

NAAC

Revised Format of Self-Study Report

(As per the NAAC Manual for Universities effective from July, 2017)

Qualitative Metrics to seek Descriptive data from Department

CRITERION I – CURRICULAR ASPECTS

Key Indicator- 1.1 Curriculum Design and Development

Metric No. (as per NAAC Manual)	Description (as per NAAC Manual, July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
1.1.1	Curricula developed/adopted relevant to local/national/global needs; program outcomes, course outcomes.	<p style="text-align: center;">Supporting Document required:</p> <p>The Curriculum adopted by the Department for the various part time language courses in Bulgarian, Czech, Croatian, Hungarian and Polish is in accordance with the common European Framework of references for languages (CEFR). This is incorporated into three papers: Communicative Grammar (LEVEL - A1 (Beginner) A2 - (Elementary), Translation and Written Comprehension and Spoken (oral expression) so that the needs for acquiring basic skills in FLT are addressed sufficiently.</p> <p>The curriculum for the one year Full Time Intensive Course in Russian and Bulgarian allows the students to attain an appropriate level of the language, whereby they can independently express themselves on activities of daily life in written form as well as orally. Short courses on theoretical literary and grammatical concepts equip them for further philological studies.</p> <p>The curriculum for M. A. in Russian studies is designed for the students to attain an advanced level in Russian philology equipping them to branch out into the field of academics (teachers, researchers) or professional translation.</p>

Key Indicator- 1.3 Curriculum Enrichment		
1.3.1	Integration of cross-cutting issues relevant to Gender, Environment and sustainability, Human values, Professional Ethics into curriculum.	<p>Supporting Documents required:</p> <p>Reading material which includes literary works and other social science texts used to teaching various courses in the Department deal with issues pertaining to Gender sensitivity, Human values and ethics. Such texts are incorporated in the syllabus of all courses offered by the Department. Human values, professional ethics and code of conduct are shared during the orientation programme as well.</p>
Criterion II-Teaching -Learning and Evaluation		
Key Indicator - 2.2 Catering to Student Diversity		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
2.2.1	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners	<p>Supporting Document required:</p> <p>Aptitude of a student towards learning a foreign language is assessed on an ongoing basis and individual attention for slow learners is given as when required outside of the time-table. Students and teachers interact freely to organize consultations and extra classes.</p>
Key Indicator-2.3 Teaching- Learning Process		

2.3.1	<p>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p>	<p>Supporting Document required:</p> <p>The Department regularly organizes Film festivals followed by workshops, participative learning activities like quiz programmes, translation workshops and students roundtables. Special lectures and talks by scholars and teachers coming from abroad are also organized frequently to expose the students to the native speakers and their culture.</p> <p>The students are encouraged to participate actively and are given certificates of participation.</p>
<p>Key Indicator- 2.6 Student Performance and Learning Outcomes</p>		
2.6.1	<p>Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students</p>	<p>Supporting Documents required:</p> <p>Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students.</p> <p>For example:</p> <p>The purpose of the Master's Program in Russian Studies is to further develop knowledge and skills in Russian Language, Literature, Culture and Translation and to prepare students for a professional career or doctoral studies. The Program is divided into four semesters and spreads over a coordinated study of Russian language, literature, theory and practice of translation, literary theory and trends, methodology of teaching Russian as a foreign language, as well as added knowledge of language, literature and culture of any one of the other Slavic languages – (Polish, Bulgarian, Czech, Croatian) or Hungarian.</p> <p>The students of M.A. in Russian are expected to be able to demonstrate the following learning outcomes.</p> <p>Programme Specific Outcomes</p> <p>PSO1. To achieve an optimum level of literary language expression (both oral and written).</p> <p>PSO2. To achieve the faculty of independent comprehension and analysis of texts on modern Russian Language, literature and culture.</p> <p>PSO3. To develop the aptitude for critical appreciation of literary works.</p> <p>PSO4. To develop skills in theory and practice of translation.</p>

		<p>PSO5. To develop skills and faculties for teaching Russian as foreign language.</p> <p>PSO6. To develop skills and faculties for undertaking research endeavors with the ability to arrive at hypotheses and theoretical conceptualization.</p> <p>PSO7. To develop the faculties and aptitude for interdisciplinary research.</p> <p>PSO8. To develop oral, written, reading and translation skills in one other Slavic language or Hungarian</p> <p>PSO9. To foster broad cross-cultural awareness with a view to create sound historic-cultural foundations</p> <p>All communication for the students is put up on the students notice boards in the Department as well as on the Departments web site.</p> <p>Urgent communication is also sent through email.</p>
2.6.2	<p>Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution</p>	<p>Supporting Documents required:</p> <p>The Department uses multiple techniques to evaluate the programme outcomes besides the stipulated requirements of the University of having internal assessments, mid-semester and end-semester exams.</p> <p>Tests, both oral and written are conducted on a regular basis to evaluate the outcome of the programmes. Students are also required to make presentations and write essays on specific topics related to their learning activity.</p>
<p>Criterion III- Research, Innovations and Extension</p>		
<p>Key Indicator - 3.6 Extension Activities</p>		

Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
3.6.1	Extension activities in the neighbourhood community, if any, in terms of impact and sensitising students to social issues and holistic development during the last five years.	Supporting Document Required: The department organized ‘Anti –Tobacco campaign’, ‘Cleaning drive’ and essay writing competition on ‘Cleanliness is next to Godliness’
Criterion IV – Infrastructure and Learning Resources		
Key Indicator - 4.1 Physical Facilities		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
4.1.1	Facilities for teaching - learning available in Dept. / Centre as per the minimum specified requirements by the statutory bodies.	Supporting Document Required: The Department is situated in 1230 sqm area which includes 1. 03 big class rooms 2. 01 Audio Visual Lab 3. 01 small computer lab 4. 12 small teacher’s rooms also used as class rooms 5. 01 small Library 6. 01 H.O.D.’s room 7. 01 small store room Computing equipment: 13 computers

		Facilities may include Classrooms (mention number and room size in mtr. / square, Laboratories (mention number and room size in mtr. / square), Computing equipment (mention only number), etc.
4.1.2	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities.	The Department has no facilities for sports activities. However, the open space on the left side of the building where the Department is situated is used by the students for outdoor activity when required.
CRITERION V: STUDENT SUPPORT AND PROGRESSION		
Key Indicator- 5.4 Alumni Engagement		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
5.4.1	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non-financial means during the last five years	Supporting Document Required: The Department does not have a registered alumni association as yet. However, it is in touch with many of the alumni who are invited for the various functions organized by the Department. An alumni gathering was organized in January, 2014
Criterion VI: Governance, Leadership and Management		

Key Indicator - 6.1 Institutional Vision and Leadership		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)
6.1.2	The institution practices decentralisation and participative management	<p>Supportive Documents Requirement:</p> <p>The Department runs courses in six foreign languages. Each section is encouraged to organize its extra-curricular activities independently. At the same time all the sections come together and participate jointly as a single unit. For example the Croatian section marked 25 years of teaching of Croatian Language in the Department by organizing a two day seminar cum lecture series. The Hungarian Section organized a programme of Hungarian poetry on the occasion of János Arany's (1817-1882) two hundred years birth anniversary " Poems by János Arany in the performance of the Kaláka Ensemble". The Russian Section organized an International Conference " India and Russia: Cross cultural synergies" to mark 70 years of the establishment of the Department of Russian in Delhi University and 70 years of Diplomatic relations between India and Russia.</p>
Criterion VII – Institutional Values and Best Practices		
Key Indicator - 7.1 Institutional Values and Social Responsibilities		
Metric No. (as per NAAC Manual)	Description (as per NAAC Manual , July 2017, for Reference purposes)	Data Requirement from Department (For Academic years 2012-13 to 2016-17)

7.1.1.2	Institution shows gender sensitivity in providing facilities such as: a) Safety and Security b) Counselling c) Common Room	The Department is safe and secure for all students. It holds counseling sessions as and when required and has senior members of the staff in the Committee for gender sensitivity, caste sensitivity etc. There is no facility for a common room because of lack of space.
7.1.2 Environmental Consciousness and Sustainability		
7.1.2.3	Waste Management steps	Supporting Document Required: The Department has provided dustbins in all rooms and classrooms and makes sure that no litter is left around.
7.1.2.4	Rain water harvesting structures and utilization in the department	Supporting Document Required: N.A.
7.1.2.5	Green Practices	Supporting Document Required: The Department has made ample use of indoor potted plants to provide some greenery to the Department.
Key Indicator - 7.2 Best Practices		
7.2.1	State at least two institutional best practices (as per NAAC format)	The Department is proud to be the only State Institution in the country where Bulgarian, Czech, Croatian, Polish and Hungarian languages, besides Russian are taught. As part of its best practices the Department regularly organizes lectures, workshops, talks by visiting scholars from these countries. The students are the centre of all these engagements and all activities are planned keeping their interests in mind. The other best practices are: 1. Ample use of modern technology : internet sources and video lessons 2. Annual theme based film festival followed by a workshop to widen the horizon and knowledge of the students 3. Annual students cultural Festival with active participation by the students.

Key Indicator - 7.3 Institutional Distinctiveness		
7.3.1	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust.	<p>Supporting Document Required:</p> <p>The main aim of the Department is to produce a capable work force which can be gainfully employed and serve the various organizations in the country requiring personnel with good command over these particular languages. Many graduates of the Department are working in the Ministry of Defense as translators and interpreters, in hospitals as medical translators, as consultants and coordinators in prestigious multinational companies like Google and Accenture and as teachers in schools and universities.</p>