

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
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IQAC e-mail address:	keshavwalke@yahoo.co.in
1.3 NAAC Track ID (For ex. MHCOGN 18879)	MHCOGN10429
1.4 NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)	EC(SC)/01/R&R/98 dated 5 th May 2014
1.5 Website address:	www.mssiswngp.org
Web-link of the AQAR:	www.mssiswngp.org/AQAR2017-18.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 Institutional Score	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)

2017-18

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 Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

SOCIAL WORK (SOCIAL SCIENCES)

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

RASHTRASANT TUKADOJI MAHARAJ
NAGPUR UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

00

02

2.8 No. of other External Experts

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

No.

01

Faculty

01

Non-Teaching Staff Students

01

Alumni

01

Others

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

17

International

03

National

01

State

01

Institution Level

12

(ii) Themes

“International Seminar on Community Development”, International Conference on Role of Social Sciences, Sciences, Management and Technology in Achieving Sustainable Development Global” “Cow Vigilantisms in Indian Democracy”, “Advance Freedom with Data”, “International Yoga Day”, “7th International Social Work Training”, “Human Trafficking”, “Life Skill Development and Career Counselling”, “Van Mahotsav Saptah”, “Awareness on Addiction” “I-Clean Nagpur Campaign” “6 Workshops on Research Methodology”

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 13th AQAR (July 2017 to June 2018) 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 *

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.

*Certificate Course in Counselling

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others
-------	------------------	----------------------	------------	--------

2.1 Total No. of permanent faculty

07	03	03	01	00
----	----	----	----	----

2.2 No. of permanent faculty with Ph.D.

07

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
3	15	3	00	01	00	00	00	07	15

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	15	12	00
Presented papers	09	07	00
Resource Persons	05	12	03

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

225

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

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

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

04

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
CSW-II	01		100.0%	--		----
BSW-III	39		38.46%	46.15%		----

MSW-II	49		53.06%	40.81%		----
MPhil	14		7.14%			
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)	00

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	07	01	00	01
Technical Staff	00	00	00	00

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	01	00	00	01
Outlay in Rs. Lakhs	1215000.00	00	00	1215000.00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	00	02	02
Outlay in Rs. Lakhs	330000.00	0.00	330000.00	330000.00

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	1 year	CIF	12,15,000.00	7,93,000.00
Minor Projects	1 Year 1 Year	Tata Trust Aziz Premji	120000.00 210000.00	330000.00
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			1545000.00	11,23,000.00

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	12
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

07

14

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 150 State level 08

National level 04 International level 00

3.22 No. of students participated in NCC events:

University level 01 State level 00

National level 00 International level 00

3.23 No. of Awards won in NSS:

University level 00 State level 00

National level 00 International level 00

3.24 No. of Awards won in NCC:

University level 00 State level 00

National level 00 International level 00

3.25 No. of Extension activities organized

University forum 00 College forum 12

NCC 00 NSS 10 Any other 00

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	17140	1161678	17	5272	17157	1166950
Reference Books	1747		--	--	1747	
e-Books	--	--	--	--	--	--
Journals	21	32590	06	8680	27	41270
e-Journals	--	5900	--	--	--	5900
Digital Database	--	--	--	--	--	--
CD & Video	53	20080	00	00	53	20080
Others (specify)	--	--	--	--	--	--

BV- Bound Volume; *Rs. 5900 is a cost of e-Books & e-Journals

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	31	----	07	----	----	07	15	02
Added	00	---	00	----	----	00	00	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	0.81
ii) Campus Infrastructure and facilities	10.19
iii) Equipments	00.00
iv) Others	18.46
Total :	29.46

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
149	125	14	50

(b) No. of students outside the state

22

(c) No. of international students

00

No	%
155	45.85

No	%
183	54.15

Men

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
23	74	69	118	06	281	19	78	62	84	06	338

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

160

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
14	210	23	35

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	160	299014.00
Financial support from other sources	11	6000.00*
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

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

Nil

6.5 Total corpus fund generated

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.

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

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

Criterion – VII

7. Innovations and Best Practices

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

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

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

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

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

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

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

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

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

Name **Dr. Keshav Walke**

Name **Dr. John Menachery**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

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



MATRU SEWA SANGH INSTITUTE OF SOCIAL WORK

Bajaj Nagar, Nagpur 440010

WORK DISTRIBUTION OTHER THAN THEORY CLASSES : 2017-2018

The Institute has constituted the following Boards
for the Academic Session 2017-2018

10.6.2017

No.	Assignment	Name of Staff	Signature
1.	Board of Admissions (Chairperson - Principal) Convener - Dr Keshav Walke <i>(Shall review admission related activities and suggest changes in policies and procedures, if any)</i>	CSW-I ✓	Dr Jyoti Motghare Jmot
		CSW-II	Dr Jyoti Niswade ✓
		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
2.	Class Directors <i>(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.)</i>	CSW-I ✓	Dr Jyoti Motghare Jmot
		CSW-II	Dr Jyoti Niswade ✓
		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
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) :	kg
		Dr Keshav Walke	KW
		Dr Nandita Mane ✗	NMane
		Ms Rashmi Babhulkar	RMB
		Ms Payal Chamatkar	PC
		Ms Saroj Kolhe	SKolhe

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)	28/6/17 NMS Siffy RML JBI
	Dr Nandita Mane (Program Officer 2)	
	Dr Jyoti Niswade ✓	
	Ms Rashmi Babhulkar	
	Ms Payal Chamatkar	
	Student Member (MSW1):	
Student Member (BSW2):		
5. Board of Examinations <i>(Shall be responsible for conducting internal examinations)</i>	Dr Jyoti Motghare (Convener)	Jmot Siffy RML JBI
	Dr Jyoti Niswade ✓	
	Ms Rashmi Babhulkar	
	Ms Payal Chamatkar	
6. Board of Publications <i>(Shall be responsible for publication of Prospectus, Magazines, Brochures, Annual Report, IJSWASS and any other Publication of the Institute)</i>	Dr Nandita Mane (Convener) ✓	NMS RML Siffy RML JBI
	Dr Ajit Kumar (Invitee)	
	Dr Keshav Walke	
	Mr Baba Ingale	
	Mr Sandeep Kothar	
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)	RML Siffy RML JBI Siffy RML JBI
	Dr Naveenchandran K. Bhat	
	Dr Jyoti Niswade	
	Ms Rashmi Babhulkar	
	Ms Payal Chamatkar	
	Ms Archana Pali-Basu	
	Mr Baba Ingale	
Mr Sandeep Kothar		
8. Board of Library <i>(Shall be responsible for ensuring smooth functioning of the Library and review of new books & journals)</i>	Dr Prince Ajaykumar Agashe (Librarian & Convener)	kg Siffy RML NMS Ingale
	Dr Keshav Walke	
	Ms Saroj Kolhe	
	Dr Nandita Mane	
	Mr Baba Ingale	
9. Board of Career Counselling & Placement <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Jyoti Niswade (Convener)	Siffy kg RML Siffy RML JBI
	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)	RML Siffy RML Ingale
	Dr Lata Deshmukh (LMC Nominee)	
	Dr Keshav Walke	
	Mr Baba Ingale	

11.	Board of Website Management	Dr Prince Ajaykumar Agashe (Convener)	Dr Prince
		Dr Keshav Walke	Dr Keshav
		Mr Baba Ingale	Mr Baba
		Mr Sandeep Kothar	Mr Sandeep
12.	Board of Games, Sports, Cultural Activities, Celebrations & Students' Representative Council	Dr Naveenchandran K. (Convener)	Dr Naveen 28/6/17
		Dr Prince Ajaykumar Agashe	Dr Prince
		Dr Jyoti Niswade	Dr Jyoti
		Ms Payal Chamatkar	Ms Payal
		Ms Archana Pali-Basu	Ms Archana
		Mr Baba Ingale	Mr Baba
		Ms Deepali Mude	Ms Deepali
	Student Members:		
13.	Board of Scholarships, Fellowships, Prizes & Awards	Dr Keshav Walke (Convener & Students' Welfare Officer)	Dr Keshav
		Dr Jyoti Niswade	Dr Jyoti
		Ms Rashmi Babhulkar	Ms Rashmi
		Mr Baba Ingale	Mr Baba
		Ms Aparna Deshpande	Ms Aparna
		Student Members:	
14.	Board of Students' Attendance	Dr Jyoti Niswade (Convener)	Dr Jyoti
		Dr Jyoti Motghare	Dr Jyoti
		Dr Naveenchandran K. Bhat	Dr Naveen 28/6/17
		Ms Rashmi Babhulkar	Ms Rashmi
		Ms Payal Chamatkar	Ms Payal
		Mr Amen Xavier	Mr Amen
15.	Board of Entrepreneurship & Skill Development (Skill-Lab Activities) <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Jyoti Niswade (Convener)	Dr Jyoti
		Dr Jyoti Motghare	Dr Jyoti
		Ms Rashmi Babhulkar	Ms Rashmi
		Ms Payal Chamatkar	Ms Payal
		Mr Amen Xavier	Mr Amen
		Student Member:	
16.	Board of Anti-Ragging Cell <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Naveenchandran K. Bhat (Convener)	Dr Naveen 28/6/17
		Dr Keshav Walke	Dr Keshav
		Ms Rashmi Babhulkar	Ms Rashmi
		Ms Saroj Kolhe	Ms Saroj
		Student Member:	
17.	Board of Students' Redressal Cell <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Naveenchandran K. Bhat (Convener)	Dr Naveen 28/6/17
		Dr Jyoti Motghare	Dr Jyoti
		Dr Jyoti Niswade	Dr Jyoti
		Ms Rashmi Babhulkar	Ms Rashmi
		Student Member:	

18.	Board of Campus Beautification	Ms Rashmi Babhulkar (Convener)	RHh
		Mr Baba Ingale	Bngale
		Mr Amen Xavier	Axavier
		Ms Aparna Deshpande	AD
19.	Board of P.G. Research & Seminars (Responsible for smooth conduct of PG level research, and preparation of proposals for seminars and research work)	Dr Keshav Walke (Convener)	KWalke
		Dr Jyoti Niswade	JNiswade
		Mr Amen Xavier	Axavier
		Ms Payal Chamatkar	PChamatkar
		Ms Saroj Kolhe	SKolhe
20.	Board of Supportive Services	Mr Baba Ingale (Convener)	Bngale
		Ms Rashmi Babhulkar	RHh
		Ms Deepali Mude	DMude
		Mr Sandeep Kothar	SKothar
21.	Board of Field Practicum (Field work placement; liaisoning with agencies; planning and conduct of educational tours; field work stationery etc.)	Dr Keshav Walke (Convener)	KWalke
		Dr Naveenchandran K. Bhat	NKBhat
		Ms Saroj Kolhe	SKolhe
		Ms Rashmi Babhulkar	RHh
		Mr Amen Xavier	Axavier
22.	Board of Research Resources & Innovations (Responsible for preparation of proposals for research work and short term courses)	Dr Keshav Walke (Convener)	KWalke
		Dr Prince Ajaykumar Agashe	PAgashe
		Mr Amen Xavier	Axavier
		Mr Baba Ingale	Bngale
		Mr Sandeep Kothar	SKothar
23.	Board of Alumni Association (Constituted as per directives of the RTM Nagpur University)	Dr Keshav Walke (Advisor)	KWalke
		Dr Jyoti Niswade	JNiswade
		Dr Prince Ajaykumar Agashe	PAgashe
		Ms Rashmi Babhulkar	RHh
		Ms Saroj Kolhe	SKolhe
		Mr Baba Ingale	Bngale
		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)	JNiswade
		Dr Jyoti Motghare	JMotghare
		Dr Nandita Mane	NMane
		Dr Prince Ajaykumar Agashe	PAgashe
		Student Members:	

25.	Board of Work-Load Assessment	Dr Keshav Walke (Convener)	<i>kg</i>
		Dr Naveenchandran K. Bhat	<i>Rashmi Babhulkar</i>
		Ms Rashmi Babhulkar	<i>Rashmi</i>
		Mr Baba Ingale	<i>Baba Ingale</i>
		Ms Aparna Deshpande	<i>Aparna</i>
26.	Board of Students' Information & Guidance Centre (Public Relations & Information) <i>(Constituted as per directives of the Director, Higher Education, M. S. and directives of the RTM Nagpur University)</i>	Dr Prince Ajaykumar Agashe (Information Officer)	<i>kg</i>
		Mr Baba Ingale (Asst. Information Officer)	<i>Baba Ingale</i>
		Dr John Menachery (Appellate Officer)	<i>kg</i>
		Dr Keshav Walke	<i>kg</i>
		Ms Rashmi Babhulkar	<i>Rashmi</i>
27.	Women's Grievance Cell / Internal Complaints Committee & Special Cell to Deal With Issues of Gender Based Violence <i>(Constituted as per directives of the RTM Nagpur University & Maharashtra Women's Commission)</i>	Dr John Menachery (Principal)	
		Dr Jyoti Motghare (Convener/Presiding Officer)	<i>Jyoti</i>
		Dr Jyoti Niswade (Faculty Member - 1)	<i>Jyoti</i>
		Dr Nandita Mane (Faculty Member - 2)	<i>Nandita</i>
		Ms Aparna Deshpande (Non-Teaching Employee - 1)	<i>Aparna</i>
		Ms Deepali Mude (Non-Teaching Employee - 2)	<i>Deepali</i>
		Dr Vasanti Deshpande (External Member - 1)	
		(MSW-II) Student Member - 1	
		(MSW-I) Student Member - 2	
(BSW-III) Student Member - 3			
28.	Board for Computer Literacy	Dr Prince Ajay Agashe (Convener)	<i>kg</i>
		Ms Payal Chamatkar	<i>kg</i>
		Mr Amen Xavier	<i>Amen</i>
		Mr Sandeep Kothar	<i>Sandeep</i>
		Student Members:	
29.	Board of Legal Literacy Club & Human Rights Cell	Dr Jyoti Niswade (Convener)	<i>Jyoti</i>
		Dr Nandita Mane	<i>Nandita</i>
		Ms Rashmi Babhulkar	<i>Rashmi</i>
		Dr Prince Ajaykumar Agashe	<i>kg</i>
		Ms Saroj Kolhe	<i>Saroj</i>
30.	Board of Equal Opportunity Cell for Backward & Minorities Students <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Jyoti Niswade (Convener)	<i>Jyoti</i>
		Dr Jyoti Motghare	<i>Jyoti</i>
		Ms Payal Chamatkar	<i>kg</i>
		Ms Rashmi Babhulkar	<i>Rashmi</i>
		Mr Amen Xavier	<i>Amen</i>
		Mr Baba Ingale	<i>Baba Ingale</i>
31.	Board for Protection of Girls at College Campus & Hostel <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Jyoti Niswade (Convener)	<i>Jyoti</i>
		Dr Jyoti Motghare	<i>Jyoti</i>
		Dr Prince Ajaykumar Agashe	<i>kg</i>
		Ms Saroj Kolhe	<i>Saroj</i>
		Ms Rashmi Babhulkar	<i>Rashmi</i>

32.	Board of Campus & Hostel Disciplinary Action <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Nandita Mane (Convener)	N Mane
		Ms Rashmi Babhulkar	R Babhulkar
		Dr Jyoti Niswade	Jyoti Niswade
		Dr Prince Ajaykumar Agashe	Dr Prince
		Student Members:	

33.	Board of Coaching & Guidance for Competitive Examinations <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Keshav Walke (Convener)	K Walke
		Dr Jyoti Niswade	Jyoti Niswade
		Dr Prince Ajaykumar Agashe	Dr Prince
		Mr Amen Xavier	Amen Xavier

34.	Board of Parents- Teachers Meet <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Naveenchandran K. Bhat (Convener)	N Bhat
		Dr Nandita Mane	N Mane
		Dr Keshav Walke	K Walke
		Dr Prince Ajaykumar Agashe	Dr Prince
		Ms Rashmi Babhulkar	R Babhulkar
		Ms Saroj Kolhe	S Kolhe
























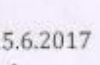

35	Planning Board (for UGC XII Plan General Development Assistance)	Dr John Menachery (Chairperson)	J Menachery
		Dr Keshav Walke (IQAC Coordinator & Convener)	K Walke
		Dr Prince A. Agashe (Librarian)	Dr Prince
		Ms Rashmi Babhulkar	R Babhulkar
		Mr Baba Ingale	B Ingale


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

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

38	Committee for Prevention of Caste Based Discrimination in Higher Educational Institutions <i>(Constituted as per directives of the UGC and RTM Nagpur University)</i>	Dr John Menachery (Principal)	J Menachery
		Dr Keshav Walke (Convener)	K Walke
		Dr Jyoti Niswade (Teaching Staff)	Jyoti Niswade
		Ms Rashmi Babhulkar (Teaching Staff)	R Babhulkar
		Ms Saroj Kolhe (Teaching Staff)	S Kolhe
		Mr Sandeep Kothar (Non-Teaching Staff)	S Kothar
		(MSW-I) Student Member - 1	
		(BSW-III) Student Member -2	

Boards of Field Action Projects

39	a. Family Counselling Centre	Dr John Menachery (Director)	   
		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 John Menachery (Director)	     
		Dr Naveenchandran K. Bhat (Convener)	
		Dr Jyoti Niswade	
		Ms Saroj Kolhe	
		Ms Payal Chamatkar	
		Mr Amen Xavier	
42	e. Community Action for Environment (CAFÉ)	Dr John Menachery (Director)	     
		Dr Nandita Mane (Convener)	
		Dr Jyoti Niswade	
		Dr Keshav Walke	
		Ms Rashmi Babbhulkar	
		Mr Amen Xavier	
43	f. LIFELINE - Centre for Promoting Organ Donation	Dr John Menachery (Director)	     
		Dr Keshav Walke (Convener)	
		Dr Prince Agashe	
		Ms Rashmi Babbhulkar	
		Mr Amen Xavier	
		Mr Sandeep Kothar	


 Dr John Menachery
 Principal



15.6.2017



MATRU SEWA SANGH INSTITUTE OF SOCIAL WORK NAGPUR

Report of the Students' Feedback Regarding Faculty Members 2017-2018

Every year Institute takes feedback from the students on various aspects and components of teaching and administration. During reporting year 2017-18 also Institute collected the feedback and reported the feedback to the Principal after proper analysis of the responses. Present report is based on the responses from the students.

A. Theory Classes:

More than 65-70 percent of the students irrespective of Class were totally satisfied regarding regular conduct of the theory classes whereas more than 30.0 percent students were partly satisfied. Very few around 4.0 percent were 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 3 in every ten were partly satisfied.

Seven in every ten students were totally satisfied with the punctuality of teachers in theory classes whereas nearly 3 in every ten were partly satisfied.

B. Field Work and Research:

Nearly 85-90 percent of the students were totally satisfied with the guidance they received from the field work supervisor. One in every 10 students was not fully satisfied regarding guidance from the supervisor but was partly satisfied.

Eighty percent of the students were totally satisfied regarding regularity of their field work supervisor in conducting field work conferences. But in 1 in every 25 was not satisfied with the regularity of the supervisor in conducting conferences.

More than three-fourth of the students were cent percent satisfied with the overall attitude of the field wok supervisors. Hardly 1 or two students from BSWI and BSW II were not satisfied with the overall attitude.

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

C. Library :

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

All the students were satisfied with the quality of reference material available in the Institute's Library.

Two in every ten students were not satisfied with internet facilities available in Institute's Library whereas other students were satisfied with the internet facility.

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

D. Administrative Staff:

Only three students from BSWII were not satisfied with the overall help he had received from the administrative staff of the Institute. Nearly 80.0 percent students were fully satisfied with the overall help received from the administrative staff of the Institute.

More than 8 in every ten students were fully satisfied with the overall attitude of the administrative staff of the Institute.

Suggestions:

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

Students from BSW-III suggested to have separate computer room for completion of the group research project work. They also suggested to provide extra time for the book issue for the library. Some students suggested to increase funds for the annual social gathering and sports activities. There were no new suggestions and same kind o suggestions hav ben repeated by the students in their feedback.

Students' Feedback about Teachers

Dr. Jyoti Motghare:

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

Among 45 students from BSWIII 3 were satisfied with performance in theory and four were dissatisfied. Ten students were satisfied with performance in field work supervision and 1 was dissatisfied. Regarding performance in research supervision 6 students were satisfied while 2 were dissatisfied.

Dr. Naveenchandran:

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

Among 44 BSW II students 11 were satisfied with the performance in theory whereas 6 were dissatisfied.

Among 45 BSWIII students 35 were satisfied with theory performance. 14 were satisfied with performance in field work supervision. With regards to the research supervision 7 students were satisfied.

Dr. Keshav Walke:

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

Among 45 students from BSW I 40 were satisfied and 4 were dissatisfied with the performance in theory.

Among 44 BSW II students 40 were satisfied and 3 were dissatisfied with the performance in theory. Out of 19 students placed for field work supervision 16 students were satisfied.

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

Dr. Jyoti Niswade:

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

Among 45 students from BSW I 23 were satisfied and 13 were dissatisfied with the performance in theory. 5 students were satisfied with performance in field work supervision whereas 1 student was dissatisfied.

Among 44 BSW II students 10 were satisfied and 8 were dissatisfied with the performance in theory.

Out of 14 students placed for field work supervision 11 students were satisfied.

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

Dr. Nandita Mane:

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

36 students from BSW-I, 10 students from BSW-II and 3 students from BSW-III were satisfied with performance in theory.

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

Contributory Teachers:

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

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

Likings & Dislikings about the Institute.

Main likings about the Institute mentioned by the students were Library, Teaching, seminars/workshops conducted by the Institute, overall behavior of the staff and faculty, help & support received, infrastructure, Rural Camp, nature of field work organized, educational environment etc

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

Submitted by: Dr. Keshav Walke, IQAC Coordinator

Annexure-

Tabulation of Feedback Analysis

Satisfaction regarding regular conduct of theory classes (in General)

Class	Satisfaction regarding regular conduct of theory classes (in General)	Total
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	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
BSW I	0	7	38	45
BSW II	3	17	24	44
BSW III	1	11	23	35
Total	4	35	85	124

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	
BSW I	0	9	36	45
BSW II	0	18	26	44
BSW III	1	6	28	35
Total	1	33	90	124

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	
BSW I	1	2	10	32	45
BSW II	1	1	18	24	44
BSW III		0	5	30	35
Total	2	3	33	86	124

Satisfaction regarding guidance received from your field work supervisor

Class	Satisfaction regarding guidance received from your field work supervisor			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
BSW I	0	5	40	45
BSW II	1	9	34	44
BSW III	0	2	33	35
Total	1	16	107	124

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	
BSW I	0	0	6	39	45
BSW II	1	2	12	29	44

BSW III	0	0	5	30	35
Total	1	2	23	98	124

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
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
CSW I	0	11	34	45
CSW II	4	17	23	44
BSW I	0	7	28	35
BSW II	4	35	85	124
BSW III	2	12	22	36
Total	7 (5.0)	42 (28.0)	100 (67.0)	150

Satisfaction regarding overall attitude of your field work supervisor

Class	Satisfaction regarding overall attitude of your field work supervisor				Total
	No Response	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
BSW I	0	0	11	34	45
BSW II	2	1	13	28	44
BSW III	0	0	8	27	35
Total	2	1	32	89	124

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	
BSW I	8	0	13	24	45
BSW II	4	1	10	29	44
BSW III	0	0	4	31	35
Total	12	1	27	84	124

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

Class	Satisfaction regarding overall help received from the institute's library staff		Total
	Somewhat Satisfied	Totally Satisfied	
BSW I	1	44	45
BSW II	10	34	44
BSW III	3	32	35
Total	14	110	124

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

Class	Satisfaction regarding quality of reference material available in institute's library.		Total
	Somewhat Satisfied	Totally Satisfied	
BSW I	8	37	45
BSW II	14	30	44
BSW III	7	28	35
Total	29	95	124

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

Class	Satisfaction regarding internet facilities available in the institute's library.			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
BSW I	5	15	25	45
BSW II	14	12	17	44
BSW III	6	5	22	35
Total	25	32	64	124

Satisfaction regarding overall attitude of library staff.

Class	Satisfaction regarding overall attitude of library staff.			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
BSW I	0	5	40	45
BSW II	0	9	35	44
BSW III	1	3	31	35
Total	1	17	106	124

Satisfaction regarding overall help received from the institutes Administrative staff

Class	Satisfaction regarding overall help received from the institutes Administrative staff			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
BSW I	0	9	36	45
BSW II	3	9	32	44
BSW III	0	4	31	35
Total	3	22	99	124

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

Class	Satisfaction regarding overall attitude of the institute's Administrative staff.			Total
	Not Satisfied	Somewhat Satisfied	Totally Satisfied	
BSW I	6	4	35	45

BSW II	3	10	31	44
BSW III	0	2	33	35
Total	9	16	99	124

Suggestions

Class	Suggestions					Dress Code	Tea & Coffee Machine Maintenance	Total
	internet does not working	wanted gym	Need of Marathi books and discipline in the library	need to have more interaction between teachers and students	need to improve cultural program			
BSW I							1	45
BSW II						11		44
BSW III*								35
Total								124

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

Teacher/Class**Name of The Teacher: Dr. Jyoti Motghare**

Class	Satisfied with Performance in Theory	Dissatisfied with Performance in Theory	Satisfied with Performance in Field Work Supervision	Dissatisfied with Performance in Field Work Supervision	Satisfied with Performance in Research Dissertation	Dissatisfied with Performance in Research Dissertation	Total
BSW I							45
BSW II							44
BSW III	3	4	10	1	6	2	35
Total	3	4	10	1	6	2	124

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
BSW I							45
BSW II							44
BSW III	29		14	1	7		35
Total	29	6	14	1	7		124

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
BSW I	41	4					45
BSW II	41	3	12				44

BSW III			4		6		35
Total	82	7	16		6		124

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
BSW I	24	13	5	1			45
BSW II	8	4					44
BSW III			4	1	1	2	35
Total	32	17	9	2	1	2	124

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
BSW I	35	3					45
BSW II	8	4					44
BSW III	3						35
Total	47	7					124

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
BSW I	9	9	38				45

BSW II		1	26				44
BSW III	3		10				35
Total	12	10	74				124

Most liking about the Institute

Class	Likings About The Institute												Total
	Library	Teachers	Seminars & Workshops	Staff /teacher	staff and library	net and library	behaviour of office staff and faculty	Help & Support	Camp	Hall/ Classroom	FW	Education & Environment	
BSW I	21	3	8	1		1				1	9	2	45
BSW II	25	10	9						5		3		44
BSW III	15	6	1	1	1		7			1	2		35
Total	62	19	18	2	1	1	7	4	5	3	14	2	124

Most Disliking about the Institute

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

ANNEXURE-IV



MATRU SAWA SANGH INSTITUTE OF SOCIAL WORK

NOTICE

Academic and Co-curricular Events Calendar - 2017-2018

20th July 2017

No.	Date(s)	Name of Activity	Nature of Activity(In Brief)	Board Responsible
1	15.6.2017 to 15.10.2017	First Term	As per University Calendar	All Boards
2	15.11.2017 to 30.4.2018	Second Term	As per University Calendar	All Boards
3	24 th July 2017	UG Theory Classes start	For all UG Classes	All UG Class Directors
4	Last week of July 2017	General Orientation Programme	For UG Classes	All UG Class Directors
5	28 th 29 th July 2017	General Orientation Programme	For MSW 3 rd Semester	MSW II Class Director
6	1 st / 2 nd week of August 17	General Orientation Programme	For MSW 1 st Semester	MSW I Class Director
7	11 th August 2017	PG Theory Classes start	For MSW 3 rd Semester	MSW II Class Director
8	18 th August 2017	Workshop on Data Processing	For MSW 3 rd Semester and M.Phil (SW) students	Board of PG Research & Seminars
9	19 th August 2017	Workshop on use of SPSS	For MSW 3 rd Semester and M.Phil (SW) students	Board of PG Research & Seminars
10	August 4 th week 2017	Educational (Orientation) Visits for all Classes	UG and PG classes	All Class Directors
11	2 nd Week of Aug. 2017	Beginning Of Group Research Project work	BSW III Class (5 th Semester)	BSW III Class Director & Faculty
12	15 th Aug. 2017	Independence Day Celebration	a) Flag Hoisting	Bd. Of NSS, Rural Camp
13			b) Cultural Events	Bd. of Cultural Activities
14			c) Campus Cleaning	Bd. Of NSS, Rural Camp
15	21 st August 2017	Workshop on Writing Dissertation	For MSW 3 rd Semester and M.Phil (SW) students	Board of PG Research & Seminars
16	23 rd Aug. 2017	Beginning of Concurrent Teaching Learning (Placement)	BSW III Class	BSW III Class Director
17	8 th Sept. 2017	Teachers' Day Celebration	Felicitation of Teachers; Informal & Friendly Games	Bd. of Cultural Activities
18	2 nd & 3 rd Week of Sept. 2017	Formation of Students' Council	No Election this year as per RTMNU Directives	Bd. of Cultural Activities
19	16 th , 17 th & 19 th Sept. 2017	Internal Research Viva Voce	For MSW 3 rd Semester students	MSW II Class Director
20	29 th Sept. 2017	Inauguration of Students' Council	Subject to RTMNU directives	Bd. of Cultural Activities
21	14 th October	Final Submission of	For MSW 3 rd Semester students	MSW II Class Director

	2017	Dissertation		
22	16.10.2017 to 14.11.2017	Winter Vacation	As per University Calendar for all classes	
23	As per University Dates	Semester Examinations	For MSW 1 st Semester and 3 rd Semester students	MSW I & MSW II Class Directors
24	14 th Nov 2017	Submission of Field Practicum Reports	For MSW 3 rd Semester students	MSW II Class Director
25	16 th , 17 th , 18 th , Nov 2017	Internal Viva Voce Field Work Practicum	For MSW 3 rd Semester students	MSW II Class Director
26	As per University Dates	External Research & Field Work Viva Voce	For MSW 3 rd Semester students	MSW II Class Director
27	1 st Week of Dec, 2017	Workshop on Project Proposals	For MSW 4 th Semester students	MSW II Class Director
29	Dec. 2017	Annual Sports & Games Event	All feasible Games & Sports Competitions	Bd. of Cultural Activities
30	1 st Week of Jan, 2018	Educational Tour	For MSW 4 th Semester students & BSW III students	MSW II Class Director & BSW III Class Director
31	1 st Week of Jan, 2018	Rural Camp	For MSW 2 nd Semester & BSW II students	Bd. Of NSS, Rural Camp
32	3 rd Week of Jan, 2018	Concluding of FW Placement	For BSW II students	BSW III Class Director
33	26 th Jan. 2018	Republic Day Celebration	a) Flag Hoisting b) Interactive Session (Theme to be decided) c) Campus Cleaning	Bd. Of NSS, Rural Camp Bd. of Cultural Activities Bd. Of NSS, Rural Camp
34	2 nd & 3 rd Feb 2018	Annual Social Gathering	All Cultural Competitions & One Day Formal Function with dignitaries from outside	Bd. of Cultural Activities
35	4 th Feb 2018	Alumni Meet	For all alumni	Board of Alumni Association
36	2 nd Week of Feb, 2018	Internal/Practice Viva-voce	For BSW II students	BSW III Class Director
37	Third week of February 2018	Final Submission of Group Research Project Report/ Field Work Records	For BSW II students	BSW III Class Director
38	Last Week of Feb, 2018	Submission of Final Field Practicum Reports	For MSW 4 th Semester students	MSW II Class Director
39	1 st Week of March, 2018	Internal Viva Voce Field Work Practicum	For MSW 4 th Semester students	MSW II Class Director
40	As per University Dates	University Examinations (and external Viva Voce)	For all classes	All Class Directors
41	1.5.2018 to 14.6.2018	Summer Vacation	As per University Calendar 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
BAJAJ NAGAR, NAGPUR-440010





Matru Sewa Sangh Institute of Social Work

Bajaj Nagar, Nagpur-440010

Internal Memo

16th June 2018

To: The Coordinator, IQAC

Action Taken Report Based on Students' Feedback

Based on feedback received from Students (2017-2018)

1. From the feedback received from the students during 2017-2018, it has been observed that there has been some degree of dissatisfaction among a section (5-10%) of BSW students with regard to regular conduct of theory classes. About 5% BSW students were not totally satisfied about the punctuality of teachers in theory classes. This matter was discussed in the College Council and the Principal held discussions with the Class Directors of BSW-I, BSW-II, and BSW-III about this matter. Besides, the Principal held discussions about this issue with the faculty members concerned.
2. Regarding Field Work, the feedback received from the students during 2017-2018 revealed that there has been some degree of dissatisfaction with regard to the following: 1) 10% BSW students were not totally satisfied about guidance received from their field work supervisors; 2) 4% students were not totally satisfied about regularity of their faculty field work supervisors visiting the field work agency; 3) 28% were not totally satisfied about regularity of their faculty field work supervisors in conducting regular field work conferences; and 4) nearly 5% students were not totally satisfied about overall attitude of their faculty field work supervisors. These matters were discussed in the College Council and 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 2017-2018, it has been observed that there has been some degree of dissatisfaction among 10% students about the quality of guidance received from their research guide/ group research supervisors. This matter was discussed in the College Council and 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 2017-2018, it has been observed that there has been some degree of dissatisfaction with regard to the following: 1) 10% students were not totally satisfied about the quality of overall help received from the institute's library staff; 2) 20% students were not totally satisfied about the speed of internet facilities available in the institute's Library; and 3) 10% students were not totally satisfied about the overall attitude of Library staff. These matters were discussed among the Library staff and they have been asked to improve their overall performance. The poor quality of services by BSNL has been responsible for slow internet facilities leading to dissatisfaction among some students about internet facilities. It has been decided to explore the possibility of alternative service providers for improving internet facilities.
5. From the feedback received from the students during 2017-2018, it has been observed that there has been some degree of dissatisfaction among: 1) 10% students regarding overall help received from the institute's Administrative staff; and 2) 20% students about overall attitude of the institute's Administrative staff.
6. The feedback received from students also revealed their suggestion for introducing a dress code. Taking this suggestion into consideration, the Institute has introduced a dress code for students during field work (which is, black trousers and white shirts for boys and white dress for girls) wef from the academic session 2018-2019. There was also a suggestion about improving the quality of the playground. Periodic action is being taken to remove wild grass and weeds from the playground after the monsoon rains. The playground was made fit for outdoor sports/games. If UGC development assistance is made available in the forthcoming session (at present UGC is not disbursing any development assistance), the Institute has plans for fixing interlocking tiles in the playground to prevent the growth of grass. Following another suggestion from the students, a few cement/iron benches were also installed in the playground.



Dr. John Menachery
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