

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	MATRU SEWA SANGH INSTITUTE OF SOCIAL WORK
1.2 Address Line 1	WEST HIGH COURT ROAD
Address Line 2	BAJAJ NAGAR
City/Town	NAGPUR
State	MAHARASHTRA
Pin Code	440010
Institution e-mail address	mssisw@gmail.com
Contact Nos.	0712-2234393, 0712-2231094
Name of the Head of the Institution:	Dr JOHN MENACHERY
Tel. No. with STD Code:	0712-2234393
Mobile:	+91 9028011957
Name of the IQAC Co-ordinator:	Dr KESHAV WALKE
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IQAC e-mail address:	keshavwalke@yahoo.co.in
1.3 NAAC Track ID (For ex. MHCOGN 18879)	MHCOGN10429
1.4 NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)	EC(SC)/01/R&R/98 dated 5 th May 2014
1.5 Website address:	www.mssiswngp.org , www.mssiswngp.edu.in
Web-link of the AQAR:	www.mssiswngp.org/AQAR2015-16.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺	75.00 <small>Institutional Score</small>	2003	2008
2	2 nd Cycle	A	3.03	2008	2013
3	3 rd Cycle	A	3.01	2014	2019
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

25/04/2004

1.8 AQAR for the year (for example 2010-11)

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 07/09/2013 (DD/MM/YYYY)
- ii. AQAR 22/11/2014 (DD/MM/YYYY)
- iii. AQAR 25/02/2016 (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

SOCIAL WORK (SOCIAL SCIENCES)

1.12 Name of the Affiliating University (*for the Colleges*)

RASHTRASANT TUKADOJI MAHARAJ
NAGPUR UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1) Agrarian Realities in India and Israel; 2) Digital India; 3) Life Skill Development and Career Counselling; 4) HIV/AIDS Awareness; 5) Rights of Victims of Rape & Eve-Teasing; 6) Smart City: Idea & Challenges; 7) Consumer Awareness; 8) Drinking Water Supply; 9) Professional Social Work in Prisons; 10) Career Guidance; and 11) Research Methods in Social Sciences.

2.14 Significant Activities and contributions made by IQAC

- Suggested Action Plan for future.
- Involved external members for a review of the work of the Institute.
- Approval to the 11th AQAR (July 2015 to June 2016) and online submission to NAAC. The IQAC approved the AQAR after careful scrutiny.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
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<p>IQAC of the Institute has planned the following :</p> <ol style="list-style-type: none"> 1) Provided suggestions for improving admissions of students. 2) Recommended latest technological aids for teaching-learning to the faculty and students such as OHPs/ LCD Projectors in class rooms, cost free wi-fi enabled library, computerization of library and computer support. 3) Suggested remedial education through workshops and guest lectures. 4) Helping the students to improve computer skills. 5) Monitoring of the academic calendar for smooth functioning of the activities for the academic session. 6) Suggested remedial education for students for NET/SET and other competitive exams. 7) Suggested the facility of job placement cell. 	<p>IQAC has achieved most of the planned activities.</p>
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The LMC (Local Management Committee) of the Institute reviewed the AQAR and approved the plans suggested in the AQAR. Besides formal meetings, other avenues like conducting focus group discussions with the students were also used for monitoring and evaluation. Preparation of the Annual Report was yet another procedure adopted by the institution to monitor and evaluate policies and plans. The Annual Report of the Institute was meticulously prepared making all efforts to document all aspects on the implementation of the policies and practices of the Institute. Similarly the AQARs submitted to NAAC every year also provide a procedure for monitoring and evaluation. The IQAC also held informal interactions with the Students' Representative Forum (Council) for getting the immediate feedback for improving the quality of services.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01		01	

PG	02		02	
UG	02		00	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02	00	02	
Others				
Total	07		05	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	00
Annual	05

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure (Annexure is Attached)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

----- Nil-----

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	05	03	01	00

2.2 No. of permanent faculty with Ph.D.

09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	13	3	00	01	00	00	00	09	13

2.4 No. of Guest and Visiting faculty and Temporary faculty

15	04	04
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	5	9
Presented papers	11	1	4
Resource Persons	7	19	11

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teaching programmes and methods were well planned in advance before beginning of the academic session. Institute prepared 'Annual Academic Calendar' with all its activities in consultation with teachers. It was circulated among the staff. Timetables for daily teaching were prepared. Teaching Plans of the different subjects were prepared by each faculty members concerned and was shared with the Principal.

2.7 Total No. of actual teaching days during this academic year

227

2.8 Examination/ Evaluation Reforms initiated the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Subject wise unit test after completion of each unit and preliminary exam as per the university pattern is conducted

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

04

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
CSW-II	02		100.0%	100%		----
BSW-III	37		27.02%	72.98%		----
MSW-II	45		35.55%	64.45%		----
MPhil	18		11.11%	88.89%		
STCC in RM	26		69.23%	30.77%		

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC of the Institute contributes in the following way:

- * Provided feedback received from the students to the staff.
- * Provided suggestions for improving admissions of students.
- * Recommended latest technological aids for teaching –learning to the faculty (LCD/OHP etc, wi-fi, free internet etc.)
- * Encouraged the Faculty for undertaking research.
- * Encouraged the Faculty in taking part in Workshops/Seminars/Conferences.
- * Recommended initiation of Remedial coaching.
- * Helping students in improving computer skills.
- * Monitoring of the academic calendar for smooth functioning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	03
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others (Two week Training on Research Methods)	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	01	02	01
Technical Staff	9	13	00	15

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

- Absolute autonomy was accorded to the principal investigators.
- Monetary resources were made available/ released without any administrative delay.
- Ensured that adequate infrastructure and human resources were available for research.
- Flexi-Time, reduced teaching load, special leave etc. were given to teachers involved in research.
- Provided support in terms of technology and information needs, whenever required.
- Facilitated timely auditing and submission of utilization certificates to the funding authorities.
- Workshops on research methodology for the students were organized by the Research Boards.
- Supported publication work of the Institute.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01	00	01
Outlay in Rs. Lakhs	00	8,000	0.00	4,00,000.00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		00	00	00
Outlay in Rs. Lakhs		0.00	00	0.00

3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	Nil	01	Nil
Non-Peer Reviewed Journals	Nil	Nil	Nil
e-Journals		Nil	Nil
Conference proceedings		01	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	2 yrs	ICSSR	8,00,000.00	5,60,000.00
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			8,00,000.00	5,60,000.00

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text"/>	CAS	<input type="text"/>	DST-FIST	<input type="text"/>
DPE	<input type="text"/>			DBT Scheme/funds	<input type="text"/>

3.9 For colleges

Autonomy	<input type="text"/>	CPE	<input type="text"/>	DBT Star Scheme	<input type="text"/>
INSPIRE	<input type="text"/>	CE	<input type="text"/>	Any Other (specify)	<input type="text"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	01	01	--	01	08
Sponsoring agencies	Self	ICSSR	---	NSS Dept.	Self

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International	<input type="text" value="03"/>	National	<input type="text" value="07"/>	Any other	<input type="text" value="08"/>
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3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text" value="5,60,000.00"/>	From Management of University/College	<input type="text" value="1,50,000.00"/>
Total	<input type="text" value="7,10,000.00"/>		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	District	College
1	--	--	--	--	--	--

3.18 No. of faculty from the Institution
who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility :

- **CAFE** Project : Nirmalya Collection and disposal during Ganesh Visarjan at the water bodies.
- Active participation of NSS Unit in promoting Organ Donation and in conducting Campaigns.
- Series of awareness programmes and rallies on Organ Donation.
- Workshops for students under Community Action For Environment (CAFE).
- **Child Helpline** : CHILINE Nagpur (Nodal Organization) with financial support from the Ministry of Women & Child Development.
- **Family Counselling Centre** : FCC was run in a police station with financial support from CSWB.
- **Lifeline**- A field action project of the Institute was launched for promotion of Organ Donation.
- **School Social Work** : Rendered School Social Work in schools under the Nagpur Municipal Corporation.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.26 Acre	--	--	1.26 Acre
Class rooms	08	--	--	08
Laboratories	--	--	--	--
Seminar Halls	03	--	--	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	00	03	00	00
Value of the equipment purchased during the year (Rs. in Lakhs)	----	1.47 Lakhs	UGC	-----
Others				

4.2 Computerization of administration and library

- All the administrative work like admissions, student records, is done on computers.
- Library Automation is nearly completed -Bar coding is in progress.
- Wi-Fi facility was expanded by increasing the terminals.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17022	11,31672	44	15502	17066	1147174
Reference Books	1747		--	--	1747	
e-Books	--	--	--	--	--	--
Journals	21	32590	--	--	21	32590
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	53	20080	05	30	53	20080
Others (specify)	--	--	--	--	--	--

BV- Bound Volume; *Rs. 5000 is a cost of e-Books & e-Journals

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	28	---	05	----	---	06	13	03
Added	01	---	02	----	-----	00	01	01
Total	29	----	07	-----	----	06	14	04

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

All the Faculty Members were provided with computer with internet access. Orientation on computer application (Computer Literacy) was given to students and free internet facilities were arranged for the students in the Library. WiFi facilities were extended to each staff room. Students could make use of the computers at the Institute for preparing their dissertations. Senior Faculty Members rendered help to juniors for writing research projects and in carrying out research.

4.6 Amount spent on maintenance in lakhs (Rs):

i) ICT	0.603
ii) Campus Infrastructure and facilities	.129
iii) Equipments	.200
iv) Others	12.09
Total :	12.30

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

*Updated information to the students through publication of yearly Prospectus and through website.
* Orientation on IQAC in each class at the beginning of the academic session.
*Academic Calendar of events was prepared and periodically reviewed during the College Council meetings. Institute formed about 30 different boards for implementation of its academic and co-curricular programmes
*Apart from syllabus requirements, special efforts were made where in experienced persons from the field were invited to interact with students on themes like Preparation of Project Proposals, Management of NGOs, Accessing Govt. and Non Govt. Funding Agencies etc.

5.2 Efforts made by the institution for tracking the progression

Regular meetings of the internal Boards reviewed the progress of the activities and suggested measures so as to abide by the Institute's commitment to quality in education and accountability.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
180	116	30	25

(b) No. of students outside the state

31

(c) No. of international students

00

Men	No	%	Women	No	%
	131	40.55		192	59.44

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
35	78	70	140	03	323	36	79	84	108	06	321

Demand ratio 105 % Dropout %: 25%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- NET/SET Coaching Classes, Workshops on Life Skill Development and Career Counselling, Campus Interviews.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	00	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	---	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

- Three day workshop was held on Life Skill Development and Career Counselling.
- Placement Brochure was published.
- Campus Interviews were organized for various Organizations.

No. of students benefitted

100

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
08	63	16	18

5.8 Details of gender sensitization programmes

Two Boards were constituted: 1) Women's Grievance Cell and 2) Board for Protection of Girls at College Campus and Hostel. Under these boards various programmes on gender sensitization were organized.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	----
Financial support from government	182	16,44,808.00
Financial support from other sources	01	2808.00
Number of students who received International/ National recognitions		

- Support was in kind in providing accommodation and food.

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision :

- The Matru Sewa Sangh Institute of Social Work aspires to become a pre-eminent abode of knowledge, that is robust, committed, futuristic and people-centered and that addresses the complexities of human conditions.
- Imparting of professional knowledge, skills and attitudes necessary for building a democratic society that is emancipated, enlightened and empowered.
- To develop a cadre of professionals who will strive towards building a society that is inclusive, free from exploitation and who will be sensitive to the emerging challenges at the local, regional, national: and global levels.

Mission Statement:

- The Matru Sewa Sangh Institute of Social Work seeks to provide the highest quality of social work education to prepare committed professional social workers.
- It offers opportunities for teaching – learning through theory, practicum, research, field action and extension projects in the context of the prevailing social, cultural, economic and political realities of our country.
- Being a pioneering institute of social work education of this region, it sets standards for working with individuals, groups, communities and organizations in order to attain equality, equity, social justice, secularism and freedom, so that all forms of discrimination and exploitation in the society can be eliminated.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Institute follows syllabus of the Rashtrasant Tukadoji Maharaj Nagpur University. In addition, the Institute always tried to incorporate additional aspects pertaining to knowledge and skills required in the field or demanded by the field or industry. Institute has organised workshops on curriculum sharing with international colleges from Israel, Germany and Australia. The Faculty of the Institute took active part in modifying syllabi of the Rashtrasant Tukadoji Maharaj Nagpur University.

6.3.2 Teaching and Learning

During the College Council meetings, experiences of the faculty who attended national and international seminars and events were shared amongst the faculty so as to improve the quality of teaching. A series of seminars, workshops and such other academic events were organized to provide opportunities for intellectual stimulation and to provide platforms to share knowledge, skills and expertise. Similarly, faculty interfaces were arranged with senior faculty from other universities.

6.3.3 Examination and Evaluation

A Board of Examination was constituted. The Board ensured that Unit Tests after completion of each unit and preliminary examinations were conducted in the University pattern before the annual examination. Based on the performance of the students, teachers guided them to help them improve their performance.

6.3.4 Research and Development

Board of Research Resources Centre was constituted through which Faculty Members were encouraged to prepare research proposals to be sent to UGC, ICSSR etc. Faculty Members were also encouraged to undertake research consultancies on behalf of the Institute. One major and two minor research projects were completed during the last year. Two major research projects got approval from ICSSR and one minor research project got approval from the UGC. A series of Research Workshops for the PG (MSW & M.Phil) students were held so as to enhance their research skills and capabilities. The Research Synopses of the PG students were reviewed by the Board and suggestions were given for improvement. A short term course on Research Methodology was also held.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Two computers were added during the reporting year. Library automation and upgradation is nearing completion. Each classroom was equipped with OHP and LCD projector for better teaching-learning.. 21 journals were subscribed by the Library during the year. Each teaching staff was provided with a computer with internet connection.

6.3.6 Human Resource Management

The members of the faculty were selected strictly as per the UGC norms and state government directives. Ad hoc Teachers were also appointed on contractual basis for teaching in the self-financed post graduate programmes and against vacancies. All teachers were provided facilities for attending orientation/refresher courses and three of them attended such courses. The LMC of the Institute resolved to facilitate extension of senior faculty who were to retire due to superannuation so as to retain experienced human resource. Faculty were also allowed to participate in various courses, seminars, workshops, conferences and such other academic programmes held anywhere in the world by granting them duty leave facility.

6.3.7 Faculty and Staff recruitment

Six teachers were appointed at the Post Graduate level on Ad-hoc basis and recruitment process of another six teachers at the under graduate level on permanent basis has been initiated by the Institute. Two peons have been recruited during the reporting year.

6.3.8 Industry Interaction / Collaboration

The Research Resources Centre of the Institute has been engaged in research consultancy to benefit government, industry and social development organizations.

Rev The Institute has published updated Prospectus during the academic year, separately for UG and PG courses. The Prospectus provides all the necessary information required by a prospective candidate/student in such a way that he/she can take an informed decision with regard to admission. Students after counseling are admitted on first come first served basis.

6.4 Welfare schemes for	Teaching	Yes
	Non teaching	Yes
	Students	Yes

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Board
Administrative	No	NA	Yes	Board

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The University has introduced semester pattern from the last academic session at PG level and 2013-2014 batch was the first batch completing the MSW course in the new pattern. Semester pattern will be introduced for UG courses from the next avademic session.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University has created a BCUD which encourages colleges to promote autonomy.

6.11 Activities and support from the Alumni Association

The Institute makes efforts to network and collaborate with Alumni by different ways and means including inviting them for Annual Day programme, Social Gathering of students, Inauguration of Students' Council, Workshops and Seminars etc. Prominent Alumni are invited as Special Guests for different programmes with the intention of showcasing their work and contribution in the field. Alumni meet was organized on 2nd February 2014 along with an interface with the present students.

6.12 Activities and support from the Parent – Teacher Association

Parents-Teachers Meet was organised during the session and the parents were encouraged to share their observations and feedback in an informal manner with faculty and the Principal. This meet helped the Institute to monitor and evaluate acceptance of its policies and plans by the parents.

6.13 Development programmes for support staff

Institute supported the administrative staff by allowing them to participate in Workshops on pension procedures. SOUL training was given to Librarian and Library Assistant. The Admn Staff participated in State Level Training for Administrative Staff and Onsite/Online training which were organized by the University for Administrative Staff from time to time for computerization of admission, examination and scholarship related work because of which the Administrative Staff has become more skilful in handling such work online.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The Institute has created a field action project called 'Community Action for Environment' (CAFE). Institute undertook various activities through NSS and CAFE to create environment consciousness among students. Such activities also helped the Nagpur Municipal Corporation during festivals like the Ganeshotsav. Besides, such activities also helped to the keep campus clean and eco-friendly.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

*Institutionalized Feedback System for Evaluation of Teachers by Students.- Teachers got Opportunity to know about their performances and to improve their teaching
*University Level Workshop on "Life Skill Development and Career Counselling"- Students not only from the Institute but also from the other colleges under the University got benefited and indirectly Institute got support in enhancing the admissions.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Please refer Annexure-IV for the detailed 'Action Taken Report'.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Research Skill & Output Enhancement Programme
Institutionalized Feedback System for Evaluation of Teachers by Students.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Board of Community Action For Environment (CAFE) was created and activities related to awareness on Environment protection were undertaken.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

1. To conduct undergraduate and post graduate courses in social work under semester pattern.
2. To conduct short term programmes in two subjects: 1) Research Methodology, and 2) Communicative English.
3. To ensure sustenance of the existing Field Action Projects.
4. To organize National/International seminars and workshops.
5. To collaborate with the Sapir College, Israel to facilitate international social work training.
6. To bring out the 'Indian Journal of Social Work and Social Sciences'.
7. To initiate consultancy projects.
8. To fill up the vacant positions of teachers.
9. To explore possibilities of becoming an 'Autonomous College'.

Name **Dr. Keshav Walke**

Name **Dr. John Menachery**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Annexure I



MATRU SEWA SANGH INSTITUTE OF SOCIAL WORK
Bajaj Nagar, Nagpur 440010


WORK DISTRIBUTION OTHER THAN THEORY CLASSES : 2015-2016

**The Institute has constituted the following Boards
for the Academic Session 2015-2016**

15.6.2015

No.	Assignment		Name of Staff	Signature
1.	Board of Admissions (Chairperson - Principal) Convener - Dr Keshav Walke (Shall review admission related activities and suggest changes in policies and procedures, if any)	CSW-I	Dr Jyoti Motghare	
		CSW-II	Dr Jyoti Niswade	
		BSW-I	Dr Jyoti Niswade	
		BSW-II	Dr Keshav Walke	
		BSW-III	Dr Naveenchandran K.	
		MSW-I	Ms Rashmi Babhulkar	
		MSW-II	Ms Payal Chamatkar	
		M.Phil (SW)	Ms Saroj Kolhe	
		B.Voc & D.Voc	Mr Amod Gurjar	
2.	Class Directors (Class Director shall be overall in-charge of the class including field work placement, research, student attendance and discipline, monitoring of teaching assignment, academic activities etc.)	CSW-I	Dr Jyoti Motghare	
		CSW-II	Dr Jyoti Niswade	
		BSW-I	Dr Jyoti Niswade	
		BSW-II	Dr Keshav Walke	
		BSW-III	Dr Naveenchandran K.	
		MSW-I	Ms Rashmi Babhulkar	
		MSW-II	Ms Payal Chamatkar	
		M.Phil (SW)	Ms Saroj Kolhe	
		Short-Term Course in RM	Dr Keshav Walke	
		B.Voc & D.Voc	Mr Amod Gurjar	


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3. Board of Time-Tables <i>(Shall be responsible for the preparation and amendments to timetables of theory classes during the academic session)</i>	Dr Prince Ajay Agashe (Convener)	
	Dr Keshav Walke	
	Dr Nandita Mane	
	Ms Rashmi Babhulkar	
	Ms Payal Chamatkar	
	Ms Saroj Kolhe	
	Mr Amod Gurjar	
4. Board of NSS & Rural Camp <i>(Shall be responsible for the planning and execution of NSS activities including rural camp)</i>	Dr Keshav Walke (Program Officer 1- Convener)	
	Dr Naveenchandran (Program Officer 2)	
	Dr Vaishali Bezalwar	
	Dr Jyoti Niswade	
	Ms Rashmi Babhulkar	
	Ms Payal Chamatkar	
	Student Member (MSW1):	
	Student Member (BSW2):	
5. Board of Examinations <i>(Shall be responsible for conducting internal examinations)</i>	Dr Jyoti Motghare (Convener)	
	Dr Jyoti Niswade	
	Ms Rashmi Babhulkar	
	Ms Payal Chamatkar	
6. Board of Publications <i>(Shall be responsible for publication of Prospectus, Magazines, Brochures, Annual Report, IJSWASS and any other Publication of the Institute)</i>	Dr Nandita Mane (Convener)	
	Dr Ajit Kumar (On Lien)	
	Mr Amod Gurjar	
	Dr Vaishali Bezalwar	
	Mr Baba Ingale	
7. IQAC & Board of NAAC Work <i>(Shall be responsible for taking up all the necessary activities in the context of NAAC Accreditation and smooth functioning of IQAC)</i>	Dr Keshav Walke (Convener)	
	Dr Ajit Kumar (On Lien)	
	Dr Naveenchandran K.	
	Ms Rashmi Babhulkar	
	Ms Payal Chamatkar	
	Mr Amod Gurjar	
	Mr Baba Ingale	
	Mr Sandeep Kothar	
8. Board of Library <i>(Shall be responsible for ensuring smooth functioning of the Library and review of new books & journals)</i>	Dr Prince Ajaykumar Agashe (Librarian & Convener)	
	Dr Ajit Kumar (On Lien)	
	Dr Vaishali Bezalwar	
	Ms Saroj Kolhe	
	Dr Nandita Mane	
	Mr Baba Ingale	


9.	Board of Career Counselling & Placement <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Jyoti Niswade (Convener)	
		Dr Prince Ajay Agashe	
		Ms Rashmi Babhulkar	
		Ms Saroj Kolhe	
		Ms Payal Chamatkar	
		Student Members:	
10.	Board of Purchases, Maintenance & Renovation	Ms Rashmi Babhulkar (Convener)	
		Dr Lata Deshmukh (LMC Nominee)	
		Dr Keshav Walke	
		Mr Baba Ingale	
10.a	Planning Board (for UGC XII Plan General Development Assistance)	Dr John Menachery (Chairperson)	
		Dr Ajit Kumar (On Lien)	
		Dr Keshav Walke (IQAC Coordinator)	
		Dr Prince A. Agashe (Librarian)	
		Dr Vaishali Bezalwar	
		Mr Baba Ingale	
11.	Board of Website Management	Dr Prince Ajaykumar Agashe (Convener)	
		Dr Ajit Kumar (On Lien)	
		Dr Keshav Walke	
		Mr Baba Ingale	
		Mr Amod Gurjar	
12.	Board of Games, Sports, Cultural Activities, Celebrations & Students' Council	Dr Naveenchandran K. (Convener)	
		Dr Prince Ajaykumar Agashe	
		Dr Jyoti Niswade	
		Ms Payal Chamatkar	
		Mr Amod Gurjar	
		Mr Baba Ingale	
		Ms Deepali Mude	
Student Members:			
13.	Board of Scholarships, Fellowships, Prizes & Awards	Dr Keshav Walke (Convener & Students' Welfare Officer)	
		Dr Jyoti Niswade	
		Ms Rashmi Babhulkar	
		Mr Baba Ingale	
		Ms Aparna Deshpande	
		Student Members:	

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14.	Board of Students' Attendance	Dr Jyoti Niswade (Convener)	
		Dr Jyoti Motghare	
		Dr Naveenchandran K.	
		Ms Rashmi Babhulkar	
		Ms Payal Chamatkar	
		Ms Saroj Kolhe	
15.	Board of Entrepreneurship & Skill Development (Skill-Lab Activities) <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Jyoti Niswade (Convener)	
		Dr Jyoti Motghare	
		Dr Ajit Kumar (On Lien)	
		Ms Rashmi Babhulkar	
		Mr Amod Gurjar	
		Student Member:	
16.	Board of Anti-Ragging Cell <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Naveenchandran K. (Convener)	
		Dr Keshav Walke	
		Ms Rashmi Babhulkar	
		Ms Saroj Kolhe	
		Student Member:	
17.	Board of Students' Redressal Cell <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Naveenchandran K. (Convener)	
		Dr Jyoti Niswade	
		Dr Ajit Kumar (On Lien)	
		Ms Rashmi Babhulkar	
		Student Member:	
18.	Board of Campus Beautification	Ms Rashmi Babhulkar (Convener)	
		Dr Vaishali Bezalwar	
		Mr Amod Gurjar	
		Mr Baba Ingale	
19.	Board of P.G. Research & Seminars <i>(Responsible for smooth conduct of PG level research, and preparation of proposals for seminars and research work)</i>	Dr Keshav Walke (Convener)	
		Dr Ajit Kumar (On Lien)	
		Dr Jyoti Niswade	
		Mr Amod Gurjar	
		Ms Payal Chamatkar	
		Ms Saroj Kolhe	
20.	Board of Supportive Services	Mr Baba Ingale (Convener)	
		Dr Vaishali Bezalwar	
		Ms Rashmi Babhulkar	
		Ms Deepali Mude	
		Mr Sandeep Kothar	

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21.	Board of Field Practicum (Field work placement; liaisoning with agencies; planning and conduct of educational tours; field work stationery etc.)	Dr Keshav Walke (Convener)	
		Dr Naveenchandran K.	
		Ms Saroj Kolhe	
		Ms Rashmi Babhulkar	
		Mr Amod Gurjar	
22.	Board of Research Resources & Innovations (Responsible for preparation of proposals for research work and short term courses)	Dr Keshav Walke (Convener)	
		Dr Ajit Kumar (On Lien)	
		Dr Prince Ajaykumar Agashe	
		Mr Amod Gurjar	
		Mr Baba Ingale	
23.	Board of Alumni Association (Constituted as per directives of the RTM Nagpur University)	Mr Sandeep Kothar	
		Dr Keshav Walke (Advisor)	
		Dr Jyoti Niswade	
		Dr Prince Ajaykumar Agashe	
		Ms Rashmi Babhulkar	
		Ms Saroj Kolhe	
24.	Board of Students' Centre (Students' Social Work Forum & Literary Forum) (Constituted as per directives of the RTM Nagpur University)	Mr Baba Ingale	
		Alumni Members: Mr Ajay Mardikar, Dr Vasanti Deshpande, Mr Shekhar Pande, Ms Payal Chamatkar.	
		Dr Jyoti Niswade (Advisor)	
		Dr Jyoti Motghare	
		Dr Nandita Mane	
25.	Board of Work-Load Assessment	Dr Prince Ajaykumar Agashe	
		Dr Keshav Walke (Convener)	
		Dr Naveenchandran K.	
		Ms Rashmi Babhulkar	
		Mr Baba Ingale	
26.	Board of Students' Information & Guidance Centre (Public Relations & Information) (Constituted as per directives of the Director, Higher Education, M. S. and directives of the RTM Nagpur University)	Ms Payal Chamatkar	
		Ms Aparna Deshpande	
		Dr Keshav Walke	
		Dr John Menachery (Appellate Officer)	
		Mr Baba Ingale (Asst. Information Officer)	

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27.	Women's Grievance Cell <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Jyoti Motghare (Convener)	
		Dr Nandita Mane	
		Mr Baba Ingale	
		Ms Deepali Mude	
		Student Members:	
28.	Board for Computer Literacy	Dr Prince Ajay Agashe (Convener)	
		Ms Payal Chamatkar	
		Mr Amod Gurjar	
		Mr Sandeep Kothar	
		Student Members:	
29.	Board of Legal Literacy Club & Human Rights Cell	Dr Jyoti Niswade (Convener)	
		Dr Nandita Mane	
		Ms Rashmi Babhulkar	
		Dr Prince Ajaykumar Agashe	
		Ms Saroj Kolhe	
30.	Board of Equal Opportunity Cell for Backward & Minorities Students <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Jyoti Niswade (Convener)	
		Dr Jyoti Motghare	
		Ms Payal Chamatkar	
		Ms Rashmi Babhulkar	
		Mr Amod Gurjar	
		Mr Baba Ingale	
31.	Board for Protection of Girls at College Campus & Hostel <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Jyoti Niswade (Convener)	
		Dr Jyoti Motghare	
		Dr Prince Ajaykumar Agashe	
		Ms Saroj Kolhe	
		Ms Rashmi Babhulkar	
32.	Board of Campus & Hostel Disciplinary Action <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Nandita Mane (Convener)	
		Ms Rashmi Babhulkar	
		Dr Jyoti Niswade	
		Dr Prince Ajaykumar Agashe	
		Student Members:	
33.	Board of Coaching & Guidance for Competitive Examinations <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Keshav Walke (Convener)	
		Dr Jyoti Niswade	
		Dr Prince Ajaykumar Agashe	
		Dr Vaishali Bezalwar	
		Mr Amod Gurjar	

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34.	Board of Parents-Teachers Meet (Constituted as per directives of the RTM Nagpur University)	Dr Naveenchandran (Convener)	
		Dr Nandita Mane	
		Dr Keshav Walke	
		Dr Prince Ajaykumar Agashe	
		Ms Rashmi Babhulkar	
35.	Planning Board (for UGC XII Plan General Development Assistance)	Dr John Menachery (Chairperson)	
		Dr Ajit Kumar (On Lien)	
		Dr Keshav Walke (IQAC Coordinator & Convener)	
		Dr Prince A. Agashe (Librarian)	
		Dr Vaishali Bezalwar	
36.	Board of Vocational Education	Mr Baba Ingale	
		Dr John Menachery (Chairperson)	
		Dr Keshav Walke (FIC & Convener)	
		Mr Amod Gurjar (Programme Manager)	
37.	Board of Students' Welfare (Committee)	Mr Amen Xavier (Field Coordinator)	
		Dr John Menachery (Chairperson)	
		Dr Nandita Mane (Secretary)	
		CSW 1 : Mr Shridhar Shirbavikar	
		CSW 2 : Mr Shrestha Chourasia	
		BSW 1 : Ms Ashwini Inwate	
		BSW 2 : Ms Seema Gajhhiye	
		BSW 3 : Ms Sandhya Kerketta	
		MSW 1 : Ms Gayatri Putambekar	
		MSW 2 : Ms Archita Paul	
38.	Board of Students' Counselling Center	MPhil : Ms Anju Patel	
		Dr John Menachery (Chairperson)	
		Dr Naveenchandran K. (Convener)	
		Dr Jyoti Niswade	
39.	a. Family Counselling Centre	Dr Nandita Mane	
		Dr Jyoti Niswade (Convener)	
		Ms Premlata Patil	
		Mr Baba Ingale	
40.	b. Childline (Nodal)	Mr Sandeep Kothar	
		Dr John Menachery (Director & Convener)	
		Ms Archana Pali-Basu	
		Mr Amod Gurjar	


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41	d. School Social Work	Dr Naveenchandran K. (Convener)	
		Dr Ajit Kumar (On Lien)	
		Dr Jyoti Niswade	
		Ms Saroj Kolhe	
		Ms Payal Chamatkar	
		Mr Amen Xavier	
42	e. Community Action for Environment (CAFÉ)	Dr Nandita Mane (Convener)	
		Dr Ajit Kumar (On Lien)	
		Dr Jyoti Niswade	
		Dr Keshav Walke	
		Ms Rashmi Babbhulkar	
		Mr Amen Xavier	

Dr John Menachery
Principal



24.2.2016

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Matru Sewa Sangh Institute of Social Work

Bajaj Nagar, Nagpur-440010

Institutionalized Feedback System for Evaluation of Teachers by Students

Goal : The institute has been experimenting with ways and means of collecting feedback from the students in the best possible manner. The goal of the '**Feedback System for Evaluation of Teachers by Students**' is to collect student feedback which touches upon three important aspects namely class room teaching, field work supervision and research project supervision, while ensuring complete objectivity and anonymity.

The Context : The Institute has been keen on improving its teaching-learning processes on the basis of feedback from its stakeholders. Besides, there has been a suggestion from NAAC to have proper systems in place for evaluation of teachers by students and using such evaluation for strengthening the quality of education. The IQAC of the Institute took this matter with utmost seriousness and decided to develop an efficient feedback system.

The Practice : All students are required to evaluate the teachers. For this purpose the Institute has introduced a complete feedback system for evaluation of teachers by students. The Feedback System has been designed to ensure complete objectivity and anonymity. It relies on collecting feedback through student feedback surveys while ensuring adequate response rates. The following are the salient features of this practice:

1. The system that is being followed is an 'end of the course' feedback collection system, which means the students are required to provide their feedback only once at the end of the academic session.
2. While it has been made mandatory for all students to fill in the feedback form, teachers are not given the responsibility of collecting feedback from the students, so as to ensure objectivity.
3. The feedback form is bilingual containing questions in Marathi and English. All the mandatory questions in the feedback form are close-ended in nature, with pre-coded responses, and in simple language. It is not required of the students to write anything in their handwriting, unless they so desire. Students are also not required to sign the form or write their name on the form. This is to prevent identification of the students by their handwriting, signature or name. While it is the IQAC that has been mandated to gather and process feedback, the actual responsibility of collection of feedback has been vested with the Librarian. The IQAC orients the students about the feedback collection. They are

informed that confidentiality issues are taken very seriously and that their identity will not be revealed to anyone.

4. The system works like this: Students are oriented about the feedback survey by the IQAC team. They explain to students the purpose of collecting feedback from them, the methods that will be utilised, and how the feedback will be analysed and how and when the findings will be considered for improving the teaching-learning trajectory. They are encouraged to reflect on their learning experience and other relevant/associated matters. Feedback collection forms are kept with the Librarian. Before the students are issued their 'hall ticket', which allows them entry into the examination centre, they are required to obtain a 'no-dues certificate' from the library. For getting this 'no-dues certificate' from the library, the students have to return all the books that they have borrowed. Besides, they also have to sit in the library, fill in the feedback form and deposit it with the Librarian. This ensures that feedback is necessarily collected from each student, ensuring his/her privacy. The Librarian collects all such forms and submits the same to the Principal, who in turn hands it over to the IQAC for processing them. Thus, the system maximizes response rates (ensures cent percent response), ensures validity, encourages commitment and maintains confidentiality. (As a rule, if less than 60% of the students are surveyed for feedback such feedback is not deemed representative and therefore is not considered reliable).

5. After the feedback forms are processed, the IQAC submits a report based on it to the Principal, suggesting measures to be undertaken for enhancement of quality.

6. Based on such report, those teachers who are given poor rating by the students are encouraged by the Principal to improve their performance. Besides, suggestions given by the students are also considered for implementation.

Apart from the above system, the Principal also conducts unstructured 'Student Group Interviews' and FGDs with smaller groups of students and gain more insights about the Institute and the teaching-learning process.

Evidence of success :

- i. Feedback is collected from cent percent students during the end of every academic session.
- ii. Evaluation of every faculty member by his/her students has been made possible.
- iii. Teachers are not aware of the students who gave positive or negative rating about them, and therefore there has been no unwarranted consequences like teachers' biases in internal assessment of students etc.
- iv. Students have opined that they feel at ease while giving feedback as their identities are not revealed.
- v. The IQAC is getting complete data about perspectives of performance of teachers by students.
- vi. The Institute has been able to use feedback more in a more proactive manner.

Problems Encountered and Resources Required:

There is one lacunae in the system. There are some students who are not very regular in attending all the theory classes. Some of them also are not very serious about individual/group conferences conducted by the faculty in the context of field work or

research work. The present system is unable to identify such students who are not competent to evaluate the performance of their teachers, as the survey forms do not require students to reveal their identity, as a measure for safeguarding confidentiality. This leads to the possibility of 'unreliable' feedback from a few 'not competent' students. However, as the number of such 'not competent' students is less than ten percent, their inputs are not likely to influence the results in a significant manner.

During the session 2015-16 150 students from CSW and BSW took part in the feedback activity. There were 7 students from CSW-I, 2 students were from CSW-II, 48 students were from BSW-I, 57 students were from BSW-II and 36 students were from BSW-III. Separate tables on satisfaction and dissatisfaction on theory classes, Social Work Practicum and the Research supervision are shown below. Teacher wise satisfaction and dissatisfaction is also shown in the separate tables.

Satisfaction regarding regular conduct of theory classes (in General)

Class	Satisfaction regarding regular conduct of theory classes (in General)			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I			7 (100.0)	7
CSW II		2 (100.0)		2
BSW I		19 (40.00)	29 (60.00)	48
BSW II		26 (46.00)	31 (54.00)	57
BSW III	1 (3.00)	16 (44.00)	19 (53.00)	36
Total	1 (1.0)	63 (42.00)	86 (57.00)	150

Satisfaction regarding knowledge gained from theory classes (in general)

Class	Satisfaction regarding knowledge gained from theory classes (in general)			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I			7	7
CSW II			2	2
BSW I		17	31	48
BSW II		23	34	57
BSW III	1	18	17	36
Total	1 (1.0)	58 (38.0)	91 (61.0)	150

Satisfaction regarding punctuality of teachers in theory classes (in general)

Class	Satisfaction regarding punctuality of teachers in theory classes (in general)				Total
	No Response	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I				7	7
CSW II				2	2
BSW I			21	27	48
BSW II	1		27	29	57
BSW III		1	11	24	36
Total	1	1	59 (39.0)	89 (59.0)	150

Satisfaction regarding guidance received from your field work supervisor

Class	Satisfaction regarding guidance received from your field work supervisor				Total
	No Response	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I	1	2	2	2	7
CSW II			2		2
BSW I	1		6	41	48
BSW II		3	19	35	57
BSW III		1	14	21	36
Total	2	6 (4.0)	43 (29.0)	99 (66.0)	150

Satisfaction regarding regularity of your field work supervisor in visiting the field work agency

Class	Satisfaction regarding regularity of your field work supervisor in visiting the field work agency				Total
	No Response	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I	1	2	2	2	7
CSW II				2	2
BSW I	1		12	35	48
BSW II		4	16	37	57
BSW III		3	13	20	36
Total	2	9 (6.0)	43 (29.0)	96 (64.0)	150

Satisfaction regarding regularity of your field work supervisor in conducting field work conferences

Class	Satisfaction regarding regularity of your field work supervisor in conducting field work conferences				Total
	No Response	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I	1	2		4	7
CSW II		2			2
BSW I			18	30	48
BSW II		1	12	44	57
BSW III		2	12	22	36
Total	1	7 (5.0)	42 (28.0)	100 (67.0)	150

Satisfaction regarding overall attitude of your field work supervisor

Class	Satisfaction regarding overall attitude of your field work supervisor				Total
	No Response	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I	3		2	2	7
CSW II			2		2
BSW I		2	13	33	48
BSW II		1	16	40	57
BSW III			10	26	36
Total	3 (2.0)	3 (2.0)	43 (29.0)	101 (67.0)	150

Satisfaction regarding guidance received from your research guide/ group research supervisor.

Class	Satisfaction regarding guidance received from your research guide/ group research supervisor.				Total
	No Response	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I	7				7
CSW II	2				2
BSW I	48				48
BSW II	57				57
BSW III	00	1 (2.8)	9 (25.0)	26 (72.2)	36
Total	114	1	9	26	150

Satisfaction regarding overall help received from the institute's library staff

Class	Satisfaction regarding overall help received from the institute's library staff			Total
	No Response	Somewhat Satisfied	Totally Satisfied	
CSW I			7	7
CSW II		2		2
BSW I		5	43	48
BSW II	1	9	47	57
BSW III		1	35	36
Total	1	17 (11.0)	132 (88.0)	150

Satisfaction regarding quality of reference material available in institute's library.

Class	Satisfaction regarding quality of reference material available in institute's library.			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I	1		6	7
CSW II	2			2
BSW I		9	39	48
BSW II	6	20	31	57
BSW III		9	27	36
Total	9 (6.0)	38 (25.0)	103 (69.0)	150

Satisfaction regarding internet facilities available in the institute's library.

Class	Satisfaction regarding internet facilities available in the institute's library.			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I	5		2	7
CSW II	2			2
BSW I	3	45		48
BSW II	14	25	18	57
BSW III	11	13	12	36
Total	35 (24.0)	83 (55.0)	32 (21.0)	150

Satisfaction regarding overall attitude of library staff.

Class	Satisfaction regarding overall attitude of library staff.			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I			7	7
CSW II		2		2
BSW I		7	41	48
BSW II		13	44	57
BSW III		7	29	36
Total	0	29 (13.0)	121 (87.0)	150

Satisfaction regarding overall help received from the institutes Administrative staff

Class	Satisfaction regarding overall help received from the institutes Administrative staff				Total
	No Response	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I				7	7
CSW II				2	2
BSW I		1	6	41	48
BSW II			21	36	57
BSW III			11	25	36
Total	0	1	38 (25.0)	111 (74.0)	150

Satisfaction regarding overall attitude of the institute's Administrative staff.

Class	Satisfaction regarding overall attitude of the institute's Administrative staff.				Total
	No Response	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I				7	7
CSW II				2	2
BSW I		1	16	41	48
BSW II					57
BSW III			11	25	36
Total		1	27 (18.0)	122 (81.0)	150

Suggestions

Class	Suggestions					Dress Code	Tea & Coffee Machine Maintenance	Total
	internet does not working	wanted gym	Need of Marathi books and discipline in the library	need to have more interaction between teachers and students	need to improve cultural program			
CSW I								7
CSW II								2

BSW I							1	48
BSW II						11		57
BSW III*								35
Total								149

* Computer Room for completion of research related work. Extra Time for book issue in the library and more fund for the gathering and sports.

Teacher/Class

Name of The Teacher: Dr. Jyoti Motghare

Class	Satisfied with Performance in Theory	Dissatisfied with Performance in Theory	Satisfied with Performance in Field Work Supervision	Dissatisfied with Performance in Field Work Supervision	Satisfied with Performance in Research Dissertation	Dissatisfied with Performance in Research Dissertation	Total
CSW I		5	1				7
CSW II							2
BSW I							48
BSW II							57
BSW III	3	4	10	1	6	2	36
Total	3	9	11	1	6	2	150

Name of The Teacher: Dr. Naveenchandran

Class	Satisfied with Performance in Theory	Dissatisfied with Performance in Theory	Satisfied with Performance in Field Work Supervision	Dissatisfied with Performance in Field Work Supervision	Satisfied with Performance in Research Dissertation	Dissatisfied with Performance in Research Dissertation	Total
CSW I							7
CSW II	2						2
BSW I							48
BSW II	11	6					57
BSW III	29		14	1	7		36
Total	42	6	14	1	7		150

Name of The Teacher: Dr. Keshav Walke

Class	Satisfied with Performance in Theory	Dissatisfied with Performance in Theory	Satisfied with Performance in Field Work Supervision	Dissatisfied with Performance in Field Work Supervision	Satisfied with Performance in Research Dissertation	Dissatisfied with Performance in Research Dissertation	Tot2al
CSW I							7
CSW II							2
BSW I	41	4					48
BSW II	54	3	12				57
BSW III			4		7		36
Total	95		16		7		150

Name of The Teacher: Dr. Vaishali Bezalwar

Class	Satisfied with Performance in Theory	Dissatisfied with Performance in Theory	Satisfied with Performance in Field Work Supervision	Dissatisfied with Performance in Field Work Supervision	Satisfied with Performance in Research Dissertation	Dissatisfied with Performance in Research Dissertation	Total
CSW I							7
CSW II							2
BSW I	6						48
BSW II	5	4					57
BSW III							36
Total	11	4					150

Name of The Teacher: Dr. Jyoti Niswade

Class	Satisfied with Performance in Theory	Dissatisfied with Performance in Theory	Satisfied with Performance in Field Work Supervision	Dissatisfied with Performance in Field Work Supervision	Satisfied with Performance in Research Dissertation	Dissatisfied with Performance in Research Dissertation	Total
CSW I							7
CSW II							2
BSW I	24	13	5	1			48
BSW II	8	4					57
BSW III			4	1	1	2	36
Total	32	17	9	2	1	2	150

Name of The Teacher: Ms. Nandita Mane

Class	Satisfied with Performance in Theory	Dissatisfied with Performance in Theory	Satisfied with Performance in Field Work Supervision	Dissatisfied with Performance in Field Work Supervision	Satisfied with Performance in Research Dissertation	Dissatisfied with Performance in Research Dissertation	Total
CSW I	1						7
CSW II							2
BSW I	35	3					48
BSW II	8	4					57
BSW III	3						36
Total	47	7					150

Name of The Teacher: Clock Hour Basis (CHB)

Class	Satisfied with Performance in Theory	Dissatisfied with Performance in Theory	Satisfied with Performance in Field Work Supervision	Dissatisfied with Performance in Field Work Supervision	Satisfied with Performance in Research Dissertation	Dissatisfied with Performance in Research Dissertation	Tot2al
CSW I							7
CSW II							2
BSW I	9	9	38				48
BSW II		1	26				57
BSW III	3		10				36
Total	12	10	74				150

Most liking about the Institute

Class	Likings About The Institute												Total
	Library	Teachers	Seminars & Workshops	Staff /teacher	staff and library	net and library	behaviour of office staff and faculty	Help & Support	Camp	Hall/ Classroom	FW	Educato n & Environm ent	
CSW I	1							4					7
CSW II										1			2
BSW I	21	3	8	1		1				1	9	2	48
BSW II	25	10	9						5		3		57
BSW III	15	6	1	1	1		7			1	2		36
Total	62	19	18	2	1	1	7	4	5	3	14	2	150

Most Disliking about the Institute

Class	Dislikings About The Institute											Total
	Canteen	lecture	Unclean ground floor and class room	No discipline among students	no proper research guidance to students	poor internet facilities	poor play ground facilities	Cultural Activities	No disciplin e in the library	FW	non-fulfillmen t of demands	
CSW I												7
CSW II						1	2	1				2
BSW I			3	1	2		1		1			48
BSW II		4		1		2	1	2		2	2	57
BSW III		1				1		3				36
Total	0	5	3	2	2	4	4	6	1	2	2	150

Report of the Students' Feedback Regarding Faculty Members 2015-2016

Every year Institute takes feedback from the students on various aspects and components of teaching and administration. During reporting year 2015-16 also Institute collected the feedback and reported the feedback to the Principal after proper analysis of the responses. Present report is based on the responses from the students.

A. Theory Classes:

More than 50.0 percent of the students irrespective of Class were totally satisfied regarding regular conduct of the theory classes whereas more than 40.0 percent students were partly satisfied. Very few around 1.0 percent were not satisfied with the conduct of theory classes.

Six in every ten students were totally satisfied with the knowledge they gained from the theory classes whereas nearly 4 in every ten were partly satisfied.

Six in every ten students were totally satisfied with the punctuality of teachers in theory classes whereas nearly 4 in every ten were partly satisfied.

B. Field Work and Research:

Two-third of the students were totally satisfied with the guidance they received from the field work supervisor. One in every 25 students was not satisfied regarding guidance from the supervisor. Particularly few students from CSW I and BSW-II were not satisfied with the guidance from supervisor.

Except few students from CSW I, BSW-II and BSW-III all other students were totally satisfied regarding regularity of their field work supervisor in visiting the field work agency.

Two-third of the students were totally satisfied regarding regularity of their field work supervisor in conducting field work conferences. But in 1 in every 20 was not satisfied with the regularity of the supervisor in conducting conferences.

Two-third of the students were cent percent satisfied with the overall attitude of the field work supervisors. Hardly 1 or two students from BSWI and BSW II were not satisfied with the overall attitude.

More than seven in every ten students were totally satisfied with guidance they received from their research guide or group research supervisor. Only single student was not happy with the guidance from research guide.

C. Library :

Nearly nine in every ten students were totally satisfied with the overall help received from the Institute's library staff.

Among all the students 6 percent were not satisfied (more students from BSW-II Class) with the quality of reference material available in the Institute's Library and nearly seven in every ten students were fully satisfied with the reference material available.

Two in every ten students were fully satisfied with internet facilities available in Institute's Library whereas one-fourth students (from senior classes) were not satisfied with the internet facility.

Nearly nine in every ten students were fully satisfied with the overall attitude of the library staff whereas about one in every ten student was partly satisfied with the attitude of the library staff.

D. Administrative Staff:

Only one student from BSWI was not satisfied with the overall help he had received from the administrative staff of the Institute. Nearly Three-Fourth students were fully satisfied with the overall help received from the administrative staff of the Institute.

Only one student from BSWI was not satisfied with the overall attitude of the administrative staff of the Institute. More than 8 in every ten students were fully satisfied with the overall attitude of the administrative staff of the Institute.

Suggestions:

Particularly students from BSW II year suggested to have dress code or Uniform for the Institute. One student from BSW I suggested to maintain tea & Coffee Machine.

Students from BSW-III suggested to have separate computer room for completion of the group research project work. They also suggested to provide extra time for the book issue for the library. Some students suggested to increase funds for the annual social gathering and sports activities.

Students' Feedback about Teachers

Dr. Jyoti Motghare:

Assignments: 1. Theory- CSW-I, CSW-II, BSW-III; 2. CPL: CSW-I, BSW-III; 3. Grp Research Project: BSW-III

Out of seven students at CSW I five of them were dissatisfied with performance in theory and single student was satisfied with performance in field work supervision.

Among 36 students from BSWIII 3 were satisfied with performance in theory and four were dissatisfied. Ten students were satisfied with performance in field work supervision and 1 was

dissatisfied. Regarding performance in research supervision 6 students were satisfied while 2 were dissatisfied.

Dr. Naveenchandran:

Assignments: 1. Theory- CSW-II, BSW-II, BSW-III; 2. CPL: BSW-III; 3. Grp Research Project: BSW-III

CSW II students were satisfied with performance in theory

Among 57 BSW II students 11 were satisfied with the performance in theory whereas 6 were dissatisfied.

Among 36 BSWIII students 29 were satisfied with theory performance. 14 were satisfied with performance in field work supervision. With regards to the research supervision 7 students were satisfied.

Dr. Keshav Walke:

Assignments: 1. Theory- BSW-I, BSW-II; 2. CPL: BSW-II; 3. Grp Research Project: BSW-III

Among 48 students from BSW I 41 were satisfied and 4 were dissatisfied with the performance in theory.

Among 57 BSW II students 54 were satisfied and 3 were dissatisfied with the performance in theory. Out of 16 students placed for field work supervision 12 students were satisfied.

Among BSWIII students placed for field work supervision 4 were satisfied while 7 were satisfied with performance in group research project supervision.

Dr. Vaishali Bezalwar:

Assignments: 1. Theory- CSW-I, CSW-II, BSW-I, BSW-II; BSW-III

Among 48 students from BSW I 6 were satisfied.

Among 57 BSW II students 5 were satisfied and 4 were dissatisfied with the performance in theory.

Dr. Jyoti Niswade:

Assignments: 1. Theory- CSW-I;BSW-I, BSW-II; 2. CPL: BSW-I; BSW-III; 3. Grp Research Project: BSW-III

Among 48 students from BSW I 24 were satisfied and 13 were dissatisfied with the performance in theory. 5 students were satisfied with performance in field work supervision whereas student was dissatisfied.

Among 57 BSW II students 8 were satisfied and 4 were dissatisfied with the performance in theory.

Out of 16 students placed for field work supervision 12 students were satisfied.

Among BSWIII students placed for field work supervision 4 were satisfied while 1 was dissatisfied. With regards to performance in group research project supervision 1 student was satisfied whereas 2 students were dissatisfied.

Dr. Nandita Mane:

Assignments: 1. Theory- CSW-I, CSW-II, BSW-I, BSW-II; BSW-III

1 student from CSW-I, 35 students from BSW-I, 8 students from BSW-II and 3 students from BSW-III were satisfied with performance in theory.

2 students from BSW-I, 4 students from BSW-II were dissatisfied with performance in theory.

Contributory Teachers:

Among BSWI students 9 were satisfied with performance in Theory and same number of students were dissatisfied. 3 students from BSW III students were satisfied with performance in Theory

38 students from BSW-I, 26 students from BSW-II and 10 students from BSW-III were satisfied with the contributory lecturers regarding performance with field work supervision.

Likings & Dislikings about the Institute.

Main likings about the Institute mentioned by the students were Library, Teaching, seminars/workshops conducted by the Institute, overall behavior of the staff and faculty, help &

support received, infrastructure, Rural Camp, nature of field work organized, educational environment etc

Main disliking about the Institute were absence of canteen, unclean ground, poor internet connection and facility, No discipline among the students in library, non-fulfillment of various educational demands, no proper research guidance from some teachers.

Submitted by: Dr. Keshav Walke, IQAC Coordinator



MATRU SAWA SANGH INSTITUTE OF SOCIAL WORK

NOTICE

Academic and Co-curricular Events Calendar - 2015-2016


26th July 2015

No.	Date(s)	Name of Activity	Nature of Activity(In Brief)	Board Responsible
1	27 th July 2015	UG Theory Classes start	For all UG Classes	All UG Class Directors
2	Last week of July 2015	General Orientation Programme	For UG Classes	All UG Class Directors
3	23 rd 24 th July 2015	General Orientation Programme	For MSW 3 rd Semester	MSW II Class Director
4	1 st / 2 nd week of August 15	General Orientation Programme	For MSW 1 st Semester	MSW I Class Director
5	3 rd August 2015	PG Theory Classes start	For MSW 3 rd Semester	MSW II Class Director
6	5 th August 2015	Workshop on Data Processing	For MSW 3 rd Semester and M.Phil (SW) students	Board of PG Research & Seminars
7	7 th August 2015	Workshop on use of SPSS	For MSW 3 rd Semester and M.Phil (SW) students	Board of PG Research & Seminars
8	August 2 nd week 2015	Educational (Orientation) Visits for all Classes	UG and PG classes	All Class Directors
9	2nd Week Of Aug. 2015	Beginning Of Group Research Project work	BSW III Class	BSW III Class Director & Faculty
10	15 th Aug. 2015	Independence Day Celebration	a) Flag Hoisting	Bd. Of NSS, Rural Camp
			b) Cultural Events	Bd. of Cultural Activities
			c) Campus Cleaning	Bd. Of NSS, Rural Camp
	19 th August 2015	Workshop on Writing Dissertation	For MSW 3 rd Semester and M.Phil (SW) students	Board of PG Research & Seminars
11	21 st Aug. 2015	Beginning of Concurrent Teaching Learning (Placement)	BSW III Class	BSW III Class Director
12	7 th Sept. 2015	Teachers' Day Celebration	Felicitation of Teachers; Informal & Friendly Games	Bd. of Cultural Activities
13	2 nd & 3 rd Week of Sept. 2015	Formation of Students' Council	No Election this year as per RTMNU Directives	Bd. of Cultural Activities
14	14, 15, & 16 September 2015	Internal Research Viva Voce	For MSW 3 rd Semester students	MSW II Class Director
15	28 th Sept. 2015	Inauguration of Students' Council	Subject to RTMNU directives	Bd. of Cultural Activities
16	12 th October 2015	Final Submission of Dissertation	For MSW 3 rd Semester students	MSW II Class Director
17	19 th October 2015	Submission of Field Practicum Reports	For MSW 3 rd Semester students	MSW II Class Director

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18	26, 27 & 28 October, 2015	Internal Viva Voce Field Work Practicum	For MSW 3 rd Semester students	MSW II Class Director
19	As per University Dates	Semester Examinations	For MSW 1 st Semester and 3 rd Semester students	MSW I & MSW II Class Directors
20	As per University Dates	External Research & Field Work Viva Voce	For MSW 3 rd Semester students	MSW II Class Director
21	9 th Nov to 8 th Dec 15	Winter Vacation	For all classes	
22	1 st Week of December, 2015	Workshop on Project Proposals	For MSW 4 th Semester students	MSW II Class Director
23	Dec. 2015	Annual Sports & Games Event	All feasible Games & Sports Competitions	Bd. of Cultural Activities
24	1 st Week of January, 2016	Educational Tour	For MSW 4 th Semester students & BSW III students	MSW II Class Director & BSW III Class Director
25	1 st Week of January, 2016	Rural Camp	For MSW 2 nd Semester & BSW II students	Bd. Of NSS, Rural Camp
26	3 rd Week of January, 2016	Concluding of FW Placement	For BSW II students	BSW III Class Director
28	6 th & 7 th Feb 2016	Annual Social Gathering	All Cultural Competitions & One Day Formal Function with dignitaries from outside	Bd. of Cultural Activities
29	7 th Feb 2016	Alumni Meet	For all alumni	Board of Alumni Association
30	26 th Jan. 2016	Republic Day Celebration	a) Flag Hoisting	Bd. Of NSS, Rural Camp
31			b) Interactive Session (Theme to be decided)	Bd. of Cultural Activities
32			c) Campus Cleaning	Bd. Of NSS, Rural Camp
33	1 st Week of Feb, 2016	Internal/Practice Viva-voce	For BSW II students	BSW III Class Director
34	Second week of February 2016	Final Submission of Group Research Project Report/ Field Work Records	For BSW II students	BSW III Class Director
35	Last Week of Feb, 2016	Submission of Final Field Practicum Reports	For MSW 4 th Semester students	MSW II Class Director
36	1 st Week of March, 2016	Internal Viva Voce Field Work Practicum	For MSW 4 th Semester students	MSW II Class Director
37	As per University Dates	University Examinations (and external Viva Voce)	For all classes	All Class Directors
38	As per University Dates	Summer Vacation	For all classes	

Note: Additions or rescheduling of events may be effected as required.


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 Principal JOHN MENACHERY
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Annexure-IV



Matru Sewa Sangh Institute of Social Work

Bajaj Nagar, Nagpur-440010

Internal Memo

16th June 2016

To: The Coordinator, IQAC

Action Taken Report Based on Students' Feedback

Based on feedback received from Students (2015-2016)

1. From the feedback received from the students during 2015-2016, it has been observed that there has been some degree of dissatisfaction among 40-46% BSW students with regard to regular conduct of theory classes. About 39.33% BSW students were not totally satisfied about the punctuality of teachers in theory classes. The Class Directors of BSW-I, II, and III have been informed about this and the Principal held discussions about this issue with the faculty concerned.
2. Regarding Field Work, the feedback received from the students during 2015-16 revealed that there has been some degree of dissatisfaction among: 1) 34% BSW students about guidance received from their field work supervisors; 2) 29% were not totally satisfied about regularity of their field work supervisors visiting the field work agency; 3) 28% were not totally satisfied about regularity of their field work supervisors in conducting field work conferences; and 4) 29% students were not totally satisfied about overall attitude of their field work supervisors. These matters were discussed among the faculty members concerned and they have been asked to improve their performance in this regard.
3. From the feedback received from the students during 2015-16, it has been observed that there has been some degree of dissatisfaction among 28% students about guidance received from their research guide/ group research supervisors. This matter was discussed among the faculty members concerned and they have been asked to improve their performance in this regard.
4. From the feedback received from the students during 2015-16, it has been observed that there has been some degree of dissatisfaction among: 1) 11% students about overall help



received from the institute's library staff; 2) 25% students regarding quality of reference material available in institute's library; 3) 55% students about internet facilities available in the institute's library; and 4) 13% students regarding overall attitude of library staff. These matters were discussed among the Library staff and they have been asked to improve their overall performance. The poor quality of services by BSNL has been responsible for widespread dissatisfaction about internet facilities.

5. From the feedback received from the students during 2015-16, it has been observed that there has been some degree of dissatisfaction among: 1) 25% students regarding overall help received from the institute's Administrative staff; and 2) 18% students about overall attitude of the institute's Administrative staff.
6. The feedback received from students also revealed their suggestion for introducing a dress code. The Institute has decided to introduce a dress code during field work wef from the academic 2016-2017. There was also suggestion about improving the quality of the playground. Action was taken to remove grass from the playground after the monsoon rains and the playground was made fit for outdoor sports/games. Following suggestion from students, a few cement benches were also installed in the playground.



Dr. John Menachery
Principal

