

NAAC

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	<p>Curricula developed/adopted relevant to local/national/global needs; program outcomes, course outcomes.</p> <ol style="list-style-type: none"> 1. M.A. Lifelong learn & Extension Academic Year 2014-2015 2. M.Phil., Lifelong Learning & Extension Academic year 2014-20015 3. Research Methodology course for Ph.D. 2015-2016 4. Five Year Integrated Programme in Journalism and One year diploma in Cyber Law Academic Year 2016-2017 5. Radio Broadcasting Course (short-term Course) 2016 6. Speed Reading with Comprehension Courses Project 2016. 	<p>Academic National Need</p> <ol style="list-style-type: none"> 1. The Department introduced a Mater Degree & M.Phil. Degree program in the academic year 2014-2015. Outcome The course has helped in creating a pool of aspiring young researchers in the area of Lifelong Learning and Extension. This is one of its own kinds in the field of study of Adult Continuing Education and Extension. 2. A new Five Year integrated course in Journalism was designed and developed in 2017. The Course in Journalism has been started with the newly established institute of Delhi Scholl of Journalism in 2017. Outcome The course has generated tremendous response and 120 students (60 English Medium and 60 Hindi Medium) are admitted. 3. Another new of One Year Post graduate Diploma in Cyber Security and Law (PGDCSL) was designed and developed in 2017. The One year PGDCSL is proposed to be introduced in the year 2018.

		<p>Outcome</p> <p>The course is proposed to be introduced in the next session.</p> <p>National Need</p> <p>The Department introduced a short term courses on Speed Reading with Comprehension for officers of Central Vigilance Commission on their request in 2016.</p> <p>Outcome</p> <p>The course has helped the officers of the CVC in an improvement in their reading and understanding skill with speed.</p> <p>Local Need (New Course)</p> <p>The Department introduced a short term course in Radio Broadcasting for younger aspirants in view of the proposed expansion of Community Radio programme of the government.</p> <p>Outcome</p> <p>The course has helped students to learn the basic skills of broadcasting and enabled them to prepare programmes for archive and dissemination.</p> <p>Revision and Updation</p> <p>The courses of Travel and Tourism and English Language Proficiency which are being organized by the Department for last ten years were revised and updated in 2016 and</p>
--	--	--

		<p>2017.</p> <p style="text-align: center;">Outcome</p> <p>The revised course has helped the use of multiple mode of delivery/instruction.</p> <p>The paper of Research Methodology in M.Phil and Ph.D was also revised.</p> <p style="text-align: center;">Outcome</p> <p>The course has now become more useful for both qualitative as well as quantitative analysis.</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>Master degree course in Lifelong Learning and Extension has components of</p> <p>Paper 2.1 Sustainability Social Development</p> <p>Semester – IV</p> <p>Optional paper: Environment, Energy and Health</p> <p>Population and Development Education</p> <p>Ageing and Lifelong Learning</p> <p>Input related to values Ethics are Integral part of curriculum and instruction</p> <p>A new Five Year integrated course in Journalism has components of</p> <ol style="list-style-type: none"> 1. CC 07 Media Laws and Ethics. 2. CC 7Media and National Security.

		The department also organizes programm on educational interventions in the society to create awareness on issues relevant to Gender, Environment, sustainability, human values etc. In this context department organized periodic talks, lecturers, celebration & activities on afore mentioned issues. The green celebration was organized on 5 th June, 2015, which included plantation drive, special lectures & film Show's etc. To promote ecofriendly practices for pollution free environment a plantation drive was organized in University campus, at Community centre Wazirabad, Delhi. A special lecture on self-realization of Bio-psychology was organized on 28.03.2017, preached by Aychrya Shambhu Shivanand.
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>Recognizing special responsibility for advanced learners and slow learners department is conducting various special talks, lectures, seminars etc. For the new learners & slow learners department organizes programme on digital literacy, digital payment. A talk on “Jal Thal Mal” a sanitation problems in India was delivered by Mr. Sopan Joshi</p> <p>Under Indo German Project every year ten students visited JM University, Germany under the Autumn/Winter School 2017. Department prepares participants through seminar, special lectures in core areas for the school. These activities help students in their enhancing their capacity building & grooming. Apart from that, Winter School at JM University and Autumn School at University of Delhi meets similar academic needs of students.</p>

		<p>A seminar on “Education Policy Strategies and Adult Education was also a part of its continuous effort to strengthen the teaching learning program for students. For preparation, students were orientated with in the domain of academic expertise.</p> <p>The faculty/teachers help students to sort out problems faced by them in their courses of study through regular interaction with teachers outside the class rooms, individually or in groups.</p>
Key Indicator-2.3 Teaching- Learning Process		
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	<p>Department promotes thinking, collecting evidences, solving problems, analyze arguments, generate hypothesis, group discussions, etc. Department offers a ‘internship’ programe for hands on experience, employability, better field exposure etc. Field progammes known as ‘ Practicum’ is an integral of the course of MA provides students unique atmosphere of real world visit, pondering, thinking beyond class rooms, team building, problem solving, community participation etc.</p> <p>Topics of home assignment, presentations & projects are allotted by the teachers to develop indepentent learning. Conferences, seminars, and work-shops are organized to give exposure to new areas of discipline/knowledge. An interactive approach in teaching is used to insure that every student participate in the class room discussion.</p>

Key Indicator- 2.6 Student Performance and Learning Outcomes

<p>2.6.1</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 align="center"><u>Programme Outcome Specific (POS)</u></p> <p><u>M. A. Lifelong Learning & Extension</u></p> <p>PO1: Developing the trained Manpower to work in the Area of Adult and Lifelong Learning. PO2: Testing the Androgogycal theories and principles in real life situation. PO3: University Community Interface. PO4: Fill the gap in manpower requirement to work in the Area of Social Development. PO5: promotion of Lifelong and self-directed learning with the help of use of technology PO6: Support in creation of learning society and knowledge economy.</p> <p>PO7: Recognition and validation of learning by non-formal and informal means which takes place throughout life beyond formal education. PO8: Lifelong Learning for lifelong earning. PO9: Work to establish social order based on equity and justice PO10: To make a desired change in the behavior of the people in communities to improve their quality of life through extension activities.</p> <p>PO11: Encourage students to take up research in the relevant areas of Lifelong Learning and Social development</p> <p align="center"><u>Programme Outcomes Specific (POS)</u></p> <p><u>M.Phil./Ph.D.</u></p> <p>PO1: To provide grounding in research techniques, tools and methods in Social</p>
---------------------	---	---

		<p>Sciences.</p> <p>PO2: Encourage students to take up independent research projects.</p> <p>PO3: Enable students to handle research projects by providing right attitude and competency.</p> <p>PO4: Motivate students to take up research projects in collaboration with international organisations /institutions.</p> <p>PO5: Equip students to take up evaluation studies to provide feedback to the funding agencies.</p> <p>PO6: Sensitize with right attitude and capability to provide solutions to societal problems by undertaking socially relevant research projects.</p> <p>PO7: Enrich them to publish quality research papers in reputed and will established journals.</p>
2.6.2	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution	<p>The Department follows the University mandated system of feedback collection from the students of M A Lifelong Learning and Extension. This collected feedback is sent to the University on an orderly basis. The Department has an informal mechanism of feed-back collection from students of add on courses through student faculty meet occasionally & discuss matter related to feed-back.</p>
Criterion III- Research, Innovations and Extension		

Key Indicator - 3.6 Extension Activities

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 neighborhood community, if any, in terms of impact and sensitizing students to social issues and holistic development during the last five years.	Extension/Outreach activities: The University-Grants –Commission accepted ‘Extension’ as the third dim

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.	All the classrooms are technology equipped. Internet facilities (Internet, wi-fi) are adequately available in the department for academic & administrative purposes. All the staff & students have access to technology and information retrieval on various aspects. Departmental library has a holding of 5000 relevant books and few journals and newsletters. Each faculty and students are connected with the WI-FI facility.

4.1.2	<p>The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities.</p>	<p>The Department organizes Yoga Session, spiritual lectures and cultural programme for P.G., M.Phil., Ph.D. and short-term course students. Some programmes details are as follows:</p> <ol style="list-style-type: none"> 1. Street play ‘ Bhagwan ki Prithvilok Yatra ’ organized in Kirti Nagar Delhi Slum area by P.G. Lifelong Learning & Extensions students focused on Social issues. (Jan-Feb. 2015) 2. Street play ‘Padhna Likhna hai Jaruri’ organized in Jonti Village, Delhi Wazirabad harizan basti ,Community Centre and DU campus on special occasion of International Literacy Week (4th -10th Sept. 2015) 3. Every year organize special Yoga lecture and workshop on World Yoga Day on 21 June. 4. Department actively participated in university level cultural programme time to time. Students individually and in groups participate in Debate, Dance, singing events etc. 5. Recently Department has organized International Autumn school from 16-30th Sept. 2017. A cultural evening was also organized on 23-09-2017 for foreign delegation and Indian students and faculty members a few attraction of this programme was play, Group Dance (Rajasthani folk ‘chari’). Group song (Classical), Poetry Recite etc. also organized in the event. More than 200 students participated in the programme.
<p>CRITERION V: STUDENT SUPPORT AND PROGRESSION</p>		
<p>Key Indicator- 5.4 Alumni Engagement</p>		
<p>Metric No. (as per NAAC Manual)</p>	<p>Description (as per NAAC Manual , July 2017, for Reference purposes)</p>	<p>Data Requirement from Department (For Academic years 2012-13 to 2016-17)</p>

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	Department is working to develop an Alumni Association in which registration of older students will be offered soon.
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 decentralization and participative management	<p>Department follows an efficient coordination & internal management system under the leadership of Head of the Department. Department functions through various committees to ensure efficient implementation of academic and administrative works. The head of the department constitutes various of committees comprising members from teaching & non-teaching staff in consultation with Departmental council. The statutory committees constituted by the department are as follows:-</p> <ol style="list-style-type: none"> 1. Committee of Courses 2. Departmental Research Committee 3. Departmental Council 4. M.Phil. Committee 5. Admission Committee 6. Advisory Committee (Indo-German Project) 7. Course Review Committee <ol style="list-style-type: none"> a). Travel and Tourism (Coordinator Prof V K Dixit) b). English Language Proficiency Course (Coordinator Prof Rajesh) c). Counseling and Guidance (Coordinator Prof P. Narayan and Dr Vandana

		<p>Sisodia). d) Radio-broadcasting (Coordinator Mr. Rahul) e). College based Courses(Mr. Rahul Yadav)</p> <p>8. Anti-Ragging & Disciplinary Committee/Sexual Harassment Committee</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	<p>Institution shows gender sensitivity in providing facilities such as:</p> <p>a) Safety and Security b) Counseling c) Common Room</p>	<p>The Department has constituted the complaints committee and sexual harassment committee for safety & security in accordance with the act of 2013.</p> <p>Counseling – For purpose of students counseling, faculty member/teachers address problems of students to face the new challenges and stress. Though there is no formal counseling service/counseling cell available. However this informal counseling system addresses their routine academic and personal problems.</p>
7.1.2 Environmental Consciousness and Sustainability		
7.1.2.3	Waste Management steps	<p>The Department displays sensitivity to burning issues like waste management practices, water conservation, Swachhata & Energy saving aspects. Department has adopted – e-circulation of notices and other, information towards paper conservation & waste minimization. To maintain cleanliness of the premises the department takes necessary inspection to ensure satisfactory level of cleanliness. All the faculty, students and administrative staff participate in cleanliness work occasionally.</p>

7.1.2.4	Rain water harvesting structures and utilization in the department	There is no rainwater harvesting structure available or provided by University.
7.1.2.5	Green Practices	The Department is working with students, faculty and supporting staff to foster a culture of self-sustainability & make the surrounding ecofriendly. Department is using more reading material in soft form to reduce the hard copy of the materials. We are using more of emails for official communication. Department is committed to plantations drives under its surrounding & in community learning centres also. Plantation drive is a periodic practice, in which all the teaching & non-teaching staff along with the students participate with the aim to promote green surrounding.
Key Indicator - 7.2 Best Practices		
7.2.1	State at least two institutional best practices (as per NAAC format)	Continuing Education courses namely Travel & Tourism, Counseling & Guidance, Radio Broadcasting, English Language Proficiency Course are being offered to only those students who are interested. The students of M.A. Part-I and Part-II are sent to field-work one full day per week to have field experience. The third semester students are sent for one month internship in various institutions/organizations to have hands-on experience and submit the report to the department. The department organizes special lectures/demonstrations on various social issues and value education for the students (M.A., M.Phil. and Ph.d) of the department and students of J.M. University of Wurzburg, Germany participate in exchange programme and contribute in the development of course material. The course revision of academic programme is carried out frequently.
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>The Department has developed its competency in continuous striving for curricular upgradation, newer areas of knowledge generation and dissemination through Short-Term Courses. Some of these are English Language Proficiency Course, Rapid Reading Course with comprehension, and Radio-Broadcasting for students. The Department envisions to take M.A. in Lifelong Learning and Extension and some of our add-on courses to the college level.</p> <p>Vision of the Department is to become a Social face of the University and continue to engage in Curricular Reform.</p>

		<p>Priority of the Department is to engage its students and resources with the community for their benefit and enrichment of knowledge base of the discipline.</p> <p>Thrust of the Department are</p> <ol style="list-style-type: none">1. Service and Education of the Community within the University as well as outside2. Curricular innovation3. Innovation in delivery and management of education and services4. Research based on University-Community interaction5. Disciplinary growth