.

A.35 Write up of efforts for Quality Sustenance and Assurance in the department:-

- 1) The school reinforces culture of excellence by honing the professional skills of faculty, constant upgradation of curriculum, vigorous research and training, proactive strategies towards inclusive education, outreach activities for the benefits of the community, technology harnessing, converting class rooms into 24x7 learning places and making education participatory and enjoyable. Regular feedback helps in sustaining and assuring quality.
- 2) Using feedback from stake holders, including students, and regular discussion among staff members at the forum of Faculty Meetings to continuously monitor the processes and outcomes of the programs, Ensuring Transparency and accountability by making the relevant information public through website.
- 3) Organization of Seminars and Workshops, Expert Lectures, Engaging in Research and Innovations, Socially relevant Extension programs, Student Projects and dissertations, Effecting Technology interventions in teaching-learning, evaluation, admissions, general governance and extension activities help in setting new benchmarks for the Institution.

CRITERION I: Curriculum Design and Development

- 1.1.1 Academic Year of Revision, Curriculum of Each Course, Objective and Course

plans of each paper taught in the course

1.1.1.A Eligibility for admission to each course:

Yes No

1.1.1.B Whether reflects Vision and mission reflection

Yes No

1.1.1C Write on reflection of vision and mission

Vision:

To become premier institution, internationally and nationally, for the creation of new knowledge, providing professionally competent Educators, Educational planners and counselors with human values, ethics, social and environmental consciousness.

1.1.2 Details of process followed in last revision of Curriculum

A. Need Assessment: - Yes

B. Faculty involved in curriculum design (List of members):- Entire Faculty is involved in curriculum development exercises.

C. Records of External Experts Opinion of the designed curriculum :-

External experts invited to conduct Comprehensive viva voce give their comments on the designed curriculum. Eminent experts are also regularly invited in the department. Their suggestions guide the School. The curriculum has been modified.

D. Records of External Experts Feedback of the designed curriculum:

External experts invited to conduct Comprehensive viva-voce give their comments on the designed curriculum which are taken care of in the meetings of the Faculty.

E. Records of Student Feedback opinion:-

Students' feedback is obtained after end of each semester. The feedbacks are given on the curriculum- The syllabus, the teaching learning process, and the assessment process so as to continuously monitor each of these curricular components. The student's feedback is analyzed and the results are communicated to the concerned teachers. The results are also hosted at the University website.

1.1.3 Detailed write up of each course in reference to

*Employability— Schools, Colleges, Technical Institutions and Universities.

All courses offered by the School of Comparative Languages and Culture are professional courses directed at employability. M. Phil. pass out students are absorbed in schools, colleges both in the state as well as the country.

*Innovations: No. of the innovations pioneered by the School are as follows-

School has Innovative Instructional Strategies, for example CAI, PLM and use of problem solving approach, case study method, field trips, direct observation of exceptional children, self learning Material and dramas/ Skits for teaching- learning process.

*Research – Evaluation pursued research of National Impact after the completion.

- **01** UGC-JRF and **28** Research Scholars are on roll(File-)
- Dissertation work essential at M.Phil. Level.
- Faculty members are supervising Doctoral Research
- Strong base of Research Students exists as many students including some Junior Research Fellows qualify for NET every year
- The Faculty regularly participates in National and International seminars/workshops in emerging areas.

1.1.4 Records of UGC/AICTE/National Council, Regulating bodies Guidelines for the development and restructuring of the curriculum, if any,

Department Head has been, involved in leading curricular reform which has created a national impact? - No

1.1.5.A Record of Interactions, Opinions and Feedbacks for the designed curriculum with External Research Bodies --N.A.--

B. Records of Interactions, Opinions and Feedbacks for the designed curriculum with Industrial Experts, particularly in case of Professional Courses --N.A.--

C. Records of Interactions, Opinions and Feedbacks for the designed curriculum with Stakeholders, such as eminent personalities, visitors to the departments,

parents.

The faculty members of the School do interact formally and informally with the School and college Principals where the alumni of the School work. The feedback is taken from them too. The outside experts and others give feedback about curriculum.

1.1.6 List of Department Courses which are also introduced in University affiliated colleges also. List of colleges who introduced those courses :

M.Phil. courses (Hindi Literature English Literature Urdu Literature and Sanskrit Lit.) running by the Department. **M.Phil. courses (Hindi Literature English Literature) are also offered by University affiliated Govt. ABV Arts and Commerce college, Indore.**

1.1.7 Details of additional skill-oriented programmes designed for the colleges, Employees, Faculty relevant to regional needs :- Nil

1.2 Academic Flexibility

1.2.1 List of Courses taught in Department on campus

* Overseas programmes offered on campus --No

* Programmes available for colleges to choose from-- No

1.2.2 Records of the following provisions with reference to academic flexibility

a. List of Core/ Elective options-

Syllabi are available in the Library

Syllabi are available in the Library

S.No.	Class	Semester	Core	Elective
1	Diploma in translation	I		
		II		
2	M.A. F.H.T.&L.	I	04	01
		II	04	02
		III	03	03
		IV	04	03
	M.A. Sanskrit	I	04	
		II	04	--

		III IV	04 04	-- -- --
3	M.Phil. Hindi	I	05	--
		II	03	--
	M.Phil. Sanskrit	I	05	--
		II	03	--
	M.Phil. English	I	05	--
		II	03	--
M.Phil. Urdu	I	05	--	
	II	03	--	
4	Ph.D. Course Work (Hindi, Sanskrit, English, Urdu)	I	05	--

b. List of Enrichment courses – (programs)

Classroom interactive teaching, Seminar, Dissertation

c. List of Courses offered in modular form

*All courses are modular designed and are offered pattern of Semester System.

d. List of courses/papers with Credit accumulation and transfer facility –No—

e. Details of Lateral and vertical mobility within and across programmes, courses and disciplines—NA

1.2.3 Records of International students—NA

1.2.4 Records of Courses developed targeting international students, if any —NA

1.2.5 Record of dual degree and twinning programs: NA

1.2.6 A. List of students, Admission Process, Fee structure of each programme

List of students: Programme wise lists are available. (File-No.)

Admission Process: Before admissions, the details of the entire admission process including intake, eligibility, admission criteria, fee structure, mode of admissions etc are uploaded on Institutional page of the University website. List of selected candidates after admissions is pasted on the Institute notice board and List is also uplodged on the University Website. No separate written communication is sent to the candidates.

Fee structure of each programme: --- Fee structure is regularly displayed on the University website and Notice Board.

B. Record of Teacher qualification and salary parity and differences (if any) at par with the aided programs

Teachers' qualifications are strictly in accordance with the stipulations of the Regulatory bodies such as UGC. The teachers are paid salaries as per VI pay Commission.. The contractual teachers are paid a monthly salary of Rs. 21600.

1.2.7 Operational details of distance Education Course in the department (if applicable) –N.A.--

1.2.8 Details of Choice Based Credit System (CBCS)

The implementation of Choice based Credit System has been done

1.2.9 Records of Departmental Academic Calendars of each semester

The School organizes regular Faculty meetings. The records of the minutes of Staff meetings are maintained. The first meeting of each Semester is devoted to Semester planning in which Tentative schedule of curricular activities including sessional tests, end-semester practical and theory exams and other activities is chalked out. The Tentative calendar is then displayed on the Institute's notice board for the benefit of the teachers and the students and hosted at University website.

1.2.10 Records of Inter-disciplinary programmes, Name of interdisciplinary program and details of students who have undertaken those programmes.

Ph.D. Course work:- (Hindi Literature- English Literature- Urdu Literature- Marathi Literature- Sanskrit Literature- Philosophy- Music- Dance- And Painting-). (Jan-July'2013)

1.3 Curriculum Enrichment

1.3.1 A. Record of academic years in which each of the courses was revised

M.A. and M. Phil. courses were revised from 2012-13 session onwards.

Ph.D. course work was instituted from 2012-13 session onwards.

B. Records of review, upgradation

Minutes of the Faculty Meetings and the revised Syllabi Drafts constitute the desired records.

C. Records of social relevance.

Social relevance is ensured through Extension programs. The programs are as follows:

- Awareness programs
- Quiz
- Poster Exhibitions
- Popular Lectures
- Cleanliness campaigns
- Plantation Drives
- Training workshops
- Field based Seminars and Workshops for the beneficiaries
- Sensitization camps

D. Records of job orientation

All courses offered by the School of Education are professional courses directed at employability. M. Phil. pass out students are absorbed in schools, colleges, technical institutions and universities.

E. Records of knowledge intensive nature of each course:

The courses of School are most enriched and unique. The unique

features of the M.Phil. program are Practical Seminar, Research Aptitude, Research based seminars and Dissertations. The courses are entirely student-centric and utilize self-study and peer teaching.

The M.Phil. and Ph.D. Course work programs, are very advanced and up- to -date. Emerging research methodologies like ethnography, case studies, phenomenological studies, and constructivism on the one hand and the computer based data analysis techniques- are special features of the Research Methodology courses at PG, Post PG, and Doctoral levels.

F. Records of meeting the emerging need of students:

Special needs of the students are met through Induction and Orientation sessions, offering a package of academic support and enrichment classes, and arranging interaction with outside experts visiting the Department as Visiting Fellows.

G. Records of meeting the emerging need of stakeholders

The School tries to maintain a synergetic relationship with all its stakeholders, specially the schools, colleges and the technical education institutions in the vicinity. The School takes care of the academic needs of the schools and colleges by way of offering guidance in teachers' recruitment, teachers training and knowledge, content up-gradation in the teachers.

1.3.2 Details of the last four years during which a number of new programs at UG and PG levels were introduced

- * Diploma in Dramatics
- * Certificate Course in French
- *Certificate Course in German
- *Ph.D. Course work in Hindi Literature, English Literature, Urdu Literature, Marathi Literature, Sanskrit Literature ,Philosophy, Music, Dance And Painting.

1.3.3 A. Details of strategies adopted for the revision of the existing programs:-

- Feedback from Stakeholders.

B. Percentage of courses that underwent a syllabus revision in last four years:-
100%

1.3.4 A. Details of Value-added courses offered :-

Value added Courses like, Life Skills, Community Orientation, Social Responsibility , and SPSS

B. Details of these courses access to students:-

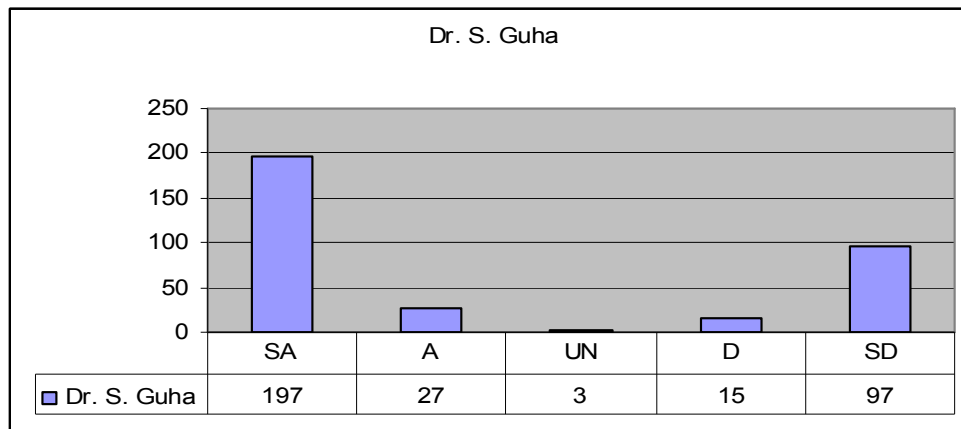
Students have access to all these courses.

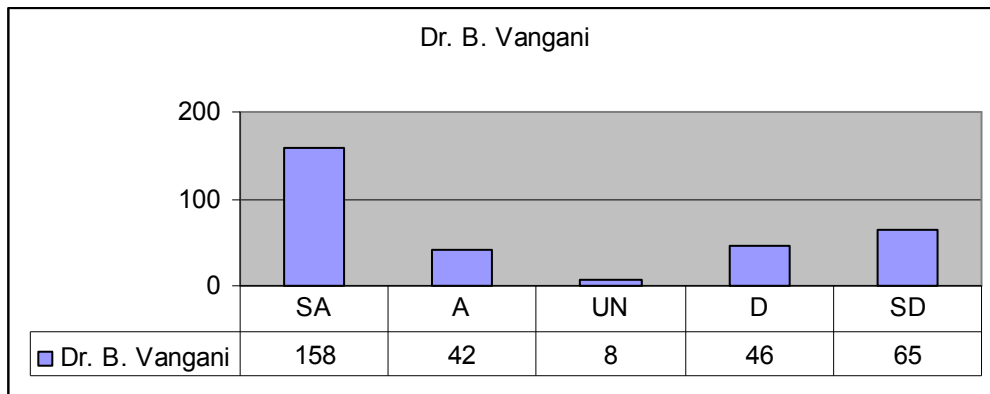
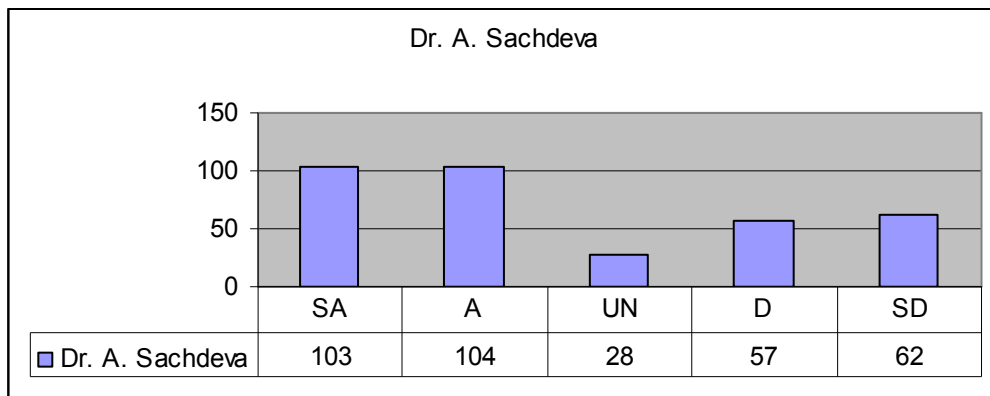
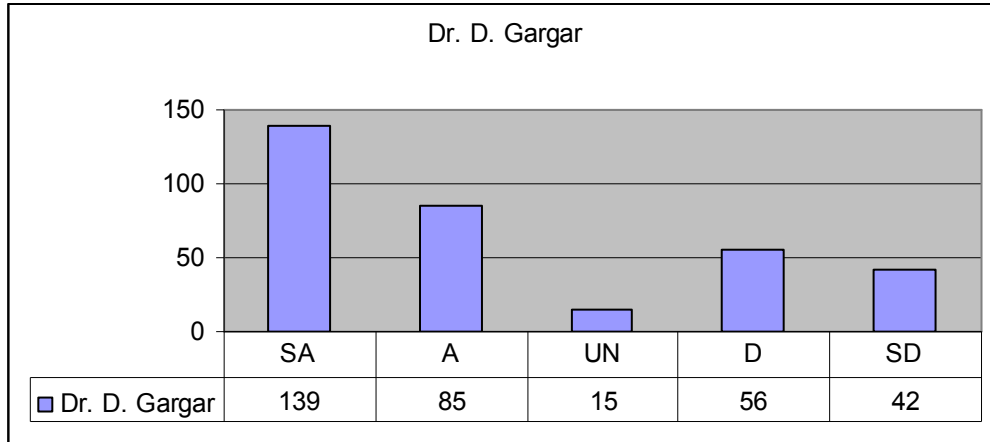
1.3.5 Details of higher order skill development programs in consonance with the national requirements (for example, innovative M. Tech./M.E. Courses, CCNA, CCSP,):N.A.

Unique and Innovative M. Phil. Program utilizing the initiative of the learner.

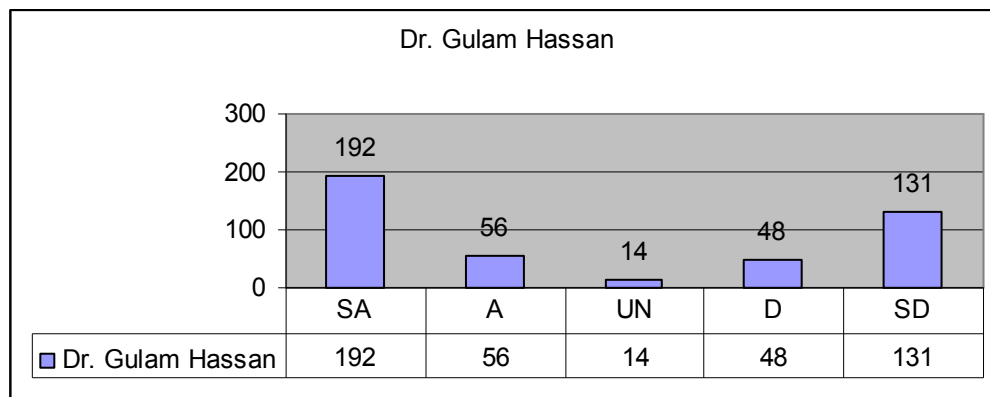
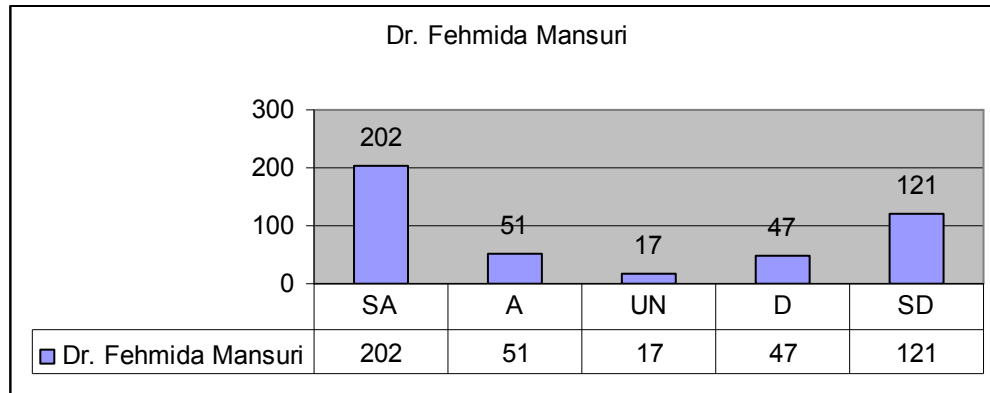
1.4 Feedback System

English

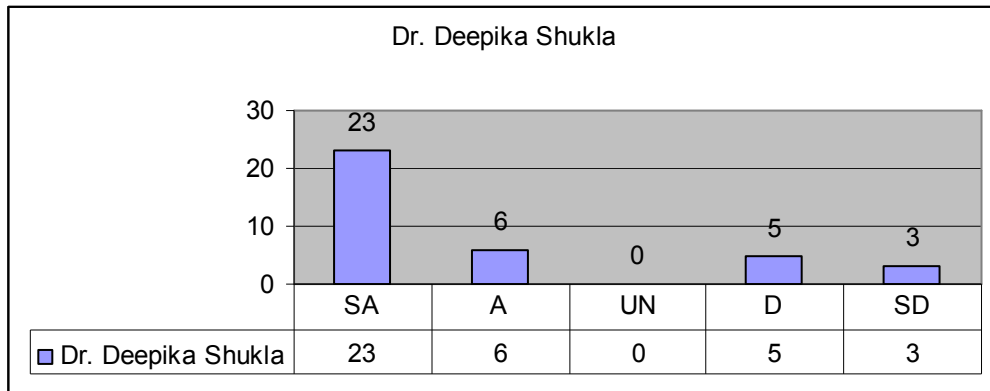
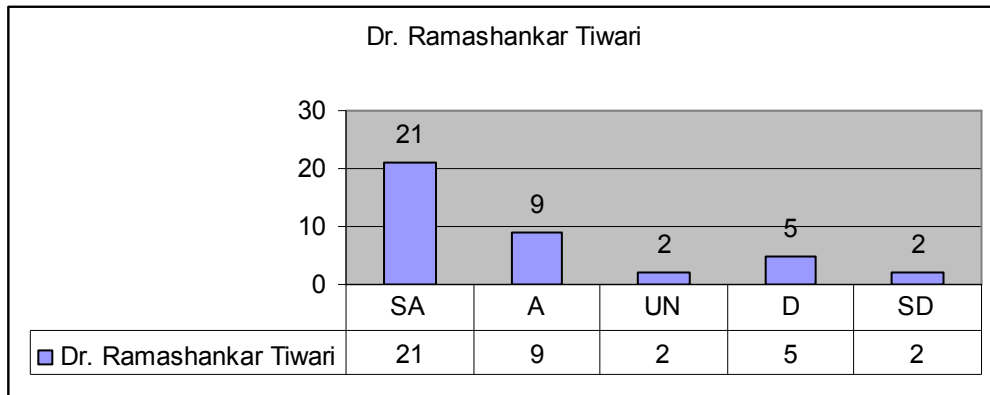
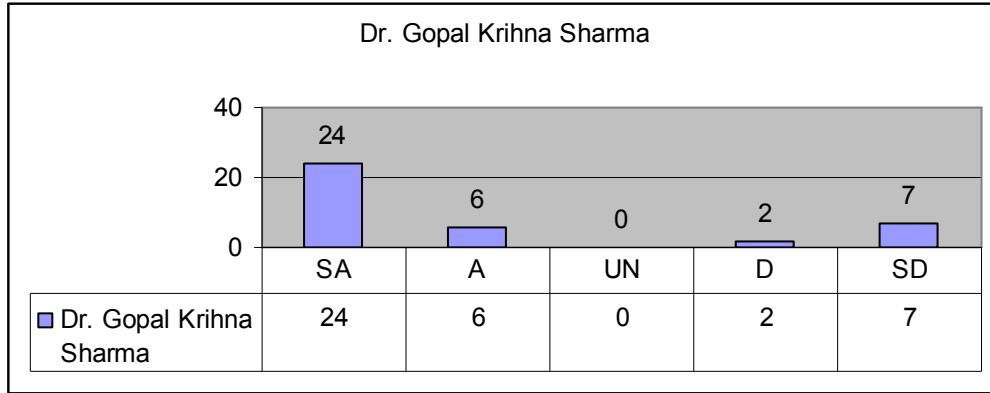




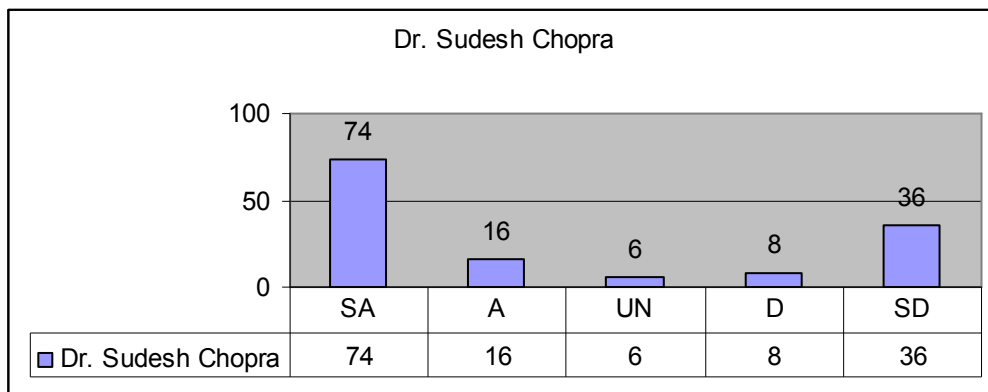
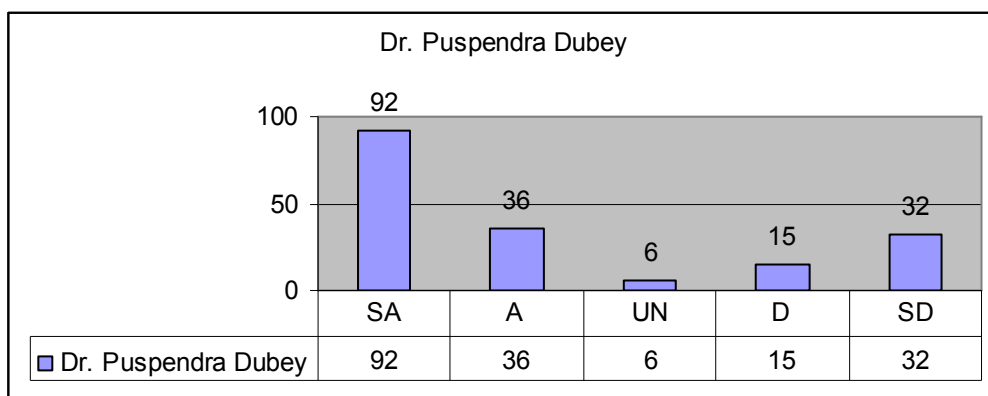
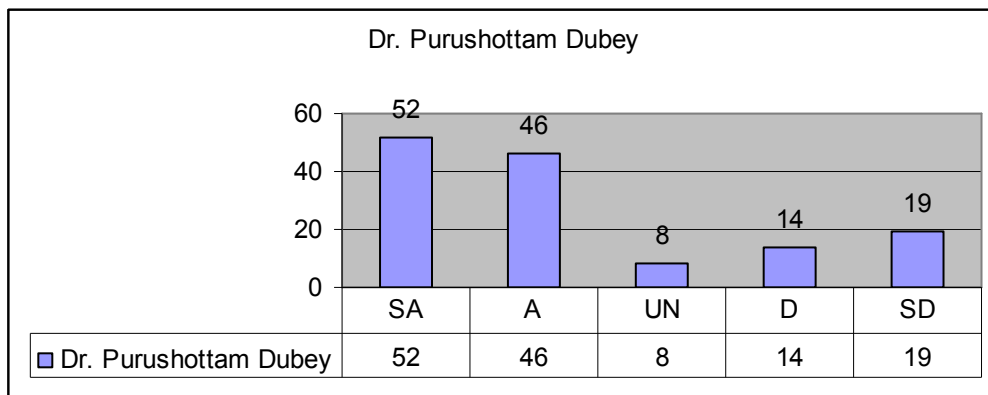
Urdu

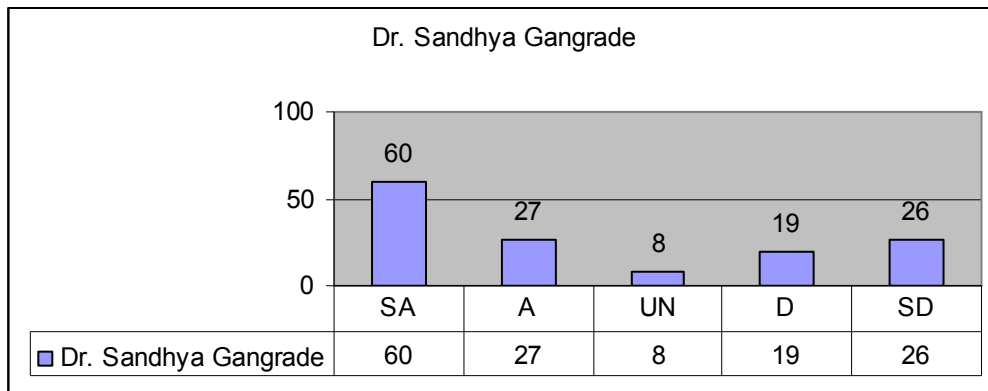


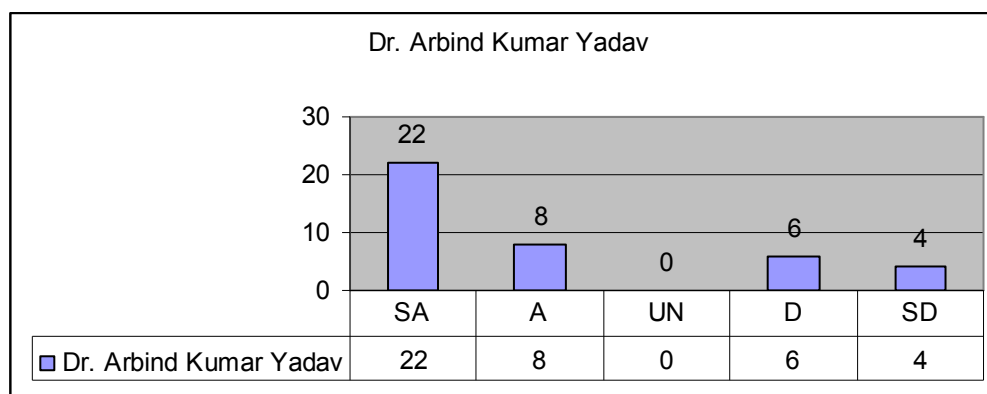
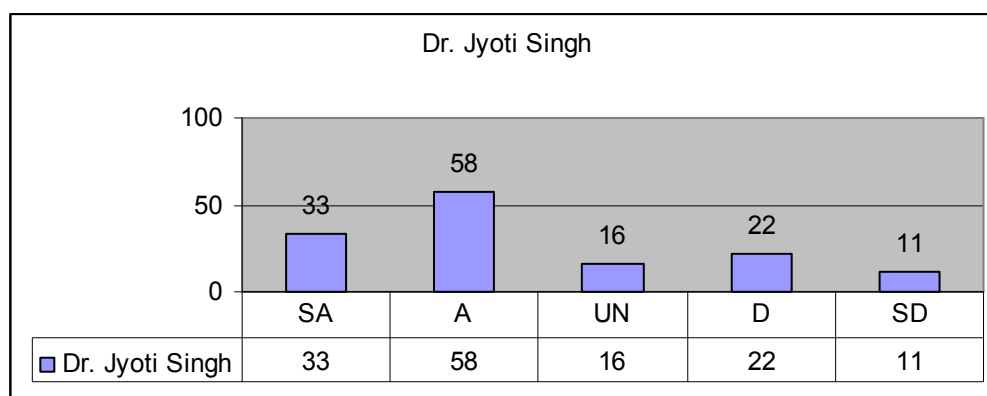
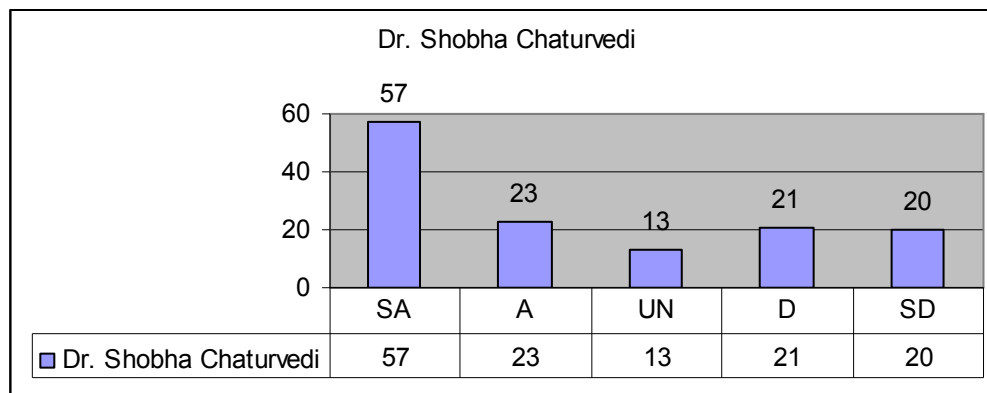
Sanskrit



Hindi







- 1.4.1 A. Copy of Feedback form to obtain feedback from students/student class representatives regarding the curriculum: -

B. Details of action and use of feedback from students:-

Feedback received from students is analyzed and shown to the teachers for introspection and modification in teaching Skills.

1.4.2 A. Method used for eliciting feedback on the curriculum from national and international faculty

Interaction during National Seminars, Workshops and Lectures.

C. Curriculum development Workshops - Yes

The School arranges a series of faculty meetings to discuss the designed curriculum before finalizing it.

E. Impact of Workshop and discussions –

Many workshops and Seminars are conducted in the School. The recommendations do have implications for curriculum reforms.

1.4.3 Specify the mechanism through which affiliated institutions give feedback on curriculum enrichment and the extent to which it is made use of

Affiliated colleges have due representation in academic body of the University Faculty of **Arts and Board of Studies**. **The members** make significant contribution in shaping of the curriculum of the academic programs offered by the colleges. The School invites representatives of various institutions for discussing the curriculum followed in the department as well as in the other affiliated colleges.

1.4.4 What are the quality sustenance and quality enhancement measures undertaken by the Department in ensuring the effective development of the curricula?

Getting Central Government projects such as UGC, Organization of Seminars and Workshops, Expert Lectures, Engaging in Research and Innovations, Socially relevant Extension programs, Student Projects and dissertations, Effecting Technology interventions in teaching-learning, evaluation, admissions, and general governance; Using feedback from stakeholders including students and regular discussion among staff members at the forum of Faculty Meetings to continuously monitor the processes and outcomes of the programs, Ensuring Transparency and accountability by making the relevant records available.

1.4.5 Any other information regarding Curricular Aspects which the UTD would like to include.

- Encouraging Staff members to attend Conferences and Workshops organized both within and outside the Department.

- Feedback obtained from students about the teachings of teachers help in improving teaching-Learning process.

- Reasoning is part and parcel of M. A. and M.Phil. Programs.

- Interactive teaching is followed

- Student project is an essential component of B.Ed. curriculum

- Advance methods/models of teaching are adopted.

- Students feedback system in vogue.

- Students are provided with internet facility.

- Teachers and peer students cooperate in evaluation.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Copy of Advertisements and website info for ensuring publicity and transparency in the admission process (File-)

2.1.2 A. Write up details of the process of admission put in place by the department

S.No.	Class	Detailed Process of Admission
1	M. A.	Admission through Entrance test held by DAVV.
2	M.Phil.	At university Level, an Advertisement is published in National Level News papers. The School conducts an Entrance examination based on the UGC regulation 2009. Admissions are made on the basis of merit in the entrance exam held by DAVV followed by interview with DRC. In the process of admission state government reservation norms are followed.
3	Ph.D.	At university Level, an Advertisement is published in National Level News papers. The School conducts an Entrance examination based on the UGC regulation 2009. Admissions

		are made on the basis of merit in the entrance exam held by D.A.V.V. (minimum 40%, for SC/ST 35%) followed by interview. In the process of admission state government reservation norms are followed.
--	--	---

B. List of the criteria for admission:

Certificate Courses in French and German: 12th Class pass with minimum 45% marks.

(ii) M.A.: Merit

B. A. with minimum 50% marks in any discipline (45% for SC/ST category Students).

(iii) M.Phil. Entrance Test followed by Interview,

M. A. with minimum 55% marks in the discipline (50% for SC/ST category Students).

(iv) Ph.D.: Doctoral Entrance Test and Interview

M. A. with minimum 55% marks in the discipline for General category students and 50% for SC/ST category Students. A minimum of 40% marks in the entrance test (35% for SC/ST) are mandatory for admission.

2.1.3 Details of admission process in the affiliated colleges if department is monitoring the same.: N.A.

2.1.4 Student profile analysis

M. Phil. Is a professional course to which as per State Govt. Policy. Reservation on 50% seats is followed as per State Govt. Policy. All seats in Ph. D. and research degree are All India seats, Subject to reservation in accordance with State Govt. Policy.

2.1.5 Strategies adopted to increase/improve access for students belonging to the following categories:-

M.P. Govt. Policies are followed.

- * SC/ST –Scholarship/freeship by State Govt.
- * OBC - Freeship by State Govt.
- * Women –Reservation 33% in jobs
- * Persons with varied disabilities
- Financial Assistance by Student Welfare Department of the University
- * Scholarships to Economically weaker sections

- * Outstanding achievers in sports and other extracurricular and co-curricular activities
- * Students from SC/ST/OBC (Non creamy layer) categories are given incentives through scholarship and free ships. Persons with over 40% disability are given 100% waiver in fees. Scholarships are also given as per University and State Govt. rules.

2.1.6 Number of students admitted in department in the last four academic years (File-No.-)

Categories	Year 1 2009-10		Year 2 2010-11		Year 3 2011-12		Year 3 2012-13	
	Male	Female	Male	Male	Male	Female	Male	Female
SC	06	01	07	04	08	01	01	06
ST	12	06	11	04	06	16	16	05
OBC	03	04	05	04	04	01	01	06
General	04	21	06	16	06	24	24	12
Others	00	00	00	00	00	00	00	00

2.1.7 A. Record of demand ratio for the various programmes of the university departments:

B. If yes, then highlight the significant trends explaining the reasons for increase/decrease.

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG	N.A	N.A	N.A
PG M. A.	--	--	--
F.H.T.&L.	02	02	1:1
2008-09	08	08	2:2
2009-10	06	06	2:2
2010-11	03	03	1.5:1.5
2011-12	03	03	1.5:1.5
2012-13	03	03	1.5:1.5
M.A. Sanskrit			
2008-09	02	02	1:1
2009-10			

Programmes	Number of applications	Number of students admitted	Demand Ratio
2010-11	10	10	2:2
2011-12	06	06	2:2
2012-13	07	07	3.5:3.5
	04	04	2:2
M.Phil. Hindi			
2008-09	29	29	5.8:5.8
2009-10	14	14	2:2
2010-11	15	15	3:3
2011-12	14	14	2:2
2012-13	18	18	3:3
M.Phil. Sanskrit			
2008-09	30	30	3:3
2009-10	10	07	5:3.5
2010-11	11	09	5.5:4.5
2011-12	07	07	3.5:3.5
2012-13	07	07	3.5:3.5
M.Phil. English			
2008-09	29	29	5.8:5.8
2009-10	18	16	4.5:4
2010-11	20	19	5:4.75
2011-12	19	19	4.75:4.75
2012-13	19	19	4.75:4.75
M.Phil. Urdu			
2012-13	20	19	5:4.75
Ph.D.			
2009	04	04	2:2
2010	07	07	35:3.5
2011	08	08	2:2
2012	12	12	1.5:1.5
2013	09	09	3:3
Certificate French 2010	31	31	6.2:6.2

Programmes	Number of applications	Number of students admitted	Demand Ratio
2011	38	38	4.75:4.75
2012	25	25	5:5
2013	19	19	4.75:4.75
German 2013	06	06	2:2
Diploma	--	--	--
PG Diploma	--	--	--
Any other (please specify)	--	--	--

2.1.8 A. Record of any program discontinued/staggered in the last four years? No.

B. If yes, write-up of the reasons. N.A.

2.1.9 Record of Admissions

Programs	Total Number of admissions	Number of 1st division pass students in qualifying	Number of 2 nd division pass students in qualifying	Entrance test Marks% (Min)
UG	N.A.	N.A.	N.A.	N.A.
PG M.A.	15	13	02	40%
M.Phil.	57	53	04	40%
Ph.D. Course work	279	263	16	40%
Certificate	76	58	18	Nil
Diploma	Nil			
PG Diploma	Nil			
Any other (please specify)				

2.2 Catering to Diverse Needs of Students

2.2.1 A. Record of organization of orientation/ induction program for freshers

Orientation programs are invariably organized for all programs in each semester. The induction program in the first semester is usually of 4-5 days, while second semester is of relatively shorter duration spanning 1-2 days.

Students are helped to feel at home and are introduced to the history and culture of the School, the college complex including class rooms, computer lab, and library; the Instructional facilities available, the human resources of the department- teaching & non-teaching staff, the research fellow, the course structure, the examination system, the attendance and general rules of conduct in the Department. Then, follows the regular time table.

B. Details such as the duration, issues covered, experts involved and mechanism for using the feedback in subsequent years.

- General Orientation program for 4-5 days is organized for all admitted students.
- Faculty members/Experts conduct the orientation session keeping in mind the feedback of previous years

2.2.2 A. Record of analysis of the “differential requirements of the student population” after admission and before the commencement of classes

Students with low vision/hearing impairment are permitted to sit in front benches. Other concessions such as providing extra time/Writer to the blind and Question paper in big font size to the low vision students are acceded to. Provisions are made in the time table to provide extra support to the low achievers and enriched experiences to the brighter ones.

B. Record of key issues identified and addressed

As stated above, differential treatment is given to students in view of their differential requirement.

2.2.3 A. Record of bridge/remedial/ add-on courses

From time to time, remedial classes are organized. Similarly quality enhancement programs are a regular feature of the curriculum reflected in the time table.

B. Time table and details of the courses offered in the department for all courses:

Copy of Time Table to be attached.(File-)

2.2.4 A. Record of the academic growth of students from disadvantaged sections of society, economically disadvantaged, physically handicapped, slow learners, etc

Almost all students from sections of the society mentioned above successfully complete the program. A few of them are also able to clear NET/JRF exam. This is partly due to special support activities provided to them.

B. Main findings :-(File-)

The students from disadvantaged sections of the society get special support and consequently they do pass out the courses and other national level tests successfully.

2.2.5 Record of identification and responses to the learning needs of advanced learners

Advanced learners are provided enrichment exercises for honing their talents. They also work with teachers to help the other students of the class in learning

2.3 Teaching-Learning Process

2.3.1 Records of Plan and organisation of the teaching, learning and evaluation schedules (teaching plan, evaluation schedules and methods, etc.)

Records of Plan : Follow academic Calendar of university

Organisation of the teaching, learning process: Teacher enjoys the autonomy of organization of teaching –learning process: The department is known for completion of work in stipulated time frame.

Semester Planning is part and parcel of the curriculum.

Evaluation schedules :-

The School is having semester system at M. A. and M. Phil levels. It is being governed by ordinance 21 and 31. As per this ordinance in each paper there must be minimum three tests/assignments/seminars per semester out of which the best two will be considered. There is end semester examination also. It is followed by the comprehensive Viva-Voce. CVV Board includes External and Internal staff members. The whole process of evaluation is open and transparent. There is a provision of revaluation too.

2.3.1.1 :- A : On site Exposure (School experience)

- : Activity Based Teacher education
- : Seminar/PPT presentations by students
- : Cooperative Learning in groups.
- : Projects and dissertations by students
- : Role play for environmental awareness
- : Expert Lectures, Exhibitions

: Seminars/workshops etc

B : The teacher educators use the best practices during their teaching so that students could have first hand experience. The students interact with confidence and enthusiasm.

2.3.2 A. Record and website info of providing course outlines and course schedules prior to the commencement of the academic session (File No.-)

Website: www.dauniv.ac.in

B. Methods used for effective implementation :-

Course-wise Orientation.

2.3.3 A. Record of difficulties in completing the curriculum within the stipulated time frame and calendar :-

The course is always completed in stipulated time

B. Write up of the challenges encountered and the departmental measures to overcome these:-

If teacher is on long leave substitute arrangement is made.

2.3.4 A. Record of student-centric learning activities:-

Various teachers use innovative, learner-centered activities during their teaching such as Discussion, seminar, project , role playing, organization of exhibitions etc. Records are available with them.

B. List of participatory learning activities which are adopted by the faculty that contributes to holistic development and improved student learning, besides facilitating life-long learning and knowledge management:-

Seminar, Workshops,G.D.

2.3.5 List, record with photographs of activities such as invited experts/people of eminence to deliver lectures and/or organize seminars for students:-

List, C.D. and Photograph.(File-)

2.3.6 Record of Encouragement to blended learning by using e-learning resources:-

- Inspirational Videos available on Websites

2.3.7 Record of facilities such as virtual laboratories,

e-learning, open educational resources and mobile education used by the faculty for effective teaching:-

Open web resources like YouTube, Coursera, etc always availed.

- 2.3.8 Record of activities of designated group among the faculty to monitor the trends and issues regarding developments in Open Source Community and integrate its benefits in the university's educational processes—N.A.
- 2.3.9 Record of steps taken to convert traditional classrooms into 24x7 learning places
The School opens on Sundays and Holidays during examination period, for extra classes or student related official work.
- 2.3.10 A. Record of actions taken to avail the services of counsellors/mentors/advisors for each class or group of students for academic, personal and psycho-social guidance:

Advisors will be allocated for academic session 2013-14.

B. Details of the process and the number of students who have benefitted

Psycho- social guidance will be done for session 2013-14.

- 2.3.11 A. Record of innovative teaching approaches/methods/practices adopted/put to use by the faculty during the last four years?

Some of such teaching learning methods used in practices by faculties for the improvement and enrichment of learning of students are:

Student Seminar ,Debates and Discussions, Simulation & Role Play, Team Teaching, Class & Take home Assignments, Exhibitions, Field visits, Case Studies, Student Projects & Dissertations.

B. Write up of improvement in learning by innovative methods

The shift in focus of teaching-learning process implies such teaching-learning strategies which rely on students' initiative.

C. Record of recognition to the faculty due recognition for innovation in teaching—N.A.

- 2.3.12 Record of actions for creating a culture of instilling and nurturing creativity and

scientific temper among the learners :

TEACHING –LEARNING: CURRICULUM DISPENSATION

Participatory Teaching Learning (Methods)	Media Involving Teaching Learning Resources	Teaching Learning Activities
Seminar	Program learning	
Debates	Interactive multimedia	Site Exposure
Activity based (Zero Lecture, Self study, peer teaching)	Self learning material (modules)	Visit to Special Institutions
ICT enabled teaching	power point slides	Educational excursions
Team teaching	You Tube	Observance of Important days
Assignments	Coursera	Personally developed Activities
Invited lectures	Occasionally	
Students projects/Dissertations	All M. Phil. Courses	
Inducting/orienting	yes	

2.3.13 A. Record of student projects (if mandatory in each of the learning programmes)

Research projection in form of M. Phil. Dissertation.

B. Number of projects executed within the university

Around 60, every year within the School.

C. Names of external institutions associated with the University for Student Project Work- N.A.

D. Role of faculty in facilitating such projects

Faculty guides students in planning, executing and evaluating these research projects/dissertations.

2.3.14 A. Record of shortfall in qualified faculty to meet the requirements of the curriculum

N.A.

B. Record of actions for shortfall supplementation

02 contractual Lecturers have been appointed.

2.3.15 Number of percentage of faculty enabled to prepare computer-aided teaching/ learning materials – 01

2.3.16 A. Record of Student feedback for evaluation of teachers by the students (File-)

B. Record of Alumni feedback for evaluation of teachers by the students:-
comments to be taken

C. Methods used and Impact of the evaluation feedback used to improve the quality of the teaching-learning process:-

Obtained feedback from students is shown to individual teacher & necessary action is taken by the concerned teacher.

2.4 Teacher Quality- All teachers have requisite qualification.

2.4.1 Record of how the plan and management of human resources was done to meet the changing requirements of the curriculum:-

Teachers are motivated to participate in National & International level Seminars, Orientation & Refresher courses.

2.4.3 Diversity in faculty recruitment

Department / School	% of faculty from the same university	% of faculty from other universities within the State	% of faculty from universities outside the State	% of faculty from other countries
School of Comparative Languages and Culture	66.66	--	33.33	--

2.4.4 A. List of qualified faculty appointed for new programs/emerging areas of study (Bio-technology, Bio-informatics, Material Science, Nanotechnology, Comparative Media Studies, Information Technology, Diaspora Studies, Educational Leadership, etc.)? --N.A.--

B. Number of faculty members appointed to teach new programs during the last four years --N.A.--

2.4.5 List of academic recharge and rejuvenation of teachers --N.A.--

- A. List of faculty availed and provided research grants by the University-Nil
 B. List of faculty availed and on study leave-Nil
 C. List of faculty nominated to national/international conferences/seminars, In-service training, organizing national/international conferences etc. (File-)

2.4.7 List of faculty who received awards/recognition for excellence in teaching at the state, national and international level during the last four years—NIL-

2.4.8 List of faculty who underwent staff development programs during the last four years (add any other program if necessary)?

Academic Staff Development Programs	Number of faculty
Refresher courses	01
HRD programs	
Orientation programs	
Staff training conducted by the university	
Staff training conducted by other institutions	02
Summer / Winter schools, workshops, etc.	

2.4.9 Percentage of the faculty who

- * Were invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies = 50%
- * participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies = 100%
 Presented research papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies = 50%
- * teaching experience in other universities / national institutions and other institutions = 50%
- * industrial engagement = --N.A.--
- * international experience in teaching = --N.A.-

2.4.10 List and details of organization of academic development programs (e.g.: curriculum development, teaching-learning methods, examination reforms, content / knowledge management, etc.) for its faculty aimed at enriching the teaching-learning process :- Seminar/Workshop.

- 2.4.11 A. List of faculty encouraged
- * Mobility of faculty between universities for teaching—Yes.
 - * Faculty exchange programs with national and international bodies
--NIL--
- B. Record of schemes helping in enriching the quality of the faculty by such mobility and faculty exchanges –Under process

2.5 Evaluation Process and Reforms

- 2.5.3 A. Record of time taken by the department for declaration of examination results each semester:-
Results are declared within one month.
- B. Record of means adopted for the mode / media adopted for the publication of examination results (Website, SMS, email, etc.):
Result are displayed on Notice Board and hosted on university website.
- 2.5.4 A. Record of ensuring transparency in the evaluation process
Evaluated Answer sheets are shown to students
- B. Measures taken to ensure confidentiality— Total secrecy maintained.
- C. Record of the Pre-examination processes – Examination Time table generation, student list generation, Invigilators, Attendance sheet.(File-)
- D. Results of students course wise and its analysis.(File-)
Semester wise record is maintained.
- 2.6. Student Performance and Learning Outcomes
- 2.6.1 A. Write up of articulation of its Graduate Attributes of the department----
All course category wise analysis of the result (Four Years) (File)
- B. Record of facilitation to monitor the implementation and outcome ----
- 2.6.2 A. Record of learning outcomes for its academic programmes (File)
- B. Record of making students and staff aware of these
Results are displayed on Notice Board and its' analysis is discussed in staff meeting.
- 2.6.3 Write up of department teaching, learning and assessment strategies structured to facilitate the achievement of the intended learning outcomes
- * Attempts made to motivates students to think and read.
- 2.6.4 Record of collection and analysis of data on student learning outcomes and using

it to overcome the barriers to learning:

Pass with good score:

Selected in UGC - NET: in last five years

07

About 10% Selected in CTET and TET:

Good (70%) Job placement:

80%

2.6.5 Write up of new technologies deployed by the department in enhancing student learning and evaluation and how it seeks to meet fresh/ future challenges:-

Well-furnished Computer lab at IT Centre, with technology oriented teaching equipments like LCD projectors. Students learn the use of various technology based equipments for example OHP, Slide Projector for the presentation of lesson. Students use various e-learning materials from the internet for the purpose of accomplishment of assignments, projects and research related tasks.

2.6.6 Any other information regarding Teaching, Learning and Evaluation which the department would like to include:-

(i) The School is one of the oldest departments of the university. It also happens to be the premier M.Phil. education institution of not only Central India but also of entire North India.

(ii) The School has several initiatives to its credit. It introduced French and German certificate courses, and has completed all formalities for starting Diploma course in Dramatics.

(iii) The School attracts students from far and wide, from states like UP, MP, Bihar, Jharkhand, Maharashtra, Gujarat, Rajasthan and J&K. Rigorous program, the highly qualified and research centered faculty, emerging and updated curriculum, eventful campus, hosting academic activities round the year, are some of the defining characteristics of institutional ethos.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

III.1 Year-wises Publications in the department: Under Publication.

Year	2008	2009	2010	2011	2012	2013	Total
Publication	--	02	06	09	08	06	31

III.2. Number of papers published in peer reviewed journals (national/international) – (File-).

Monographs—NIL--

Chapters in Books- **03**

Edited Books 02 (Under Publication).

Books with ISBN with details of publishers- 02 (Under Publication).

Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)—NIL--

Citation Index – range / average –No

III.3 List and Records and Details of patents and income generated —NIL--

III.4 List and Record of Areas of consultancy and income generated

Through Workshop on SPSS: Nil

III.5 List and Record of Faculty selected nationally/internationally to visit other laboratories in India and abroad —NIL--

III.6 List and Record of Faculty serving in National committees b) International committees c) Editorial Boards d) any other (please specify) Dr. Laxman Shinde,

III.7 Research thrust area recognized by funding agencies for the department:- N.A.

III.8 Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Give the names of the funding agencies and grants received project-wise. —NIL--

III.9 List and details of Inter-institutional collaborative projects and grants received: Nil.

a) All India collaboration – Nil-- b) International -- Nil--

III.10 List and details of Departmental projects funded by DST-FIST; UGC-SAP/CAS, DPE; DBT, ICSSR, etc.; total grants received. – Nil.

III.11 List and Details of Research facility / centre with

- state recognition—NIL--
- national recognition —Nil
- international recognition—NIL--

III.12 List and details of Special research laboratories sponsored by / created by industry or corporate bodies —NIL--

3.1 Promotion of Research

3.1.1A. Composition of Departmental Research Committee, List of members and minutes of its meeting: -

B. Records of DRC regarding monitoring and addressing issues related to research- Enclosed (FILE-)

C. Record of DRC recommendations which have been implemented and their impact:

Total No. of applications received for Ph.D course work is 319 out of which 279 students got selected after interview process by DRC. (FILE)

3.1.2 Information of research centers in its affiliated/constituent colleges which are monitored by the DRC of the department – FILE

3.1.3 Details of the

- * advanced funds for the sanctioned projects—NIL--
- * providing seed money—NIL--
- * Simplification of procedures related to sanctions / purchases to be made by the investigators —NIL--
- * Autonomy to the principal investigator/coordinator for utilizing overhead charges—NIL--
- * Timely release of grants—NIL--
- * Timely auditing —NIL--
- * Submitted utilization certificates to the funding authorities—NIL--

- 3.1.4 Record of interdisciplinary research promoted —NIL--
- * with other departments /schools of the university and
 - * collaboration with national/international institutes/industries
 - i. Details of workshops/ training programmes/ sensitization programmes conducted by the department to promote a research culture on campus
1. Two day National Seminar on “Relevance of Link Language in 21st Century” on Jan’27-28, 2012.
 2. Two day National Seminar on “Social awareness in modern Literature” on Sept.13-14,2013
- 3.1.6 A. Details of visits of researchers of eminence to visit the campus as adjunct professors—NIL--
- B. Impact of such efforts on the research activities of the university—N.A.--
- 3.1.7 A. Percentage of the total budget of the department which is earmarked for research
- Nil**
- B. Details of heads of expenditure, financial allocation and actual utilization
- 3.1.8 A. Details of University funded research and awarded Post Doctoral Fellowships/Research Associate ships—NIL-
- B. List of students registered with record of source of funding by the university and other sources— NIL
- 3.1.10 A. List and percentage of faculty which have utilized the sabbatical leave for pursuit of higher research in premier institutions within the country and abroad—NIL--
- B. Record of the output of these scholars —N.A.—

- 3.1.11 A. Details with photographs of national and international conferences organized -
(File-)
Name of National and International Seminars/Conferences organized by the department/University...
- Seminar on “Relevance of Link Language in 21st Century” on Jan’27-28, 2012.
 - Two day National Seminar on “Social awareness in modern Literature” on Sept.13-14,2013
- B. List highlighting the names of eminent scientists/scholars who participated in these events. – (File-).
- 3.2 Resource Mobilization for Research : No
- 3.2.1 Record of Financial provisions made in the university budget for supporting students’ research projects —NIL—
- 3.2.2 A. Record of special efforts to encourage its faculty to file for patents—NIL--
B. List of registered and accepted patents. —NIL—
- 3.2.3 Details of ongoing research projects of Faculty-Nil-
- 3.2.4 A. Record of projects sponsored by the industry/corporate houses—NIL--
B. Details such as the name of the project, funding agency and grants received.: Nil.
- 3.2.5 A. Details of Department recognition for their research activities by national international agencies (UGC-SAP, CAS; Department with Potential for Excellence; DST-FIST; DBT, ICSSR, ICHR, ICPR, etc.) and the quantum of assistance received: Nil
- B. Record of any two significant outcomes or breakthroughs achieved by this recognition. N.A.
- 3.2.6 List details of -
- a. Research projects completed and grants received (funded by National/International agencies). UGC.SAP-DRS(II):- Nil.
 - b. Inter-institutional collaborative projects and grants received
 - i) All India collaboration —NIL--

ii) International —NIL--

3.3 Research Facilities

3.3.1 A. Infrastructure in the department to facilitate research

- * Well-equipped Library
- * Computer Lab at IT Centre
- * Students motivated for research by experienced faculty
- * Language Learning Lab at School of Computer Science

b. Strategies have been evolved to meet the needs of researchers in emerging disciplines

- Seminars, Conferences and workshops are organized on emerging issues of thrust areas.
- Themes of the researches and projects are mostly focused upon emerging trends in Education.

3.3.2 A. Information and Resources catering to the needs of researchers of the department: - Enriched Library

B. Details of the facility: Computers, Journals, Encyclopedia, internet and web sources

3.3.3 Record of University Science Instrumentation Centre (USIC) facilities been made available to research scholars –N.A.—

3.3.4 Record of provision of residential facilities (with computer and internet facilities) for research scholars.

3.3.5 Details of Uses of the Facilities of IUC, CAT, NRCS, IIT Indore and other specialized Research Centers for research- N.A.

3.4 Research Publications and Awards: 12 Research Publications.

3.4.1 Research journal published, if any, from the department(s)? If yes, indicate the composition of the editorial board, editorial policies and state whether it/they is/are listed in any international database.—Yes, Dr. LaxmanShinde, Dr. SubratoGuha.

3.4.2 Details of publications by the faculty: **List attached.**

3.4.3 Details of

- * faculty serving on the editorial boards of national and international journals

* faculty serving as members of steering committees of international conferences recognized by reputed organizations / societies—NIL--

3.4.4 Details of

* research awards received by the faculty and students —NIL--

* national and international recognition received by the faculty from reputed professional bodies and agencies —NIL--

3.4.5 A. Number of successful M.Phil. and Ph.D. scholars guided per faculty during the last four years File -

Year	No. of recognized guide	No. of Ph.Ds awarded/submitted	No. of M.Phil awarded
2013	22	12	59
2012	22	08	41
2011	22	08	32
2010	22	07	38
2009	22	04	88

3.4.6 A. Record of Promotion of interdisciplinary research

The Faculty subscribes to e-journals and publishes research papers in such journals.

3.4.7 B. Number of interdepartmental / interdisciplinary research projects undertaken—NIL--

C. Mention the number of departments involved in such endeavours—NIL--

3.4.8 -- List of University instituted research awards to the faculty of the Department — Planned in 2013-14- Nil

3.4.9 Details of incentives given to the faculty for receiving state, national and International recognition for research contributions—NIL--

3.5 Consultancy –Nil-

3.5.1 Important consultancies undertaken by the department during the last four years. :- SPSS, Research Methodology, Guidance and Counseling.: Nil

3.5.2 A. Department participation in university-industry cell –N.A.--

B. If yes, what is its scope and range of activities –N.A.--

3.5.3 Record of publicizing the expertise of the department for consultancy services —NIL--

3.6 Extension Activities and Institutional Social Responsibility- Nil

3.6.1 A. Department records of sensitization of faculty and students on its Institutional Social Responsibilities:- NA

B. List the social outreach programs which have created an impact on students' campus experience during the last four years.NA

3.6.2 Promotion of neighborhood network and student engagement and holistic development of students and sustained community development?

3.6.3 Record of participation of the students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International programmes— NIL--

3.6.4 Records of tracking the students' involvement in various social movements / activities which promote citizenship roles —NIL--

3.6.6 Write up of the values inculcated and skills learnt during extension activities.

Cooperation, Love for Mankind, Sympathy, Social skills. : **Through Curricular Activity.**

3.6.7 Department community in its outreach activities: **Yes, Through Co-curricular and Extra Curricular Activity.**

Computer awareness, environmental & health awareness programme.

3.6.8 Details of awards received by the institution for extension activities and/contributions to social/community development during the last four years :Nil

3.7 Collaboration

A. MOU Copies and Record of collaboration with other agencies impacted the visibility, identity and diversity of activities on campus —NIL--

B. Record of benefits academically and financially because of collaborations —NIL--

3.7.2 Records of linkages resulted in

* Curriculum development - Yes

* Internship- N.A.

* On-the-job training-N.A.

- * Faculty exchange and development- N.A.
 - * Research –Yes
 - * Publication- Yes
 - * Consultancy –N.A.
 - * Extension –No.
 - * Student placement -Yes
 - * Any other (please specify)
- 3.7.3 A. Copy of Mous with institutions of national/international importance/other universities/ industries/corporate houses etc. —NIL--
- B. Record of enhanced research and development activities —NIL--
- 3.7.4 Have the university-industry interactions resulted in the establishment / creation of highly specialized laboratories / facilities? —NIL--
- 3.7.5 Any other information regarding Research, Consultancy and Extension, which the university would like to include. Nil

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

- 4.1 Physical Facilities
- 4.1.1 A. Details of Department physical infrastructure
- * Office, Library, Seminar Room, Class rooms, Labs: Yes, Available.
- B. Maintenance of Laboratories for its optimal utilization
- * Regularly Maintained by Incharge of each Lab: Yes
- C. Maintenance of Computers for its optimal utilization: by Technician: Yes.
- D. Maintenance of UPSes, Power Supplies: by Technician: Yes.
- E. Maintenance of support services, sanitation, first aid boxes- **Regular**
- F. Maintenance of building, indoor games structure – **Regular**
- 4.1.2 Record of new initiatives for Infrastructure for promoting a good teaching-learning environment- Internet, Power Point Projectors, Video Equipment :- All are available.
- 4.1.3 Physical ambience for the faculty in terms of adequate research laboratories, computing facilities and allied services -Yes

4.1.4 List of Facilities like office room, common room and separate rest rooms for women students and staff –Yes

???????????

4.1.5 List of the infrastructure facilities are disabled-friendly
 Low vision students are accommodated on front benches.
 Big font size print materials are provided.
 Extra time is provided during tests and exams.
 Mikes are used, if necessary.

Internet for blind is available at University IT Center

4.1.8 Departmental special facilities are available on campus to promote students' interest in sports and cultural events/activities:- Centralized facility

4.2 Library as a Learning Resource: Yes.

4.2.1 Details of departmental library facilities: Reference Books:300, Encyclopedia: 01, Year books, Hand books, Text books: 2800.

Dictionaries, Journals, Books on Literature.

4.2.2 Provide details of the departmental library:

Total area of the library (in Sq. Mts.): **500 Sq. ft.**

Total seating capacity :- **20**

- * Working hours (on working days, on holidays, before examination, during examination, during vacation) 10.30A.M.-5.30P.M.
- * Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources): Yes.

Clear and prominent display of floor plan: yes

- * Adequate sign boards; - Yes Subject wise, DD Classification
- * **Fire alarm; --No--**
- * Access to differently-abled users -Yes
- * Mode of access to collection- **Manual**

4.2.3 Departmental library holdings:

From UGC **grant of Rs 3 Lac and 2 Lac** for books during XI five year plan.

a) **Print (books, back volumes and theses) book title=3783 Volume=1000.**

b) Average number of books added during the last three years: 310 books per year

c) Non Print (Audio Video, CDs, Downloaded Articles): -NIL-

d) Electronic (e-books, e-journals): Centralized Library, e-Journals

e) Special collections (e.g. text books, reference books, standards, patents)
Yes

4.2.4 Records of tools the library deploys to provide access to the collection

- * OPAC : **Through Central Library**
- * Electronic Resource Management package for e-journals
- * Federated searching tools to search articles in multiple databases
- * In-house/remote access to e-publications – Through Internet

4.2.5 Use of ICT deployed in the library

- * Library automation - In process
- * Total number of computers for public access -NIL--
- * **Total numbers of printers for public access -NIL--**

Internet band width speed 2mbps 10 mbps 1GB

- * Institutional Repository
- * Content management system for e-learning
- * Participation in resource sharing networks/consortia (like INFLIBNET),
Through Central Library

4.2.6 Details (per year) with regard to

- * Ratio of library books to students enrolled—
- * Average number of books added during the last four years- **1300 Books**
- * Assistance in searching Databases—NIL-
- * **INFLIBNET/IUC facilities: Centralized**

4.2.8 Annual departmental library budget and the amount spent for purchasing new books and journals. :--Rs. **50,000 per year**

4.3 IT Infrastructure : Attached with IT Centre.

4.3.1 Details of Department IT and ICT Infrastructure – **IT Laboratory**

4.3.2 Details of the computing facilities i.e., hardware and software.

Number of systems with individual configurations -12

Computer-student ratio -1:05

Dedicated computing facilities- IT Center facilities

LAN facility – IT Center facilities

Proprietary software – Documents available with IT Centre.

Number of nodes/ computers with Internet facility- 10.

- Any other (please specify)

4.3.3 Plans and strategies for deploying and upgrading the IT infrastructure and associated facilities Website of the School to be made more dynamic and functional carrying a diversity of information related to every aspect of activities and profile of the Institution.

4.3.4 Details on access to on-line teaching and learning resources and other knowledge and information database/packages provided to the staff and students for quality teaching, learning and research.—List of Web resources course wise and topic wise is being developed.

4.3.5 IT facilities available to individual teachers for effective teaching and quality research—at IT Centre.

4.3.8 A. Details of ICT-enabled classrooms/learning spaces available- Seminar room

B. Record of utilization for enhancing the quality of teaching and learning
-Majority of teachers use ICT.

4.3.9 Records of Faculty and computer- aided teaching-learning materials (FILE-)

4.3.10 Department availing of the National Knowledge Network connectivity-
Yes, Through IT Center

4.3.12 Record of Availing of web resources such as Wikipedia, dictionary and other education enhancing resources – They are used frequently.

4.3.13 Department budget for the update, deployment and maintenance of computers –
FILE-

4.3.14 Details of plans envisioned for the gradual transfer of teaching and learning from closed university information network to open environment – Teaching Learning material planned (plan in 2013-14) uploaded to website to provide open environment.

4.4 Any other information regarding Infrastructure and Learning Resources which the

university would like to include.: Nil

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Department system, structural and functional characteristics for student support and mentoring: Counseling provided to needy students

5.1.2 Record of 'apart from classroom interaction', the provisions available for academic mentoring: All teachers are mentoring outside class room.

5.1.3 Record of department students utilization of personal enhancement and development schemes such as career counseling, soft skill development, career-path-identification, and orientation to well-being for its students.

: **University has career counseling and opportunity cell.** The department too has its own cell which regularly implements various activities.

5.1.4 Department publish its updated prospectus and handbook info annually on website and online access of course plans, syllabi and result :-**uploaded on University website www.edu.dauniv.ac.in** .

A. Records of the Timely dissipation of financial aid: Yes

Tables for type and number of scholarships/free-ships given to the students during the last four years in the following categories: UG/PG/M.Phil/Ph.D./Diploma/others – Scholarship for SC/ST and OBC Student by the State Govt.

5.1.5 Table of percentages of students receive financial assistance from state government, central government and other national agencies (Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)- No.

5.1.6 Department use of International Student Cell, number and list of foreign students – NIL--

5.1.7 Department support services available for

- * Students participating in various competitions/conferences in India and abroad –**Planned in 2013-14**
- * Physically challenged/differently-abled students –NIL--
- * SC/ST, OBC and economically weaker sections- Centralized
- * Health centre, health insurance etc. – Just **50 metres away**
- * Skill development (spoken English, computer literacy, etc.): ICT is

Compulsory paper.

- * performance enhancement for slow learners: Remedial classes.
- * exposure of students to other institutions of higher learning/ corporates/business houses, etc. –NIL--
- * publication of student magazines –**planned in 2013-2014**
- * Record of student participation in sports and extracurricular activities:

Participation in Table Tennis, Cricket, Chess. : **Only up to departmental level.**

5.1.8 Placement Records – Yes Attached.

5.1.9 Number of students selected during campus interviews by different employers (list the employers and the number of companies who visited the campus during the last four years). –File-

5.1.10 A. **Record of registered Alumni Association- University level**

B. Record of activities and contributions to the development of the department

–File-

C. Record of alumni meets –No

5.1.11 A. Committee members and record of student grievance redressal: at University level-)

B. Details of the nature of grievances reported and the redressal : NA

5.1.12 A. Record of anti-ragging committee: Attached.)

B. List of instances reported during the last four years and what action has been taken in these cases :NA.

5.1.13 Details of the cooperation rendered by parents, industry and its stakeholders to ensure the overall development of its students –**Department has regular interactions with parents.**

5.1.14 A. List of participation of women students in intra- and inter-institutional sports competitions and cultural activities:-

Women Students take part in University level Sports competitions regularly.

5.2 Student Progression

5.2.1 Analysis of progression and trends for the last four years.

PG to M.Phil.		
2008-09	04	75.00%
2009-10	17	88.80%
2010-11	12	83.33%
2011-12	10	90.00%
2012-13	07	85.71%
PG to Ph.D.		NIL
Ph.D. to Post-Doctoral		Nil
Employed		NIL
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 		

5.2.2 Programme-wise pass percentage during the time span stipulated : 100%

5.2.3 Records of Number and percentage of students who appeared/qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.

NET= in last five years. (File-)

YEAR 2009		JRF	NET	TOTAL
	GENERAL	----	01	01
	OBC	---	--	----
	SC		-	-
	ST		02	02
YEAR2010		JRF	NET	TOTAL
	GENERAL	-	----	----
	OBC		03	03
	SC	-	02	02
	ST		02	-02
		-		
YEAR 2011				
	GENERAL		02	02
	OBC		03	03
	SC		03	03
	ST	-	-	-
YEAR 2012				
	GENERAL		02	02
	OBC		02	02

	SC		03	03
	ST	-	02	02
GRAND TOTAL				27

5.2.4 **List category-wise** with details regarding the number of Ph.D./D.Litt./D.Sc. theses submitted/ accepted/ resubmitted/ rejected in the last four years **(File-)**

Ph.D. awarded. **(File-)**

categories	Year 2009-10	Year 2010-11	Year 2011-12	Year 2012-13
SC	00	02	01	01
ST	00	01	01	02
OBC	00	02	02	02
General	04	02	04	07
Others	00	00	00	00

5.3 Student Participation and Activities

5.3.1 A. List the range of sports, cultural and extracurricular activities available to students –NIL.

B. Sports and extracurricular calendar and details of students' participation.

Details of the achievements of department students in co-curricular, extracurricular and cultural activities at different levels: University/State/Zonal/National/International, etc. during the last four years:- Nil.

Students of Dept. regularly participate in University level competitions.

5.3.2 A. Gathered data and feedback from pass-out graduates

The feedback received from different Stakeholders is analyzed with the help of Content Analysis technique and used while modifying the curriculum.

B. Gathered data and feedback from employers—Will be collected in 2013-14

C. Use of the data for the growth and development of the department

5.3.4 Department special drives/campaigns for its faculty and students to promote heritage consciousness:

Relevant lectures arranged from time to time.

5.3.3 A. Records of Department involvement and encouragement of its students to publish materials like catalogues, wall magazines, departmental magazines, and other material:

Students magazine **planned for session 2013-14.**

B. List the major publications/ materials brought out by the students during the last four academic sessions.

Students **wrote articles, Poems and stories in various Magazines.** Important days and festivals like Holi, Diwali, Rakhi and Teacher's day are celebrated with the help of wall Posters.

5.3.6 A. Departmental Student and Alumni association or any other similar body Alumni Association Exists. : No.

B. Details of its constitution, activities and funding. NA(With University Alumni)

5.3.7 Details of student representatives in Board of Studies, various academic and administrative bodies : NA.

student representatives each in

1. IQAC
2. Anti-Ragging Committee

5.3.8 Any other information regarding Student Support and Progression which the university would like to include.

- * Most often, all joining School of Comparative Languages and Culture complete the . programme. The pass percentage is about 100% **The School is first choice in the state in admission in M. Phil.**
- * Students are satisfied with the quality of guidance & counseling given by Teacher educators of the School.
- * Each student passing out from the School is computer literate.
- * The activities are organized for development of leadership quality.
- * The students of the School are trained in use of value analysis model for the inculcation of values. The computer laboratory remains open for longer hours for benefit of students.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and the mission of the department in line with the University

The department's vision and mission is:

- To become premier institution, internationally and nationally, for the creation of new knowledge, providing professional and competent Educators, Educational planners and counselors with human values, ethics, social and environmental consciousness.
- To enhance research aptitude in students.
- To work for the betterment of higher education scenario.
- To enhance literary comprehension skills and linguistic skills of students in the era of Globalization.

6.1.2 Mission statement definition for the department's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, the institution's tradition and value orientations, its vision for the future:

- Produce quality professional including Teachers, Researchers, Curriculum developers, Evaluation experts, Guidance Counselors, Educational Planners & administrators.
- Promote inclusive education by adopting proactive strategies to encourage marginalized sections like differently-abled, Tribals, women, slow and swift learners.
- Work towards making education purposeful, participatory and enjoyable by employing technology-enabled and learner friendly pedagogies.
- Undertake research in emerging fields of education leading to innovations & a scientific ground for educational practice.
- Forge synergic relationship with Higher Education Institution of the vicinity/other universities and National bodies working in the academic field.
- Organize socially relevant outreach activities on important social issues such as female foeticide, green earth awareness, health and sanitation, gender sensitization, de-addiction and rural upliftment etc.
- Expand the vistas of the researcher's mind.

6.1.3 Write-up of

- * ensuring the organization's management system development, implementation and continuous improvement:-

Management is participatory and democratic based on principle of collective responsibility and delegation of authority to the faculty for various jobs. All the decisions are based on objective assessment. Regular

meetings ensure communications between the faculty, the non-teaching staff and students.

* Interacting with its stakeholders:-

IQAC meetings, informal meets are regularly done. Regular interaction is there with stakeholders, colleges and Alumni.

* Reinforcing a culture of excellence

The School reinforces culture of excellence by honing the professional skills of faculty, constant upgradation of curriculum, vigorous research and training, proactive strategies towards inclusive education, outreach activities for the benefits of the community, technology harnessing, converting class rooms into 24x7 learning places and making education participatory and enjoyable.

6.1.4 Records of Departmental and other committees meetings

Records are maintained in Faculty meeting register of the School.

6.1.6 Write-up of a culture of participative decisions in the department

All decisions are through faculty meeting, special committees for specific issues.

6.1.7 Record of Grooming leadership at various levels

Authority is delegated to faculty members. Each faculty members own one specific institutional responsibility which he/she is free to organize his/her own way. All actions are transparent and based on accountability.

6.1.10 Record of knowledge management strategy

Knowledge generated through research is published in the form of books and journals, paper discussed and distributed in seminars, workshops and e-content uploaded on institutional website.

6.1.11 Write up on Contribution to national development

(i) The School happens to be the premium Post-P.G. educational institution of not only Central India but also of the entire North India.

(ii) The Department has several initiatives to its credit. It introduced Certificate Courses in French and German, besides M.A. Sanskrit Jyotish. It will soon launch Diploma in Dramatics.

(iii) The School is the only university department in central India to cater to the need of quality professionals of education. It attracts students from far and wide states like UP, MP, Bihar, Jharkhand, Maharashtra, Gujarat, Rajasthan and J&K. Rigorous program, highly qualified and research centered faculty, emerging and updated curriculum, eventful campus, hosting of academic activities round the

year- are some of the defining characteristics of institutional ethos.

Promotion of interest of socially challenged/physically challenged sections, Gender sensitization, go green policy, population education, rural upliftment and development of values.

* **Fostering global competencies among students**

Through curriculum and research

* **Inculcating a sound value system among students**

Through celebration of important days, lectures by eminent persons besides other cultural activities.

* **Promoting use of technology**

Use of technology promoted through internet and resources of teaching, training, and course upgradation

* **Quest for excellence**

The School reinforces culture of excellence by honing the professional skills of faculty, constant upgradation of curriculum, vigorous research and training, proactive strategies towards inclusive education, outreach activities for the benefits of the community, technology harnessing, converting class rooms into 24x7 learning places and making education participatory and enjoyable too.

(1) Regular feedback helps in sustaining and assuring quality.

(2) Using feedback from stake holders including students and regular discussion among staff members at the forum of Faculty Meetings to continuously monitor the processes and outcomes of the programs, Ensuring Transparency and accountability by making the relevant information public through website.

(3) Organization of Seminars and Workshops, Expert Lectures, Engaging in Research and Innovations, Socially relevant Extension programs, Student Projects and dissertations, Effecting Technology interventions in teaching-learning, evaluation, admissions, general governance and extension activities.

6.2 Strategy Development and Deployment

6.2.1 Perspective plan for development and write-up of policies and strategies

- * Work for Vision and for achieving the mission

- Establishing Centre for Curriculum Development
- Organization of Seminars, Conferences and Workshops at State and National levels
- * **Enhancing Teaching and learning**
To enhance teaching and learning, following advanced equipments would be installed:
 - Language lab equipments consisting of a control unit, lingua phones and cassettes, Video camera with projector, DTH with recording facility, DVD of encyclopedias,
 - Development of Digitalized Instructional Material of Superior Quality keeping in pace with the current times.
 - Also the Upgradation of Computer, ET, Science and Psychology Laboratories and library with learning reference material.
- * **Enhancing Research and development**
 - e-Learning centre for Research and Development
 - Development of computer and mobile based Testing Centre For Research, Guidance, Assessment and Diagnosis
- * **Enhancing Community engagement**
 - Students inclusive of different Socio-cultural backgrounds
 - Training teachers of Educational establishments in the surrounding areas
 - Working with community like-wise basic computer program for the children of slum areas and conducting Social awareness programs in backward areas.
- * **Enhancing Human resource planning and development**
 - Organization of Summer Programs for Teacher Educators
 - Appointment of regular Qualified and Research Oriented Faculty
- * **Enhancing Industry interaction** –N.A.--
- * **Enhancing Internationalisation** —N.A.—

6.2.2 **Departmental organizational structure and decision making processes and their effectiveness.**

Department is a constituent part of the University. Administrative decisions are made by the University and the department implements them. Department is autonomous with regard to all academic matters involving courses and curriculum teaching-learning and assessment. Institutional administrative decisions are taken collectively through faculty meeting,

meeting of the department committee, IQAC meets and other committees formed from time to time for various purposes.

6.2.3 **Write up of functioning independently and autonomously and ensuring accountability**

- * Ordinance 31 grants academic autonomy to all schools of studies. Our School enjoys academic and administrative independence. It is empowered to chalk out its curriculum syllabi, curriculum transactions and modes of assessment subject to external checks and balances. Feedback from all stakeholders is sought and programs are modified accordingly.

6.2.5 Record of last four years, has there been any instances of court cases filed by and against the department, what were the critical issues and verdicts of the courts on these issues –N.A.

6.2.6 Performance audit of the department by external experts

- * Informal audits by external experts visiting the department in various Capacities have been positive.

6.3 Faculty Empowerment Strategies

- * **Refresher courses, Orientation programs and Workshops are organized to empower the faculties.**

6.3.1 Outcome of the reviews of self appraisal and PBAS and important decisions taken on that

- * Self appraisal scrutinized by the Head and communicated to Hon'ble VC of the University. Recruitments and promotions are based on API scores of PBAS.

6.3.2 Opportunities for Education and skill upgradation of teaching and non-teaching staff:-

Faculty members and non-teaching staff avail opportunities for Education and skill updates through various professional developmental program For example:

Seminars/workshops/Refresher courses/Induction program/ summer /winter schools and short term courses.

6.3.3 List of teachers availing welfare schemes available for teaching and non-teaching staff.

- * **4% contribution from Examiner's remuneration is used for Teachers' welfare.**

- * Teaching & Non-teaching staff also avail other welfare schemes of the University & other Non-teaching staff also get Home Loans/Compensatory recruitments in case of death of employees besides Pension/gratuity & other schemes.
- 6.3.4 List and number of attracted and retained eminent faculty in last 4 years
- * The School takes advantage of eminent retired faculty by way of organizing expert lectures, seminars and workshops etc for the benefit of the students.
- 6.3.5 Gender audit during the last four years of the department, achievements and pass percentages and its salient findings.
- * The School is a female dominant institution in terms of strength of the **students in M. A., M. Phil and Ph.D.course work** Likewise the female students usually outperform the male students in almost every class.(FILE -Attached.)

M. A. Students

Session	M	F	Total
2012-13	04	03	07
2011-12	05	05	10
2010-11	08	04	12
2009-10	13	05	18
2008-09	03	01	04

M. Phil. Students

Session	M	F	Total
2013-14	-	-	
2012-13	36	26	62
2011-12	18	22	40
2010-11	21	23	44
2009-10	12	25	37

Ph.D. Course work Students

Year	M	F	Total
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2013	04	08	12
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6.4 Financial Management and Resource Mobilization

6.4.1 Statements of audited income and expenditure of academic and administrative activities of the last four years.(File-)

M. A. & M.Phil. :

	Income	Expenditure
2008-09	7,63,00/-	6,68,450/-
2009-10	6,93,000/-	8,65,901/-
2010-11	5,02,500/-	15,80,181/-
2011-12	5,99,410/-	4,09,134/-
2012-13	13,06,184/-	6,82,519/-

Ph. D. :

	Income	Expenditure
2008-09	60,050/-	
2009-10	57,900/-	
2010-11	71,450/-	
2011-12	78650/-	
2012-13	42,790/-	

6.4.5 Efforts taken by the department for resource mobilization.-

6.4.6 Record of endowment funds created:-

University has endowment fund for teachers.

6.5 Internal Quality Assurance System

Department and University have Quality Assurance System

6.5.1 Details of department internal quality assurance and sustenance system, give details:-

IQAC cell has been functioning in the department. Regular meetings are held with various stakeholders to get their feedback on programs and activities. **Experts** provide valuable feedback. Annual plan for quality sustenance are prepared by different committees constituted for **the purpose and is regularly submitted to NAAC.**

6.5.2 Internal workshops to improve teaching, learning and evaluation

Three to four Seminars/ Workshops per year and about half a dozen expert lectures are held every year for improving teaching learning and evaluation skills of the faculty members.

6.5.3 Record of continuously reviewing the teaching learning process

Course review meetings are recorded in Staff Meeting register. There is regular review of Thesis, Dissertations and projects and regular review of Teaching – Learning processes, curriculum, and Evaluation.

6.5.4 Any other information regarding Governance, Leadership and Management which the university would like to include.

- Delegation of authority to the faculty members
- Joint Responsibility/ Team Work
- Participatory Discussion at Grass root level
- Faculty members contribute to various national and state committees
- Faculty helps as resource persons in Refresher courses/ Summer Schools/Orientation Programs etc.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

- (i) Implementing Green Calendar activities of DAVV, Tree plantation drive organized. Save Tree/Save Environment Posters made by students.
- (ii) e-waste disposal as per DAVV rules regularly done as per state government policy.
- (iii) Campus cleanliness and beautification campaign.
- (iv) Pollution free campus

7.1.1 Department Area Green Audit details:-

Carried out by School of Energy and Environment Studies.: NA

7.1.2 Departmental initiative to make the campus eco-friendly?

- * Energy conservation: Efforts to save energy are regular, tube lights are replaced by CFLs.
- * Use of renewable energy: Solar Power plant planned in XII plans.
- * Water harvesting
- * Check dam construction
- * Efforts for Carbon neutrality
- * Plantation: Extensively undertaken in the University
- * Hazardous waste management
- * e-waste management through IET in the University.

7.2 Innovations

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

INNOVATIVE METHODS	INNOVATIVE COURSES/ PROGRAMS	INNOVATIVE EVALUATION
<ul style="list-style-type: none"> • Dramatization • Play-way • Activity based learning • Seminars 	<ul style="list-style-type: none"> • Activity based Teaching • Expert Lectures • Career counseling • Visit to special institutions • Remedial program 	<ul style="list-style-type: none"> • Continuous and comprehensive evaluation. • Multiple Discriminant type objectives.

7.3 **Best Practices-** Dramatization, Play-way, Activity based learning, Seminars

7.3.1 Give details of any two best practices which have contributed to better academic and administrative functioning of the department:-

The two Best Practices of the department are as follows:-

BEST PRACTICES OF THE DEPARTMENT:

Best Practice: One

Best Practice:

1. **Title of the Practice:-**

Research in emerging areas of Higher Education

2. **Objectives of the Practice:-**

The objective of the practice is to theorize about upcoming areas in higher education, evolve research based applications and provide scientifically reached solutions to the institutional problems. Recent advancement in technology, especially ICT has brought sweeping changes in every sphere of life, including education. The traditional concept of face to face education relying primarily on teacher and the textbooks has undergone a revolutionary change in view of advent in ICT like blogging, face book, twitter and web sources like Coursera and You Tube. Computer technology has had profound influence on teaching methods, assessment procedures, management practices and teaching learning resources. Research needs to be done not only to assess the impact of emerging technology for the

attainment of various educational objectives but also within the broad purview of national goals of democracy, equity, justice, inclusiveness, dignity of individual and social and moral fabric of the society.

3. The Context

School of Comparative Languages and Culture is one of the premier institutions of central India possessing qualified and academically vibrant faculty devoted to teaching, research, training and extension. **It has been nationally recognized for the contributions to the field of higher education.** The opportunities and challenges before the School are to become a repository of research based knowledge, innovations and a resource center for Higher Educational Institutions.

4. The Practice

The School faculty is committed to quality research in education. Publication of 31out 28 research papers and 03 Chapter in books and award of 39 Ph.Ds in the last five years are a testimony to its research potential. The School has contributed to research in areas such as alternative assessment,peer and self assessment, student feedback, Teaching methods. The School enjoys good research infrastructure in the form of a rich library and well equipped computer lab.

5. Evidence of Success

The indicators of success of research practice in school are: Publication of ??28_research papers and 03 chapter in books books, yearly _08 Ph. D awards. Participation of faculty in the form of resource person in refresher courses/summer schools, seminars and workshops in emerging research areas, innovations leading to enriched curriculum and teaching learning evaluation practices.

6. Problems Encountered and Resources Required

Need for space, additional computers, printers, L.C.D.projectors, additional books and journals, besides fully furnished additional classrooms.

7. Notes

The faculty members of the School offer research guidance. Workshops/Course work on research are conducted for faculty, research scholars and students of various disciplines.Seminars/workshops are also organized in other areas of literature and languages.
