

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 9078011957
Name of the IQAC Co-ordinator:	Dr KESHAV WALKE
Mobile:	+91 9112755849
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/AQAR2016-17.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)

2016-17

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 15/03/2016 (DD/MM/YYYY)
- iv. AQAR 24/01/2017 (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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes No
- 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

00

2.8 No. of other External Experts

02

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

03

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

“Sustainable Global Development: Policy, Issues and Challenges”, “Domestic Violence and Intervention by Schools of Social Work in India and Israel”, “Interface with students from Frankfurt University of Applied Sciences (FIJAS), Germany”, “Protecting Women’s Rights: Models from India and Germany”, “Adoption and Parenting Skills for Adoptive Parents”, “Child Nutrition, Child Health and Development Stages”, “Laws Related to Mental Health and Procedures of Admission in Mental Hospital”, “Financial Literacy”, “Career Guidance and Industry Readiness”, “AAPLE SARKAR Portal”, “International Yoga Day”, “Financial Literacy Campaign and Cashless Transactions”, “Energy Conservation”, Inteface with Mr. Jayaji Paikrao, the Founder President of “Ugam Gramin Vikas Sanstha”, “Human Rights Protection Act 1993”, “Municipal Solid Waste Management”, “Strategies for Protecting Water Bodies”, “Sexual Harassment Act 2013”, “Wachan Prerna Diwas (Reading Motivation Day)”, “Marathi Bhasha Sanvardhan Pandharwada”, and Qualitative Research and Grounded Theory”

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 12th AQAR (July 2016 to June 2017) 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
<p>IQAC of the Institute has planned the following :</p> <ol style="list-style-type: none"> 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'. 	<p>IQAC has achieved most of the planned activities except exploring possibilities of becoming an "Autonomous Institution and filling vacant positions of teachers.</p>

* 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.

*Centre for Higher Learning and Research

*Board for the Protection of Girls in College Campus

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	08	04	03	01	00

2.2 No. of permanent faculty with Ph.D.

08

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
4	14	3	00	01	00	00	00	08	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

14	04	04
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	20	8	01
Presented papers	13	3	4
Resource Persons	06	10	10

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
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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	05		60.0%	20.0%		----
BSW-III	57		21.05%	54.38%		----
MSW-II	43		47.19%	41.86%		----
MPhil	08		---	12.5%		
STCC in RM	00		NA	NA		

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	01
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others (Two week Training on Research Methods)	01

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	00	00	00
Technical Staff	8	14	00	14

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	02	00	00	02
Outlay in Rs. Lakhs	2015000.00	00	12,15000.00	2015000.00

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	02	Nil
Non-Peer Reviewed Journals	Nil	Nil	Nil
e-Journals		Nil	Nil
Conference proceedings		00	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 1 year	ICSSR CIF	8,00,000.00 12,15,000.00	000.00 7,93,000.00
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			2015000.00	7,93,000.00

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 CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	03	01	--	01	15
Sponsoring agencies	Self	Self	---	NSS Dept.	Self

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

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
01	01	--	--	--	--	--

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

08

16

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

00

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)	----	0.76 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	17066	11,47174	74	114504	17140	1161678
Reference Books	1747		--	--	1747	
e-Books	--	--	--	--	--	--
Journals	21	32590	06	8680	27	41270

e-Journals	--	5000	--	--	--	5000
Digital Database	--	--	--	--	--	--
CD & Video	53	20080	00	00	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	29	---	07	----	---	06	14	02
Added	02	---	00	----	-----	01	01	00
Total	31	----	07	-----	----	07	15	02

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	0.70
ii) Campus Infrastructure and facilities	8.66
iii) Equipments	1.44
iv) Others	9.15
Total :	19.95

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
153	128	16	00

(b) No. of students outside the state

23

(c) No. of international students

00

	No	%		No	%
Men	120	42.70	Women	161	57.30

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
36	79	84	108	06	321	23	74	69	118	06	281

Demand ratio 100 %

Dropout %: 15%

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

105

5.5 No. of students qualified in these examinations

NET	00	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

150

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
10	158	11	27

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	158	707683.00
Financial support from other sources	14	5000.00*
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.

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 academic 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.
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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 follow up with the Department of Higher Education for filling up the vacant positions of teachers.
9. To explore possibilities of becoming an 'Autonomous College'.
10. To collaborate with the Frankfurt University of Applied Sciences, Germany on students' visit.

Name *Dr. Keshav Walke*

Name *Dr. John Menachery*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme

CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

The Format For Annual Quality Assurance Report (AQAR) of the IQAC

Name of the College: MATRU SEWA SANGH INSTITUTE OF SOCIAL WORK

WHC Road, Bajaj Nagar, Nagpur-440010 Maharashtra

Name of the Affiliating University: **Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**

Year of Report: **2016-2017**

Section A: Plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required)

At the beginning of the academic session Academic Calendar was prepared as per the suggestions from the Chairperson of the IQAC and accordingly work for the whole session was distributed among the staff members through various Boards made for smooth functioning of the activities planned for the session 2016-2017. (Please find the attached Academic Calendar and Work Distribution Chart).

Section B: Details in respect of the following (Attach separate sheet)

1. Activities reflecting the goals and objectives of the college: The aims of the Institute are: a) to provide professional education in Social Work; b) to develop a sense of civic consciousness and social responsibility among the students; and c) to train personnel for a wide range of Social Work Intervention at various levels in the field of social welfare through classroom teaching, research and fieldwork strengthened by various field practicum projects.
Institute achieves it's aims by offering following programmes: 1) Certificate in Social Work (CSW); 2) Bachelor of Social Work (BSW); 3) Master of Social Work (MSW); 4) M.Phil. in Social Work; 5) PhD in Social Work; 6) Short Term Course in Research Methods; 7) Certificate course in Communicative English .
Apart from imparting professional social work education through programmes listed above, the Institute has been extending available expertise and experience to various government and private social welfare organizations through consultancy services, conducting research studies and is involved in many field action projects like CAFÉ, series of awareness rallies, Childline, FCC, Lifeline, School Social Work etc.
2. New academic programmes initiated (UG and PG): During this session no new programme was initiated at UG and PG level.
3. Innovations in curricular design and transaction: 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.
4. Inter-disciplinary programme started: No programme

5. Examination reforms implemented: The University has introduced Choice Based Credit System from the session 2016-17 at MSW level. Semester and Choice Based Credit System has also been introduced at BSW (UG) level.
6. Candidates Qualified NET/SLET/GATE etc: Nil
7. Initiatives towards faculty development programme: Faculties are encouraged to take part in various conferences, workshops and seminars at Local, University, State, National and International level. They are also encouraged to participate in orientation and refresher courses organized by the Academic Staff Colleges in the Country.
8. Total number of seminars/workshops conducted: Total 21; International-4, National and State- each 1 and Institutional level -15.
 - I. International Conference on “Sustainable Global Development: Policy, Issues and Challenges” held on 7-8 Nov 2016 at Colombo, Sri Lanka
 - II. International Seminar on Domestic Violence and Intervention by Schools of Social Work in India and Israel held 26th February 2017 at MSSISW, Nagpur
 - III. Interface with students from Frankfurt University of Applied Sciences (FIJAS), Germany held on 3rd March 2017
 - IV. International Seminar on “Protecting Women’s Rights: Models from India and Germany” held on 7th March 2017 at Nagpur
 - V. Workshop on “Adoption and Parenting Skills for Adoptive Parents” held on 20.9.2016 at MSSISW
 - VI. Workshop on “Child Nutrition, Child Health and Development Stages” held on 20.05.2017 at MSSISW
 - VII. Workshop on “Laws Related to Mental Health and Procedures of Admission in Mental Hospital” held on 26.8.2016 at MSSISW
 - VIII. Workshop on “Financial Literacy” held on 30.8.2016 at MSSISW
 - IX. Workshop on “Career Guidance and Industry Readiness” held on 27.8.2016 at MSSISW
 - X. Workshop on “AAPLE SARKAR Portal” held on 28.7.2016 at Tilak Patrakar Nhavan Trust Hall, Nagpur
 - XI. International Yoga Day Celebration held on 21.6.2016 at MSSISW
 - XII. Awareness Workshop on “Financial Literacy Campaign and Cashless Transactions” held on 23.12.2016 at MSSISW
 - XIII. Institutional Training Programme on “Energy Conservation” held on 7th Feb.2017 at MSSISW
 - XIV. Inteface with Mr. Jayaji Paikrao, the Founder President of “Ugam Gramin Vikas Sanstha, Hingoli, Maharashtra on 18.10.2016 held at MSSISW
 - XV. Workshop on “Human Rights Protection Act 1993” held on 17.12.2016 at MSSISW
 - XVI. Workshop on “Municipal Solid Waste Management” held on 20.12.2016 at MSSISW
 - XVII. Workshop on Strategies for Protecting Water Bodies” held on 12.9.2016
 - XVIII. Workshop on “Sexual Harassment Act 2013” held on 27.2.2017 at MSSISW
 - XIX. Wachan Prerna Diwas (Reading Motivation Day) held on 15.10.2016
 - XX. Marathi Bhasdha Sanvardhan Pandharwada held on 1st to 15th January 2017

XXI. In collaboration with Brisbane Institute of Strength Based Practice, Australia, Impetus Global and the Asia Pacific Social Welfare Action Research Network organized two day Master Class in Qualitative Research and Grounded Theory held on 5-6th June 2017. Dr. Venkat Pulla, Senior Professor from the Australian Catholic University, Brisbane was the Chief Resource Person. Hon'ble Vice Chancellor, RTM Nagpur University Dr. Siddharthvinayak Kane was the Chief Guest.

Research Projects a) Ongoing, b) Completed: Two research projects completed during the reporting year

1. Dr. Keshav Walke, Project Director submitted his major research project entitled **“Impact of Tiger Reserves on Tribal Life: An Empirical Study in the Vidarbha Region of Maharashtra State” to the Indian Council of Social Science Research (ICSSR), New Delhi** (amounting to Rs. 8,00,000/-) and

2. Dr. John Menachery submitted evaluation report of **Child Care Institutions in the State of Maharashtra with title ‘Mapping & Review of Childcare Institutions under JJ Act – 2016’ to the Childline India Foundation, Mumbai** (amounting to Rs. 12,15,000/-).

9. Patents generated, if any: Nil

10. New collaborative research programmes: Yes. In collaboration with Childline India Foundation, Mumbai, Institute conducted the evaluative study of the Childcare Institutions in the State of Maharashtra.

11. Research Grants received from various agencies: Rs. 12,15,000/- received from Childline India Foundation, Mumbai and 2,40,000/- expected from ICSSR, New Delhi

12. Details of research scholars: During the reporting years 2 scholars Dr. Amod Gurjar and Dr. Sheeba Joseph have been awarded with PhD in Social Work. They have been supervised by Dr. John Menachery. In total there are 16 PhD Scholars pursuing their PhDs under the supervision of supervisors in the Institute. 8 are registered in Social Work and 8 are registered for Library Sciences.

13. Citation index of faculty members and impact factor: No information available

14. Honours/Awards to the faculty: National and International: Maharashtra Government has selected the Institute as the Best Institute and Dr. Keshav Walke as the Best NSS Programme Officer for State level Awards for selfless and excellent NSS work during 2015-2016

15. Internal Resources generated: Institute generated financial and other resources on its own for conducting International Conference at Colombo, Sri Lanka, International seminars at the Institute and the Master Class on Qualitative Research and Grounded Theory. It has also generated fund for conducting short term course in “Communicative English”

16. Details of departments getting assistance /recognition under SAP, COSST (ASSIST)/DST, FIST and other programmes: Nil

17. Community Services: Four field action projects- 1. Childline- A national 24 hours emergency helpline service for the children in need of care and protection; 2. Family Counseling Centre (FCC); 3. Lifeline- A Field Action project for the promotion of Organ Donation; 4. CAFÉ- Community Action For Environment. 4. Lifeline Centre for Promoting Organ Donation

18. Teacher and Officers newly recruited: None

19. Teaching –Nonteaching staff ratio: Teachers -8 and non-teaching -8.

20. Improvements in the library services: Students and the teachers are motivated to use more e-Journals subscribed by the Institute. 6 journals have been added during the reporting years and 5000 inflibnet e-Journals are subscribed by the Institute. Internet facility is provided to all the students at free of cost.

21. New Books/journals subscribed and their values: 74 new Text books, 6 new journals and 5000 e-Journals costing Rs.23,184/- added during the report period.
22. Courses in which student assessment of teachers is introduced and the action taken on students feedback : **CSW, BSW, MSW and MPhil**
23. Feedback from stakeholders: Feedback is collected from the Students, Alumni, Parents and the Agency field work Supervisors. Feedback from Parents, Alumni and the agency supervisors are collected by organizing meeting with these stakeholders and feedback from the students is collected through the structured questionnaire and then it is processed on the computer for proper analysis. Report is then sent to the Chairperson of the IQAC and Principal for necessary action. Analysis of the feedback from the students is attached.
24. Unit cost of education : Rs. 56,276/-
25. Computerization of administration and the process of admissions and examination results, issues and certificates: 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. All the administrative work like admissions, student records, is done on computers.
26. Increase in the infrastructural facilities: Existing infrastructure is used.
27. Technology upgradation: 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. 27 journals were subscribed by the Library during the year. Each teaching staff was provided with a computer with internet connection. Library automation is nearly completed-Bar coding is in progress and Wi-Fi facility was expanded by increasing the terminals.
28. Computer and internet access and training to teachers, non-teaching staff and students: All the permanent and contributory teachers and the non-teaching staff are computer friendly. Every teacher is provided with Computer with internet facility and they are utilizing it on regular basis. In Library 7 Computers with internet facility are available for the students to use internet at free of cost. Internet facility is available for teachers, non-teaching staff and students at free of cost.
29. Financial aid to students: meritorious students awarded with awards instituted by the Institute. Students from backward classes are provided with Government of India Scholarship. Students who are not covered under Government of India scholarship are helped by waving their college tuition fees. During the reporting years Rs.6,57,923/- Gol scholarship, Rs.49,760/- freeship and 18 meritorious awards were given.
30. Activities and support from 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 5th February 2017 along with an interface with the present students. With the support from Alumni Association Certificate Course in Communicative English is conducted for the students within the Institute and outside the Institute for improving their communication in English.
31. Activities and support from the Parent –Teachers 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.

32. Health Services: As per the University norms health check of every student is mandatory. Institute has appointed a lady medical practitioner. Every week on Tuesday doctor visit the institute and render her services for the students.
33. Performance in sports activities: Two students have taken part in university level sports competitions and represented the College at University level.
34. Incentives to outstanding sports person: Rolling Trophy is awarded to the Best Sports person in the college.
35. Students achievements and awards: Merit list is not declared for 2016-17
36. Activities of the Guidance and Counselling Unit: Separate Board was established for Students placement and Career Guidance. Students were guided through NET/SLET Coaching, Remedial Coaching, workshops on life skill development and career counseling and how to face campus interviews etc.
37. Placement services provided to students: Placement Brochure was published. Campus interviews were organized for various organizations. During the reporting year 10 organizations conducted campus interviews. In total 158 students participated. 11 students got placement in the campus interviews and 27 students got placement in off campus interviews.
38. Development Programmes for non-teaching staff: Non-teaching staff was encouraged to participate in developmental programmes organized by various institutes and in response to motivation by the Institute 02 non-teaching staff took part in the training workshop on "Process of Scholarships and Freeships at Dhanawate National College. 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.
39. Good practices of the institution:
 - i. Institutionalized Feedback System for Evaluation of Teachers by Students.- Teachers got Opportunity to know about their performances and to improve their teaching.
 - ii. 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.
 - iii. Research Skill & Output Enhancement Programme.
 - iv. Collaborative activities of international nature with Sapir College, Israel and Frankfurt University of Applied Sciences, Germany.
40. Linkages developed with national/International, academic/research bodies:
 1. Brisbane Institute of Strength Based Practice, Australia
 2. Impetus Global
 3. The Asia Pacific Social Welfare Action Research Network
 4. National Institute of Social Development, Colombo, Sri Lanka
 5. Dr. Ambedkar Teachers Welfare Association, Nagpur
 6. Sapir College, Israel

7. Frankfurt University of Applied Sciences, Germany
8. Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha
9. Mure Memorial Hospital, Nagpur

41. Action Taken Report on the AQAR of the previous year: Action Taken Report (ATR) on the AQAR of 2015-16 has been submitted by the Chairperson and the Principal Dr. John Menachery to the IQAC Coordinator. Principal also submitted ATR on the Students feedback report submitted by the IQAC Coordinator. ATR is attached with the AQAR report.

42. Any other relevant information the institution wishes to add.

As a regular feature, academic workshops in a variety of topics have been organized by the Institute, involving external experts from the field, with a view to give maximum exposure to students in topics that are not necessarily covered by the syllabi.

Section C: Outcomes achieved by the end of the year (attach separate sheet, if required)

1. Could conduct undergraduate and post graduate courses in Social Work under new Choice Based Credit System (CBCS)
2. Could conduct Certificate Course in Communicative English and to get recognition for Centre for Higher Learning and Research from the University.
3. Could sustain existing field action projects.
4. Could organize three International Conferences/Seminars and one in Sri Lanka
5. Could establish new international collaborations
6. Could publish two issues of the "Indian Journal of Social Work and Social Sciences"
7. Institute got recognition as a "State level Best NSS College" and faculty as a "State Level Best NSS Programme Officer" from the State of Maharashtra.
8. Could initiate some consultancy projects.
9. Could complete ICSSR major research and CIF evaluation study project.
10. Could not fill up the vacant positions of teachers.

Section D: Plans of the college for the next year

10. To conduct undergraduate and post graduate courses in social work under semester pattern.
11. To conduct short term programmes in two subjects: 1) Research Methodology, and 2) Communicative English.
12. To ensure sustenance of the existing Field Action Projects.
13. To organize National/International seminars and workshops.
14. To collaborate with the Sapir College, Israel to facilitate international social work training.
15. To bring out the 'Indian Journal of Social Work and Social Sciences'.
16. To initiate consultancy projects.
17. To follow up with the Department of Higher Education for filling up the vacant positions of teachers.
18. To explore possibilities of becoming an 'Autonomous College'.
19. To collaborate with the Frankfurt University of Applied Sciences, Germany on students' visit.

Name & Signature of the
Director/Coordinator, IQAC
(Dr. Keshav Walke)

Name & Signature of the
Chairperson, IQAC
(Dr. John Menachery)



For circulation among staff
please.

7/3/16/16

MATRU SEWA SANGH INSTITUTE OF SOCIAL WORK

Bajaj Nagar, Nagpur 440010

WORK DISTRIBUTION OTHER THAN THEORY CLASSES : 2016-2017

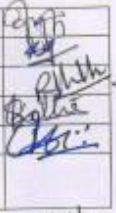

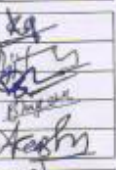
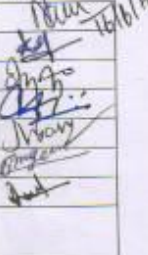
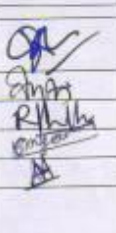

The Institute has constituted the following Boards
for the Academic Session 2016-2017

3.6.2016



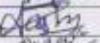




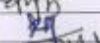
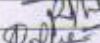
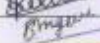
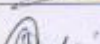

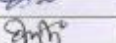
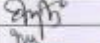
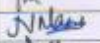

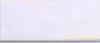
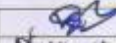
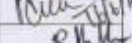
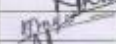

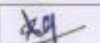

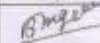
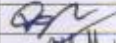
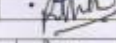
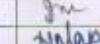
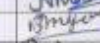


No.	Assignment	Name of Staff	Signature	
1.	Board of Admissions (Chairperson - Principal) Convener - Dr Keshav Walke (Shall review admission related activities and suggest changes in policies and procedures, if any)	CSW-I	Dr Jyoti Niswade	
		CSW-II	Dr Jyoti Motghare	
		BSW-I	Dr Jyoti Niswade	
		BSW-II	Dr Keshav Walke	
		BSW-III	Dr Naveenchandran K. Bhat	
		MSW-I	Ms Rashmi Babhulkar	
		MSW-II	Ms Payal Chamatkar	
		M.Phil (SW)	Ms Saroj Kolhe	
		B.Voc & D.Voc	Mr Amen Xavier	
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 Niswade	
		CSW-II	Dr Jyoti Motghare	
		BSW-I	Dr Jyoti Niswade	
		BSW-II	Dr Keshav Walke	
		BSW-III	Dr Naveenchandran K. Bhat	
		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 Amen Xavier	

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)	<i>kg</i>
	Dr Keshav Walke	<i>kg</i>
	Dr Nandita Mane	<i>NMane</i>
	Ms Rashmi Babhulkar	<i>Rashmi</i>
	Ms Payal Chamatkar	<i>Payal</i>
	Ms Saroj Kolhe	<i>Saraj</i>
4. Board of NSS & Rural Camp <i>(Shall be responsible for the planning and execution of NSS activities including rural camp)</i>	Dr Naveenchandran K. Bhat (Program Officer 1 & Convener)	<i>Naveen</i>
	Dr Jyoti Motghare (Program Officer 2)	<i>Jyoti</i>
	Dr Vaishali Bezalwar	<i>VBez</i>
	Dr Jyoti Niswade	<i>Jyoti</i>
	Ms Rashmi Babhulkar	<i>Rashmi</i>
	Ms Payal Chamatkar	<i>Payal</i>
	Student Member (MSW1):	
Student Member (BSW2):		
5. Board of Examinations <i>(Shall be responsible for conducting internal examinations)</i>	Dr Jyoti Motghare (Convener)	<i>Jyoti</i>
	Dr Jyoti Niswade	<i>Jyoti</i>
	Ms Rashmi Babhulkar	<i>Rashmi</i>
	Ms Payal Chamatkar	<i>Payal</i>
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)	<i>NMane</i>
	Dr Ajit Kumar	<i>Ajit</i>
	Dr Vaishali Bezalwar	<i>VBez</i>
	Mr Baba Ingale	<i>Baba</i>
	Mr Sandeep Kothar	<i>Sandeep</i>
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)	<i>kg</i>
	Dr Ajit Kumar	<i>Ajit</i>
	Dr Naveenchandran K. Bhat	<i>Naveen</i>
	Ms Rashmi Babhulkar	<i>Rashmi</i>
	Ms Payal Chamatkar	<i>Payal</i>
	Ms Archana Pali-Basu	<i>Archana</i>
	Mr Baba Ingale	<i>Baba</i>
Mr Sandeep Kothar	<i>Sandeep</i>	
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)	<i>kg</i>
	Dr Ajit Kumar	<i>Ajit</i>
	Dr Vaishali Bezalwar	<i>VBez</i>
	Ms Saroj Kolhe	<i>Saraj</i>
	Dr Nandita Mane	<i>NMane</i>
	Mr Baba Ingale	<i>Baba</i>

16.6.16

9.	Board of Career Counselling & Placement (Constituted as per directives of the RTM Nagpur University)	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	
11.	Board of Website Management	Dr Prince Ajaykumar Agashe (Convener)	
		Dr Ajit Kumar	
		Dr Keshav Walke	
		Mr Baba Ingale	
		Mr Amen Xavier	
12.	Board of Games, Sports, Cultural Activities, Celebrations & Students' Council	Dr Naveenchandran K. (Convener)	
		Dr Prince Ajaykumar Agashe	
		Dr Jyoti Niswade	
		Ms Payal Chamatkar	
		Ms Archana Pali-Basu	
		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:	
14.	Board of Students' Attendance	Dr Jyoti Niswade (Convener)	
		Dr Jyoti Motghare	
		Dr Naveenchandran K. Bhat	
		Ms Rashmi Babhulkar	
		Ms Payal Chamatkar	
		Ms Saroj Kolhe	
		Mr Amen Xavier	

15.	Board of Entrepreneurship & Skill Development (Skill-Lab Activities) <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Jyoti Niswade (Convener)	JNB
		Dr Jyoti Motghare	
		Dr Ajit Kumar	Ajit
		Ms Rashmi Babhulkar	RMB
		Mr Amen Xavier	AX
		Student Member:	
16.	Board of Anti-Ragging Cell <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Naveenchandran K. Bhat (Convener)	NKB
		Dr Keshav Walke	KW
		Ms Rashmi Babhulkar	RMB
		Ms Saroj Kolhe	SK
		Student Member:	
17.	Board of Students' Redressal Cell <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Naveenchandran K. Bhat (Convener)	NKB
		Dr Jyoti Niswade	JNB
		Dr Ajit Kumar	Ajit
		Ms Rashmi Babhulkar	RMB
		Student Member:	
18.	Board of Campus Beautification	Ms Rashmi Babhulkar (Convener)	RMB
		Dr Vaishali Bezalwar	VZ
		Mr Amen Xavier	AX
		Mr Baba Ingale	BI
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)	KW
		Dr Ajit Kumar	Ajit
		Dr Jyoti Niswade	JNB
		Mr Amen Xavier	AX
		Ms Payal Chamatkar	PC
		Ms Saroj Kolhe	SK
20.	Board of Supportive Services	Mr Baba Ingale (Convener)	BI
		Dr Vaishali Bezalwar	VZ
		Ms Rashmi Babhulkar	RMB
		Ms Deepali Mude	DM
		Mr Sandeep Kothar	SK
21.	Board of Field Practicum <i>(Field work placement; liaisoning with agencies; planning and conduct of educational tours; field work stationery etc.)</i>	Dr Keshav Walke (Convener)	KW
		Dr Naveenchandran K. Bhat	NKB
		Ms Saroj Kolhe	SK
		Ms Rashmi Babhulkar	RMB
		Mr Amen Xavier	AX
		Ms Payal Chamatkar	PC

22.	Board of Research Resources & Innovations (Responsible for preparation of proposals for research work and short term courses)	Dr Keshav Walke (Convener)		16.6.16
		Dr Ajit Kumar		
		Dr Prince Ajaykumar Agashe		
		Mr Amen Xavier		
		Mr Baba Ingale		
		Mr Sandeep Kothar		
23.	Board of Alumni Association (Constituted as per directives of the RTM Nagpur University)	Dr Keshav Walke (Advisor)		
		Dr Jyoti Niswade		
		Dr Prince Ajaykumar Agashe		
		Ms Rashmi Babhulkar		
		Ms Saroj Kolhe		
		Mr Baba Ingale		
		Alumni Members: Mr Ajay Mardikar, Dr Vasanti Deshpande, Mr Shekhar Pande, Ms Payal Chamatkar.		
24.	Board of Students' Centre (Students' Social Work Forum & Literary Forum) (Constituted as per directives of the RTM Nagpur University)	Dr Jyoti Niswade (Advisor)		
		Dr Jyoti Motghare		
		Dr Nandita Mane		
		Dr Prince Ajaykumar Agashe		
		Student Members:		
25.	Board of Work-Load Assessment	Dr Keshav Walke (Convener)		
		Dr Naveenchandran K. Bhat		
		Ms Rashmi Babhulkar		
		Mr Baba Ingale		
		Ms Aparna Deshpande		
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)	Dr Prince Ajaykumar Agashe (Information Officer)		
		Mr Baba Ingale (Asst. Information Officer)		
		Dr John Menachery (Appellate Officer)		
		Dr Keshav Walke		
		Ms Rashmi Babhulkar		
27.	Women's Grievance Cell (Constituted as per directives of the RTM Nagpur University)	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)	Ag
		Ms Payal Chamatkar	PKK
		Mr Amen Xavier	AKX
		Mr Sandeep Kothar	S.K.
		Student Members:	

29.	Board of Legal Literacy Club & Human Rights Cell	Dr Jyoti Niswade (Convener)	JN
		Dr Nandita Mane	NM
		Ms Rashmi Babhulkar	R.B.
		Dr Prince Ajaykumar Agashe	Ag
		Ms Saroj Kolhe	B.K.


30.	Board of Equal Opportunity Cell for Backward & Minorities Students (Constituted as per directives of the RTM Nagpur University)	Dr Jyoti Niswade (Convener)	JN
		Dr Jyoti Motghare	JM
		Ms Payal Chamatkar	PKK
		Ms Rashmi Babhulkar	R.B.
		Mr Amen Xavier	AKX
		Mr Baba Ingale	B.I.

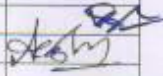
31.	Board for Protection of Girls at College Campus & Hostel (Constituted as per directives of the RTM Nagpur University)	Dr Jyoti Niswade (Convener)	JN
		Dr Jyoti Motghare	JM
		Dr Prince Ajaykumar Agashe	Ag
		Ms Saroj Kolhe	B.K.
		Ms Rashmi Babhulkar	R.B.


32.	Board of Campus & Hostel Disciplinary Action (Constituted as per directives of the RTM Nagpur University)	Dr Nandita Mane (Convener)	NM
		Ms Rashmi Babhulkar	R.B.
		Dr Jyoti Niswade	JN
		Dr Prince Ajaykumar Agashe	Ag
		Student Members:	

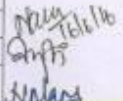
33.	Board of Coaching & Guidance for Competitive Examinations (Constituted as per directives of the RTM Nagpur University)	Dr Keshav Walke (Convener)	KW
		Dr Jyoti Niswade	JN
		Dr Prince Ajaykumar Agashe	Ag
		Dr Vaishali Bezalwar	V.B.
		Mr Amen Xavier	AKX

34.	Board of Parents-Teachers Meet (Constituted as per directives of the RTM Nagpur University)	Dr Naveenchandran K. Bhat (Convener)	NKB
		Dr Nandita Mane	NM
		Dr Keshav Walke	KW
		Dr Prince Ajaykumar Agashe	Ag
		Ms Rashmi Babhulkar	R.B.
		Ms Saroj Kolhe	B.K.


35.	Planning Board (for UGC XII Plan General Development Assistance)	Dr John Menachery (Chairperson)	
		Dr Keshav Walke (IQAC Coordinator & Convener)	
		Dr Ajit Kumar	
		Dr Prince A. Agashe (Librarian)	
		Dr Vaishali Bezalwar	
Mr Baba Ingale			

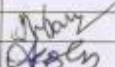
36	Board of Vocational Education	Dr John Menachery (Chairperson)	
		Dr Keshav Walke (FIC & Convener)	
		Mr Amen Xavier (I/c Programme Manager)	

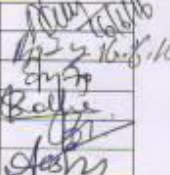
37	Board of Students' Welfare (Committee) <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr John Menachery (Chairperson)	
		Dr Nandita Mane (Secretary)	
		CSW 1 :	
		CSW 2 :	
		BSW 1 :	
		BSW 2 :	
		BSW 3 :	
		MSW 1 :	
		MSW 2 :	
		MPhil :	

38	Board of Students' Counselling Center <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr John Menachery (Chairperson)	
		Dr Naveenchandran K. Bhat (Convener)	
		Dr Jyoti Niswade	
		Dr Nandita Mane	

Boards of Field Action Projects

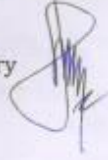
39	a. Family Counselling Centre	Dr Jyoti Niswade (Convener)	
		Ms Premlata Patil	
		Mr Baba Ingale	
		Mr Sandeep Kothar	

40	b. Childline (Nodal)	Dr John Menachery (Director & Convener)	
		Ms Archana Pali-Basu	
		Mr Amen Xavier	

41	d. School Social Work	Dr Naveenchandran K. Bhat (Convener)	
		Dr Ajit Kumar	
		Dr Jyoti Niswade	
		Ms Saroj Kolhe	
		Ms Payal Chamatkar	
		Mr Amen Xavier	

42	e. Community Action for Environment (CAFÉ)	Dr Nandita Mane (Convener)	<i>N. Mane</i>
		Dr Ajit Kumar	
		Dr Jyoti Niswade	<i>Jyoti Niswade</i>
		Dr Keshav Walke	<i>Keshav Walke</i>
		Ms Rashmi Babhulkar	<i>Rashmi Babhulkar</i>
		Mr Amen Xavier	<i>Amen Xavier</i>

Dr John Menachery
Principal



3.6.2016





MATRU SEWA SANGH INSTITUTE OF SOCIAL WORK NAGPUR

Report of the Students' Feedback Regarding Faculty Members 2016-2017

Every year Institute takes feedback from the students on various aspects and components of teaching and administration. During reporting year 2016-17 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.

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	0	1	1	2
CSW II	1	1	3	5
BSW I	1	15	40	56
BSW II	0	7	34	41
BSW III	0	20	36	56
Total	2	44	114	160

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	0	0	2	2
CSW II	0	2	3	5
BSW I	0	8	48	56
BSW II	0	7	34	41
BSW III	0	25	31	56
Total	0	42	118	160

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		0	1	1	2
CSW II		0	1	4	5
BSW I		3	13	40	56
BSW II		0	10	31	41
BSW III		0	18	38	56
Total		3	43	114	160

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		0	0	2	2
CSW II		0	0	5	5
BSW I		0	7	49	56
BSW II		0	4	37	41
BSW III		1	16	39	56
Total		1	27	132	160

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		0	0	2	2
CSW II		1	0	4	5
BSW I		1	17	38	56
BSW II		0	4	37	41
BSW III		2	14	40	56
Total		4	35	121	160

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		0	0	2	2
CSW II		0	0	5	5
BSW I		0	15	41	56
BSW II		0	8	33	41
BSW III		0	15	41	56
Total		0	38	122	160

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		0	0	2	2
CSW II		0	1	4	5
BSW I		1	6	49	56
BSW II		0	2	39	41
BSW III		0	18	38	56
Total		1	27	132	160

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	NA	NA	NA	NA	2
CSW II	NA	NA	NA	NA	5
BSW I	NA	NA	NA	NA	56
BSW II	NA	NA	NA	NA	41
BSW III	1	2	10	43	56
Total	1	2	10	43	160

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

Class	Satisfaction regarding overall help received from the institute's library staff			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I	0	0	2	2
CSW II	0	0	5	5
BSW I	0	7	49	56
BSW II	1	1	39	41
BSW III	0	9	47	56
Total	1	17	142	160

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	0	0	2	2
CSW II	0	0	5	5
BSW I	2	12	42	56
BSW II	0	5	36	41
BSW III	1	11	44	56
Total	3	28	129	160

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

Class	Satisfaction regarding internet facilities available in the institute's library.				Total
	No Response	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I	0	0	0	2	2

CSW I								2
CSW II								5
BSW I						15	20	56
BSW II							10	41
BSW III*						11		56
Total								160

* Computer Room for completion of research related work. Extra Time for book issue in the library and more funds 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	1	0	2	0	0	0	2
CSW II	0	1	0	0	0	0	5
BSW I	0	0	0	0	0	0	56
BSW II	0	0	5	0	0	0	41
BSW III	0	20	10	6	6	2	56
Total	1	21	17	6	6	2	160

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	0	0	0	0	0	0	2
CSW II	5	0	0	0	0	0	5
BSW I	0	0	0	0	0	0	56
BSW II	0	0	0	0	0	0	41
BSW III	48	3	15	1	13	2	56
Total	48	3	15	1	13	2	160

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	Total
CSW I	0	0	0	0	0	0	2

CSW II	0	0	0	0	0	0	5
BSW I	25	2	0	0	0	0	56
BSW II	39	0	25	1	0	0	41
BSW III	0	0	7	0	7	1	56
Total	64	2	32	1	7	1	160

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		0					2
CSW II		0					5
BSW I		8					56
BSW II		11					41
BSW III	1	0					56
Total	1	19					160

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	0	0	0	0	0	0	2
CSW II	0	0	5	0	0	0	5
BSW I	16	2	11	0	0	0	56
BSW II	2	3	0	0	0	0	41
BSW III	0	0	8	0	8	2	56
Total	16	2	24	0	8	2	160

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	0					2
CSW II	4	0					5
BSW I	7	0					56
BSW II	1	0					41
BSW III	1	0					56
Total	14	0					160

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	Total
CSW I	0	1	0	0	0	0	2
CSW II	0	0	0	0	0	0	5
BSW I	4	0	28	3	0	0	56
BSW II	1	1	10	0	0	0	41
BSW III	3	4	00	00	00	00	56
Total	8	6	38	3	00	00	160

Features Most Liked About the Institute

Class	Likings About The Institute							Total
	Library	Teachers	Seminars & Workshops	staff and library	behaviour of office staff and faculty	Infrastructure	FW	
CSW I	0	0	0	0	2	0	0	2
CSW II	3	0	0	0	1	0	0	5
BSW I	29	6	0	2	5	3	0	56
BSW II	14	7	0	7	6	3	3	41
BSW III	19	10	10	0	10	2	1	56
Total	65	23	10	9	24	8	4	160

Features Most Disliked about the Institute

Class	Features Most Disliked About The Institute					Total
	Library	Irregular classes by teachers	Unclean ground floor and class rooms	Parking	Poor Sports & facility	
CSW I	0	0	0	0	0	2
CSW II	0	0	0	0	0	5
BSW I	1	9	0	1	2	56
BSW II	1	0	2	0	5	41
BSW III	0	0	0	0	12	56
Total	2	9	2	1	19	160

A. Theory Classes:

Nearly 60.0-70.0 percent of the students irrespective of Class were totally satisfied regarding regular conduct of the theory classes whereas more than one-fourth students were partly satisfied. Very few less than 1.0 percent was not satisfied with the conduct of theory classes.

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

Nearly seven in every ten students were totally satisfied with the punctuality of teachers in theory classes whereas nearly one-fourth were partly satisfied and nearly 1.5 percent of the students were not satisfied with the punctuality of the teachers in theory classes and all of them were from BSW-I class.

B. Field Work and Research:

More than 80.0 percent of the students were totally satisfied with the guidance they received from the field work supervisor. Nearly one in every 5 students were partly satisfied whereas only one student from BSW-III was not satisfied regarding guidance from the supervisor.

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

Nearly three-fourth of the students were totally satisfied regarding regularity of their field work supervisor in conducting field work conferences. But in 1 in every 40 was not satisfied with the regularity of the supervisor in conducting conferences.

More than 8 in every 10 students were totally satisfied with the regularity of teachers in conducting field work conferences where as nearly one-fourth were partly satisfied.

Nearly three-fourth of the students were satisfied with the guidance they received for group research projects whereas only 2 were not satisfied.

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 only 3 students (BSW-I and BSW-III) were not satisfied with the quality of reference material available in the Institute's Library and nearly eight in every ten students were fully satisfied with the reference material available.

More than 60.0 percent students were fully satisfied with internet facilities available in Institute's Library whereas more than 5.0 percent students (from senior classes) were not satisfied with the internet facility.

Nearly 85.0 percent students were fully satisfied with the overall attitude of the library staff whereas more than one in every ten student was partly satisfied with the attitude of the library staff. 5 students (4 from BSW-I and 1 from BSWII) were not satisfied with the overall attitude of the library staff.

D. Administrative Staff:

Only one student from BSWIII was not satisfied with the overall help he had received from the administrative staff of the Institute. Nearly 85.0 percent students were fully satisfied with the overall help received from the administrative staff of the Institute.

Only four students from BSWI were 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:

Students, particularly from BSW- I and BSW-III classes, suggested having a dress code or Uniform for the Institute. 20 students from BSW I and 10 from BSW II suggested to maintain tea & Coffee Machine.

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 2 students at CSW I one of them was satisfied with performance in theory and single student from CSW II was not satisfied the performance in theory. All 2 were satisfied with performance in field work supervision.

5 students from BSW II were satisfied with the performance in the field work supervision.

Among 56 students from BSWIII 20 students were dissatisfied with performance in theory. Ten students were satisfied with performance in field work supervision and 6 were 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 didn't respond. Among 56 BSW III students 48 were satisfied with the performance in theory whereas 3 were dissatisfied. 15 were satisfied and 1 was dissatisfied with performance in field work supervision. With regards to the research supervision 13 students were satisfied.

Dr. Keshav Walke:

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

Among 56 students from BSW I 25 were satisfied and 2 were dissatisfied with the performance in theory.

Among 41 BSW II students 39 were satisfied and none was dissatisfied with the performance in theory. Out of 27 students placed for field work supervision 25 students were satisfied.

Among BSWIII students placed for field work supervision 7 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 BSW II eleven were dissatisfied

Among 57 BSW II students 5 were satisfied whereas only single student from BSW III was satisfied with the performance in theory.

Dr. Jyoti Niswade:

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

Among 5 students from CSW II all of them were satisfied with the performance in field work supervision.

Among 56 students from BSW I 16 were satisfied and 2 were dissatisfied with the performance in theory. 11 students were satisfied with performance in field work supervision whereas no student was dissatisfied.

Among 41 BSW II students 2 were satisfied and 3 were dissatisfied with the performance in theory.

Out of 8 students placed for field work supervision 8 students were satisfied.

With regards to performance in group research project supervision 8 student were 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, 4 students from CSW II, 7 students from BSW-I, 1 student from BSW-II and 1 students from BSW-III were satisfied with performance in theory.

Contributory Teachers:

1 student from CSW I was not satisfied with the performance of teacher in theory.

Among BSWI students 4 were satisfied with performance in Theory, 1 student from BSW-II and 3 students from BSW III students were satisfied with performance in Theory.

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

Features Most Liked and Disliked 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, nature of field work organized,

Main disliking about the Institute were absence of canteen, unclean ground, and irregularity of the teachers in the classes.

Submitted by: Dr. Keshav Walke, IQAC Coordinator



MATRU SAWA SANGH INSTITUTE OF SOCIAL WORK

NOTICE

Academic and Co-curricular Events Calendar - 2016-2017

26th July 2016

No.	Date(s)	Name of Activity	Nature of Activity(In Brief)	Board Responsible
1	25 th July 2016	UG Theory Classes start	For all UG Classes	All UG Class Directors
2	Last week of July 2016	General Orientation Programme	For UG Classes	All UG Class Directors
3	25 th 26 th July 2016	General Orientation Programme	For MSW 3 rd Semester	MSW II Class Director
4	1 st / 2 nd week of August 16	General Orientation Programme	For MSW 1 st Semester	MSW I Class Director
5	8 th August 2016	PG Theory Classes start	For MSW 3 rd Semester	MSW II Class Director
6	13 th August 2016	Workshop on Data Processing	For MSW 3 rd Semester and M.Phil (SW) students	Board of PG Research & Seminars
7	16 th August 2016	Workshop on use of SPSS	For MSW 3 rd Semester and M.Phil (SW) students	Board of PG Research & Seminars
8	August 4 th week 2016	Educational (Orientation) Visits for all Classes	UG and PG classes	All Class Directors
9	2 nd Week of Aug. 2016	Beginning Of Group Research Project work	BSW III Class	BSW III Class Director & Faculty
10	15 th Aug. 2016	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
	20 th August 2016	Workshop on Writing Dissertation	For MSW 3 rd Semester and M.Phil (SW) students	Board of PG Research & Seminars
11	24 th Aug. 2016	Beginning of Concurrent Teaching Learning (Placement)	BSW III Class	BSW III Class Director
12	6 th Sept. 2016	Teachers' Day Celebration	Felicitation of Teachers; Informal & Friendly Games	Bd. of Cultural Activities
13	2 nd & 3 rd Week of Sept. 2016	Formation of Students' Council	No Election this year as per RTMNU Directives	Bd. of Cultural Activities
14	16 th , 17 th & 19 th Sept. 2016	Internal Research Viva Voce	For MSW 3 rd Semester students	MSW II Class Director
15	28 th Sept. 2016	Inauguration of Students' Council	Subject to RTMNU directives	Bd. of Cultural Activities
16	15 th October 2016	Final Submission of Dissertation	For MSW 3 rd Semester students	MSW II Class Director
17	22 nd October 2016	Submission of Field Practicum Reports	For MSW 3 rd Semester students	MSW II Class Director

18	24 th 25 th & 26 th Oct., 2016	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	28 th Oct to 28 th Nov 15	Winter Vacation	For all classes	
22	1 st Week of Dec, 2016	Workshop on Project Proposals	For MSW 4 th Semester students	MSW II Class Director
23	Dec. 2016	Annual Sports & Games Event	All feasible Games & Sports Competitions	Bd. of Cultural Activities
24	1 st Week of Jan, 2017	Educational Tour	For MSW 4 th Semester students & BSW III students	MSW II Class Director & BSW III Class Director
25	1 st Week of Jan, 2017	Rural Camp	For MSW 2 nd Semester & BSW II students	Bd. Of NSS, Rural Camp
26	3 rd Week of Jan, 2017	Concluding of FW Placement	For BSW II students	BSW III Class Director
27	26 th Jan. 2017	Republic Day Celebration	a) Flag Hoisting	Bd. Of NSS, Rural Camp
28			b) Interactive Session (Theme to be decided)	Bd. of Cultural Activities
29			c) Campus Cleaning	Bd. Of NSS, Rural Camp
30	5 th Feb 2017	Alumni Meet	For all alumni	Board of Alumni Association
31	1 st Week of Feb, 2017	Internal/Practice Viva-voce	For BSW II students	BSW III Class Director
32	10 th & 11 th Feb 2017	Annual Social Gathering	All Cultural Competitions & One Day Formal Function with dignitaries from outside	Bd. of Cultural Activities
33	Third week of February 2017	Final Submission of Group Research Project Report/ Field Work Records	For BSW II students	BSW III Class Director
34	Last Week of Feb, 2017	Submission of Final Field Practicum Reports	For MSW 4 th Semester students	MSW II Class Director
35	1 st Week of March, 2017	Internal Viva Voce Field Work Practicum	For MSW 4 th Semester students	MSW II Class Director
36	As per University Dates	University Examinations (and external Viva Voce)	For all classes	All Class Directors
37	As per University Dates	Summer Vacation	For all classes	

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

Dr John Menachery
Principal



DR. JOHN MENACHERY
PRINCIPAL
M.S.S. INSTITUTE OF SOCIAL WORK
SAJAJ NAGAR, NAGPUR-440010





Matru Sewa Sangh Institute of Social Work
Bajaj Nagar, Nagpur-440010

Internal Memo

16th June 2017

To: The Coordinator, IQAC

Action Taken Report Based on Students' Feedback

Based on feedback received from Students (2016-2017):

1. From the feedback received from the students during 2016-2017, it has been observed that while majority (114 - 71.25%) of the students were totally satisfied with regard to regular conduct of theory classes, 44 (27.5%) students were not fully satisfied in this regard. 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, it has been observed that while majority (118 - 73.75%) of the students were totally satisfied with regard to field work, the feedback received from the students during 2016-2017 revealed that there has been some degree of dissatisfaction among 42 (26.25%) students. The issues identified in this regard were : 1) guidance received from their field work supervisors; 2) regularity of their field work supervisors visiting the field work agency; 3) regularity of their field work supervisors in conducting field work conferences; and 4) 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 2016-2017, it has been observed that while majority (43 - 76.79%) of the students were totally satisfied with regard to research guidance, there has been some degree of dissatisfaction among 10 (17.86%) 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 2016-2017, it has been observed that there has been some degree of dissatisfaction among: 1) 18 (11.25%) students about overall help received from the institute's library staff; 2) 31 (19.38%) students regarding quality of reference material available in institute's

library; 3) 34.38% students about internet facilities available in the institute's library; and 4) 15% students regarding overall attitude of library staff. These matters were discussed among the Board of Library and Library staff and they have been asked to improve their overall performance. The poor quality of services by BSNL, like the previous years, has been responsible for dissatisfaction about internet facilities.

5. From the feedback received from the students during 2016-2017, it has been observed that there has been some degree of dissatisfaction among: 1) 13.75% students regarding overall help received from the institute's Administrative staff; and 2) 18.13% students about overall attitude of the institute's Administrative staff.
6. Based on the feedback received from students the Institute introduced a dress code (white shirt/kurta and black trouser/salwar) during field work days (while visiting their field work agencies for field work) from the academic 2015-2016.



Dr. John Menachery
Principal

DR. JOHN MENACHERY
PRINCIPAL
M.S.S. INSTITUTE OF SOCIAL WORK
BAJAJ NAGAR, NAGPUR-440010



MATRU SEWA SANGH
INSTITUTE OF SOCIAL WORK, BAJAJ NAGAR, NAGPUR
RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2017

RECEIPTS	AMOUNT	AMOUNT	PAYMENTS	AMOUNT	AMOUNT
To,			By,		
Opening Balances			Salaries to Staff		
Cash in hand	234.00		Teaching Staff	40,74,200.00	
Bank Balances	4,03,661.06	4,03,895.06	Non Teaching Staff	7,58,060.00	
(As per Annexure A attached)			Contributory lecturer	2,71,200.00	51,03,460.00
			Dearness Allowance		
Grant In Aid From IT Director of Higher Education Nagpur			Teaching Staff	59,42,897.00	
For Salary Grant	1,33,23,140.00		Non Teaching Staff	11,55,034.00	70,97,931.00
PT,GPF,DCPS	10,76,383.00		Grade Pay		
DA Arrears	6,61,937.00		Teaching Staff	7,96,500.00	
Contributory lecturer	2,71,200.00	1,53,32,660.00	Non Teaching Staff	1,88,400.00	9,84,900.00
			Other Allowances		
Other Miscellaneous Receipts			Teaching Staff		
Interest on FDR(Fellowship)	7,417.00		H.R.A.	9,74,140.00	
Interest on Savings Bank Account	38,708.00	46,125.00	C.L.A.	23,160.00	
			T.A.	1,95,600.00	
Fees and Fines			HRA 10%	16,800.00	
Admission Fee	2,430.00		Special Allowance	24,000.00	12,33,700.00
Tuition Fee	28,800.00		Non Teaching Staff		
Practical Work Fees	30,000.00		H.R.A.	1,89,292.00	
Library Fees	21,000.00		C.L.A.	23,040.00	
Identity and Library card Fees	5,690.00		T.A.	38,400.00	2,50,732.00
Prospectus and Registration	9,930.00		DA Arrears Teaching & Non-Teaching Staff		6,61,937.00
Magazine Fees	16,200.00		Rent Rates and Taxes		
Medical Exam Fees	9,040.00		Municipal Corporation Tax		34,159.00
Extra-curriculum activities	18,080.00		Expenses on College Library		
Physical Test	8,800.00		Newspapers and Magazines		6,334.00
Sports and Gymkhana	24,960.00	1,74,890.00	Miscellaneous and Contingencies Exp		
			Telephone	12,450.00	
Collection On Behalf of University			Electricity Charges	1,47,410.00	
Students Union	810.00		Postage	1,451.00	
University Annual Fee	13,125.00		Water Charges	5,251.00	
Enrollment Fees and Migration Fees	5,710.00		Stationery And Printing	38,397.00	
University Exam Fees	1,32,177.00		Bank Commission	14,014.00	
Students Aid Fund	10,080.00		Medical Examination Exp	2,250.00	
Student Welfare Fund	810.00		Audit Fee	17,250.00	
Student Medical Aid Fund	810.00		Uni. Affiliation Fees	5,000.00	
Sports Fees	4,050.00		Office Exp. Account	9,400.00	
Ashwamedh	4,860.00		Practical Work Exp(Field Work)	9,238.00	
Disaster Management Account	1,620.00		Contingency Exp.	15,617.00	
NU E-Sewa Fees	8,100.00		Binding Charges	3,420.00	2,81,148.00
Medical Test	810.00		Extra-curricular Activities		
Environmental Studies Fees	4,600.00	1,87,562.00	Sports and Gymkhana Exp	8,220.00	
			Extra-curricular Activities	34,610.00	42,830.00
Advances					
From Development Fund	14,100.00				
From MSW	2,64,804.00				
GFATM	34,159.00				
UGC	4,368.00	3,17,431.00			
TOTAL C/F		1,64,62,563.06	TOTAL C/F		1,56,97,131.00



TOTAL B/F		1,64,62,563.06	TOTAL B/F		1,56,97,131.00
Practical Exam/ Viva Voce(Advance from Nagpur University)		90,000.00	University Fees Collection From Students		
Other Heads			Student Welfare Fund	900.00	
DCPS	2,68,183.00		Student Aid Fund	900.00	
Provident Fund Collected	8,69,855.00		University Annual Fees	22,500.00	
GPF(B.J. INGALE)	14,97,626.00		Enrollment fees and Migration	6,830.00	
Professional Tax	40,200.00		Environment	7,880.00	
Income Tax	20,92,800.00		Student Union Fund	900.00	
L.I.C. Premium	1,23,487.00		Students medical aid fund	900.00	
GPF(Dr. Vaishali Bezalwar)	8,61,696.00	57,53,847.00	University Examination fees	1,77,221.00	
			Sports Fee	4,500.00	
G.O.I. Scholarships		9,62,809.00	Disaster Management	1,800.00	
Fee Reimbursement		49,760.00	Nagpur University E-Sewa Fee	9,000.00	
All India Survey		2,000.00	Medical Test	370.00	
Other fee		1,11,488.00	University Continuation and Affiliation	10,000.00	2,43,701.00
MSW (Scholarship Received)		3,44,580.00	TDS		597.00
			Advances:		
ITDS		597.00	Returned to MSW	2,07,035.00	
			Advance To Childline	75,000.00	
			Advance To UGC	26,776.00	3,08,811.00
			G.O.I. Scholarship		6,57,923.00
			Fee Reimbursement		49,760.00
			All India Survey Paid for the Year 15-16		2,000.00
			Practical Viva		50,281.00
			Other Heads		
			DCPS	2,68,183.00	
			Provident Fund deposited	8,69,855.00	
			Professional Tax	40,200.00	
			GPF Final Installment B.J.Ingale	14,97,626.00	
			Income Tax	20,92,800.00	
			L.I.C. Premium	1,23,487.00	
			GPF(Dr. Vaishali Bezalwar)	8,61,696.00	57,53,847.00
			Closing Balances		
			Cash in Hand	80.00	
			Bank Balances	10,13,512.06	10,13,592.06
			(As per Annexure A attached)		
TOTAL		2,37,77,643.06	TOTAL		2,37,77,643.06

Date: 31/07/2017
Nagpur



As per our report on even date
For Jodh Joshi and Co.
Chartered Accountants
FRN: 104317W

Makarand Joshi
CA Makarand Joshi
(Partner)
Mem No: 047196

MATRU SEWA SANGH
INSTITUTE OF SOCIAL WORK, MAJAL NAGAR, NAGPUR
INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2017

By,	EXPENDITURE		INCOME		AMOUNT	AMOUNT
	AMOUNT	AMOUNT	AMOUNT	AMOUNT		
Salaries to Staff (As per Annexure 'A')		1,53,32,660.00	Grant In Aid From IT Director of Higher Education Nagpur	1,33,23,140.00		
Rent Rates and Taxes		34,159.00	For Salary Grant	10,76,383.00		
Expenses on College Library			PT, CPE, D, CPE	6,61,937.00		
Newspapers and Magazines		6,334.00	DA Arrears	2,71,200.00		
Miscellaneous and Contingencies Exp			Contributory lecturer			1,53,32,660.00
Telephone	12,450.00		Other Miscellaneous Receipts			
Electricity Charges	1,47,410.00		Interest on FDR (Fellowship)	7,417.00		46,125.00
Postage	1,451.00		Interest on Savings Bank Account	38,708.00		1,11,488.00
Water Charges	5,251.00		Other fee			
Stationery And Printing	38,397.00		Fees and Fines	2,430.00		
Bank Commission	14,014.00		Admission Fee	28,800.00		
Medical Examination Exp	2,250.00		Tuition Fee	30,000.00		
Audit Fee	17,250.00		Practical Work Fees	21,000.00		
Depreciation	7,782.17		Library Fees	5,650.00		
Unl. Affiliation Fees	5,000.00		Identity and Library card Fees	9,930.00		
Office Exp. Account	9,400.00		Prospective and Registration	16,200.00		
Practical Work Exp(Field Work)	9,238.00		Magazine Fees	9,040.00		
Contingency Exp.	15,617.00		Medical Exam Fees	18,080.00		
Binding Charges	3,420.00	2,98,930.17	Extra-curriculum activities	8,800.00		
Extra-curricular Activities			Physical Test	24,960.00		1,74,890.00
Sports and Gymkhana Exp	8,220.00		Sports and Gymkhana			
Extra-curricular Activities	34,610.00	42,830.00	Fixed Deposits			6,27,500.00
Interest on FDR		7,22,076.84	Interest on FDR			1,34,327.00
Excess of Income over Expenditure			TOTAL		1,64,26,990.00	
TOTAL	1,64,26,990.00		TOTAL			1,64,26,990.00

Date: 31/07/2017
 Place: Nagpur



As per our report on even date
 For Jodh Joshi and Co.
 Chartered Accountants
 FRN No. 104317W
 CA Mohanand Joshi
 (Partner)
 Mem. No. 087196

MATRU SEWA SANGH
INSTITUTE OF SOCIAL WORK, BAJAJ NAGAR, NAGPUR
BALANCE SHEET AS ON 31st MARCH 2017

LIABILITIES		AMOUNT	AMOUNT	ASSETS		AMOUNT	AMOUNT
General Fund			48,16,651.73	Fixed Assets (As per Annexure 'B')			9,08,361.64
Opening balance			1,46,198.00	Deposits (Balance as per last year balance sheet)		81,305.19	
Advance Fee				Nagpur University		20,580.00	
Advances:				MSEB		2,637.00	
Advances from MSW	6,09,384.00			Telephone		15,045.00	
Add: Received during the year	(2,07,035.00)			Water Meter			1,19,567.19
Less: Paid during the year		4,02,349.00					
				Fees Recoverable (Balance as per last year balance sheet)	2,12,376.00		
Advances from CP/ATM		34,199.00		Add: Paid to university	2,43,701.00		
Advance from Development Fund		14,100.00		Less: Reimbursed from students	(1,87,562.00)		2,68,515.00
CCO Scholarship Payable		3,04,885.00		Advances:			
Advance from Nagpur University for Practical Exam				Advance To Childline			75,000.00
(Balance as per last year Balance sheet)	35,000.00			Advance to EEC			
Add: Received during the year	90,000.00			(Balance as per last year Balance sheet)	4,368.00		
Less: Paid during the year	(50,281.00)		74,719.00	Add: Given during the year	26,776.00		26,776.00
				Less: Received during the year	(4,368.00)		
				Closing Balances			
				Cash In Hand	80.00		
				Bank Balances	10,13,512.06		17,75,419.06
				Fixed Deposits	7,61,827.00		
				Income & Expenditure			
				Opening Balance	33,41,459.68		26,19,382.88
				Less: Surplus During the year	(7,22,076.84)		
TOTAL			57,93,021.73	TOTAL			57,93,021.73

Date: 31/07/2017
 Place: Nagpur



As per our report on even date
 For Jodh Joshi and Co.
 Chartered Accountants
 FRC No: 104317W
 CA Maheshwari Joshi
 (Partner)
 Mem No: 047196

ANNEXURE 'C' OF CASH & BANK BALANCE

Particulars	Opening Balance 01/04/2016	Closing Balance 31/03/2017
BOM Non-Salary A/C No.20003710076	47,344.86	91,048.86
BOM Salary A/C No.60012762094	6,358.20	4,926.20
BOM Fellowship A/C No. 20003717550	15,281.00	23,281.00
SBI A/C No. 1892	-	15,000.00
BOM GOI Scholarship A/C No.60044851578	3,34,677.00	8,79,256.00
TOTAL	4,03,661.06	10,13,512.06



**Salary To Staff
Annexure "A"**

S.No.	Particulars	Amount	Amount
1	Salaries to Staff		
	Teaching Staff	40,74,200.00	
	Non Teaching Staff	7,58,060.00	48,32,260.00
2	Dearness Allowance		
	Teaching Staff	59,42,897.00	
	Non Teaching Staff	11,55,034.00	70,97,931.00
3	Grade Pay		
	Teaching Staff	7,96,500.00	
	Non Teaching Staff	1,88,400.00	9,84,900.00
4	Other Allowances		
	Teaching Staff		
	H.R.A.	9,74,140.00	
	C.L.A.	23,160.00	
	T.A.	1,95,600.00	
	HRA 10%	16,800.00	
	Special Allowance	24,000.00	12,33,700.00
	Non Teaching Staff		
	H.R.A.	1,89,292.00	
	C.L.A.	23,040.00	
	T.A.	38,400.00	2,50,732.00
5	DA Arrears Teaching & Non-Teaching Staff		6,61,937.00
6	Contributory lecturer		2,71,200.00
	TOTAL		1,53,32,660.00



FIXED ASSETS
Annexure 'B'

S.No	Particulars	Rate	WDV as on 01-04-2016	Additions during the year	Transfer/Written off during the year	Total	Depreciation For the year	Balance as on 31-03-2017
1	Land		33,162.35	-	-	33,162.35	-	33,162.35
2	Working Women Hostel Building	15%	8,31,100.35	-	-	8,31,100.35	-	8,31,100.35
4	Library Books	15%	47,908.47	-	-	47,908.47	7,186.27	40,722.20
6	Vehicle	15%	3,972.63	-	-	3,972.63	595.89	3,376.74
	TOTAL		9,16,143.80			9,16,143.80	7,782.17	9,08,361.64



MATRU SEWA SANGH, BAJAJ NAGPUR
MSS ISW POST GRADUATE COURSE
INCOME & EXPENDITURE A/C FOR THE YEAR ENDING 31st MARCH 2017

EXPENDITURE	AMOUNT	AMOUNT	INCOME	AMOUNT	AMOUNT
Honorarium To:			Other Income		
Administrative staff	97,400.00		Interest on saving bank		9,506.00
Co-ordinator	1,96,311.00				
Contributory lecturer	70,400.00	3,64,111.00	Fees Account		
Contingencies			Prospectus & Registration	22,200.00	
Printing	45,089.00		Tuition & Practicum	7,74,354.00	
Stationery Expenses	4,800.00		Examination Fee	2,15,427.00	
Telephone	17,566.00		Ex-Student Fee	81,521.00	10,93,502.00
Postage Expenses	1,953.00		Contribution:		
Computer Expenses	6,150.00		Share of NMC from WWH bajaj nagar		17,079.00
Bank Commission & charges	1,446.45				
Website	12,000.00				
Audit Fee	17,250.00				
Contingencies Expenses	37,029.00				
Dissertation Fee	7,700.00				
Annual Social Gathering	1,960.00				
Office Expenses	4,039.00				
Selection committee	5,000.00				
Electrical Repairs	15,636.00				
Depreciation	66,369.52	2,43,987.97			
University Fees					
Medical Aid fund	580.00				
Student fund	580.00				
Enrollment	12,710.00				
Migration Fee	3,200.00				
University Annual Fee	14,500.00				
Student welfare fund	580.00				
Disaster Management Cell fee	1,160.00				
Student union fee	580.00				
University E-Sewa Fee	5,800.00				
University Exam & Convocation fee	2,15,427.00				
Ashwamedh	2,784.00				
Games & Sports	5,400.00				
Nagpur University Ex Student fees	81,521.00	3,44,822.00			
Excess of Income over expenditure		1,67,166.03			
TOTAL		11,20,087.00	TOTAL		11,20,087.00

As per our report of even date

For Jodh Joshi and Co.

Chartered Accountants

FRNo: 104317W

Date: 08/09/2017

Place: Nagpur



CA Makarand Joshi

(Partner)

Mem No: 047196

MATRU SEWA SANGH, BAJAJ NAGPUR
MSS ISW POST GRADUATE COURSE
RECEIPT AND PAYMENT FOR THE YEAR ENDING 31st MARCH 2017

RECEIPT	AMOUNT	AMOUNT	PAYMENT	AMOUNT	AMOUNT
To,			By		
Opening Balance			Honorarium:		
Cash in hand	89.00		Administrative staff	97,400.00	
Bank of Maharashtra A/c 105	2,12,553.65		Co-ordinator	1,96,311.00	
Bank of Maharashtra A/c 970	17,989.45	2,30,632.10	Contributory lecturer	70,400.00	3,64,111.00
Other Income			Contingencies		
Interest on saving bank		9,506.00	Printing	45,089.00	
Fees Account			Binding Expenses	4,800.00	
Prospectus & Registration	22,200.00		Telephone	17,566.00	
Tuition & Practicum	7,74,354.00		Postage Expenses	1,953.00	
Examination Fee	2,15,427.00		Computer Expenses	6,150.00	
Ex-Student Fee	81,521.00	10,93,502.00	Bank Commission & charges	1,446.45	
Contribution			Website	12,000.00	
Share of NMC from WWH bajaj nagar		17,079.00	Audit Fee	17,250.00	
Scholarship		17,280.00	Contingencies Expenses	37,029.00	
TDS		945.00	Dissertation Fee	7,700.00	
Advance Account			Annual Social Gathering	1,960.00	
UGC	50,000.00		Office Expenses	4,039.00	
GFATM Dev fund	24,979.00		Selection committee	5,000.00	
Development Fund	4,928.00		Electrical Repairs	15,636.00	1,77,618.45
MSSISW	2,07,035.00		Scholarship		17,280.00
FCC	52,500.00		TDS		945.00
NSS	15,000.00	3,54,442.00	ADVANCE ACCOUNT		
Scholarship (MSSISW)		4,56,080.00	FCC	55,000.00	
			MSSISW	6,09,384.00	
			Childline	3,04,869.00	
			GFATM Dev fund	25,500.00	
			NSS	33,400.00	
			Development Fund	21,550.00	
			UGC	1,80,030.00	12,29,733.00
TOTAL C/F		21,79,466.10	TOTAL C/F		17,89,687.45

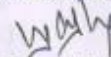


TOTAL B/F			TOTAL B/F		
			<u>University Fees</u>		
			Medical Aid fund	580.00	
			Student fund	580.00	
			Enrollment	12,710.00	
			Migration Fee	3,200.00	
			University Annual Fee	14,500.00	
			Student welfare fund	580.00	
			Disaster Management Cell fee	1,160.00	
			Student union fee	580.00	
			University E-Sewa Fee	5,800.00	
			University Exam & Convocation fee	2,15,427.00	
			Ashwamedh	2,784.00	
			Games & Sports	5,400.00	
			Nagpur University Ex Student fees	81,521.00	3,44,822.00
			<u>Closing Balance</u>		
			Cash in hand	341.00	
			Bank of Maharashtra A/c 105	44,615.65	44,956.65
TOTAL		21,79,466.10	TOTAL		21,79,466.10

As per our report of even date

For Jodh Joshi and Co.
Chartered Accountants

FRNo: 104317W



CA Makarand Joshi
(Partner)

Mem No: 047196

Date: 08/09/2017

Place: Nagpur



MATRU SEWA SANGH, BAJAJ NAGPUR
MSS ISW POST GRADUATE COURSE
BALANCE SHEET AS ON 31st MARCH 2017

LIABILITIES	AMOUNT	AMOUNT	ASSETS	AMOUNT	AMOUNT
General Fund		6,55,938.03	Fixed Assets		5,90,762.75
Loans and Advances			(As per Annexure I)		
(i) UGC XIIIth Plan NET/SET			Loans and Advances		18,86,124.00
Opening Balance	1,77,629.00		(As per Annexure II)		
Add: Received during the year	50,000.00	47,599.00	Closing Balance		
Less: Paid during the year	-1,80,030.00		Cash in hand	341.00	
			Bank of Maharashtra A/c 105	44,615.65	44,956.65
(ii) GFTAM Development fund		4,28,767.00			
Opening Balance	4,29,288.00				
Add: Received during the year	24,979.00				
Less: Paid during the year	-25,500.00				
Scholarship		4,56,080.00			
Income & Expenditure A/c		9,33,459.37			
Opening Balance	7,66,293.34				
Add: Surplus during the year	1,67,166.03				
TOTAL		25,21,843.40	TOTAL		25,21,843.40

Date: 08/09/2017
Place: Nagpur



As per our report of even date
For Joshi Joshi and Co.
Chartered Accountants
FRNo: 104117W
W J Joshi
CA Mankarand Joshi
(Partner)
Mem No: 047196

SCHEDULE OF FIXED ASSET AS ON 31.03.2017
(Annexure I)

Particulars	Rate	Opening Balance as on 01-04-2016	Addition during the year	Sale during the year	Total	Depreciation for the year	Closing Balance as on 31-03-2017
Library Books	15%	13,125.85	-	-	13,125.85	1,968.88	11,156.97
Furniture & Equipments	10%	99,419.59	-	-	99,419.59	9,941.96	89,477.63
Furniture & Equipments	10%	1,78,980.17	-	-	1,78,980.17	17,898.02	1,61,082.15
Building Renovation	10%	3,65,606.66	-	-	3,65,606.66	36,560.67	3,29,045.99
		6,57,132.27	-	-	6,57,132.27	66,369.52	5,90,762.75

Schedule Of Loans and Advances
(Annexure II)

Development Fund	Amount
Opening Balance	2,570.00
Add: Paid during the year	21,550.00
Less: Received the year	-4,928.00
Closing Balance	19,192.00

Minor Research project	Amount
Opening Balance	35,643.00
Closing Balance	35,643.00

NSS Regular(programme)	Amount
Opening Balance	72,424.00
Less: Received During The Year	-15,000.00
Add: Paid During The Year	33,400.00
Closing Balance	90,824.00

NSS(Special programme)	Amount
Opening Balance	43,125.00
(As per last Balance Sheet)	43,125.00

Family Counselling Center	Amount
Opening Balance	1,91,425.00
Less: Received During The Year	-52,500.00
Add: Paid During The Year	55,000.00
Closing Balance	1,93,925.00

Childline Project	Amount
Opening Balance	2,87,274.00
Add: Paid During The Year	3,04,869.00
Closing Balance	5,92,143.00

UGC XI Plan	Amount
Opening Balance	1,20,705.00
Closing Balance	1,20,705.00

Hostel Building Fund	Amount
Opening Balance	49,339.00
Closing Balance	49,339.00

MSSISW College	Amount
Opening Balance	3,38,879.00
Less: Received During The Year	-2,07,035.00
Add: Paid During The Year	6,09,384.00
Closing Balance	7,41,228.00

Grand total of Loans & Advances	18,86,124.00
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