

Madras School of Social Work

The Annual Quality Assurance Report (AQAR) of the IQAC (2013-14)

Part – A

I. Details of the Institution

1.1 Name of the Institution

Madras School of Social Work

1.2 Address Line 1

32 Casa Major Road

Address Line 2

Egmore,

City/Town

Chennai

State

Tamil Nadu

Pin Code

600 008

Institution e-mail address

www.mssw.in

Contact Nos.

044-28192824

Name of the Head of the Institution:

Dr.Fatima Vasanth, Principal

044-28192824

Tel. No. with STD Code:

Mobile:

9840829441

Name of the IQAC Co-ordinator:

Dr.J.S.Gunavathy

Mobile:

9444739024

IQAC e-mail address:

iqac@mssw.in

1.3 NAAC Track ID

: TNCOGN 12054

1.4 Website address:

www.mssw.in

Web-link of the AQAR:

www.mssw.in

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++ -	--	2004	5 YEARS WEF 16-2- 2004

2	2 nd Cycle	B	2.84 on a 4-point scale	2011	26-3-2016
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

2007

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

2013-14

1.8 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 _____ 2011-12 _____ April 2014
- ii. AQAR _____ 2012-13 _____ April 2014
- iii. AQAR _____ 2013-14 _____ December 14th 2015
- iv. AQAR _____ 2014-15 _____ December 14th 2015

1.9 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 ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

SOCIAL WORK

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

University of Madras

1.12 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	<input type="text" value="3"/>			
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>			
2.3 No. of students	<input type="text" value="-"/>			
2.4 No. of Management representatives	<input type="text" value="1"/>			
2.5 No. of Alumni	<input type="text" value="4"/>			
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="2"/>			
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>			
2.8 No. of other External Experts	<input type="text" value="1"/>			
2.9 Total No. of members	<input type="text" value="12"/>			
2.10 No. of IQAC meetings held	<input type="text" value="12"/>			
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="3"/>	Faculty	<input type="text" value="9"/>
	Non-Teaching Staff	<input type="text" value="-"/>	Students	<input type="text" value="-"/>
	Alumni	<input type="text" value="-"/>	Others	<input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="text"/>	No	<input checked="" type="text" value="x"/>
If yes, mention the amount	<input type="text" value="nil"/>			
2.13 Seminars and Conferences (only quality related)				

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

Total Nos.	<input type="text" value="7"/>	International	<input type="text" value="1"/>	National	<input type="text" value="3"/>	State	<input type="text" value="2"/>	Institution Level	<input type="text" value="1"/>
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<input type="text" value="7"/>

2.14 Significant Activities and contributions made by IQAC

The annual report of the College for 2013-14 was done by IQAC

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

Plan of Action	Achievements
<ul style="list-style-type: none"> Faculty development programme 	<ul style="list-style-type: none"> Faculty development programme on “Art & science of Relaxation techniques held in september .2014 Faculty development programme on “ Effectiveness of Mentoring held in October 2014 Faculty development programme on “Innovative Teaching methodologies held in January 2015
Semester-wise students Feed Back	Done

2.15 Whether the AQAR was placed in statutory body Yes No

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The Principal reviews the document and does the needful

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			-
PG	6		5	-
UG	1	1	1	-
PG Diploma	-	1	-	-
Advanced Diploma	-	-	--	-
Diploma	-	-		-
Certificate	-	-	-	-
Others	-	-	-	-
Total	7	2	6	-
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All
Trimester	Nil
Annual	Nil

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*

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

Yes. Minor revisions are carried out every year. Major revisions are facilitated once in 2

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
40	35	3		

2.2 No. of permanent faculty with Ph.D.

16

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
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

12

13

25

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL		
Presented papers	15	10	5
Resource Persons			

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

- The curriculum has various unique components like observation visits, skill labs, classroom sessions, study tour, project work, field work and dissertation. Such wide variety of curricular components makes learning multi-faceted and engaging.
- Extra-curricular activities like guest lectures, students' forum activities etc contribute to the teaching and learning processes.
- Being an autonomous college, equal weight age is given to both internal and external exams. The internal continuous assessment adopts a basket of testing mechanisms like tests, in-class assignments and takes home assignments.
- The illustrative list of innovative take home assignments include short survey, field visit and analytical reporting of the visit, Preparing a photo dossier and analytical comments, Poster presentation on a theme, Presenting a paper in a conference, Making a short documentary, Preparing a case study, Publishing an article in a national daily or news magazine or journal, Report of an in-depth interview with an individual, Report of key informant interviews at least with three individuals, Preparing an information dossier on a particular issue, Analytical report on a focus group discussion, Developing a research tool, Making an instructional multi-media presentation etc.

2.7 Total No. of actual teaching days

during this academic year

185

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

Yes

- Evaluation scheme is printed in the syllabus handbook that is handed over to all students. It is Described to the students during the orientation sessions for each semester.
- The College adheres to the declared examination schedules except in case of contingencies
- External question paper setting.
- Double valuation of manuscripts and provision for third valuation if required.
- Instant examinations for final semester
- E-governance
- Robust internal continuous assessment comprising of tests, in-class assignments and take home Assignments.
- Equal weightage for internal assessment and end semester evaluation with Separate minimum pass for both internal and external components.
- Maintenance of question bank in the Library

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

All faculty members are involved in curriculum restructuring/revision/syllabus development. While select senior faculty members represent the discipline in the respective boards of studies, all faculty members are part of the internal boards of studies and thereby contribute to Curriculum restructuring / revision / syllabus development

2.10 Average percentage of attendance of students. 80%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MSW(aided)	50	30	30	30	5	98
MSW(SELF FINANCE)	40	16	30	30	31	91
M.A(HRM)	81	20	80	10	1.98	91.98
M.A(HR& OD)	78	15	60	20	11.03	91.03
M.A.(DEVT.MGT)	56	20	65	10	7.15	82.15
M.SC (COUNSELLING PSYCHOLOGY)	52	25	62.31	10	10	92.31
B.SC PSYCHOLOGY	71	18	60	10	10.99	80.99
B.SW	74	20	55	20	7.4	82.44

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

- Students' Feedback;

· Faculty Development Programmes

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	3
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	1
Staff training conducted by the university	2
Staff training conducted by other institutions	25
Summer / Winter schools, Workshops, etc.	-
Others	-

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	5	4		
Technical Staff	3	1		

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC regularly anchors Faculty Development Programmes on select research themes. In the past, FDPs on quantitative and qualitative research have been conducted.
- Apart from the IQAC, the College has other forums to sensitise / promote research climate in the Institution. For instance, the College has a separate research and publications department that takes up industry sponsored projects. Further, the College supports all initiatives of faculty members to take up independent research projects. The College journal is a platform to publish the research outcomes too.
- At the curricular level, a paper on research methodology and statistics is provided to all students. Further, there are venues for carrying out group projects and dissertations.
- At the extra-curricular level, the students' forums regularly conduct conferences to present research work of faculty / students.
- Further, the faculty present and publish papers in various forum.

3.2 Details regarding major projects .NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs	Nil			

3.3 Details regarding minor projects - NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	8	-
Non-Peer Review Journals	-	-	-
e-Journals	4	15	
Conference proceedings	-	2	1

3.5 Details on Impact factor of publications: NA

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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	2012-13-	corporate-	12,31,000-	do-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	--
Total	-	-	-	-

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 Nil

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	nil	3	2	-	5
Sponsoring agencies		U.G.C	corporate		Corporate

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

15

3.13 No. of collaborations

International

1

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	Dist	College
1		ICSSR FELLOWSHIP				

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

10

20

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

5

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

JRF	<input type="text" value="2"/>	SRF	<input type="text"/>	Project Fellows	<input type="text" value="Nil"/>	Any other	<input type="text" value="-"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="50"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="√"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events: NIL

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC: NIL

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="5"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="2"/>	Any other <input type="text" value="-"/>

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

- During October 2013, the I MSW Students conducted a variety of activities such as rallies, seminars, street play performances and signature campaigns as a part of their Project Field Work on topics such as Family Disorganization, Sexual Violence, Destitution and Water Conservation.
- The Team members Abirami, Shreya, Preethi, Nimithra, Priyanka and Daniel conducted a skill development programme to the poor slum women for improving their economic status in Clive Battery Area under the guidance of Dr. Lakshmi
- The team members Gayathri ,Prahalad, Angela Kishore ,Abida conducted an awareness programme on Garbage disposal under the guidance of Mr. K.B. Iniyan.
- The group team members Sudharshan , Panmei, Jeevia, John ,Caleb and Vaishnavi conducted an awareness programme in Dooming Kuppam on Health and Hygiene under the guidance of Mr. Dr. Robert Gasper.
- The group team members Sindhu, Vignesh.P , Vigneshwaran.P , Spandana, Archana and Muana conducted an awareness programme on empowerment of women in Thiruvaidanthai under the guidance of Mrs. Mary Angeline. The Tribal welfare department invited for the programme to make them to understand the difficulties faced by Tribal People
- The group team members, Bharath, Smruthi, Lun, Sumita , Lavanya Elavarasu ,Ragini and Krithika conducted an awareness programme on Health and Hygiene among the slum community of Sait colony under the guidance Mr. Dr. Francis .
- The group team members, Rangarajan, Sindhu. K, Daniel .J, Vaishali , Nivedita, Sneha, conducted community organization programme on “Domestic Violence” at Saidapet Slum under the guidance of Mrs. Damen Queen.

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	1.5 acres/6208.51 sq.ft	-0		
Class rooms	20	-		
Laboratories	2	2		
Seminar Halls	1	1		
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	1	-		
Value of the equipment purchased during the year (Rs. in Lakhs)	1	Rs.5,99,000		
Others	1	-		

4.2 Computerization of administration and library

- All office staff, teachers have access to computers with internet facility, printer Facility etc.
- MSSW library has computerized and introduced bar code facility. Library is having six computers in total which help the students and faculty members for searching the library resources, word-processing and using the Internet. MSSW library has digitized its theses collection from the year 2003. Hence students browse through the entire thesis in the computer.
- The campus is wi-fi enabled

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14156	16,90,000	170	Rs 1,12,588	14336	1802588
Reference Books	916	2,01,000	33	56000	949	2,57,000
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	89	-	5modem	Wi-fi.2nos	1	2	10	UGC Net/set 2nos
Added	10	-	-	-	-	-	-	UGC Net/set 2nos
Total	99							

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

Spss training is given to the students.

Library & information centre has conducted a workshop on E-resources for faculty members.

4.6 Amount spent on maintenance in lakhs :

i) ICT

199433

ii) Campus Infrastructure and facilities

197280

iii) Equipments

279584

iv) Others

243240

Total :

919537

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

There are many forums to enhance the awareness about students support service. The students support services are made known in the college prospectus, college calendar, college website, college assembly etc. Other forum includes student's feedback, black box, green box, student's development council, and open house meetings. Further the institution adopts an open door policy.

5.2 Efforts made by the institution for tracking the progression

Student's feedback, black box, green box, student's development council, opens house meetings. Further the institution adopts an open door policy.

5.3 (a) Total Number of students

UG	PG	Mphil	Ph. D.	Others
149	421	6	20	nil

(b) No. of students outside the state

115

(c) No. of international students

Nil

	No	%
Men		

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
153	34	13	203	1	403	238	50	17	307	1	609

2013-14	BC & MBC	I years	Male – 1 Female – 2 Total – 3
		II years	Male – 7 Female – 5 Total – 12
	SC & ST	I years	Female - 4

Demand ratio 1:6 Dropout % 1%

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

- The U.G.C NET/SET Coaching centre.This centre is not only conducts classes but also gives study materials.
- Civil Service Study Circle.
- “ Career corner “ in the library is well stocked learning material for competitive examinations.

No. of students beneficiaries

100+

5.5 No. of students qualified in these examinations

10

3

NA

NA

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

***note:** As all passed out students donot report their achievements to the college, actual numbers may vary.

5.6 Details of student counselling and career guidance

- 2013-14 counselling given on psycho-social problems of the students.
- On need based the Career counselling was also given to the students

No. of students benefitted

100+

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
20	60	37	17

5.8 Details of gender sensitization programmes

- U.G.C Equal Opportunity centre
- Women's Cell
- Projects and Research studies on gender issues
- Lectures/ Awareness programmes on gender concerns.
- Incorporation of gender issues in the curriculum.

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	Nil	Nil
Financial support from government	25	75398-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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

VISION

MSSW will continue to emerge as the centre for excellence in education and Research in Social Work, Social Sciences and Management to meet the demands of the Global Society and build human resources for inclusive development.

Mission

MSSW will provide high quality Education based on a strong value foundation, promote research driven by global societal needs and implement unique interventions for inclusive development and the process create professionals who will make a difference in society.

6.2 Does the Institution has a management Information System

- The principal reports to the college committee and the Governing body during its meeting.
- Further , the principal has weekly meetings with management representatives regarding the affairs of the college.
- Heads of departments report to the Principal during the monthly meetings.
- Department – wise faculty meetings are conducted every month.
- Every semester, all faculty meeting is conducted

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

6.3.1 Curriculum Development

- Need- based contemporary courses
- Field linkages
- Skill labs
- Focus on employability
- Participatory and experiential learning
- Membership in professional bodies

6.3.2 Teaching and Learning

- Innovative teaching and learning practices – case studies, assignments, video discussions, PowerPoint presentations, in-class assignments, take-home assignments
- Guest lectures
- Skill lab
- Field visits

6.3.3 Examination and Evaluation

- Evaluation scheme is printed in the syllabus handbook that is handed over to all students. It is described to the students during the orientation sessions for each semester.
- The college adheres to the declared examination schedules except in case of contingencies
- External question paper setting
- Double valuation of manuscripts and provisions for third valuation if required
- Instant examination for final semester
- E- governance
- Timely publication of results
- Robust internal continuous assessment comprising of tests, in-class assignments and take home assignments.
- Equal weightage for internal assessment and end semester evaluation with separate minimum pass for both internal and external components.
- Maintenance of question bank in the library

6.3.4 Research and Development

- Research & consultancy committee sources and scrutinizes several research project proposals received from the members of faculty, government agencies and corporate houses and NGO's. The committee, thanks to its field linkages, provides opportunities for the students to get field research

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library committee is formed every year with student and faculty representatives from each department along with the Principal and librarian of the college and periodic meeting is conducted.
- 'Library Week' is celebrated every year with various competitions for students. Student coordinators are identified for each competition to coordinate the events. Prizes and certificates are distributed to the winners and coordinators.
- Series of 'Quiz' programme on current affairs is conducted under the banner of 'Q Labs' and prizes for winners and runners are distributed during the college assembly
- MSSW library is a registered member of INFLIBNET, hence access to online resources through NLIST programme is in place from 2010 onwards
- Moreover, to make use the online resources available in open access, MSSW library has created a website www.mssw-virtuallibrary.org and given links to various free web directories, subject gateways, e-journals and e-books.
- Journal article indexing is done in MSSW library. 26000 journal article were indexed. Hence students find it very easy to search the articles especially from the back volumes of journals. This service is greatly used by the research scholars and students especially for their research.

6.3.7 Faculty and Staff recruitment

6.3.8

- Well-qualified staff selected through a stringent
- Observation visits
- Field work
- Projects
- Resource person for guest lectures, seminars etc

6.3.9 Admission of Students

- Common entrance test
- Admissions as per Tamil Nadu Government regulations / University of Madras guidelines

6.4 Welfare schemes for

Teaching	As per Government / University Norms
Non teaching	
Students	

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		-	-	-
Administrative	-	-	-	-

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

For UG Programmes

Yes

☒

No

☐

For PG Programmes

Yes

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No

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

The controller of examinations office and the examination committee strive for continuous improvement of the examination system

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

Not applicable: The college was conferred autonomous status on 5-7-2006

6.11 Activities and support from the Alumni Association

The alumni association is vibrant; it works in close association with the college and supports all its activities. The alumni members serve on boards of studies, academic council, board of management. They also patronise the college in its academic activities by serving as resource persons for seminars etc, mentoring student initiatives, facilitating placement activities, sponsoring events and so on. They also fund deserving candidates. Alumni day is celebrated on 26th January every year.

6.12 Activities and support from the Parent – Teacher Association

The parent – teacher association (PTA) serves as a platform to make education more effective. PTA day is commemorated on 15th august every year. The PTA takes active interest in celebrating teacher's day. Further, it supports the college in all its activities. It also serves as a forum to represent and seek clarifications in the student's interest.

6.13 Development programmes for support staff

- Need based capacity building programmes
- Team – building initiatives

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

The college has an eco-club-a student's initiative to support eco-friendly initiatives. Further, social sensitivity is an integral part of the curriculum and students guided by faculty members get to initiate many eco-friendly drives like tree planting, responsible use of plastics, solid waste management, water management and so on.

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.

- E-governance : online application for examination, online publication of results;
- Curriculum redesign: Through restructuring of curriculum; Equal weightage for internal and external assessments.
- Basket of internal assessment components

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

The academic calendar has been adhered to

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

- Robust curriculum
- Inclusive administration

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

7.4 Contribution to environmental awareness / protection

- Papers on environment in the curriculum
- Faculty-guided action-projects
- Eco-club initiatives

7.5 Whether environmental audit was conducted? No

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

The college has a socially relevant and sensitive curriculum

8. Plans of institution for next year

- Continuously improve all curricular, extra-curricular and co curricular initiatives.

Name DR.J.S.GUNAVATHY Name DR.FATIMA V ASANTH

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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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
