

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Part – A

Data of the Institution

(data may be captured from IQA)

1. Name of the Institution: Matru Sewa Sangh Institute of Social Work, Nagpur, Maharashtra

- Name of the Head of the Institution : Dr Jyoti Niswade
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 0712-2234393
- Mobile no.: 9595778886
- Registered e-mail: mssisw@gmail.com
- Alternate e-mail : jyoti.niswade@gmail.com
- Address : WHC Road, Bajaj Nagar, Nagpur
- City/Town : Nagpur
- State/UT : Maharashtra
- Pin Code : 440010

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education
- Location : Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing

- Name of the Affiliating University: Rashtrasant Tukadoji Maharaj Nagpur University
- Name of the IQAC Co-ordinator : Dr Keshav Walke
- Phone no. : 0712-2234393
- Alternate phone no. 0712-2231097
- Mobile: 9112755849
- IQAC e-mail address:iqacmssisw@gmail.com
- Alternate Email address:keshavwalke1@gmail.com

3. Website address: www.mssiswngp.edu.in

Web-link of the AQAR: (Previous Academic Year): <http://www.mssiswngp.edu.in/AQAR2018-19.doc>
For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year? Yes/No, if yes, whether it is uploaded in the Institutional website: Yes

Weblink: www.mssiswngp.edu.in/

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	75.00 Institutional Score	2003	from: 16.9.2003 to 15.9.2008
2 nd	A	3.03	2008	from: 29.1.2009 to:28.1.2014
3 rd	A	3.01	2014	from:05.5.2014 to 04.5.2019

6. Date of Establishment of IQAC: 25/04/2004

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular IQAC Meetings	24.07.2018	13
	07.01.2019	10
	27.05.2019	10
Feedback from All Stakeholders-Students - Parents - Field Work Supervisors	7.03.2019 to 10.04.2019	258
	8.09.2018 No structured Feedback is taken	15

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Ministry of Youth Affairs & Sports	NSS	NSS Regional Directorate, Pune	2018-19	50000.00

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No:

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 03

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website. Yes/No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? ~~Yes~~ No

If yes, mention the amount: Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- **Students' Representative Forum** 2018-19
- Campus Tree Census 7th August 2018
- Solar Rooftop Power Plant May 2019 beneficiaries 100
- Manuskichi Ubadar Bhint October 2018 beneficiaries 500
- District Youth Parliament (DYP), 12th January 2019 to 24th January, 2019, 125 NSS & NYK Youth Volunteers at Launching, 122 took part in DYP

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. To conduct undergraduate and post graduate courses in social work under semester pattern.	* Conducted * Conducted
2. To conduct short term programmes in two subjects: 1) Research Methodology, and 2) Communicative English.	
3. To initiate a short term Post Graduate Certificate Course in Counseling in collaboration with department of Lifelong Learning and Extension, RTM Nagpur University	*Initiated
4. To ensure sustenance of the existing Field Action Projects.	* All the Field Action Projects are running well
5. To organize National/International seminars and workshops.	* Could organize three International Conferences in collaboration with international Institutions
6. To collaborate with Sapir College, Israel to facilitate international social work training.	* Collaborated
7. To bring out the 'Indian Journal of Social Work and Social Sciences'.	*Could not bring out
8. To improve international collaboration in the field of international research and organizing international conferences.	*New collaboration established
9. To initiate consultancy projects.	*Could not achieve
10.To fill up the vacant positions of teachers.	*Due to Govt Ban on new

14. Whether the AQAR was placed before statutory body? Yes /No:-

Name of the statutory body: IQAC

Date of meeting(s): August 11, 2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date: NA

16. Whether institutional data submitted to AISHE: Yes/No:-

Year:2018-19

Date of Submission: 12.2.2019

17. Does the Institution have Management Information System?

Yes ~~No~~

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

MIS- Institute has proper Management Information System (MIS) which is utilized partially for maintaining important information about the Institute. Information maintained through MIS are details about staffing, Courses run, academic, students' enrollment, sport facilities, library, fees, salaries, budget and expenditure etc.

Under MIS Institute maintain general details of the office like Institute address, contact details, status and nature of grant-in -aid, having coeducation system, status of NAAC accreditation etc. It also has information on courses run by the college and number vacancies available in respective courses at UG and PG level.

Regarding staff it has information on both teaching and administrative staff containing roster details, subject of teaching,

caste, designation, qualification, date of joining, approval status from the University and Joint Director and the salary drawn. Under academic head MIS has details of the gender and caste category based information of the PhD scholars under the PhD guides in the Institute with their subject titles. MIS maintain information of the student enrollment with their distribution based on gender and category, Minority status, details of Divyangjan students etc.

MIS also maintain information on facilities available in the Institute like sports facilities, hostel facilities for girls and boys, scholarship details etc. It has information on books, journals, thesis and dissertation in the library. It also has information on examinations and result based on gender and caste category of the students. Head wise fees structure, budget and expenditure, actual expenditure on salary and other expenses related information are maintained through MIS.

Management Information System in the Institute is very much useful for all i.e. Institute, Administrative staff, teachers and for the students also as all required information is available and can be made available to the needy at any point of time without any difficulty. MIS helps in keeping all the required information at one place and can be utilized whenever it is required.

Part-B

CRITERION I – CURRICULAR ASPECTS				
1.1 Curriculum Planning and Implementation				
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words				
<p>MSS Institute of Social Work follows the syllabus and curriculum designed by the Board of studies of the affiliating University Rashtrasant Tukadoji Maharaj Nagpur University. Institute prepares its own academic calendar based on the University’s calendar and the institute has well developed structure for effective implementation of the curriculum prescribed by the University through various boards and committees formed at the beginning of the session. Institute develops action plans for the academic year and converts plan into action through various committees/boards like, Board of admissions, Board of Class Directors, Board of Time - Table, Board of Field Work at UG and PG level, Board of Study Tour, Board of Village Camp, Board of Work Load Distribution, Board of Research Resource Centre, Board of Career Guidance and Placement etc. Each programmes or activities are conducted in tune with the Institute’s vision and mission. Programme Outcomes and Course Outcomes are well defined and are mapped to assess the learning by setting attainment targets for students’ performance. Staff Council meetings are conducted at the beginning of the academic session in which Principal prepares academic calendar for the academic session of the Institute in consultation with the teaching faculty members. Concerned subject teachers are asked to prepare teaching schedules of their respective subjects they are going to teach during the session keeping in view, the no. of working days available, the syllabus to be covered so that syllabus can be completed in particular time period. Action plans are discussed in the College Staff Council meetings to arrive at an optimal and effective implementation of the plans. Board of Time –Table prepare time – table before starting the academic session by considering different aspects like availability of permanent teachers, contributory and guest or visiting faculties so that regular attendance of the students in the class is ensured. Each teacher is provided with Attendance register for maintaining attendance of the students and Teacher’s Diary for maintaining the teachers daily work details. Teachers write their daily work they have done in the diary including details of the theory classes engaged, Social Work Practicum related work (record checking, Conferences conducted), Research supervision related work and any other assignments like field action projects, research projects etc. Conduction of minimum one individual and one group conference with the students is compulsory for the teacher to assess progress of the students under their supervision. Attendance of the students in conferences is also maintained by the teachers. Timing of the conferences are communicated to the students and if the students remain absent in conferences or not attend their field work, warning letters are issued to the students by supervisors through Class Directors and the Principal. Institute tries to deliver curriculum effectively by providing necessary facilities in the classrooms required for impactful teaching such as LCD projectors, laptops, desktops, OHP and wall charts so that teachers can practice ICT based teaching. The Librarian of the institute extends his help to the students in their studies by putting extra ordinary efforts.</p>				
1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Post Graduate Certificate Course in Counselling	--	16.10. 2018; Six Month	Yes	Yes
1.2 Academic Flexibility				
1.2.1 New programmes/courses introduced during the Academic year				
Programme with Code	Date of Introduction	Course with Code	Date of Introduction	
Nil	Nil	Nil	NA	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at				

the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
BSW MSW	BSW	MSW		2017-18	2016-17
Already adopted (mention the year)				2017-18	2016-17
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	54		Nil		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
Certificate Course in Research Methodology		2017-18		58	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
FCC-Family Counseling Centre			10		
Childline (1098)			03		
CAFÉ-Community Action For Environment			46		
Lifeline- Field Action Project for Promotion of Organ Donation			00		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
<p>Institute has an inbuilt system of getting feedback from different stakeholders. Institute has structured system of collecting feedback from the students on different aspects related to satisfaction on teaching and facilities available or provided by the Institute such as Theory teaching, Social Work Practicum, Research projects/dissertations, Conferences, punctuality of the teachers in conducting these activities, library, administrative staff and other facilities like, internet, drinking water, etc. It is compulsory for all the students to fill the feedback form and students are asked to submit it to the librarian at the time of clearance before getting their Admit Card. Responses in the feedback forms are then transferred into the excel sheet and analyzed. IQAC Coordinator prepares reports on overall feedback of the students and submits it to the Principal for necessary action. Principal then discusses the report in College Staff Council meeting and if needed discusses the matter of concern with individual teachers at personal level. Parents Meeting is organized once in a year in which programmes and activities of the Institute are shared with the parents and it is tried to get their feedback on the teaching and learning process of the Institute. They are also requested to share their experience and views on their ward education in the institute. Alumni Meeting is being organized every year with the purpose of getting connected with ex- students of the Institute and share their experiences with the present students so that they can be motivated. Every year more than 40 alumni attend the meeting and give their feedback on Institute's contribution in their development and they also suggest some reformations for the improvement of the Institute. Feedback from the field work agencies are collected during the supervisory field visits of the teacher when they visit every week. Institute does not use structured feedback form for the parents, alumni and field work agencies but through formal meetings and open discussion with them try to get the feedback and suggestions for improvement of the</p>					

Institute.

The CDC (College Development 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.

CRITERION II –TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BSW	60	81	60
MSW	65	65	65
MPhil (Social Work)	20	01	01
PhD in Social Work	20	11	11

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	149	125	6	00	6

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques Used
06 (Dr John Menachery, Dr Jyoti Motghare, Dr Naveenchandran C, Dr Jyoti Niswade, Dr Keshav Walke, Dr Nandita Mane)	100.0%	LCD Projectors, Laptop, Desktop, Internet, Wi-fi, Smartphones, N-List, Open Access Resources	02 Tayal Hall, BSW-I,	00	DOAB, DOAJ, NDLI PPT, FGD,

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Class Directors are assigned with the responsibility of coordination of different activities at respective class levels. Class directors are responsible to arrange for different activities as per syllabus and curriculum prescribed by the University. In collaboration with the subject teachers at the respective classes, Class Directors conduct activities which includes Special assignment (within or outside the syllabus), Work on independent projects, independent library reading, visits to the sites to obtain first-hand information, construction of aid materials, participation in the organization of co- curricular activities etc. Being a Social Work Institute and as a requirement of the Course students have to do field work (Social Work Practicum) in addition to attending theory classes. Students in the class are divided

into different groups of 10-12 for their field work and they are supervised by the faculty. As a part of the syllabus every student has to submit weekly report of the work done during their field work and it is compulsory for the students to attend and for the faculty to conduct minimum one individual and one group conference in every week. During individual conferences and group conferences concerned field work supervisors not only address the academic difficulties faced by the students during their field work but they also address personal problems of the students. Every faculty member is assigned a group of students for mentoring throughout the session. Mentors conduct meeting with mentees and record their difficulties, requirements and suggestions to take necessary actions related to curriculum implementation. These field work supervisors, subject teachers and class directors play the role of mentors. During interactions in classes, conferences slow learners as well as advanced learner are identified. Based on the understanding level of the student concerned supervisors and subject teachers provide support and guidance to the students. Slow learners are supported and guided in preparing notes from additional reference books, journal and literature /data available on the internet and advance learners are provided with enrichment programmes and activities with updated class notes. Personal care is taken by teachers. They are guided and encouraged to participate in inter college, university and state level. Tutorial classes are conducted for the slow learners and study materials in the form of simplified notes are provided to them. Teachers through mentoring encourage students to participate in various competitions and activities at the Institute, University, inter-collegiate, state and national level. They are also encouraged to go for higher studies and join the reputed Institutes in the field. Every year some students join Tata Institute of Social Sciences, Karve Institute of Social Services, Pune, Bharti Vidyapith, IIPS, etc. workshops on life-skill development and career 9ecognized are conducted to impart life skills among the students leading to better job placements. Presently institute is facing teaching staff crunch but then also Institute tries to help students by appointing contributory faculties/teachers and inviting experts in the field as guest faculty. One to one mentoring is done to help the students in the academic development and personal development.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
274	6	1:46

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12 (UG)	06	6	00	06

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr Nandita Mane	Assistant Professor	“Best Paper Presentation Award” for the paper titled “Role of Education in Bringing Gender Equality” at International Conference on “Role of Science, Management and Technology in Achieving Sustainable Development Goals” held at Hotel Long Beach Garden, Pattaya, Thailand on 25 th & 26 th May 2018
	Dr Keshav Walke	Associate Professor	“Distinguished Researcher Award” for distinguish contribution in the field of Social Work, presented by “VMS Research Foundation” at International Conference on “Role of

Science, Management and Technology in Achieving Sustainable Development Goals” held at Hotel Long Beach Garden, Pattaya, Thailand on 25th & 26th May 2018

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
UG	BSW	Semester-I	15.06.2018	17.10.2018
		Semester II	19.11.2018	30.4.2019
		Semester III	15.06.2018	17.10.2018
		Semester IV	19.11.2018	30.4.2019
		Semester V	15.06.2018	17.10.2018
		Semester VI	19.11.2018	30.4.2019
PG	MSW	Semester-I	15.06.2018	17.10.2018
		Semester II	19.11.2018	30.4.2019
		Semester III	15.06.2018	17.10.2018
		Semester IV	19.11.2018	30.4.2019

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Institute follows examination pattern of the RTM Nagpur University to which it is affiliated. As per University pattern Institute has to evaluate students for 20% of the marks and University evaluates for 80% marks. Students are oriented and informed in advance about the parameters of internal evaluation system through orientation programmes organized at the beginning of each semester. Mock test of the theory subjects is being conducted at each semester end and before the University’s final examination. Question papers are set by the respective subject teachers based on the University’s examination pattern. Question banks of each subject is prepared and kept in the library for the benefit of students. Mid-term evaluation is conducted for the Social Work Practicum (Field Work). Subject teachers also conduct class tests, surprise tests, group discussions and classroom seminar presentations in addition to the end-term or mock test examinations. Students are also evaluated through assignments given on regular basis and 20% internal marks awarded to the students are the products of all the tests and assignments. Internal assessment or evaluation of the students for Social Work Practicum are done through the project work, case studies, observation visits, rural study camp, study tour, and seminar presentations by the students on regular basis. As the end of each semester internal viva –voce has to be faced by the students. Internal evaluation system of the Institute is continuously monitored and modified for the benefit of students. In this way Institute follows Continuous Assessment System for Internal Evaluation.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of academic session, Principal of Matru Sewa Sangh Institute of Social Work prepares academic calendar in consultation with the teaching and non- teaching staff members. The Institute is adheres to the academic calendar and follows schedule and conduct events for the conduct of Continuous Internal Evaluation. The calendar outlines the semester class work schedule, internal examination schedule and external examination schedule. Faculty’s area of interest and their choice of subject, theory subject allocation for teaching purpose are done by the Principal. AT the beginning of the semester each faculty member prepare their teaching schedule indicating their lesson plans, number of classes required for completing the Unit course, process of evaluation as per the subject allocation done by the Principal. According to the theory work distribution among the faculties, Board of Time-Table prepares the time-table as per the guidelines of respective statutory bodies for the number of credit hours for each subject prior to the commencement of the semester. Time-table is displayed on the notice boards and each classroom also.

Students are assessed through class test, seminars, group discussion, assignments etc. conducted in the end of each semester. The evaluated answer books with remarks for improvement are returned to the students and students are provided with opportunity to discuss the evaluation with the teacher. The teacher rectifies any error on the spot, if any. Finally, the Internal Assessment is carried out for 20 marks. Institute strictly follows the academic calendar with flexibility in emergencies.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

Rashtrasant Tukadoji Maharaj Nagpur University has framed the curriculum for each programme as per UGC guidelines and the model curriculum. Curriculum is divided into language domains, core domains, supportive domains and interdisciplinary domains at undergraduate level and at post graduate level it is divided into core domains, supportive domains and interdisciplinary domains. Orientation, structured laboratory experiences, observational visits to the various Go's & NGO, Concurrent Practice, Rural Study Camp, Study tour Learning are the major components of Social Work Practicum. Curriculum developed by the University covers both theoretical and practical aspects as well and designed as a professional program. Institute put extra efforts to develop students professionally by inviting experts in the field as guest faculties so that students get acquainted with the latest developments in the field.

Syllabus prescribed by the University provides with Course outcomes (Cos) of the programs. They are mapped with different units of the syllabus. Cos are informed to the students at the beginning of the course. Subject teacher informs students about the mode of assessment for evaluation of Cos. In addition, subject teachers conduct seminar, Workshop, Class Test, Presentation as a part fulfillment of the course and are used wherever necessary to assess the attainment of Cos. Program Outcomes are defined by the University and are to be fulfilled by all programs run by affiliated colleges. Individual faculty defines the Program Specific Outcomes (PSOs). Co-curricular and Extra-curricular activities, field visits & training programs, Guest/Expert lectures etc. are arranged in order to fulfill some of the program and program specific outcomes, which are not covered by the regular program curriculum. Details of the Program Outcomes (Pos) and Course Outcomes (Cos) are displayed on the University's website with weblink...www.nagpuruniversity.org/links/UG_Syllabus.htm and

www.nagpuruniversity.org/links/New_Semester_Pattern_Syllabus.htm

2.6.2 Pass percentage of students

Program me Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BSW	UG	41	40	97.56
MSW	PG	58	58	100.0
MPhil	PG	01	01	100.0

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink): No separate SSS was conducted. Though Students feedback structured form/questionnaire students satisfaction was collected.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	Nil			
Minor Projects	Nil			
Interdisciplinary Projects	Nil			
Industry sponsored Projects	Nil			

Projects sponsored by the University/ College	Nil			
Students Research Projects (other than compulsory by the College)	Nil			
International Projects	Nil			
Any other(Specify)	Nil			
Total				

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Two-day National Seminar on “Measuring Outcomes, Good Documentation, Innovations and Best Practices”	IQAC, RTM Nagpur University, in collaboration with MSSISW and others	24-25 Feb 2019
One-Day Inter-Collegiate Awareness Workshop on “Patenting”	MSSISW, Dharampeth Science College, and Dr M K Umathe College, Nagpur	23.4.2019
Two-Day Multidisciplinary National Workshop on “Relevance of Intellectual Property Rights in the Present Academic Scenario”	MSSISW along with eight other Colleges at Nagpur.	27-28 April 2019

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil

3.2.3 No. of Incubation Centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	Nil

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	No. of Ph. Ds Awarded
Nil	Nil

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	Nil		
International	Nil		

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
English	01
Social Work	07

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	6	18	3	10
Presented papers	9	3	--	--
Resource Persons	1	8	--	3

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year			
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
International Yoga Day	NSS	1	15
Awareness workshop on 'Neuromotor Disabilities'	NSS & Department of Developmental Therapy of the Composite Regional Centre for Persons with Disabilities (Divyangjan), Nagpur	1	50
Workshop on 'Life Skill Development and Career Counseling'	NSS	2 Dr Keshav Walke & Dr Nandita Mane	More than 200
District Youth Parliament	NSS, NYK & MoYS	1 Dr Keshav Walke	122
YUVA Mahiti Doot Workshop	NSS, UNICEF & State Government	1 Dr Nandita Mane	48
International Youth Day	NSS, Dr Hegdewar Blood Bank	1 Dr Nandita Mane	50

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year			
Name of the Activity	Award/recognition	Awarding bodies	No. of Students Benefited
Nil			

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating	Name of the activity	Number of teachers	Number of students participated in such

	agency		coordinated such activities	activities
NSS	NSS Gondwana University	State Level NSS Camp on Youth for Clean India	1	8- Shubham Makde Kalpesh Yerne Anjali Tiaskar Prachi Bhiwankar Pratiksha Pendam Priyanka Pawar Anirudh Kakde Kunal Wasu
	NSS, SRTMU Nanded	Utkarsh: State level Inter-University Socio-cultural Competition	1	1- Saurabh Fulkar
	NSS, SGB AU	State Level Adventure Camp	1	2. Shreshth Chaurasia Priyanka Pawar
	NSS RTM NU	State Level Camp on Youth Power for Clean and Healthy India	1	2 Yogesh Rambhadkar Nilam Sharma
	NSS RTM NU	State Level Camp on Samarth Yuva Samrudh Bharat	1	6- Panchshil Ingole Nikhil Ade Panduran Kad Mayuri Atram Simran Meshram Divyabharti Kangali
	NSS, SRTMU Nanded	AVHAN	1	1 Dipa Bombarde

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the Year

Nature of Activity	Participant	Source of financial support	Duration
International Social Work Training	5+12	Self – Finance	Three week (29 th Jan- 16 th Feb 2019)

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry / research lab with contact Details	Duration (From-To)	participant
Institutional internship	MBA Final year Project work	Narsee Munje Institute, Mumbai	4 th to 28 th Feb 2019.	2 students
Institutional internship	BSW final Year Internship	Sapir College of Social Work, Israel	28 th Jan to 17 th Feb 2019	5+12 students
International Training Programme	International Social Work Training Programme	School of Social Work, Sapir College, Hof Ashkelon, Israel	29 th January - 16 th February 2018	5 students

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
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Dayanand Arya Kanya Mahavidyalaya(DAKM), Nagpur; Yashoda Girl's Arts and Commerce College, Nagpur; Renuka College Nagpur ; Principal Arunarao Kalode Mahavidyalaya , Nagpur; Bar. Sheshrao Wankhede Arts and Commerce College , Khaparkheda ; Bar. Sheshrao Wankhede Mahavidyalaya , Mohpa; Dr M.K. Umathe College , Nagpur; Women's College of Arts and Commerce , Nagpur and Matru Sewa Sangh Institute of Social Work, Nagpur	18 th April 2019	Two Day Multidisciplinary National Workshop on ' Relevance of Intellectual property Rights (IPR) in the present Academic scenario' to be held on 27 th and 28 th April 2019	06 teachers
Dharampeth M.P. Deo Memorial Science College, Nagpur; Dr M.K. Umathe College , Nagpur and Matru Sewa Sangh Institute of Social Work, Nagpur	18 th April 2019	One Day Intercollegiate Multidisciplinary Workshop o 'Patenting' to be held on 23 rd April 2019	06 teachers
Sapir College of Social Work , Israel ; Mahatma Gandhi Fuji Guruji Centre for Social Work, Mahatma Gandhi Antarrashtriya Hindi Vishavidyalaya, Wardha(India) and Matru Sewa Sangh Institute of Social Work, Nagpur	4 th February 2019	One Day Interdisciplinary International Seminar on ' Youth in Israel and India : Issues and Challenges" to be held on 17 th February 2019	05 teachers +45 students
Frankfurt University of Applied Sciences. Frankfurt/Main, Germany; Mure Memorial Hospital Nagpur; Tirpude Institute of Management Studies , Nagpur and Matru Sewa Sangh Institute of Social Work, Nagpur	5 th March 2019	One Day Interdisciplinary International Seminar on ' Indian –German Student Exchange Meet with special focus on Social problems in Nagpur and Frankfurt'to be held on 8 th March 2019	02 teachers +18 students
Dharampeth M.P. Deo Memorial Science College, Nagpur; Dr M.K. Umathe College Nagpur ; Santaji Mahavidyalaya, Nagpur and Matru Sewa Sangh Institute of Social Work, Nagpur	7 th February 2019	Two day National Seminar on ' Measuring Outcomes , Good Documentation; innovations and Best Practices' to be held on 24 th and 25 th February 2019.	06 teachers

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Nil	0.26

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	1.26 Acre	--
Class rooms	8	--

Laboratories	0	--
Seminar Halls	3	--
Classrooms with LCD facilities	3	--
Classrooms with Wi-Fi/ LAN	0	--
Seminar halls with ICT facilities	2	--
Video Centre	0	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	—	00
Value of the equipment purchased during the year (Rs. in Lakhs)	—	00
Others	--	--

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2010

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17157	11,66,950	23	13,471	17,180	11,80,421
Reference Books	1747					
e-Books						
Journals	--	--	1	1750	1	1750
e-Journals	1	5900	--	--	1	5900
Digital Database	1		--	--	1	
CD & Video	53	20080	--	--	53	20080
Library automation	1	50000	--	--	1	50000
Weeding (Hard & Soft)	--					
Others (specify)						

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	31	--	07	--	--	07	15	--	02
Added	00	--	00	--	--	00	00	--	00
Total	31	--	07	--	--	07	15	--	02
4.3.2 Bandwidth available of internet connection in the Institution (Leased line): Nil									
..... MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
Nil									
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e - content	
Nil									

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nil	Nil	Nil	Nil
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
<p>The institute has constituted a Board of Purchase, maintenance and renovation for supervision of purchase of new equipments, their maintenance etc. The committee is mandated with powers to identify and give propositions for developing and maintaining of infrastructure. The committee frames the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching learning and co-curricular facilities. Accordingly, the institution makes appropriate provisions in the budget. The college Management and the Principal based on recommendations from the Board, implements the propositions about the maintenance of infrastructure. The computers, its accessories and major technical equipments, are maintained by hiring professional technicians.</p> <p>The physical infrastructure is utilized optimally for conducting all the classes (UG and PG) simultaneously in one single shift. Staff rooms have separate cubical for its teaching. The institute place students at the center of teaching learning process thereby use of modern technology has given paramount importance. The institute acquired green boards for class rooms, OHP and LCD projectors, electrical fixtures, new computers, UPS and Laptops, Wi-Fi connectivity for effective teaching classrooms. The institute provides computers with internet facility to the faculty members, students through its library. Apart from this the college has website open to all. The institute is totally focused on social work education and therefore do not have precision equipment like the</p>			

ones used in the laboratories in science colleges. However, the Board of Entrepreneurship & Skill Development (Skill-Lab Activities) carries out skill development activities for the students to enhance their skills in working with society through their field and research based activities and workshops.

The institute has board of library (advisory committee) under the chairmanship of the Principal to monitor and advise the management/ administration, regarding library timings, regular augmentation of library and facilities, recommending new books and journals, considering the demands of the students and other library users and framing the norms and rules accordingly. The board also gives guidelines for the procurement of costly printed reference books, digital materials, hardware and software necessary for enhancing the library information. The library is made more user-friendly by initiating the 'Open Access Section' for post graduate students of the institute and research scholars. The library rules for outsiders were revised with a view to encourage non students also to make use of the library which is one of its kind in the Vidarbha region.

The institute has sufficient space for playground and infrastructure for indoor games. The Board of Games, Sports, Cultural Activities, Celebrations & Students' Representative Council conducts annual sports for the students. In connection with Annual Social Gathering, sports and games events are organized for 2-3 days consecutively and certificates and prizes are given to winners. However, students desirous of participating in sports outside the institute are encouraged by providing liberal leaves, extra assistance to cover up theory portions lost, flexibility in dates of submissions etc.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of Students	Amount in Rupees
Financial support from institution	Meritorious Awards	11	4950.00
Financial support from other sources			
a) National	GoI Post Metric Scholarship	181	464338.00
b) International	--	--	--

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of Implementation	Number of students Enrolled	Agencies involved
Nil			

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	Career Guidance	38	38	Not known	Not Known

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance Redressal
Nil	Nil	Nil

5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
<ul style="list-style-type: none"> • Escholar Global FOI Pvt. Ltd, Nagpur • Orange City Water, Nagpur • PRAKRITI, Lonara, Nagpur • Rite Water Solutions (I) Pvt. Ltd, Sneh Nagar Nagpur • Sahyadri Foundation, Nagpur • Anand Mine Tools Pvt. Ltd., Nagpur • Lata Medical Research Foundation, Vasant Nagar, Nagpur. • Tejaswini Bahuddeshiya Sevabhavi Vikas Santha Hingana, Nagpur 	01 21 6 05 09 03 11 13	01 03 01 00 07 00 01 00			
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	20 1 6	BSW MSW BSW	MSSISW MSSISW MSSISW	MSSISW MSSISW CSW@NN, Mumbai Bharti Vidyapith, Pune Madras School of Social Work, Karve Institute of Social Service, Pune	MSW MPhil MSW
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)					
Items		No. of Students selected/ qualifying	Registration number/roll number for the exam		
NET		Nil	Nil		
SET		Nil	Nil		
SLET		Nil	Nil		
GATE		Nil	Nil		
GMAT		Nil	Nil		
CAT		Nil	Nil		
GRE		Nil	Nil		
TOFEL		Nil	Nil		
Civil Services		Nil	Nil		
State Government Services		Nil	Nil		
Any Other		Nil	Nil		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity		Level			Participants	
Annual Social Gathering		Institution			All Students	
5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
<p>For the smooth conduct of all the events held and organized during the year, different committees consisting of Faculty members and students are formed. Students are given equal opportunities in planning and execution of all these events. The college has an official body for students called students' council. But this year due to no directions from the university, the college formed students' representative council. Ms. Pritha Paul was elected as the secretary. This representative body of the students in consultation with the students of the college organizes and takes part in various programmes.</p> <p>Every year the college organizes the college annual social gathering there are several competitions held such as sports and games events and cultural competitions. For the purpose of annual social gathering a committee of teachers and students is formed for equal work distribution. Students from all the classes take part in all the events. Under sports and games there are Individual events and group events. Under the Individual events slow cycling, Track Events, Table Tennis, Chess, Badminton, Weight Lifting (for both boys and girls), Short put and Skipping for girls. Under group events there were Relay 4X 100 Mts. Badminton, Table Tennis, Tug of War, Throw Ball, Volley Ball and Langadi for girls. Under cultural events also there are events for individual participation such as Mehendi, Rangoli, Flower Arrangement, Solo Dance, Solo Song, Elocution, and Essay competition. For group events there were competitions such as Class Room Decoration, Group Dance, Group Song, Skit, One Act play, Debate, Fashion Show, Friendly Cricket.</p> <p>Students are also part of the College Development Committee (CDC) and Internal Quality Assurance Cell (IQAC). Shubham Pradhan from MSW II and Neha Pal from MSW represented the students in IQAC while Pritha Paul represented the students in CDC.</p>						
5.4 Alumni Engagement						
5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
Not Registered						
5.4.2 No. of registered enrolled Alumni: Nil						
5.4.3 Alumni contribution during the year (in Rupees) : 1050						
5.4.4 Meetings/activities organized by Alumni Association: 01						
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT						
6.1 Institutional Vision and Leadership						
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)						
1) College Development Committee (CDC):- CDC is the main decision making body at the college level constituted as per Mah. Public Uni. Act which deals with almost all aspects of Governance like Academic matters, Financial matters, Administrative matters etc. President of the Parent body is the						

Chairperson while Principal functions as Secretary and the members include Experts from Field/Industry, Teaching and non-teaching Staff Representatives, Head of a Department, Alumni, Students' Council Representatives and IQAC Coordinator. The meetings of the body are held as and when required with minimum of TWO sittings per year and it is fully functional in our Institute.

#2) **Internal Boards:** - For the purpose of decentralization and participative management another practice adopted by the Institute is the formation of various statutory and non-statutory Boards. During last year, 43 Boards were functioning under the Chairmanship of Principal. Each Board has a convener who functions as Secretary while teaching; non-teaching staff and students are the members of the Boards

6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:
Yes, Partial

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

- ❖ 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. The Institute consciously includes current social issues in curriculum and various activities. The Faculty of the Institute took active part in modifying syllabi of the Rashtrasant Tukadoji Maharaj Nagpur University. Institute tries to give and provide additional inputs so that students studying in the Institute become more knowledgeable and professionally skillful persons.

- ❖ Teaching and Learning: During the College Council meetings, experiences of the faculty who attended national and international seminars and events 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. Every year structured feedback from the students on teaching, learning and overall environment in the Institute is collected from all students leading to improvement in the quality of teaching and learning.

- ❖ Examination and Evaluation: A Board of Examination ensured that Unit Tests after completion of each unit and preliminary examinations are conducted in the University pattern before the semester examination. Answer sheets are corrected by the subject teachers and returned to the students for understanding lacuna or mistakes. Based on the performance of the students, teachers guide them to help them improve their performance. Practice viva-voce of the final year students is conducted before their external viva-voce. Students are prepared well for the University examination.

- ❖ Research and Development: Institute is recognized as Centre for Higher Learning & Research and Board of Research Resources & Innovations is constituted through which Faculty Members are encouraged to send research proposals to funding agencies. Faculty Members are also encouraged to undertake research consultancies. One minor and two major research projects sponsored by UGC & ICSSR completed during the last academic session. During the year Institute has launched short term Post Graduate Certificate Course in Counseling. Research Workshops for the PG students were conducted and research synopses were reviewed and students were helped in enhancing their research skills and capabilities.

- ❖ Library, ICT and Physical Infrastructure / Instrumentation: Every year computers are added to the existing and Institute tries to provide upgraded technological support to the students and staff both. Library automation and upgradation is nearing completion. Each classroom is equipped with OHP and LCD projector for better teaching-learning. Facilities like LCD Projectors, Laptop, Desktop, Internet, Wi-fi, Smartphones, N-List, Open Access Resources are made available in the Institute. Teachers are encouraged to use modern facilities like DOAB, DOAJ, NDLI PPT, FGD, Google Class room, Google Forms in their teaching. Journals are subscribed by the Library and Each teaching staff is provided with a computer with internet connection.

- ❖ Human Resource Management: All teachers were provided facilities for attending

orientation/refresher courses. The CDC 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. Six teachers were appointed at the Post Graduate level on Ad-hoc basis and recruitment process of teachers at the under graduate level on permanent basis has been initiated by the Institute.

❖ **Industry Interaction / Collaboration:** The Research Resources Centre of the Institute has been engaged in research consultancy to benefit government, industry and social development organizations. Some faculty members provided their research expertise as a consultant in conducting Social Impact Assessment (SIA) studies. Institute has collaboration with Government organisations and Non-Government organisations working in the field of Labour Welfare, Family & Child Welfare, Community Welfare, etc. Institute has Placement Cell/Board through which students get opportunity for Campus Interviews and Job Placement. 4-6 reputed NGOs approach Institute for conducting Campus Interviews every year, such as Chaitnya, Pune; VNCS, Nagpur; Sahyadri Foundation, Nagpur etc

❖ **Admission of Students:** The Institute publishes updated Prospectus every year, separately for UG and PG courses. The Prospectus provides all necessary information required by a prospective candidate/student in such a way that he/she can take an informed decision with regard to admission. Admission of students for Post-graduate level is fully on-line through the University while at Graduate level admission is done at college level on first-cum first serve basis with deadline for application, screening and personal interview. Institute gets students from various parts of the country. This academic year there were around 20 students from Andhra, Chhattisgarh, West Bengal, Kerala, and North-east states.

6.2.2 : Implementation of e-governance in areas of operations:

❖ **Planning and Development:** The institute prepares action plan for every year with reference to academic programmes, field action projects and infrastructural improvements, renovation and maintenance. It is treated as guiding principal for taking decisions in connection with budgeting, infrastructure development, faculty recruitment, decentralized governance by giving operational autonomy to the selected issues. According to plan activities are implemented and evaluated. Action plan also includes National and International linkages and academic activities. Institute take into consideration the need of modern technology; strategies to run self-financed post graduate programme; processing for the recruitment of teaching and non-teaching posts; networking with several GOs and NGOs.

❖ **Administration:** Administration of Scholarships to students is done fully through e-governance right from application to direct transfer of money to the beneficiary-students' Bank-account. All Internal marks and External Viva-voce marks submitted to the University directly through on-line. Correspondence with University, State Government authorities and UGC is partially through e-governance.

❖ **Finance and Accounts:** Institute uses software TALLY for this purpose to a good extent. (Purchase receipt of tally)

❖ **Student Admission and Support:** Institute fully uses the e-governance platform of University for students' admission and the e-data is directly uploaded in the University system.

❖ **Examination:** Semester-end Examination forms are completely e-governed and our Institute adopts the University on-line system for this purpose.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support Provided	Name of the professional body for which membership fee is provided	Amount of support

2018-19	Nil	Nil	Nil	Nil	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-19	Nil	Nil	Nil	Nil	Nil
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended	Date and Duration (from – to)		
Refresher Course in Library Science, HRDC, Gujarat University, Ahmedabad.		Dr Prince Ajaykumar Agashe	30 th July to 19 th August 2018.		
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent: 00		Fulltime: 00	Permanent:00	Fulltime/temporary: 00	
6.3.5 Welfare schemes for					
Teaching	Nil				
Non-teaching:	<p>Interest free Personal loan from the Development Fund is being made available to the teaching and non-teaching staff from the Institute. As teachers are better paid they don't demand for the personal loan from the Institute but non-teaching staff avail this facility. During the reporting year two non-teaching staff members avail this facility. Peon Ms. Meena Wadiva took 40,000/- and Ms. Deepali Mude took Rs. 25000/-</p> <p>The staff availing personal loan facility return the loan amount in 12 equal installments without addition of the interest.</p> <p>Mr. Ishwar Pun, Peon of the college was helped financially in renovating his residential place in the campus with nearly 77000/-</p>				
Students	<p>All students are provided with free Medical Examination by a qualified Medical Practitioner Dr. Anuradha Agashe, MBBS once in a year usually in the month of December.</p> <p>A total of 13 (Thirteen) of girl students are provided with Hostel accommodation at free of charge in the Women Hostel functioning in the premises of the Institute in the current year.</p> <p>Financially weak students are supported with concession in the college fees.</p>				
6.4 Financial Management and Resource Mobilization					
<p>6.4.1 The institute prepares annual budgets estimates for each activity by taking into consideration financial availability / resources to allocate. The estimated budget is scrutinized by the College Development Committee for final approval.</p> <p>The institute as a policy carries out internal and external timely audit. The internal audit is done by the office staff with the help of the Principal. This is an ongoing regular activity. Before any release of the payment the principal endorses on the financial transaction to be made. Due care is taken to maintain vouchers/ bills for each and every financial transaction. External Audit is conducted by the Chartered Accountant appointed by the Parent Organisation i.e. Matru Sewa Sangh as per the rules.</p>					
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)					

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose		
Nil				
6.4.2 Total corpus fund generated: 3,05,000/-				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External	Internal		
	Yes/No	Yes/No		
	Agency	Authority		
Academic	No	No		
Administrative	No	No		
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<p>Institute had constituted a Board of Parent-teachers' Meet as per the Directives of the University. The Board organizes Parent-teachers' Meet once in every year in which all parents are contacted with a formal invitation sent through the students admitted in the corresponding year. The meeting is addressed by the Principal and the Convener of the Board. All Faculty members remain present for the Meet and try to develop a rapport with Parents who are given opportunity to express their views and concerns. In case of difficulties put forward by the Parents, immediate action is taken to address the issue within the frame work of rules. Apart from this, Parents are invited to meet concerned teachers on any day throughout the academic session to sort out their difficulties.</p>				
6.5.3 Development programmes for support staff (at least three)				
<p>*Support staff is provided with opportunity to attend development trainings conducted by other colleges and they are given freedom to participate and organize training programmes on changes in the administrative procedures and new rules and regulations to be followed. *Promotion in specified period *Motivated to continue higher education</p>				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ol style="list-style-type: none"> 1. Place for Higher Learning and Research 2. Research Skill & Output Enhancement Programme 3. CAFÉ 4. Manuskiichi Ubdar Bhint 				
6.5.5				
a. Submission of Data for AISHE portal : (Yes / No)				
b. Participation in NIRF : (Yes /No)				
c. ISO Certification : (Yes /No)				
d. NBA or any other quality audit : (Yes /No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting Activity	Duration (from -----)	Number of participants
2018-19	International Academic and Practitioner Conference' on "Positive Thoughts, Positive Impacts and Positive Social Work: the wherewithal of hope". Held at Nepal	10-12 Dec 2018	Three Day 10-12 Dec 2018	80 participants from 18 Countries
2018-19	three week International Social Work Training Programme	29 th January - 16 th February 2019	21 Days 29 th January - 16 th February 2019	5 students & 1 faculty from Israel, 12 students and two supervisors from India
2018-19	International Seminar on "Youth in Israel and India: Issues and Challenges"	17 th Feb 2019	One Day	53

2018-19	International Students' Seminar on Developmental Issues	8 th March 2019	One Day	90 students
2018-19	University-level Workshop on Life Skill Development and Career Counseling	25 th to 27 th March 2019	Three Days 25 th to 27 th March 2019	220 participants

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Gender Sensitization Workshop on “International Womens’ Day”	8.3 2019	40	11
One Day Training Workshop on “Laws for Protection of Women and Children”	1.10.2018	45	8

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

Installation of Automated Water Pump Switch, Replacement of Tubelights with energy efficient energy lamps, Solar Plant Installation on Rooftop of the Girls Hostel, Workshop on Ways of Power Consumption in Factories and Industries.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	
Provision for lift	No	
Ramp/ Rails	Yes	06
Braille Software/facilities	No	
Rest Rooms	No	
Scribes for examination	No	
Special skill development for differently abled students	No	
Any other similar facility	Provide Writers in Exam	05

7.1.4 Inclusion and Situatedness:

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and Disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19	01	01	One day	Workshop on Impact of Concretization of Roads on Urban Environment	Sharing of the result of survey conducted on concretization of roads.	52
	01	01	One Day	Awareness Rally on Organ Donation	Organ Donation	500

The college is located in an advantageous place and it is well connected to other parts of the city. The students placed in their respective agencies and areas for their field work carry out several awareness programmes and rally for the community and society at large. In such programmes important social issues are addressed.

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
Nil		
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to -----)	Number of participants
1. 'Lokshahi Pandharwada (Democracy Fortnight)'	26 th Jan to 10 th Feb 2019.	50
2. Manuskiichi Ubdar Bhint	22 nd October 2018 to 28 th February 2019	500
3. Commemoration of 125 th Year of Swami Vivekananda's Speech at Chicago	11 th September 2018	90
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> • Campus Tree Census, • Shramdaan by Students and Staff, • Garbage collection and assisting the NMC during Ganesh Visarjan, • Tree Plantation, • Training on Domestic Waste Management etc. • Workshop on Impact of Concretization of Roads on Urban Environment, • Workshop of on Protection of Water Bodies during Ganesh Visarjan. 		
7.2 Best Practices		
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link		
<ol style="list-style-type: none"> 1. Research Skill & Output Enhancement Programme: 2. Institutionalized Feedback System for Evaluation of Teachers by Students 		
7.3 Institutional Distinctiveness		
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words		
<p>Matru Sewa Sangh a parent body of the Institute is going to celebrate its centenary year in 2020 by completing 100 years of its existence. It's a known fact in the Vidarbha region that more than half of the Nagpur city population is borned in Matru Sewa Sangh Maternity Home. It is all women run organization serving in the field of health, women and children welfare. Matru Sewa Sangh Institute of Social Work has always aspired to become a preeminent abode of knowledge and to nurture the students in democratic values to become committed social workers. Following the path laid by the Matru Sewa Sangh, the MSSISW continues its humble contribution in nation building. The college primarily focuses on emancipating, empowering and enlightening the weaker and marginalised and the women. It believes in attaining equality, equity and social justice. It does by providing social work education to women and weaker, marginalised and backward class students. More than 85% students are girls. Majority of the students belong to weaker and marginalized section. Only 19 percent are in the open category.</p> <p>Being a pioneering Institute of social work education of Vidarbha region, it sets standards for working with individuals, groups, communities and organizations through its field work activities. Institute supports to communities through its field action projects like Childline an emergency national toll free day-night helpline service for the children in need of care and protection, Family Counseling Centre (FCC), Lifeline- A field action project of the institute for the promotion of organ donation etc.</p>		

8. Future Plans of action for next academic year (500 words)

- To conduct undergraduate and post graduate courses in social work under semester pattern.
- To conduct short term programmes in two subjects: 1) Research Methodology, 2) Communicative English, and 3) PG Certificate Course in Counseling in collaboration with department of Lifelong Learning and Extension, RTM Nagpur University
- To ensure sustenance of the existing Field Action Projects.
- To organize National/International seminars and workshops.
- To collaborate with Sapir College, Israel to facilitate international social work training.
- To try to bring out the 'Indian Journal of Social Work and Social Sciences'.
- To improve international collaboration in the field of international research and organizing international conferences.
- To initiate consultancy projects.
- To Plan programmes/activities to celebrate the Centenary of the Matru Sewas Sangh
- To fill up the vacant positions of teachers at UG
- To try for appointment of Contributory or Ad-hoc teachers till clearance to fill vacant positions from the Government.
- To appoint full time faculties at PG

Abbreviations:

CAS	-	Career Advancement 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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

P. O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: director.naac@gmail.com

Website: www.naac.gov.in