



MADRAS SCHOOL OF SOCIAL WORK (Estd. 1952)

(An Autonomous Institution Affiliated to University of Madras)

32, Casa Major Road, Egmore, Chennai – 600 008



SELF STUDY REPORT

JANUARY 2016

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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EXECUTIVE SUMMARY

Section A - Executive Summary

Madras School of Social work is a premier institution offering education in social work, management and social sciences since 1952. The first of its kind in South India and started by visionary Madam Mary Clubwala Jadhav, the college has upheld the tradition of being a premier institution by constantly matching its development with the emerging global realities. The college has taken giant strides in providing quality education in social work and social sciences and proved to be one of the best of the most sought colleges in India. NAAC has accredited the institution in 2004 and 2011 and the college has also attained Autonomous status in 2006.

At present the college offers full time Masters level programmes in Social Work, Human Resource Management, Counselling Psychology, Development Management, Research programmes in Social work and Psychology. Apart from fulltime programmes the college also offers part time programmes in Personnel Management And Industrial Relations and Human Resources and Industrial Relations which is found to be immensely useful for the working officials for their career enhancement. These courses are very popular among the student population and the seat availability and application ratio is very competitive. The courses in the institution are highly regarded among the educationists for its unique curriculum which brings in lot of transformation of the personality to the youth by which they become the most preferred professionals in the employment market. The hands on experience and direct contact with the industries and organisations, modern infrastructural facilities, committed and on top of it committed and competent faculty provide the right edge for the all-round development of the budding professionals.

This summary would trace out the path tread by the institution and would highlight its growth.

CRITERION I: CURRICULAR ASPECTS

Madras School of Social Work has formulated a very clear vision and mission to spearhead itself and show its commitment towards the society. The Vision and mission of the Institution is to be a global leader in education, research and intervention in social work and allied disciplines towards transforming the human potential into socially sensitive change agents for sustainable development and the mission is to create outstanding professionals, who will provide transformational leadership in the community and workplace.

In reflecting the above said vision, mission and objectives, Madras School of Social Work is imparting quality education, conducting research and promoting intervention in Social Work and allied disciplines towards transforming the human potential into socially sensitive change agents for sustainable development.

Since 1952, the college has been actively involving in preparing students in the field of Social Work to address humanitarian issues with an experiential transformative process of education and practice oriented pedagogy involving multi-disciplinary social sciences research at the state and national level towards the upliftment of the underprivileged.

Design & development of the Curriculum

The College gets the annual feedback about the curriculum from Students, stakeholders like, outgoing students, employers (prospective & current), members of the alumni, field experts, subject teachers which helps in reviewing and revising the curriculum.

Autonomy enables the college to update the curriculum, as and when necessary, based upon the requirements.

The inputs of the Internal Board of Studies serve as valuable inputs for curriculum design and development. In addition, the Formal Board of Studies with the participation of the University nominee, Subject Experts (both academicians and practitioners), the curriculum design and development is enhanced. The curriculum is approved by the Academic Council and the Governing Body for implementation of the discussed changes.

The programmes offered are not only purpose-driven but also job-oriented. The Curriculum design and development process actively seeks to generate market-ready students. The judicious blend of theory papers and components like soft skills, field work, and research dissertation help to enhance the employability of the students. Further, the inputs from field experts facilitate employability. Thus employability is taken into account.

The participation of academicians from other social work colleges helps adopt best practices or innovate on existing practices. This helps uphold innovation.

Research is an integral component of the social work curriculum, Social Work Research is one of the methods of social work. Accordingly, students learn research as a theory paper, carry out research dissertation as a course and also undertake live projects as part of their field work. Thus research knowledge and skills are honed.

After the NAAC Accreditation, the college has taken the following initiatives regarding Curricular Aspects.

- The curriculum revision has been taken up as per the norms of autonomous colleges.
- Flexibility in curriculum revision after autonomy
- Systematized the Choice Based Credit System (CBCS)
- Based on the consultation of the stakeholders the curriculum has been enriched continuously.

CRITERION II: TEACHING-LEARNING AND EVALUATION

With regard to the admission procedure, the institution provides wide publicity through the Prospectus, released every year. It is also prominently mentioned in the website, with a separate band link. Advertisements are given in the local newspapers about the courses offered. The entire admission process including important dates is put up in the College notice board.

Transparency is ensured by putting up the schedule of admission procedure with dates of the various processes. The entire merit list with marks is displayed on the notice board and on the website.

Each department constitutes Admission Committee consisting of the HOD and 2 senior faculty and an SC representative. This committee prepares the list of selected candidates as per transparent norms published in the Prospectus.

For UG programmes merit in the percentage obtained by the candidate in Higher Secondary school leaving certificate examination is taken into consideration.

The College follows the UG Marks+Entrance Test+Interview pattern for admission to PG programmes. The break-up of the marks allotted for each component is as follows.

UG Marks	:	100
Entrance Test	:	50
GD & Interview	:	10

The Directorate of Collegiate Education, Govt. of Tamil Nadu has prescribed this selection process, with three components.

UG Marks: The actual percentage scored in UG including all subjects in Parts I to IV

Written test: This is to find out the proficiency of the prospective candidates in General English and Comprehension, current affairs, social awareness, analytical aptitude and logical English. This test carries 50 marks.

Interview & Group Discussion: - It carries 10 marks; the interview & GD will quickly assess the candidates' overall personality, communication and suitability (aptitude) for the course.

MPhil Programmes

For Mphil programmes, the PG percentage is taken for 50 marks and an Entrance Test on Research Methodology and Aptitude is conducted for 50 marks. Merit list according to community quota is drawn up combining both the marks. This is as per University norms

PhD Programme

Phd Entrance is also as per University guidelines. 50 marks is allotted for the qualifying PG examination and the remaining 50 marks for the Entrance Examination (40 marks written test + 10 marks Interview)

The respective admission committees of the departments and the faculty members review the admission process and discuss course corrections if required. These are recorded in the faculty meeting minutes and used for the subsequent year's admissions.

The College strictly follows the following quota norms of the Government in both the Aided and self-financed programmes.

* SC/ST : 19 %

* OBC : 50 %

Different categories of persons with disabilities : 3 %

In the Aided department, economically weaker sections join in large numbers. Scholarships (both Government and College initiated) are offered to these students.

- * Outstanding achievers in sports and extracurricular activities – Higher marks are awarded to candidates who have excelled in sports, NSS, NCC and other Cultural activities.

CRITERION III: REREARCH,CONSULTANCY AND EXTENSION

The college has constituted a research committee in the institution and department level to monitor and address the issues of research.

- Based on its recommendations, the department initiates bi-annual, full time and part time research scholars' review meeting, workshop on Literature Review .A research scholar group was formed among the full time and part time to share and disseminate information such as conferences, seminars, workshops and other research related information among scholars.
- M.Phil curriculum has been updated continuously based on the field.
- Research scholars' intake for research degree programmes has been increased owing to increase in the number of recognized guides.
- The institution organizes the seminar, workshop and conferences on specific topics annually to strengthen the quality of research.
- The management provides necessary facilities to the faculty members are constantly encouraged to undertake funded independent/collaborative research projects from various funding organizations it further facilitates the faculty members and research scholars to participate, present and publish research articles in the National and International journals.

- College facilitates and provides an opportunity to all the internal faculty members those who not registered for Ph d Programme to pursue their doctoral degree in the institution itself.
- College started the M.Phil programme in Psychology owing the interest and need of the discipline and to promote the research culture in the institution.
- Institution publishes the double blind peer – reviewed Journal of the Madras School of Social Work (with ISSN 0975-4040) to publish their conceptual and empirical papers of faculty members, research scholars and students from social work and social science disciplines across the country.
- Institution facilitates the research scholars and students to demonstrate the socially relevant action projects or research on contemporary concerns within the sphere of curricular inputs like research dissertation for final year students, first year project field work, action projects through rural camp, students' initiative projects and so on.
- One minor research projects, 23 industry sponsored projects and collaborative research and evaluation projects were conducted in the last five years to promote and develop the research culture.
- The college has the expertise in Social Work, Human Resource Management, Health, Mental Health, Adolescent Health, Rural, Urban and Tribal Community Development, Family and Child Welfare, Youth Development, Victim Support, Corporate Social Responsibility, Counselling Psychology, Human Resource and Organizational Development and Development Management practice. Faculty members have their specialized areas of research interest in guiding research scholars and to work with for the funded projects of Government, Corporate and Non-Governmental organizations.
- Institution has well established mechanism to facilitate the research projects by the way of providing infrastructural facilities, advancing funds for sanctioned projects, giving complete autonomy to the Principal investigators and Co-ordinators to utilize the fund, facilitating the Principal investigators and Co-ordinators by providing the timely auditing and financial statements for on time submission of Utilization Certificate to the funding agency.
- Both the Post Graduates and Under Graduates Students are recognized for their research work. All the departments recognizes the students for their outstanding performance by the way of awards, certificate of merit, scholarship etc., the MSW (Aided) department recognizes students for their outstanding performances in research by instituting a rolling cup for the highest marks in the second year research project. Alumnus of our institution extend their support in providing need based financial assistance to second years students of various departments for the successful completion of research projects. Students not only do first hand

research as part of their curriculum but also associate themselves with the faculty members in their ongoing research work in varying capacities. Students serve as enumerators or help with data processing and documentation thereby learning by doing.

- Research in MSSW is more interdisciplinary in nature at the doctoral level. Interdisciplinary areas of research scholars were Veterinary Science, Chartered Accounts, water, Entrepreneurship, etc. Research scholars from corporate and industries registered for research programme.
- Annually Rs.50, 000/- budgeted for the doctoral committee meetings and the review meetings for the full time and part times scholars.

A total of 14 regional 17 national and 1 international conferences were organized by the College.

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

The college is located in the central part of the city and is easily accessible to railway station and bus station. The college has 18 classrooms with adequate number of lights, fans and furniture. . There is an air-conditioned conference hall and auditorium with fixed LCD projectors and screens where conferences, seminars, workshops, training programs and other important lectures take place.

The college has a computer centre, library, office room, staff room, and canteen. To meet out the residential requirement of the college, the college provides hostel facilities for both men and women students.

The college plans and ensures optimum utilization of the infrastructure by functioning in three shifts.

Shift 1: Social Work (Aided)

Shift 2: Self-financed programme – MSW (SF), MSc , MA HRM, MA HROD, MA DM, BSc, BSW

Shift 3 : PG Diplomain PMIR and HRIR, which caters for working professionals.

The college functions from 08 am to 8.30 pm and serve for about 700 students and about 40 M.Phil and Ph.D research scholars.

The college has a policy to create and enhance the infrastructure as and when the necessity is occurred. This policy promotes good teaching-learning environment in all the departments. For example, all departments are given LCD projectors, laptops, speakers to face the ICT based teaching-learning process and the library is equipped with adequate books and journals and e-resources. The college has a common office room, department wise common room for faculty members, and a room exclusively for women students and staff which is maintained by the women's cell. There are separate rest rooms for men and women students and staff in each floor of the buildings. ramps have been constructed to ensure easy access to classrooms for

disabled students. A disabled friendly toilet is provided in the ground floor. The main building is provided with a new lift for the students with disability.

To meet out the residential requirement of the college, the college provides hostel facilities for both men and women students. The hostel accommodates 60 women students and 20 men students.

- Hostel has recreational facilities like a television in the common room, facilities for playing ball, throw ball, football and shuttle badminton and indoor games like carom board, chess and table tennis are provided for the students.
- Providing wi-fi facility in the hostel is under process.

There is a understanding with the clinic which is located very near to the college. There is a provision for the facility 'doctor on call' made available for any emergency to be attended. There is a clinic available very near the college campus. First aid kit is made available for easy access to students and staff whenever there is an emergency. There is a room (with a first aid kit and a bed) maintained in the college for the people who fall sick. College also takes care of the faculty members and students by conducting health related camps.

Facilities are made available on the campus for students to play indoor and outdoor games..Students are encouraged to perform cultural programmes during the annual celebrations of the college like Independence day, Republic Day, Community Day, etc.

The students are encouraged to take part in inter-college competitions organized by other colleges in the city by giving on-duty permission. Library conducts series of quiz programmes under 'Q-Labs'. Library also conducts number of annual competitions.

Library Committee encourages student members in every meeting to participate with collective feedback and suggestions for the improvement of the library.

The total area of the library is (in Sq. Mts.) – 300 sq.mts (around 3200 sq.ft) and the total seating capacity is 40 at a time and the working hours(onworking days, on holidays, before examination days during examination days, during vacation)

The layout of the library has individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources. There are 6 Individual Reading Carrels and the library has two computers with Internet connectivity to access e-resources.

Details on the library holdings

There are 16000 Books, 45 periodicals, 1700 (indexed 30,000 journal articles, 2000 thesis copies , 400 reports, 100 non print (Microfiche, AV) CD-ROMs & VHS, 200 Electronic (e- books, e-books, e-Journals) and 500 special collection & 800 Reference books.

MSSW Library has federated search option available for library OPAC. It also has a website www.msswlibrary.wordpress.com with full details like collection, services, etc about the library. There is also a link for the Library in the College website. Library also holds the specialized collection of books and periodicals for students who aspire to write competitive examinations, UGC-NET/SET and take up placements both in career corner and UGC-NET/SET centre.

OPAC facility is provided to search all the resources available in the library like books, journals, articles from the back volumes of the journals, reports and thesis. www.mssw-virtuallibrary.in provides one point access to all open access resources. This virtual library is also linked with college website.

Apart from this the Library has

- In-house/remote access to e-publications
- Access is given to in-house and e-publications through 'Digital Library'. Remote access to e-publication is facilitated with N-LIST resources and awareness and training is provided for Open Access Resources.

ICT is deployed in the library by way of:

- Library automation
- Library is fully computerized in the year 2002 itself and introduced with bar-code facility.
- Total number of computers for public access - Four Computers
- Total numbers of printers for public access - One
- Internet band width speed 2 mbps ☐ 10 mbps ☐
- 1gb (GB) ☐
- Speed of the Internet connectivity in the library is 4 mbps
- Institutional Repository

Institutional Repository is set up in the Digital Library by using 'D-Space software'. Publications of the institution like Books, journal, theses, reports, etc. are included in the as institutional repository.

- Content management system for e-learning - Library is managing the content of the Information Literacy Programmes of the library and the materials of the workshop organized by the library and also the library enables
- Participation in Resource sharing networks/consortia (like Inflibnet)
- Library is a member of INFLIBNET consortia and hence e-resources of NLIST are accessed by faculty members, research scholars and students of our college
- Membership in British Council Library and Madras Management

Association help to borrow resources from their library.

- Reference – Reference section includes reference only resources like encyclopedias, dictionaries, rare, advanced and expensive books
- Reprography – Library materials can be photocopied at nominal cost
- ILL (Inter Library Loan Service) – Library is a member of British Council Library and an understanding with TISS library, Mumbai which help for resource sharing,
- Library provides ‘sms’ alert for due reminder
- Library has indexed the journal articles from the back volumes of the journals. It has indexed around 30,000 articles. Therefore the students can access the particular volume and issue of any journal for their requirement. This service is very widely used by students for various purposes like, assignment, research and additional information.
- Old Question Papers are maintained and widely used by the students
- Information Deployment and Notification – Library displays important new items and forthcoming programmes in the library notice board regularly.
- Library also displays the list of students who visit the library frequently and list of resources borrowed frequently.
- Library displays the list of new arrivals
- Apart from this, library has organized workshop on “Web Resources”, “E- learning” , “Information Literacy” and “Writing for Publishing and avoiding the risk of plagiarism and copyright violations”
- OPAC – There are two computers available for users to access OPAC
- Internet Access – There are two computers with Internet speed of 4 mbps available in the library
- Downloads – E-resources can be downloaded inside the library
- Printouts – Print out of learning resources is permitted at the nominal cost
- Reading list/ Bibliography compilation – list of New Arrivals is compiled and displayed and list of thesis is maintained for students to go through the topics
- In-house/remote access to e-resources – Digital library helps to access institutional repository along with e-books available
- User Orientation – A detailed user orientation is given to all new batch of students, class wise along with the library tour. For the new faculty members, it is given individually

- Assistance in searching Databases – training is given to students to access library database, NLIST e-journals and Open access resources
- INFLIBNET/IUC facilities – Library subscribes to NLIST facility of INFLIBNET. Training is given to students to access these e-resources as one of the information literacy session.

Library organizes ‘Know Our Library’ Sessions to all new batch of students and research scholars and individual sessions to the new faculty members.

- Library has instituted ‘Best Library User Award’. Based on the criteria, i) usage of the library and ii) interests shown towards the development of the library and its activities, students are selected and given the award during the college assembly
- Library brings out a ‘hand out’ about the library
- Library distributes ‘book mark’ with the importance of reading to all the students and faculty members during the library week celebration
- ‘Book Fair’ is organized to facilitate the students to buy books for their interests.
- Library maintains ‘MSSW in Press’ – which is the compilation of news items appeared in newspapers about MSSW

CRITERION V: STUDENT SUPPORT AND PROGRESSION

Student Mentoring and Support

The College has a independent system for student support and mentoring Below are the student support services done by the college

- Academic support/tutoring.
- Academic advise and counseling.
- Financial resources advise and Counselling.
- Alumni support and networking

Total number of students in each class is divided and each faculty member is allotted certain number of students respectively. The protégé meets with the mentor twice a week. A quick review of the progress of the protégé in terms of academics and personal issues is made.

The College provide personal enhancement and development schemes for student by Membership in Professional Bodies like Social workers Association, MMA, HR Sangam, NHRD, NIPM, Croma, ISTD which are made mandatory.

- 7 Weekly knowledge sharing sessions in which external experts are invited to share their experiences and knowledge to the students

- 8 Conducting Youth And Career Conclave thereby exposing the students to current trends in Job Market.
- 9 Every department has a student forum in which students are Office bearers. They hold the post like President, Secretary and Treasurer. Apart from this several verticals are created exposing them to multitasks.
- 10 The college has a student development council in which students hold various important posts. The council conducts various curricular, Co- curricular and extracurricular activities. Students learn the basics of management like Planning, Organising, financial planning, decision making and time management.
- 11 Students belonging to the social work stream organize a rural camp every year in which they interface with the rural people. For interfacing the students are trained in a variety of techniques like street theatre, folk dance, mime, puppetry etc. This exposure gives them an edge in their communication skill and overall personality development.

Activities done for Soft Skill Development:

A wide of variety of competencies and skills are taught according to the requirement of each academic stream. This accounts for holistic development of the students and bridges the gap between theory and the field. To Mention a few areas, Personality development, communication Skills, Leadership Skills, Decision making and problem solving skills, time management skills, emotional intelligence, counseling skills, career guidance, motivation skills.

Scholarships:

College management provides financial assistance in the form of fee waiver to the needy students to deserving candidate.

Apart from this the alumni of the college provides scholarships to the needy students.

MoU:

The Institution has signed the MOU with the Helsinki metropolia university of Applied sciences, Helsinki, Finland and Coburg University of Applied Sciences, Coburg, Germany.

Students from Faculty of welfare and Human Functioning, Helsinki Metropolia University of Applied Sciences, Helsinki, Finland visits the institution for three months and the institution facilitates the learning through Guest Lectures, interaction with students, field visits and weekly or forty night placements with the specialized non-governmental organizations in Tamilnadu.

Four Students and a faculty member of the Institution have attended a summer school at Coburg University of Applied Sciences, Germany in the year 2013- 2014.

SC/ST, OBC and economically weaker sections are given reservation in the admission process as per government norms.

There is an equal opportunity centre in the college which caters to the need of SC/ST students. This Centre conducts Training programs and workshops in the areas of Communication skills, Personality Development Etc. The training Programs are conducted regularly and a certificate is provided for the same. Apart this college refers the SC/ST students for Government Scholarships. Students belonging to economically weaker sections are helped by providing opportunities for part time employment and financial support for studies.

Students with Locomotor disability, dyslexia, writing difficulty are provided extra time and also scribes to take up the exam. Lift and ramp facilities are provided to them.

The College provide regular coaching classes for NET/SLET.

Experts from IAS Academy visit the college and gives motivational talks and address the students.

Students participating in sports activities are encouraged by granting OD and flexibility in submission of Assignments.

The Placement cell provides the training programs like Mock aptitude, Mock GD and Interview sessions for the campus placements.

The placement cell supports the students by referring them vacancies then and there.

Top Industries and NGOs like TCS,CTS,Ford,Spic,S.O.S Childrens' Villages India,Titan,CUMI, Madras Cements Ltd.Sundaram Fasteners Ltd.Delphi TVS and Banyan visit the Institution and recruit students.

Alumini Association:

MSSWA - The Madras School of Social Work Alumni is a registered organization under the Societies Registration Act. Revived in October 2008 MSSWA's members include high achievers from a wide spectrum of professions which include Social Work, HR, Community Development, BPO, Software & IT, Manufacturing, Retail, Entrepreneurship, etc.

Redressal of Grievances: As and when required the Committee meets and redress the grievances. Some of the grievances reported through the hierarchy and some are reported directly to the committee. For the benefit of the students as per the University directives Black and Green box is Provided inside the campus. Black box is meant for submitting student grievances/Complaints. Green Box is for suggestions.

Women cell of the college has been functioning and the major functions of the women cell is to create awareness and prevention of Sexual harassment inside the premises of the college. The cell has been functioning successfully and there has been no cases and instances of sexual harassment during the period 2011-2015.

At the time of admission, an undertaking is taken from the student to strictly adhere to anti ragging rules and regulations.

A very active PTA involved in conducting Health Camps, involving in teachers day celebrations and contributing to college logistics.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The vision and mission of the Institution encompasses in itself leadership which is instilled and engraved in the heart of the students and staff by the college anthem.

LEADERSHIP

- The leadership of the college guides the faculty members in following protocols for various aspects of governance. The leadership provides feedback to faculty members and supports them in developing their competencies. The senior leaders believe in empowerment, proper delegation of work by identifying the right person for the right job, motivating them to achieve excellence, recognizing them, allowing them to be recognized at public forums, and felicitating the achievers.
- To encourage teachers to take up research and publish in peer reviewed journals they are given cash incentives.
- The Head of the Institution believes in frank two way communication with the staff at all levels.

Interaction with stakeholders

- The leadership facilitates interaction with the stakeholders like Alumni Association, Parents Teachers Association once in a year and also during their visit to college on a specific purpose, and suggestions are carefully listened to and suitable action is initiated to realize those ideas.

Reinforcing culture of excellence

- The college time and again instructs the faculty and the students to keep the torch of culture and tradition by strictly following them in the college. Regular workshops for faculty is organized to update them in the recent trends in teaching, learning and other professional needs reinforcing the culture of excellence.

Identifying needs and championing organizational development (OD)?

- The leadership identifies the felt needs and the basic requirements prior to the implementation of any program. Regular meetings at HODs and Coordinators levels ensure that the developments in terms of learning resources are upgraded to take care of the dynamic changing educational environment.
- **The College Committee** consists of management representatives, University nominee, two senior most teaching faculties and the Principal of the college. Academic and administrative decisions are taken after a series of consultations with the stakeholders.
- **Board of Management-** Principal represent as Academic Head is the ex-officio member

- **UGC Autonomy Statutory Bodies:**

- A. **Governing Body** – Principal and two senior most faculty members participate.
- B. **Academic Council** – Principal, Heads of the Department, faculty representatives are members of Academic Council
- C. **Finance Committee** – Principal and Controller of Examination are members of the Finance Committee
- D. **Board of Studies** – Principal, Head of the Department, all the faculty members of the department and students representatives are members of the Board of Studies.

Contributing to National Development

- The College, realizing its social responsibility, has taken the initiative of extending its expertise in serving development needs of the community through its extension programs, Research, Capacity Building initiatives, Publications, Advocacy & policy formulation etc.

Fostering global competencies among students

- Apart from the classroom instructions, regular programmes like International Conferences, Seminars. Workshops, Certificate courses, Outbound Programmes (OBTs), study tours, rural camps, industrial visits, observation visits and study tours are organized update the global realities and to develop the competencies necessary to work in a changing global environment.

Inculcating a value system among students

- Extension programmes in Tribal areas.
- Slum and Community visits
- Care and Share programmes
- Community celebrations

Professional developments of Teachers are encouraged through:

- FIP, Orientation and Refresher Courses' participation
- Participation in Seminar/ Conference/ Workshop
- Motivating Research Culture
- Encouraging Publication

Professional development of Non-Teaching through:

- Computer training
- Soft-skill training

Financial Management and Resource Mobilization

- The financial resources are monitored as per the Budget Proposal and Approved in the Governing Body Meeting.
- The Finance Committee of the College closely supervises the financial aspects of the college.

The College mobilizes the financial resources through payment of fees by students, voluntary donations by philanthropists and alumni and also generous contribution from the management and distinguished alumni.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

Several of the environmental problems presently faced by humankind are directly or indirectly caused by misusing of environment and unconsciousness of the society about environmental education. Our college strives to educate, practice and spread awareness on environment consciousness. It is our goal to create a greener environment.

The Eco-Club of the college conducts Green Audit in the campus.

The College has instituted Eco – Club with the aim of making the campus environment friendly. This vibrant Club constituting of both faculty and student representation focuses on implanting recycling values and recognize each international environmental day and hold Programs

Energy conservation:

- During the orientation programme for freshers, the students are oriented towards energy conservation.
- Observation of ‘Electricity Saving Day’ has educated the students regarding the danger of natural resource depletion and the need for energy conservation.
- Large size windows are fixed on the walls of the classrooms to have good ventilation. This has reduced the usage of fans and lights and thus the electricity is used minimally.
- The College has started to use CFL bulbs in the place of incandescent bulbs to minimize power consumption.
- Equipment such as projectors, computers and printers are procured after assessing energy ratings provided by the manufacturer.
- Computer monitors have been upgraded from CRT to LED in all the

Departments and in the College office.

- Implementing energy saving techniques is ensured by switching off the lights and fans after the completion of class room activities.

- Air-conditioners are used only when required. Further, all the A.C.s are with Five star rating in Power saving. Water Harvesting:
- The rain water is harvested in the college campus. There are 34 chambers (Sink Pits) installed in the college campus to harvest the rain water.
- The college insists on the economical use of water which has ensured constant supply of water in the college.
- RO drinking water plant which is installed in the college campus has drastically reduced the dependence of drinking water supply from the external source. The availability of 4 bore wells and one groundwater resource system provides abundant water without any scarcity.

Efforts for Carbon Neutrality:

- The College makes the students aware of the carbon credits, carbon neutrality; its advantages etc by including it in the academic curriculum in the subjects of Environmental Studies for the undergraduate students.
- The post graduate students are given Projects/Assignments on the topics like India's Carbon Credit policy, Earnings from Carbon Credit, Industrial waste, e-waste Management and the Role of Social worker in Environment protection etc.
- The College has been maintaining greenery with shrubs and trees to maintain carbon neutrality.
- All the students and faculty members have been instructed to subject their vehicles for periodic emission check. No wastes are burnt in the campus; the wastes are collected by the Chennai Corporation for disposal.

Plantation:

- The College encourages students to plant saplings at his/her home and rear it properly.
- As a part of making the campus Green effective, the institution has presented plant sapling to the Guests of various functions.

Hazardous Waste Management:

There are no hazardous chemicals used in the college campus. The minimal wastage are diluted and safely flushed out of the reach of the students.

E-waste Management:

- The college has not generated major e-waste.
- The out dated computers and electronic equipments are sold in the market.
- The minor and major repairs of the electronic equipments are set right by the professional technician of the college and the equipments are reused.

- The waste compact discs are used by students for decoration and participation in competitions on 'Art from Waste'.
 - An orientation on effective management of E-waste was given to the students.
- Other Initiatives: Tobacco – free Zone –

Madras School of Social Work is a Tobacco-free Zone where chewing of tobacco or other narcotic substances within the campus limits is considered as an offence and is prohibited.

Eco – Friendly Initiatives -

The college encourages the use of Eco-Friendly Banners, Posters, Eco-Friendly Conference files and folders during the conferences and other programmes organized by various departments.

As a part of making the campus Green effective, plant saplings are given to the faculty members. Also, the guests of various functions conducted in the college were presented with a sapling.

The Members of the Eco Club participate in the Lake Clean-up programme . The students learn about lake conservation and restoration, and its importance maintaining the eco system.

The members of the Eco Club participate in the Beach Clean-up organized as there is a need to protect the environment and our coasts for the sustainable future.

Eco Club organizes sessions on millet based organic foods.

A napkin burner has been installed in the campus to ensure appropriate means of disposal of used sanitary napkins. Proper orientation has been given to the girl students of the college

All the important days' environmental dates were observed to increase the sense of awareness among the students about their own environment so that they could realize their responsibilities towards Mother Nature.

INNOVATIONS –

- The **Placement Cell** in our college enables the students to get employed in highly reputed organizations, corporate and welfare sectors. At MSSW, both ON and OFF Campus placements are included in the total placement percentage, since both are facilitated through the placement cell of MSSW.
- The **Student Development Council** is a unique feature of our college as it is not a union but a council which is run wholly by the students themselves. This council promotes various extra-curricular activities of the students both intra and inter-collegiate competitions.
- The **Anti-Narcotics Club** launched in our college creates a sense of awareness about substance abuse. Various rallies were conducted to educate the society on the prevention of such anti-social substances.

- The **Women Cell** promotes gender empowerment and gender equality. The college observes International Women's Day without fail with various topics. This has created a great impact on the students to be self-reliant and to face and overcome challenges.
- **Career Conclave/Career Guidance** is conducted regularly every year for the students. This is a great platform and helps them to prepare themselves for employability and to explore various career options for UG and PG.
- **Equal Opportunity Centre** established caters to the needs of those belonging to the SC/ST and Non-creamy Layer students to develop and build their personality and to bring various opportunities to become a better individual in a society.
- **Counseling Cell** is another unique feature which is mandatory in the present world. Our college provides counseling to our college and the general public who are in distress and psychological problems. The impact of counseling services is reflected in the affected students who come up eventually out of their stress and showed positive results in academic as well as personal behavior.
- **Mentoring** is provided to the students at the department level by the various Mentoring Cells present in each departments. The first level of mentoring is the interaction with the respective class teacher/senior faculty. The second level of mentoring is interaction with the Head of the Department/Dean/Principal.
- **A Community College** has been established to give education/training to the downtrodden people in the society to mould them into an entrepreneur and to help them to stand up for themselves on their own.
- Each department has its own **departmental library** to inculcate the habit of reading and learning habits among the students to participate in book reviews and discussions/analysis. This has created a deep impact in the scholastic life of our students. Some of the books have been contributed by the old students of our college who considered the value and importance of books and this library initiative.

Best Practice- Project field work is an unique method of learning at MSSW and a best practice where in the Social Work students are first divided into a group of 6 to 8 students with a faculty advisor. Under the guidance of faculty advisers the students implement social development projects that would address several social and health problems in the neighborhood communities.

INTRODUCTION

INTRODUCTION

Madras School of Social Work was established in the year 1952 and it celebrated its diamond jubilee in the year 2012. It is a pioneer institution of Social work situated in the heart of the city and is easily accessible by rail and roadways. It was initiated by Padma Vibhusan Mrs. Mary Culbwala Jadhav as a training institute, then the only one of its kind in India. From a single discipline college, it is now offering six disciplines namely, Social work at the UG & PG and research level. Psychology at UG, PG & MPhil level. Human resource management, Human resource and organizational development, Development management, HRIR at the PG level. The campus is fully occupied from 8.00 AM to 8.30 PM.

The college attracts students from all over India & abroad. It provides equal opportunities to young men, women, transgenders, differently abled and marginalized sections of the student population. Our placement reports speak very high of the institution.

It would not be complete without a mention of our alumni who head and are part of HR departments, NGOs & government organizations in India & in particular, Tamilnadu.

The students being absorbed so readily is because the vision and mission of the college emphasizes on providing education of global standards & creating outstanding professionals and the college song propels the need for striving for excellence.

This is possible because of the dynamic, understanding and approachable principal who motivates, encourages and ensures performance of the highest order. He is supported by the Dean Self – finance, Heads of the departments and a team of dedicated faculty, who strive to make sure that every student passing out of the campus goes through an all round development.

The college is part of SSER. It is headed by the President, it comprises of the secretary and other members who are stalwarts from different walks of life. With their experience, they guide and support the endeavour of the faculty to accomplish institutional growth. To provide a very enriching campus life, the college has an elected Student development council, a library, hostel, a placement cell, counseling and mentoring cell and a proactive Parent teacher association and alumni.

Several dignitaries have accepted our invitation & graced many events and functions. Just to mention a few, the social welfare minister, health minister, IAS officers, internationally acclaimed NGO heads, Padma Bushan awardees, have generously praised the institution and the students for their commendable contribution to the society.

Newspapers have often covered the activities of the college and magazines have always highly commended the students, their academic excellence, their readiness for career pursuits and the college in to for its service and training the youth for a better tomorrow.

SELF STUDY REPORT

SELF STUDY REPORT

1. Name and Address of the College:

Name	Madras School of Social Work	
Address	32, Casa Major Road, Egmore	
City	Chennai, Pin: 600008	State - Tamil Nadu
Website	www.mssw.in	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. S. Raja Samuel	O:044-28192824 R:044-26730068	9500184856	+914428192712	mailto:principal@yahoo.co.in
Vice Principal	NA	O: - R: -	-	-	-
Steering Committee Co-ordinator	Mrs. Shakeela Basheer	O: R:044 22294197	9445160165	+914428192712	shakeelakhan64@gmail.com

3. Status of the Autonomous College by management.

- I. Government - No
- II. Private - Yes - Aided Institution and Self financing
- III. Constituent College of the University - No

4. Name of University to which the College is Affiliated - University of Madras

5. a. Date of establishment, prior to the grant of 'Autonomy' 14/07/1952

b. Date of grant of 'Autonomy' to the College by UGC: 05/07/2006

6. Type of Institution:

a. By Gender

- i. For Men -
- ii. For Women -
- iii. Co-education ✓

b. By Shift

- i. Regular - ✓ ii. Day - Nil iii. Evening - ✓

c. Source of funding

- i. Government - Nil
- ii. Grant-in-aid - ✓
- iii. Self-financing - ✓
- iv. Any other (Please specify) - Nil

7. It is a recognized minority institution? Yes – Nil No - ✓

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence. Not Applicable

8. a. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	11-02-1977	-
ii. 12 (B)	11-02-1977	-

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act-
Annexure 1)

b. Details of recognition/approval by statutory/regulatory bodies other than
UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

N.A

9. Has the college recognized

a. By UGC as a College with Potential for Excellence (CPE)?

Yes ☐ - No ☒

If yes,

Date of Recognition:N.A..... (dd/mm/yyyy)

b. For its contributions / performance by any other governmental agency?

Yes - ✓ No- Nil

If yes, Name of the agency –

NSS Empanelled Training Institution under the Ministry of Youth

Affairs and Sports

Date of recognition: ... September 1970..... (dd/mm/yyyy)

10. Location of the campus and area :

Location - Urban
Campus area in sq. mts. or acres - 1.5 acres/6208.57 sq.metres
Built up area in sq. mts. - 6460 sq.mts.
(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Does the College have the following facilities on the campus (Tick the available facility)? In case the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex - ✓
- Sports facilities – **Madras University ground is used for sports purpose.**
- Play ground - **NIL**
- Swimming pool - **NIL**
- Gymnasium - **NIL**
- Hostel
 - * Boys' hostels - ✓
 - * Girls' hostels - ✓
- Residential facilities
 - * For teaching staff - **NIL**
 - * For non teaching staff - **NIL**
- Cafeteria - ✓
- Health centre - **NIL**
 - * First aid facility - ✓
 - * Inpatient facility – We have specific understanding with local doctor /we are in the closer proximity to some of the major hospitals,
 - * Outpatient facility - **-do-**
 - * Ambulance facility - **Government**

Government and Private hospitals are reachable in 10 minutes.

* Emergency care facility – Large hospitals both public/private available within 1 km.

Health centre staff –					
*	Qualified doctor	Full time	NIL	Part-time	NIL
*	Qualified Nurse	Full time	NIL	Part-time	NIL

* **Other facilities** – As the college is in the centre of the city these facilities are available within 100 metres.

○ Bank ○ ATM ○ post office ○ book shops

- **Transport facilities** – The College is easily accessible by public and private transport. The bus stop is situated near the college entrance. We hire a regular transport operator to arrange field work visits for both staff and students.
- **Power house** – **A generator (30 KVA) is used during power cuts.**
- **Waste management facility** –
House keeping staff are deployed in adequate numbers to collect waste and disposal after Segregation.

12. Details of programmes offered by the institution : (Give data for current academic Year

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned / approved Student intake	No. of students admitted
1.	UG	BSW&BSc Psychology	3 years	+2	English	BSW-40 B.Sc-50 5	40 47
2.	PG	MSW(AIDED)	2years	UG Degree	English	50	50
		MSW(SELF FINANCE)				40	39
		M.A (HRM)				40	40
		M.A (HR& OD)				40	40
		M.A (DM)				40	40
		M.Sc Counselling psychology				26	26
3	M.Phil.	M.Phil (Social work)	1 year	P.G degree (SocialWork)	English	6	5
		M.Phil (Psychology)		P.G degree (Psychology)		6	5
4	Ph. D.	Ph. D.(Social work)	As per University guidelines	P.G degree	English	35 reg (8 per guide) 8x7=56 approved intake	8
5.		Integrated Ph.D.	-	-	-	-	-
6	Certificate	-	-	-	-	-	-
7.	Diploma	-	-	-	-	-	-
8.	PG Diploma	PMIR&HRIR	2 years	UG Degree	English	i year-30 ii year -30	HRIR-18 PMIR-30,19
9.	Any Other (Please specify)		-	-	-	-	-

13. Does the institution offer self-financed Programmes?

Yes - ☒ —

No - Nil

If yes, how many?

8

14. Whether new programmes have been introduced during the last five years?

Yes ☒ No - Nil

If yes

Number 4

- 1) M.A HR& OD
- 2) M.A (DEVELOPMENT MANAGEMENT)
- 3) B.SC PSYCHOLOGY
- 4) PG-DIPLOMA-HRIR

15. List the departments: (Do not list facilities like library, Physical Education as departments

Unless these are teaching departments and offer programmes to students)

	Particulars	Number	Number of Students
Science	Under Graduate		124
	Post Graduate		52
	Research centre(s)		6
Arts	Under Graduate	1	120
	Post Graduate	6	420
	Research centre(s)		41
Commerce	Under Graduate	NA	NA
	Post Graduate		
	Research centre(s)		

Research centre(s)		
Any Other (please specify)		
Post Graduate DIPLOMA	HRIR	18
Post Graduate DIPLOMA	PMIR	1 YEAR-30
Research centre(s)		II YEAR-19

16. Are there any UG and/or PG programmes offered by the College, which are not covered under Autonomous status of UGC? Give details.

NIL

17. Number of Programmes offered under (Programme means a degree course like BA, MA, BSc, MSc, B.Com etc.)

-

- annual system - 8
- semester system --- 8
- trimester system-

18. Number of Programmes with

- Choice Based Credit System - 8

- Inter/Multidisciplinary Approach

- Any other (specify)-

19. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component (aided)

Rs.1,08,969.39 (Aided)	Rs.48,776 (Self-Finance)
Rs.30,047.61 (Aided)	Rs.33,636 (Self-Finance)

(b) excluding the salary component ‘ ‘

20. Does the College have a department of Teacher Education offering NCTE recognized degree programmes in Education?

N.A

Yes – Nil No- ✓

If yes,

a. How many years of standing does the department have? N.A years

b. NCTE recognition details (if applicable) Notification N.A

c. No.: N.A

Date: N.A (dd/mm/yyyy)

d. Is the department opting for assessment and accreditation separately?

NA

Yes - ☐ No - ☐

21. Does the College have a teaching department of Physical Education offering NCTE recognized degree programmes in Physical Education? NA

How many years of standing does the department have? NA years

a. NCTE recognition details (if applicable) Notification NA

b. No.: NA

Date: NA (dd/mm/yyyy)

c. Is the department opting for assessment and accreditation separately?

NA

Yes - ☐ No - ☐

22. Whether the College is offering professional programme?

Yes - ☐ No - ☐

If yes, please enclose approval / recognition details issued by the statutory body governing the programme

23. Has the College been reviewed by any regulatory authority? If so, furnish a copy of the report and action taken there upon.

Yes, by the U.G.C Autonomy Review Committee for extension of autonomy and by University of Madras for affiliation.

Annexure 2

24. Number of teaching and non-teaching positions in the College

Positions	Teaching faculty						Non Teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC / University / State Government Recruited Yet to recruit	-	-	2	1	3	2	3	1	-	1
					3	2	3	1	-	1
	-	-	2	1	2	-	2	-	-	-
	-	-	-	-						
Sanctioned by the Management/ society or other authorized bodies Recruited Yet to recruit	-	-	-	-	12	25	4	1	3	-
					12	25	4	1	1	--
					----	---	---	---	--	--

*M - Male *F – Female

25. Qualifications of the teaching staff

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							10
D.Sc/D.Litt							
Ph.D			2	1	2	2	7
M.Phil							
PG					2	1	3
Temporary Teachers							
Ph.D					3	6	9
M.Phil					3	10	13
PG					6	9	15
Part –Time Teachers							
Ph.D					7		7
M.Phil					1	1	2
PG					9	-	9

26. Number of Visiting Faculty/Guest Faculty engage by the college-

25

27. Students enrolled in the College during the current academic year, with the details

STUDENTS	UG		PG		INTEGRATED MASTERS		M.PHIL.		PH.D.		INTEGRATED PH.D.		D.LITT/D.SC.		CERTIFICATE		DIPLOMA		PG DIPLOMA	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
FROM THE STATE COLLEGE IS LOCATED	78	156	104	321	-	-	1	2	10	25	-	-	-	-	-	-	-	-	37	30
FROM OTHER STATES OF INDIA	4	6	13	40	-	-	1	2	-	-	-	-	-	-	-	-	-	-	-	-
NRI STUDENTS	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
FOREIGN STUDENTS	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
TOTAL	82	162	117	361	-	-	2	4	10	25	-	-	-	-	-	-	-	-	37	30

* M - Male

* F - Female

28. Dropout rate in UG and PG (average for the last two batches)

UG

1%

PG

1%

29. Number of working days during the last academic year.

206

30. Dropout rate in UG and PG (average for the last two batches)

190

31. Is the college registered as a study centre for offering distance education programs for any university. Yes ☐ No ☒

If yes, provide the

a. Name of the University

b. Is it recognized by the Distance Education Council?

Yes

☐

No

☒

c. Indicate the number of programmes offered.

32. Provide Teacher-student ratio for each of the program/course offered

Programme/course	Ratio	Programme/course	Ratio	Programme/course	Ratio
MSW Aided	1:11	MA H.RM	1:16	MSc	1:10
MSW(SF)	1:10	MA H.R.O.D	1:13	BSc	1:24
BSW	1:24	M.A (Dev. Mgt)	1:16		

33. Is the College applying for?

Accreditation : Cycle 1 ☐ - Cycle 2 ☐ - Cycle 3 ☒ - Cycle 4 ☐ -

Re-Assessment: ☐ -

34. **Date of accreditation*** (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: February 2004. Accreditation outcome/results – B++

Cycle 2: March 2011 Accreditation outcome/results – B

Kindly enclose copy of accreditation certificate(s) and peer team report(s) –

Annexure 3

Cycle 1 refers to first accreditation; Cycle 2 and beyond refers to reaccreditation

35. a. **Date of establishment of Internal Quality Assurance Cell (IQAC)**

...15th...June 2006.....(dd/mm/yyyy)

b. **Dates of submission of Annual Quality Assurance Reports (AQARs).**

(i) AQAR for year 2011 on ...April 2014.....(dd/mm/yyyy)

(ii) AQAR for year 2012 on ...April 2014..... (dd/mm/yyyy)

(iii) AQAR for year 2013 on ...December 2015..... (dd/mm/yyyy)

(iv) AQAR for year 2014 on ... December.2015..... (dd/mm/yyyy)

36. **Any other relevant data, the College would like to include.**

(Not exceeding one page)

The academic environment in our institution leads to intellectual stimulation. The entire academic curricula and training is value driven and emphasizes inclusiveness and equity as an overarching goal towards community development. The curriculum at MSSW for all courses includes topics on concerns and issues that confront society and the critical analysis of the same is done at every level. Students have hands on experience in working with human problems at individual, group and community level. Structured certificate programmes are organized as extra departmental inputs by the college.

MSSW has Board of Studies for Social Work, Counseling Psychology & Management. The entire process of the curriculum development goes through several stages. The college follows semester system and the curriculum is based on CBCS suggested by the University of Madras. The syllabus is revised every two years and it goes through a series of approvals.

With regard to the best practice, the institution has been actively engaged in curriculum designing, introduction of new subjects and the institution has also been keeping in touch with stakeholders for updating the curriculum. Obtaining feedback from the stakeholders is a continuous exercise. Gender concerns and gender related topics are an integral part of all programmes at MSSW. Special care and effort is

taken for the differently abled students who are given priority during admissions. The institution has the privilege of hosting several foreign students from different universities abroad for their credit/course completion especially with regard to field work practicum and research.

MSSW is proud of its faculty members who are continuously upgrading their qualifications and skills in their fields of specializations. Many Faculty members have obtained M.Phil., Ph.D Guideship recognition from University of Madras.. Our Faculty members have served in various Boards of Studies of other colleges and Universities and are invited frequently to deliver lectures and to be resource persons for various training programmes. Faculty members have also attended seminars and presented papers in National and International conferences and have to their credit many publications.

After Autonomy the institution has started five new departments namely, MA. HRM, BSW, MSW (Shift-II), MA. Development Management, MA. HR&OD, B.Sc (Psychology), M.Phil (Psychology) and Post graduate in HR & IR which are improving and gaining popularity among the student population.

There are several plans to make MSSW shine further in the global context. There is no doubt that the college will exceedingly and abundantly continue to make a difference to the community and the world at large with renewed vigour and dedication. The journey continues for the institution to live its mission and realize its vision in the pursuit of excellence.

CRITERIA – WISE INPUTS

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Design and Development

1. 1.1. How are the institutional vision / mission reflected in the academic programmes of the College?

Vision

To be a global leader in education, research and intervention in social work and allied disciplines towards transforming the human potential into socially sensitive change agents for sustainable development

Mission

MSSW will create outstanding professionals, who will provide transformational leadership in the community and workplace, through:

- An experiential transformative process of education and practice oriented pedagogy involving multi-disciplinary social sciences research.
- Implementing community outreach in our core competency areas, need and evidence based community practice interventions and delivering training and consultancy services to Corporate, Government and Civil Society Organizations.
- Playing an active role in advocacy and policy formulation and access to contemporary knowledge resources.

Objectives

- * To impart education in the fields of Professional Social Work, Human Resource and Psychology and other related social science disciplines
- * To organize need based short-term courses and training programmes for the student community field practitioners of Government and Non-Government sectors.
- * To undertake institutional and sponsored research studies on various social problems, social welfare and other issues of local, national and international concern and thereby to contribute to policy making.
- * To undertake community projects to empower the weaker sections marginalized groups in the neighborhood community and thereby to facilitate their sustainable growth, and to enhance student's learning process.
- * To arrange lectures, seminars, conferences, symposia and discussions on problems of social interest.
- * To offer necessary consultation and guidance to the needy individuals and groups.
- * To establish a meaningful 'Institution Industry Community Interface and coordination.
- * To encourage and bring out quality publications in the relevant fields.

Madras School of Social Work is the first institution established in Tamil Nadu promoting social work education.

In reflecting the above said vision, mission and objectives, Madras School of Social Work is imparting quality education, conducting research and promoting intervention in social work and allied disciplines towards transforming the human potential into socially sensitive change agents for sustainable development.

Since its inception the college has been actively involving in preparing students in the field of Social Work to address humanitarian issues with an experiential transformative process of education and practice oriented pedagogy involving multi-disciplinary social sciences research at the state and national level towards the upliftment of the underprivileged in particular. The institutional vision mission is reflecting in the academic programmes at the UG and PG courses.

The curriculum design/content undergo periodical review based on the feedback from the stakeholders. The interface with the corporate both in the apex/other levels helps us to discuss/dissiminate our value addition relevantly to each of the subject taught and learnt. Support is extended in the form of U.G.C in their grants for OUR Mini projects contextually chosen for learning and developing.

The encouragement of the management and the experts in the board have enabled to have adequate literature in terms of newer books and journals etc in realization of the vision and mission. The quest speakers and resource persons are chosen from the best in the field and their lead provides all support in this endeavour. The teachers and students work together for effective learning and a large number of young teachers help in understanding and enhancing the requirements of the students community.

UG Programmes	Papers introduced in Strengthening the Core Values of MSSW
Bachelor of Social Work (BSW)	Introduction to Social Work
	Sociology and its relevance for Social Work
	Human Growth and Development
	Social Work Practice with Individuals and Groups
	Social Work Practice with Communities
	Fields of Social Work
	Social Development and Social Work
	Environmental Studies
	Communication for Social Work
	Social Work Research and Statistics
	Social Work in Health Care
	Human Rights

UG Programmes	Papers introduced in Strengthening the Core Values of MSSW
	Social Welfare Administration
	Women Development: Issues and Concerns
	Social Work with Elderly
B.Sc (Psychology)	General Psychology – I
	Child Development
	Introduction to Social Work
	Psychology of adolescence and middle adulthood
	Biological psychology
	Geriatric Psychology
	Cognitive Psychology
	Fundamental statistics in Psychology
	Psychopathology – I
	Counselling Psychology
	Experimental psychology
	Organizational Behaviour
	Psychological Testing
PG Programmes	Papers introduced in Strengthening the Core Values of MSSW
MSW(Master of Social Work)	Social Work Profession
	Social Work with Individuals.
	Social work with groups
	Sociology
	Psychology
	Social Work with Communities
	Social Research and Statistics
	Social Policy & Planning
	Human Resource Management
	Development and Labour Economics
	Management of Organizations
	Social Legislation
	Labour Legislation
	Rural Development And Governance
	Mental Health and Psychiatric Social Work
	Dalit And Tribal Empowerment

UG Programmes	Papers introduced in Strengthening the Core Values of MSSW
	Medical Social Work
	Strategic Human Resource Management
	Community Development – Tools and Approaches
	Organizational Behaviour
	Women And Development
	Social Work With Families And Elderly
	Employee Relations & Welfare
	Disaster Management & Environmental Social Work (CD/MPSW)
	Performance Management (HRM)
	Urban Development And Governance (CD)
	Clinical Social Work Practice (MPSW)
	Organizational Change & Development (HRM)
	Social Work With Children & Youth (CD)
	Therapeutic Interventions(MPSW)
	Learning & Development(HRM)
	Community Health (CD&MPSW)
	International HRM (HRM)
	Social Entrepreneurship (CD)
	Social Work With Persons with Disabilities (MPSW)
	Compensation Management (HRM)
M.A.	Interdisciplinary Approaches for Development
(Development Management)	Establishing Development Organizations
	Human Resource Management
	Sociology of Development
	Fundamentals of Management
	Development Communication
	Organizational Behavior
	Research Methodology
	Human Rights and Gender Issues
	Pragmatic Models of Development
	Development Communication
	Project Management

UG Programmes	Papers introduced in Strengthening the Core Values of MSSW
	Global Issues & Social Development
	Corporate Social Responsibility
	Financial Management
	Introduction to Labour Legislations
	Entrepreneurship Development
	Environment Management
	Community Based Health and Education Management
	Disaster Management
	Organisation Development
M.Sc (Counselling Psychology)	Statistics in Psychology
	Counselling Theory and Skills
	Theories of Personality
	Case Analysis – Praxis of Counselling
	Community Psychology
	Health Management and Psychological Wellbeing
	Behaviour Modification
	Psychological Assessment
	Case Analysis – Praxis of Counselling
	Corporate Counselling
	Life Skills
	Counselling Across Life Span
	Counselling and Therapy for Groups and Special Populations
	Counselling and Therapeutic Techniques
	Counselling Children With Special Needs
	Foundations of psychopathology
	Counselling Across Life Span
	Counselling in Schools
M.A (HRM)	Organizational Behaviour
(Human Resource Management)	Human Resource Management
	Principles of Management
	Labour Law
	Managerial Economics

UG Programmes	Papers introduced in Strengthening the Core Values of MSSW
	Research Methodology
	Training and Development
	Performance Management System
	Compensation Management
	Workplace Counselling
	Operational Management
	Financial and Management Accounting
	Employee Relations and Labour Welfare
	Organizational Change and Organizational Development
	Management Information Systems in Human Resource Management
	Entrepreneurship Development
	Industrial Health and Safety
	International Business and International Human Resources
M.A (HR&OD)	Human Resource Management
(Human Resource and Organisational Development)	Organizational Behavior Management Principles
	Fundamentals of Management Accounting and Financial Management
	Labour Welfare and Social Security
	Training & Development
	Industrial Relations
	Change Management
	Managerial Economics
	Research Methodology & Statistics
	Organization Development-I
	Operations Management
	Performance Management
	Corporate Planning and Strategic Management
	Cross-Cultural Business Management
	Business Ethics
	Compensation Management
	Workplace Counseling/Entrepreneurial Development

1. **1.2 Describe the mechanism used in the design and development of the curriculum? Give details on the process.** (Need Assessment, Feedback, etc) The mechanism followed in the design & development of the Curriculum is:

i. Need assessment

The College gets the annual feedback about the curriculum from Student representative from each department and once in two years gets collective feedback from the stakeholders like, outgoing students, employers (prospective & current), members of the alumni, field experts, subject teachers which helps in reviewing and revising the curriculum.

ii. Drafting of the Curriculum:

The inputs received are analyzed by the subject teacher concerned and other faculty members of the department followed by discussions in the departmental meeting leading to the preparation of a draft curriculum with necessary changes which is forwarded to the subject experts for their comments and suggestions, to add strength to draft curriculum. Autonomy enables the college to update the curriculum, as and when necessary, based upon the requirements.

iii) Finalization of the Curriculum:

The inputs of the Internal Board of Studies serve as valuable inputs for curriculum design and development. In addition, the Formal Board of Studies with the participation of the University nominee, Subject Experts (both academicians and practitioners), the curriculum design and development is enhanced. The curriculum is approved by the Academic Council and the Governing Body for implementation of the suggested inputs.

1.1.3 How does the College involve industry, research bodies, and civil society in the curriculum design and development process? How did the College benefit through the involvement of the stakeholders?

As our curriculum involves the expertise of the practitioners, the opinion of the following experts and civil society organizations are used in curriculum design.

FIELD WORK – AN INTEGRAL PART OF THE CURRICULUM



Students and faculty engaged in Field Work and Extension activities

INVOLVEMENT OF STAKEHOLDERS

NAME OF THE COURSE	INDUSTRY /CIVIL SOCIETY REPRESENTATIVE	NAME OF MEMBER	BENEFITS TO THE COLLEGE
SOCIAL WORK AIDED & SELF FINANCED	National Institute of Epidemiology, ICMR, Ayyapakkam	Dr.Thilakavathy Subramanian	Representatives from industry, research bodies, and civil society actively contribute to the curriculum design and development both formally and informally. Formally, they serve in the Board of Studies, Academic Council and Governing Body. Informally, alumni and practitioners get to share their inputs and feedback to aid curriculum design and development. Thanks to their contribution, contemporary content, emerging topics are addressed and employability is ensured.
	National Institute for Research on Tuberculosis, Chennai	Dr. Beena Thomas	
	Royal Enfield, Chennai	Mr.ArulAnanda Prabu, Executive Director	
	People Tech Solutions Pvt. Ltd.	V.P. Rajkumar	
MANAGEMENT	Department of Management Studies, Women's Christian College, Chennai	Dr.Anita Rajendran	
	Asst. Professor, Presidency College, Chennai	Dr.L.Ceis Dastan	
	Professor & Head, Dept. of Management Studies, AMS College of Engineering, Avadi	Dr.Shameem	
	Asst Professor (Sr.Gr), Dept of Management Studies,	Dr.Jayanth Jacob	
	Anna University, Chennai		
	Manager-HR, Daimler	Mr.Umanath	
	Training Head, HOD, Dept .of Social Work, NIEPMED	Mr.Amarnath	
	Manager- HR,Sundaram Fasterner	Ms.Sangeetha Rajesh	
	Consultant, UNICEF	Mr.P.Rajan	
	HR-Executive, TCS	Mr.George	
PSYCHOLOGY	Associate Professor,Dept.of Psychology, University of Madras	Dr.Lavanya	
	Associate Professor,Dept.of Psychology,JBAS College for Women,Chennai	Dr.Waheeda Matheen	
	Associate Professor & Head, Dept.of Psychology, Women's Christian College,Chennai	Dr.Kanchana	
	Associate Professor, Dept.of Psychology,Presidency College,Chennai	Dr.Sarah Manickaraj	
	,Clinical Psychologist, Apollo Hospital	Dr.Keerthi Prabhu	

1.1.4 How are the following aspects ensured through curriculum design and development?

* Employability * Innovation * Research

i)Employability

The programmes offered are not only purpose-driven but also job-oriented. The Curriculum design and development process actively seeks to generate market-ready students. The judicious blend of theory papers and components like soft skills, field work, and research dissertation help to enhance the employability of the students. Further, the inputs from field experts facilitate employability. Thus employability is taken into account.

ii)Innovation

The participation of academicians from other social work colleges helps in adoption of best practices.

Innovative take home assignments are given to students to sharpen their skills. Examples of it include, short survey, preparing a photo dossier and analytical comments, poster presentation on a theme, paper presentation in conference, making a short documentary

- **Study teams** are formed in each class to foster cooperation in learning. The slow learners are grouped together and are mentored by one fast learner. The subject teacher will monitor the progress.
- Written formats are developed and used to obtain the **learning feedback** from the students every semester which will be monitored by the Principal and the IQAC

iii)Research

Research is an integral component of the social work curriculum. Social Work Research is one of the methods of social work. Accordingly, students learn research as a theory paper, carry out research dissertation as a course and also undertake live projects as part of their field work. Thus research knowledge and skills are honed.

- The college has introduced a research component in the curriculum with the intention to promote research spirit among the students.
- Research methodology is taught in Post Graduate courses.
- Research is a necessary part of the curriculum and the departments constantly strives to ensure the quality of the same. Apart from this, the faculties encourage students to take up topics that are pertinent to the industry / civil society so that through this process the student learns and also the organization benefits through their research where they are involved for research.
- As a part of the curriculum, during the field work placement students are motivated to do mini research project that will benefit the agency where they are placed for field training.

1.1.5. How does College ensure that the curriculum developed addresses the needs of The society and have relevance to the regional / national developmental needs?

- The field work and the research components in the curriculum motivate the students not only to have a proper perspective of the developmental issues, but also to attain and develop the required intelligence and skills to find a proper positive solution.
- Through the feedback received from various stakeholders the college constantly strives to bring about changes in the curriculum to make them relevant to the emerging trends in the development field. This is carried out through the Internal and External Board of Studies which is held every year and the same is ratified by the Academic Council. Through such an exercise we strive to see that the curriculum remains relevant in terms of addressing the needs of the society and thereby contributes to the regional / national development goals.
- The curriculum for all departments have been designed to train the student community to work in industries , N.G.Os & development sectors that are working for the socio economic development of the disadvantaged communities to attain national development.

1.1.5 To what extent does the College use the guidelines of the regulatory bodies for developing or restructuring the curricula? Has the College been instrumental in leading any curricular reform which has created a national impact?

The college meticulously makes use of the guidelines of the UGC and the Affiliating University in developing and restructuring the curriculum for various courses. Senior professors are engaged in this activity of designing the curriculum. After obtaining autonomy in **2005**, the college has the advantage of developing its own curriculum. The fact that the college has been instrumental and has created a national impact has been proven by the grading of the **OUTLOOK MAGAZINE REPORT OF 2015-16 which has adjudged our institution is the 3rd Best among the social work colleges in India.** leading any curricular reform which has created a national impact.

1.2 Academic Flexibility

1.2.1 Give details on the following provisions with reference to academic flexibility

- a. Core / Elective options
- b. Enrichment courses
- c. Courses offered in modular form
- d. Credit transfer and accumulation facility
- e. Lateral and vertical mobility within and across programmes and courses

Since the college follows CBCS pattern, all the academic programs have Core, Allied, Skill based papers with respective credits

A. Details of Core and Allied Papers for UG & PG Programmes

Course	Core Papers	Inter Disciplinary	Extra Disciplinary	Language	Skill Based Papers	Elective / CBCS
BSW - I year	4	2	Nil	4	2	2
BSW - II year	8	2	Nil	Nil	2	2
BSW - III year	8	2	Nil	Nil	2	Nil
B.Sc (Psy) – I	4	2	Nil	4	2	4
B.Sc (Psy) - II	4	2	Nil	Nil	2	2
B.Sc (Psy) - III	6	2	Nil	Nil	3	3
MSW I year	6	3	4	Nil	4	1
MSW II year	21	8	4	Nil	4	12
M.A. HRM - I	10	Nil	Nil	Nil	4	Nil
M.A. HRM – II	9	Nil	Nil	Nil	5	Nil
M.A.HR& OD-I	10	Nil	Nil	Nil	4	Nil
M.A.HR & OD- II	9	Nil	Nil	Nil	5	Nil
M.A.DM - I	10	Nil	Nil	Nil	4	Nil
M.A.DM - II	10	Nil	Nil	Nil	5	Nil
M.SC (CP) - I	11	2	Nil	Nil	2	Nil
M.SC (CP) - I I	8	Nil	2	Nil	2	Nil
P.G Dip HR& IR-I	6	Nil	Nil	Nil	Nil	Nil
P.G Dip HR & IR-II	5	Nil	Nil	Nil	1	Nil
P.G Dip PM & IR- I	12	Nil	Nil	Nil	Nil	Nil
P.G Dip PM & IR-II	10	2	Nil	Nil	1	Nil

b. Enrichment courses

The College offers value-added courses in Soft Skills to all the students at the beginning of the semester. All the students attend the course which enables them to enrich themselves in their personality development and employability skills, Capability building etc.

c. Courses offered in modular form

- The syllabus of the each paper is divided into five units and three units.
- For the core (3 credit) and allied (2 credit) papers are divided into 5 units
- The CBCS paper is divided into 3 units.
- The first unit will focus on Concepts, the second unit will focus on theory, the other units will focus on Practice in different settings.

d. Credit transfer and accumulation facility

The credit transfer facility is available only for the International students who visit the institution to fulfill their internship from countries like Finland, Ohio and Germany etc.

e. Lateral and vertical mobility within and across programmes and courses

Affiliating University does not have the facility of Lateral and vertical mobility within and across programmes and courses.

1.2.2 Have any courses been developed specially targeting international students? If so, how successful have they been? If 'no', explain the impediments.

No, the college has not developed course specially targeting International Students. Though the College has not developed any course targeting international students, the admission for the existing courses does not restrict overseas students being admitted

1.2.3 Does the College offer dual degree and twinning programmes? If yes, give details.

- The college does not offer dual degree and twinning programmes.
- However the Post Graduate students are permitted to undergo
 - a. Post Graduate Diploma in Human Resource & Industrial Relations and
 - b. Post Graduate Honors Diploma in Personnel Management and Industrial Relations in the evening.

1.2.4 Does the College offer self-financing programmes? If yes, list them and indicate if policies regarding admission, fee structure, teacher qualification and salary are at par with the aided programmes?

Yes, the college has Self Financing programmes. The admission procedures are followed on par with the aided programme.

Admission Procedure

PG Programmes

- i. Only candidates who have cleared all papers up to V semester/VII semester are eligible to apply.
- ii. Admission will be based on merit,
 - i. For the P.G. programmes marks secured in Degree Course, Entrance Test and Interview will be taken into account for merit rank preparation.
 - ii. The weightage for each component is as follows: Degree Marks 100, Entrance Exam 50 and Interview 10.
 - iii. Community Quota allotments will be followed as per TN Govt. Rules.
- iv. For the P.G. programmes candidates can apply based on marks up to II year in case of non-semester pattern and V/VII semester in case of semester pattern.
- v. Sliding from one course to another course after admission may be permitted depending upon availability of seats. This will be permitted only if the candidate has applied and appeared for interview for the courses. A nominal sliding fee is charged to facilitate the sliding.

- vi. Students whose knowledge of English or Tamil requires improvement will be notified soon after admission and it will obligatory for them to arrange tuition in these subjects at their own cost.
- vii. MSSW is an equal opportunity institution. Transgender persons may also apply.
- viii. All admission related communication shall be notified ONLY in the college Notice Board, college website (www.mssw.in) and through the email-ids given by candidates mentioned in their application.

Programme, Fee Structure, Teacher Qualification

Sl. No	Programme	Fee Structure 2015-16		Teachers Qualification
		First Year	Second Year	
1	BSW	Rs.34,340	Rs 30,840	As per the UGC Norms 1. P.G with NET / SLET 2. P.G with NET/ SLET
2	B. Sc (Psychology)	Rs 35,990	Rs 29,990	
3	MSW (Aided)	Rs 23,210	Rs 22,550	
4	MSW (Self Financed)	Rs 45,540	Rs 45,265	
5	M.A. (HRM)	Rs 47,540	Rs 47,340	
6	M.A. (HR&OD)	Rs 47,540	Rs 47,340	
7	M.A.(Dev.Management)	Rs 47,540	Rs 47,340	
8	M. Sc (Counseling Psy)	Rs 49,940	Rs 49,840	1. Subject Experts 2. Industrial Experts
9	P.G Diploma in HR&IR	Rs 27,690	Rs 27,490	
10	P.G Diploma in PM&IR	Rs 27,690	Rs 27,490	

1.2.5. Has the College adopted the Choice Based Credit System (CBCS)? If yes, how many programmes are covered under the system?

Yes, the College has adopted the Choice Based Credit System (CBCS) and all the programmes are under CBCS since the college has obtained Autonomy in 2006.

DEPARTMENT	LEVEL	PROGRAMME
Faculty of Social work	UG	BSW
	PG	MSW (Aided)
	PG	MSW (SF)
Faculty of Management	PG	M.A. (HRM)
	PG	M.A. (HR&OD)
	PG	M.A. (DM)
	P.G	P.G Dip HR& IR
	P.G	P.G Dip in PM & IR
Faculty of Psychology	UG	B.sc(Psy)
	PG	M. Sc (CP)

1.2.6 What percentage of programmes offered by the College follows:

- * Annual system
- * Semester system (100%)
- * Trimester system

1.2.7 What is the policy of the College to promote inter-disciplinary programmes? Name the programmes and what is the outcome?

The college encourages inter-disciplinary certificate courses that are offered by all the departments. Students from various departments choose and complete them.

The PG Department of Development Management is offering a certificate course in “Advocacy and Peace Building for Development” in collaboration with World Vision India. The course aims at developing the knowledge and skills of students in advocacy which is very crucial in terms of bringing about change in systems and policies that will create impact at regional or national levels.

1.3. Curriculum Enrichment

1.3.1 How often is the curriculum of the College reviewed for making it socially relevant and /or job oriented / knowledge intensive and meeting the emerging needs of students and other stakeholders?

Internal Board of studies meeting are conducted annually where student representatives from each department along with the members of faculty, Head of the Department, Principal, Dean and Chair person discuss on the current syllabus offered.

Once in two years with the feedback from the Internal Board of Studies meeting and from stakeholders like Alumni, field experts, practitioners and academicians from other colleges external Board of studies are conducted to review the syllabus to make it socially relevant and job oriented. Thus the emerging needs of students and other stakeholders are met.

1.3.2 How many new programmes have been introduced UG and PG level during the last four years? Mention details.

- * Inter-disciplinary
- * programmes in emerging areas

Programmes newly introduced

Level	Year	Program Introduced
UG	2012	B. Sc (Psychology)
PG	2011	M.A (Development Management)
	2011	M.A (Human Resource & Organisational Development)
M. Phil	2012	M. Phil (Psychology)

1.3.3 What are the strategies adopted for revision of the existing programmes? What percentage of courses underwent a major syllabus revision?

The following strategies are adopted for the revision of the existing Programmes:

Consultation

- The internal Board of Studies discusses the syllabus and identify the areas to be changed and prepare a draft.
- The feedback of various stakeholders like Alumni who are in higher positions, field experts, practitioners, subject experts from various other colleges are taken up for a detailed discussion and changes are incorporated accordingly.
- The draft curriculum will be submitted again for external Board of Studies for approval.
- Further it will be approved by the Academic Council and to the Governing Body.

Feedback

Alumni, employers, industry experts and community give feedback on curriculum enrichment during their participation in Board of Studies, Field Work Supervisor's Meet, Open House during Alumni Day and so on. They are also free to give their inputs to the concerned course teachers / HOD / Chairperson-Board of Studies. Constructive feedback is duly incorporated. The feedback will cover the areas like course content, teaching methodology, syllabus coverage, views about resource persons, infrastructural facilities, and Academic culture, teacher-taught relationship is obtained. Based on the feedback, Discussions are made at two levels i.e.,

- With HOD and Faculty members.
- With the Management

Benchmarking

- The P.G Programme **M.A Development Management** is the innovative programme approved by the University of Madras
- This programme is designed exclusively for the NGO management and development sectors.
- The curriculum is accepted as a model curriculum by other institutions like Rajiv Gandhi National Institute of Youth Development, Sriperumbudur, Tamil Nadu.

1.3.4 What are the value-added courses offered by the College and how does the College ensure that all students have access to them?

- All the departments of the college are allowed to initiate certificate courses related to their discipline.
- The admissions to these certificate courses are open to all from this institution and other colleges and public.

The P.G Department of Social Work (SF)

- Certificate Course on Social Work and Counselling in Palliative Care

The P.G Department of Social Work (Aided)

- Certificate Course on Cognitive Behavioural Therapy

The PG Department of Development Management

- Certificate Course on Advocacy and Peace Building for Development

The duration of the certificate courses are 30 hours in in-class learning

1.3.5 Has the College introduced any higher order skill development programmes in consonance with the national requirements as outlined by the National Skills Development Corporation and other agencies?

The college has not introduced any skill development programmes as suggested by the National Skills Development Corporation.

The college conducts life skills education as suggested by World Health Organization (WHO).1997.

BASIC LIFE SKILL TECHNIQUES

Understanding self	Self awareness empathy
Relationship skills	Interpersonal skills Communicative skills
Thinking skills	Creative thinking Critical thinking

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the College ensure publicity and transparency in the admission process?

The admission procedure is printed in the Prospectus, released every year. It is also prominently mentioned in the website, with a separate band link. Advertisements are given in the local newspapers about the courses offered. The entire admission process including important dates is put up in the College notice board.

Transparency is ensured by displaying up the schedule of admission procedure with dates of the various processes. The entire merit list with marks is put up on the college notice board and on the website. After each level of admission process such as Entrance Test and Interview, the merit list is published online.

Candidates/parents also approach the Principal/HODs to ascertain their status in the merit list and the reasons for their non-selection if any. The procedure and data is shared with the stakeholders.

Each department constitutes an admission committee consisting of the HOD and 2 senior faculty and an SC representative. This committee prepares the list of selected candidates as per transparent norms published in the Prospectus.

2.1.2 Explain in detail the process of admission put in place for UG, PG and Ph.D. programmes by the College. Explain the criteria for admission (Ex. (i) merit, (ii) merit with entrance test, (iii) merit, entrance test and interview, (iv) common test conducted by state agencies and national agencies (v) others followed by the College?

Admission Criteria – At a glance

Degree	Merit in Qualifying Exam	Entrance Test	GD / Interview
UG	100 marks	-	-
PG / PG Diploma	100 marks	50 marks	10 marks
MPhil	50 marks	50 marks	-
PhD	-	40 marks	10 marks

UG Programmes

For UG programmes the percentage is obtained by the candidate in Higher Secondary school leaving certificate examination is taken into consideration.

PG Programmes

The College follows the UG Marks+Entrance Test+Interview pattern for admission to PG programmes. The break-up of the marks allotted for each component is as follows.

UG Marks : 100

Entrance Test : 50

GD & Interview : 10

The Directorate of Collegiate Education, Govt. of Tamil Nadu has prescribed this selection process, with three components.

UG Marks: The actual percentage scored in UG including all subjects in Parts I to IV

Written test: This is to find out the proficiency of the prospective candidates in General English and Comprehension, current affairs, social awareness, analytical aptitude and logical English. This test carries 50 marks.

Interview & Group Discussion: - It carries 10 marks; the interview & Group Discussion enables to assess the candidates' overall personality, communication and suitability (aptitude) for the course.

MPhil Programmes

As per University norms for MPhil programmes, the PG percentage is taken for 50 marks and an Entrance Test on Research Methodology and Aptitude is conducted for 50 marks. Merit list according to community quota is drawn up combining both the marks. This is as per University norms

PhD Programme

Phd Entrance is also as per University guidelines. 50 marks is allotted for the qualifying PG examination and the remaining 50 marks for the Entrance Examination (40 marks written test + 10 marks Interview)

2.1.3 Does the College have a mechanism to review its admission process and student profiles annually? If yes, what is the outcome of such an analysis and how has it contributed to the improvement of the process?

The respective admission committees of the departments and the faculty members review the admission process and discuss course corrections if required. These are recorded in the faculty meeting minutes and used for the subsequent year's admissions.

2.1.4 What are the strategies adopted to increase / improve access to students belonging to the following categories

The College strictly follows the following quota norms of the Government in both the Aided and self-financed programmes.

* SC/ST : 19%

* OBC : 50 %

Different categories of persons with disabilities: 3%

In the Aided department, students from economically weaker sections are admitted adequately. Scholarships (both Government and College initiated) are offered to these students.

Outstanding achievers in sports and extracurricular activities – Higher marks awarded to candidates who have excelled in Sports, NSS and other cultural activities

2.1.5 Furnish the number of students admitted in the College in the last four academic years.

MSW Aided

Categories	2011 – 12		2012 – 13		2013 – 14		2014 - 15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	3	5	2	5	2	4	2	5
ST	2	-	-	1	1	1	-	1
BC	9	11	13	13	7	16	7	16
MBC/DNC	3	6	6	5	3	6	4	6
General	1	10	2	1	-	8	1	8
PH & Others	-	-	1(BC)	-	1(OC))	-	1(M)	

MSW (SF)

Categories	2011 – 12		2012 – 13		2013 – 14		2014 - 15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	3	0	2	1	1	2	2	0
ST	0	0	2	1	1	3	1	0
OBC	12	5	17	8	3	10	8	6
General	3	16	4	4	6	10	2	11
Others	1	3	2	1	1	3	3	5

MAHRM

Categories	2011 – 12		2012 – 13		2013 – 14		2014 - 15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	2	-	1	3	-	1	-	2
ST	1	-	1	-	-	1	--	-
MBC	-	-	-	5	3	3	2	-
OBC	14	27	11	25	8	25	7	29
Others	-	-	-	-	-	-	-	-

MA HR & OD

Categories	2011 – 12		2012 – 13		2013 – 14		2014 - 15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	Nil	8	1	Nil	1		1	3
ST	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
OBC	9	9	9	15	12	8	13	11
General	13	6	5	14	3	16	2	9
Others (MBC)	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

MA Development Management

Categories	2011 – 12		2012 – 13		2013 – 14		2014 - 15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	0	2	2	0	0	0	4	2
ST	1	0	0	0	0	0	0	0
OBC	10	7	7	8	15	5	14	11
General	6	12	0	6	7	7	3	3
Others	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

MSc Counselling Psychology

Categories	2011 – 12		2012 – 13		2013 – 14		2014 - 15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	-	1	-	2	-	1	-	2
ST	-	-	1	1	-	-	-	-
OBC	2	13	1	10	3	13	1	8
General	2	10	-	11	1	11	2	15
Others	-	-	-	-	-	-	-	-

PGD HRIR

Categories	2011 – 12		2012 – 13		2013 – 14		2014 - 15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	Nil	Nil	3	4	1	0	1	0
ST	Nil	Nil	0	0	0	0	0	0
OBC	Nil	Nil	15	12	10	3	6	5
General	Nil	Nil	13	6	8	1	2	2
Others	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Bachelors in Social Work

Categories	20 12 batch		2013 batch		2014 batch		2015 batch	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	9	2	1	2	2	2	4	1
ST	1	0	1	0	0	1	0	0
OBC	12	6	17	11	10	16	15	14
General	0	0	0	0	0	0	0	0
Others	4	3	4	4	4	5	3	3

BSc Psychology

Categories 2011 – 12

	Not Started							
	Male	Female	Male	Female	Male	Female	Male	Female
SC	Nil	Nil	1	3	-	2	-	2
ST	Nil	Nil	-	2	-	1	-	-
OBC	Nil	Nil	3	11	4	12	6	12
General	Nil	Nil	5	9	7	14	4	16
Others	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2012 – 13 2013 – 14 2014 – 1

2.1.6 Has the College conducted any analysis of demand ratio for the various programmes offered by the College? If so, indicate significant trends explaining the reasons for increase / decrease.

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG – BSW			
2011 - 12	62	39	1:2
2012 – 13	99	40	1:2
2013 – 14	123	40	1:3
2014 – 15	130		
UG – BSc Psy			
2011 - 12	-	-	-
2012 – 13	111	30	1:3
2013 – 14	125	40	1:3
2014 – 15	154	40	1:4
PG – MSW (A)			
2011 - 12	480	50	1:9
2012 – 13	504	50	1:10
2013 – 14	500	50	1:10
2014 – 15	545	50	1:11
PG – MSW (SF)			
2011 - 12	200	45	1:4
2012 – 13	250	45	1:5
2013 – 14	250	40	1:5
2014 – 15	350	40	1:7
PG – MAHRM			
2011 - 12	208	45	1:5
2012 – 13	143	46	1:3
2013 – 14	150	41	1:4
2014 – 15	160	40	1:4
PG – MAHROD			
2011 - 12	90	40	1:2
2012 – 13	100	40	1:2
2013 – 14	118	40	1:3
2014 – 15	88	40	1:2
PG – MADM			
2011 - 12	-	-	-
2012 – 13	23	23	1:1
2013 – 14	34	34	1:1
2014 – 15	37	37	1:1

PG – MSc CP			
2011 - 12	42	26	1:2
2012 – 13	38	26	1:2
2013 – 14	60	26	1:3
2014 – 15	69	26	1:3
M.Phil. (SW)			
1.	17	5	1:3
2.	14	4	1:3
M.Phil. (Psy)			
1.	10	6	1:2
2.	12	6	1:2
PG D HRIR			
1.	63	51	1:1
2.	29	23	1:1
3.	24	16	1:1
PG D PMIR			
1.	39	30	1:1
2.	21	16	1:1
3.	35	27	1:1
PhD			
1.	13	6	1:2
2.	15	7	1:2

Analysis: It is seen in the above table that, the demand for most PG programmes have been on the rise over the years. There is a spurt in the last academic year, primarily due to the introduction of online application process.

In the MA Development Management program alone the ratio is static as the programme was introduced recently. It is yet to gain adequate visibility. However, the number of seats filled is increasing slowly. In the MPhil and PhD programmes, the demand is rising

2.1.7 Was there an instance of the College discontinuing a programme during last four years? If yes, indicate the reasons. NO

2.2 Catering to Student Diversity

2.2.1 Does the College organize orientation / induction programme for freshers?

If yes, give details of the duration of programme, issues covered, experts involved and mechanism for using the feedback in subsequent years.

The College organizes several types of Orientation / Induction programs:

1. General Orientation as a part of the Batch Inaugural on the first day of the course.

In this orientation, the students are introduced to the various departments, centres and facilities available in the College. A prominent achiever from the field is invited during this program to motivate the freshers. The Principal highlights the important guidelines that the students must follow. HODs and Faculty members incharge of various centres and student support services are also introduced.

2. **Department Orientation:** Organized Department-wise, this orientation covers the overall objective of the course, various components of the course, curriculum layout. Faculty members of the Department are introduced during this time. The HOD and the senior faculty members speak in this orientation.

3. **Examination Orientation:** Being an Autonomous College, the evaluation system assumes significance. Hence a detailed orientation is given to the students on the various components of the evaluation system and the marks associated with each by the Controller of Examinations. Instructions are also provided on Exam registration and Hall-ticket process, apart from Attendance requirements.

4. **Library Orientation:** Class-wise orientation on the use of Library resources is given by the College Librarian. This orientation covers the OPAC system, resources available in the Library and the rules and regulations apart from various value-added services provided by the Library.

5. **Internship Orientation:** This is given to students before each semester of Internship. It covers the nature of responsibilities to be carried out and the ground rules and regulations. Experts from the field are invited to share their knowledge about contemporary issues in the field and the aptitude and skills required to be developed.

2.2.2 Does the College have a mechanism through which the “differential requirements of student population” are analyzed after admission and before the commencement of classes? If so, how are the key issues identified and addressed?

We informally take a short profile on the abilities and talents and expectations before the commencement of the course. That provides a base for the teaching staff to understand the students adequately. Otherwise each staff takes care of knowledge related areas to understand the students regarding his/her subject, prior to initiation of the course in the first semester.

2.2.3 Does the College provide bridge /Remedial /add - on courses? If yes, how are they structured into the time table? Give details of the courses offered, department-wise/faculty-wise?

As the need has not arisen, bridge courses are not offered. Academically weak students are helped by faculty and classmates in various ways to cope with the studies. However, several add-on courses are offered to augment the skills of the students:

S. No	Add-on Courses	Duration	Fees	Experts
1	Workshop on SPSS	1 day	Free	Dr. Ravanan
2	Workshop on proposal writing	5 hours	Free	Ms. Latha Suresh
3	Workshop on Labour laws	1 day	Free	Prof. Malar
4	Workshop on psycho-therapy	1 day	Free	Raju Hospitals
5	Dyslexia	2 day	Rs.250	
6	Psychodrama	2 day	Rs.500	East West Centre
7	Street Theatre	2 Day	Free	Dr. Kaleeswaran
8	Puppetry	1 Day	Free	SMILE

2.2.4 Has the College conducted a study on the incremental academic growth of different categories of students; - student from disadvantaged sections of society, economically disadvantaged, physically challenged and slow learners etc.? If yes, give details on how the study has helped the College to improve the performance of these students.

Students are monitored through the marks they secure for their class work and participation in outside activities. Faculty members take keen and special interest to understand the needs of disadvantaged students and provide special attention. The students are motivated to be more inclusive and participative in all the activities. This makes the disadvantaged students to get along and catch up with the rest. The faculty members review such students regularly of their status of growth and takes further action for their steady growth.

Some of the old students (alumni) take keen interest, to help economically disadvantaged students in continuing their education through scholarships & career guidance.

2.2.5 How does the institution identify and respond to the learning needs of advanced learners?

Advanced learners are identified based on their marks and class room participation. The faculty in charge of each class and the enabler teacher helps in identifying the advanced learners who are assessed through the academic behaviors and performances.

Strategies adopted for the advanced learners students

S.No	STRATEGIES
1	Book Review and presentation of the same
2	Journal Review
3	Research activities
3	Conferences
4	Participation in external events.
5	Assignment to act as peers.
6	Academic events such as seminars, inter-collegiate competitions
7	Quiz programmes

2.2.6 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

Differently abled students are catered to by the College in several ways:

1. The college provides reservation for the needs of differently-abled as per Govt. norms.
2. .Facilitating in their learning by special care
 - Scribe facility
 - Additional time for exam
 - Ramp and Lift facility

Students in the department are oriented and they are urged to cooperate and support them in ways possible so that differently-abled students might enjoy their learning during their study period. In case of any insensitive behaviour noticed & rectify the same immediately.

2.3 Teaching-Learning Process

2.3.1 How does the College plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)

The entire teaching-learning and evaluation schedule is laid out clearly in the College calendar. The calendar is prepared meticulously adopting the following procedure.

- i) At the end of every academic year, college calendar committee is appointed under the coordination of one senior faculty member.
- ii) The committee in consultation with the Principal prepares basic structure for the college calendar indicating the date, day, holidays and Days of national and international importance.
- iii) This is forwarded to all the Departmental HODs and different committee conveners. thereby the events and dates pertaining to their departments and committees are ascertained, to be incorporated into the college

Calendar made in two sections.

1. Common calendar for the college indicating the general rules and regulations, common dates and events .
2. Departmental calendar indicating department specific dates and events

2.3.2 Does the College provide course outlines and course schedules prior to the commencement of the academic session? If yes, how is the effectiveness of the process ensured?

YES. Each student is provided with a printed copy of the complete syllabus of the respective departments in the beginning of the academic year. The department calendar provides details of all events of the departments and the calendar is strictly adhered to.

2.3.3 What are the courses, which predominantly follow the lecture method? Apart from classroom interactions, what are the other methods of learning experiences provided to students?

All the courses use the Lecture method. Experts and specialists in a particular subject or field area are also invited to provide insights into contemporary developments in the field.

OTHER METHODS

Class rooms/ Seminars	Planned and surprise Quiz
Oral Presentations	Case studies/ Case reviews
Small group discussions	Focused group discussions
Field visit	e-learning groups
Internships – summer – Concurrent	Guest Lectures
Special Lectures	Crossword Puzzle
Brain storming sessions	

2.3.4 How ‘learning’ is made more student-centric? Give a list of participatory learning activities adopted by the faculty that contribute to holistic development and improved student learning, besides facilitating life-long learning and knowledge management.

The learning process adopted by the College is predominantly student-centric.

S.No	STRATEGIES
1	Outbound training
2	Seminars , workshop, conferences
3	Skill lab programme
4	Case Studies
5	Seminars
6	Role Plays
7	Therapeutic Games
8	Book/ Article reviews
9	Brain storming sessions
10	Focused Group Discussions
11	Small Group Discussions

Innovative assignments is one such example of the student-centric learning methodology. The assignment can take any of the following forms:

- 1) Short survey.
- 2) Field visit and analytical reporting of the visit.
- 3) Preparing a photo dossier and analytical comments.
- 4) Poster presentation on a theme.
- 5) Presenting a paper in a conference.

- 6) Making a short documentary.
- 7) Preparing a case study.
- 8) Publishing an article in a national daily or news magazine or journal.
- 9) Report of an in-depth interview with an individual.
- 10) Report of key informant interviews at least with three individuals.
- 11) Preparing an information dossier on a particular issue.
- 12) Analytical report on a focus group discussion.
- 13) Developing a research tool.
- 14) Making an instructional multi –media presentation.

2.3.5 What is the College policy on inviting experts / people of eminence to provide lectures / seminars for students?

The departments regularly invite experts and people of eminence to provide lectures and seminars for students. We plan a budget specifically for this purpose and substantial amount of money is spent by the College in providing the travel/honorarium of such resource persons. The College actively encourages faculty members to bring in at least TWO guest lectures for each subject in each semester.

2.3.6 What are the latest technologies and facilities used by the faculty for effective teaching? Ex: Virtual laboratories, e-learning, open educational resources, mobile education, etc.

Faculty members regularly use PowerPoint presentations and Instructional/Motivational videos to make their teaching effective. Some of the assignments are also received online. Information and Instructions pertaining to classroom activities are communicated through email to the students.

A few faculty members have personal web sites in which they have uploaded instructional material.

Our Library hosts a Virtual Library giving links to important resources.

2.3.7 Is there a provision for the services of counselors / mentors/ advisors for each class or group of students for academic, personal and psycho-socio guidance? If yes, give details of the process and the number of students who have benefitted.

The College has been operating a Counseling Centre anchored by the Faculty of the MSc Counselling psychology department. Any student requiring help can confidentially obtain help from the Counsellors.

In all the PG programs, groups of students are allocated to faculty members for both academic and personal guidance. Every week, the students are expected to meet such faculty mentors and share their concerns and needs.

2.3.8 Are there any innovative teaching approaches/methods/ practices adopted/put to use by the faculty during the last four years? If yes, did they improve the learning? What methods were used to evaluate the impact of such practices? What are the efforts made by the institution in giving the faculty due recognition for innovation in teaching?

Yes, the following innovative teaching practices are adopted by the faculties

- Study teams
- E-learning groups
- Interactive method
- Project-based Learning
- Experiential Learning

Study teams are formed in each class with the objective of fostering cooperation among students in learning. Each team will have 5 – 6 students depending upon the size of the class, led by a student leader. The study teams meet in the last hour of the last working day of the week to share their learning experience, clarify doubts, and exchange notes after which a weekly feedback is submitted to the Principal. Such practices instill self confidence in the students who are academically poor and motivate them to perform well in academic programs. These practices are monitored and regulated by the faculties.

e-learning groups are formed in each class to facilitate sharing which is monitored by a faculty moderator.

Interactive method: Group Discussion, case analysis, Business Stimulated Games, Communication Games, Role Play, etc.

Project-based Learning: Project work is obligatory for all final year students of PG programmes. This project work enables the students to understand the method of doing projects and review the outcome of the research project work.

Experiential Learning: The students are encouraged to visit different organization related to their course so as to acquire firsthand knowledge of the Field practices and latest development in the respective disciplines.

Peer Teaching – The bright students take the initiative and help their fellow classmates on the subject. Students are given platform for encouraging student participation & makes the congenial environment for average students to clarify their doubts.

In-Class Training activities – being conducted on regular basis which helps students enhance extensive learning with relevance to curriculum and current market trends.

Placement Training – A separate Placement training hour is scheduled for the final year students fortnightly to keep them updated & also make them competent at the aptitude level. Placement coordinators of department conduct activities and programs like aptitude test, case-study, pep talks etc.,

Book Review / Journal Review / Movie review – done routinely by students to make the best use of resources available in the campus.

Book Donation - Every year the students donate their reference books for their junior's perusal.

Environment Consciousness - Plant Sapling is done in the campus during the major departmental events. An Eco club functions in the college which actively takes part in environment related campaigns, Beach cleaning, lake cleaning, etc.

2.3.9 How does the College create a culture of instilling and nurturing creativity and scientific temper among the learners?

The Internal Components of the curriculum especially the Take Home Assignments and Inclass provides a lot of scope both for the faculty and students to be innovative and creative. Students are made to develop models, short films, posters, conduct interviews etc.

- **DIALOGUE** - To develop rational thinking on social consciousness various dialogue programmes are organized.
- In the National and State Level Conferences and Seminars, our Students are motivated to present papers on current trends.
- Industrial visits are arranged every semester to kindle scientific temper and to understand the application of theory in practical life.
- The research project work undertaken by the final year students broadens their scientific thinking by understanding, interpreting and analyzing the collected data.
- Participation in seminars / workshops / conferences enlightens the students on the recent developments.
- To showcase their creativity the students are encouraged to utilize the class notice board for displaying their topics, articles reviews, and new development etc.
- To improve the communication skills, the students are encouraged to write field work reports, assignments and case reviews.
- To create and build general awareness, reading and public speaking skills, students are encouraged to subscribe to English and Tamil Newspapers, Journals and Magazines and make presentations in the class.
- Annual inter-collegiate events and celebration of important days creates and sustains team spirit and creativity.

2.3.10 Does the College consider student projects a mandatory part of the learning programme? If so, for how many programmes is it made mandatory?

Student Research Projects are mandatory for all UG and PG programmes. Implemented in the final year / semester, the students have to choose a topic according to their discipline/specialization and do a dissertation on the topic. At the PG level all students collaborate with corporate / NGOs to implement the projects.

* Number of projects executed within the College : **256 each year**

* Names of external institutions associated with the College for student project work : A illustrative list of Institutions is given below

Institution Associated With The College For Project Work	
2011	2012
<ul style="list-style-type: none"> • ICDS • TCS L&T • TTK hospital • Nethrodaya • Mas lenia fashions Slum clearance board Social welfare board Slum community BHEL • EBM BAPST Aavin • Delphi -TCS 	<ul style="list-style-type: none"> • Polaris software Pvt. Ltd, Chennai • Raysoft technologies • Visteon Automotive Services Pvt. Ltd, Chennai Equitas Microfinance Ltd, Chennai • Flextronic Pvt. Ltd, Chennai • Best & Crompton Pvt. Ltd, Chennai B.O.S products Pvt. Ltd, Chennai Ascenders Technologies Pvt. Ltd, Chennai Allsec Technologies Pvt. Ltd, Chennai Carborandum Universal Pvt. Ltd, Chennai HCL, HR Chennai • Garment Industry
2013	2014
<ul style="list-style-type: none"> • World Vision India • Madras Medical Mission • VHS Hospital • Indian Council for Child Welfare • Montford Community Development Society • Banking Sector • TCS CTS SPIC • Madras cements • Cumi • Perfint Pharmaceuticals • Nokia 	<ul style="list-style-type: none"> • Ranstad • Rane • IT Industry • Arunodhaya • National Institute for Research in Tuberculosis • CTS Infosys • Don Bosco Anbu Illam • Orchid chemicals and pharmaceuticals Parryware Rocc Private Ltd Murugappa Group • Brakes India Ltd.Chennai • Hyundai

* Role of the faculty in facilitating such projects : Each student is allocated to a Faculty member for supervision. The student meets the faculty member one hour per week for the purpose of research guidance.

2.3.11 What efforts are made to facilitate the faculty in learning / handling computer-aided teaching/ learning materials? What are the facilities available in the College for such efforts?

All our faculty members are skilled in using Computer aided teaching learning material. Most faculty use PPTs regularly in the classrooms.

The College has arranged for MS Office training for faculty members through the College Computer Centre.

2.3.12 Does the College have a mechanism for evaluation of teachers by the students / alumni? If yes, how is the evaluation used in achieving qualitative improvement in the teaching-learning process?

Yes, the college has a mechanism to evaluate the teachers. A specific format has been designed to collect the feedback from the students each semester. This confidential report is reviewed by the Academic Committee headed by the Principal. The comments of the evaluation are discussed and informed to the faculty concerned in one-to-one meeting for necessary remedial action.

Such a feedback yields the desired and required fruit as the teacher concerned is put on the right path to change methodology and behaviors and develop the competence in meeting the academic expectations of the students.

2.3.13 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If yes elaborate on the challenges encountered and the institutional approaches to overcome these.

Timely completion of the curriculum has never been a challenge. The College has allocated at least 4 – 5 buffer days to the total day count in each semester. This ensures that no working day is lost due to unanticipated declaration of holidays.

Even during the recent floods in Chennai city we were able to manage the loss of working days because of the buffer days that we had in hand.

2.3.14 How are library resources used to augment the teaching-learning process?

To ensure the perfect and effective use of resources in teaching-learning process, students are assigned the following task in the preparation of which the use of resources in the library is imperative.

- | | |
|------------------|---------------|
| ▪ Seminar | ▪ Case review |
| ▪ Article review | ▪ Book review |

As part of continuous assessment, students make use of the library resources to complete the academic requirements.

The availability of Inlibnet facility in the Library adds value to the users, faculty members, research scholars and students.

2.3.15 How does the institution continuously monitor, evaluate and report on the quality of teaching, teaching methods used, classroom environments and the effect on student performance.

At the end of each semester, the IQAC conducts a formal student feedback exercise. This feedback covers quality of teaching and classroom environment. Based on the feedback, faculty are advised to improve wherever required. Changes in infrastructure are also implemented based on the feedback.

2.4 Teachers Quality

2.4.1 What is the faculty strength of the College? How many positions are filled against the sanctioned strength? How many of them are from outside the state?

The total full-time faculty strength of the College is **46**. All faculty positions except 2 in the Aided Social Work Department has been filled.

The College has 15 part-time faculty teaching in the PG Diploma programmes.

All faculty members are from within Tamil Nadu except for two faculty members from other states.

2.4.2 How are the members of the faculty selected?

Advertisements are placed in Newspaper about existing vacancies well ahead of the new academic year. Applications are scrutinized by a Committee and placed before a Selection committee consisting of President, Secretary, Principal, HODs and Subject Experts. The appointment is purely based on merit and teaching competencies as well as experience.

For the Aided stream, Tamil Nadu Government norms are used for faculty selection which includes communal rotation.

2.4.3 Furnish details of the faculty

Highest Qualification	Male	Female	Total
PhD	6	8	14
MPhil	5	12	17
PG	6	10	16

2.4.4 What percentage of the teachers have completed UGC-CSIR-NET, UGC- NET, and SLET exams? In that what percentage of teachers are with PG as highest qualification?

Percentage of Teachers with UGC NET/SLET	-	80 %
Percentage of teachers with PG as highest Qualification	-	43 %

2.4.4 Does the College encourage diversity in its faculty recruitment? Provide the following departments-wise details.

No of faculty who are product of the same College	No of faculty from other Colleges within the State	No of faculty from other States	No of faculty from abroad
13	31	2	-

2.4.5 Does the College have the required number of qualified and competent teachers to handle all the courses for all departments?

All the faculty members fulfill the minimum required qualifications for appointment. Out of 46 teachers 30 have completed MPhil or PhD as their highest qualification.

How many faculty members were appointed during the last four years?

19 Faculty Members were appointed during the last 4 years.

2.4.7 How many visiting Professors are on the rolls of the College?

The College does not have visiting Professors on the rolls of the College for the regular PG programmes. However, each department engages visiting faculty based on the needs of each semester. A list is appended below:

Visiting Professors/ Faculties	Handled for
Dr. V. Balaraman	Labour Legislations
Mr. Manickam	Performance Mgt.
Mr. Narayanan	Environment Social Work
Mr. Latha Suresh	Corporate Social Responsibility

However, the college has the following Visiting Professors for its PG Diploma programmes.

Dr.M.Ramakrishnan	Dr.S.Muthuvelliyappan	Dr.K.Uma Chandran
Dr.D.Ayub Khan	Dr.R.Rajendran	Prof.Dr.Balaraman
Prof.S.Aravidan	Prof.K.Mohan	Prof.R.Kumar
Prof.B.Natarajan	Cl.Inbbaraj	Prof.A.Muralidaran
Prof.Suresh.S	Prof.Inian	Prof..Sundari Suresh
Prof.Srinivasan		

2.4.8 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, nomination to national / international conferences/ Seminars, in-service training, organizing national/ international conferences etc.)

Research Grants: The College encourages faculty members to take up research and consultancy projects. Revenue sharing policy is in place through which 60 percent of the consultancy amount is awarded to the faculty members.

Study Leave: The aided stream staff are encouraged to take study leave for completing their PhD.

Attending Conferences: All faculty members are encouraged to attend at least 2 seminars per semester. The registration fee is reimbursed by the College.

Organizing Conferences: The faculty members have full freedom to organize conferences in their respective departments. Each department organizes a minimum of 1 seminar/conference at national or international level per semester, which is fully organized by the faculty members.

2.4.9 Give the number of faculty who received awards / recognitions for excellence in teaching at the state, national and international level during the last four years.

Former Principal Dr.Fatima Vasanth received Best Educationist Award, Aug2010 by Government of Tamil Nadu.

2.4.10 Provide the number of faculty who have undergone staff development programmes during the last four years. (Add any other programme if necessary)

Academic Staff Development Programme	Number of faculty
Refresher courses	3
HRD programmes	46
Orientation programmes	4
Staff training conducted by the College	46
Staff training conducted by University/ other Colleges	1
Summer / winter schools, workshops, etc.	12

2.4.11 What percentage of the faculty have

been invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies	20 %
participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies	100 %
presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies	72 %
teaching experience in other universities / national institutions and others	10 %
industrial engagement	5 %
international experience in teaching	2 %

2.4.12 How often does the College organize academic development programmes for its faculty, leading to enrichment of teaching-learning process?

- * Curricular Development
- * Teaching-learning methods
- * Examination reforms
- * Content / knowledge management

The College organizes TWO faculty development programmes each year. These programmes focus on Teaching/learning methods and content management. Faculty member are encouraged to participate in training programmes offered by outside agencies on all the topics given above.

2.4.13 What are the teaching innovations made during the last five years? How are innovations rewarded?

Some of the teaching innovations methods followed are:

- | | |
|---------------------------|------------------------------|
| ▪ Class rooms/ Seminars | ▪ Planned and surprise Quiz |
| ▪ Oral Presentations | ▪ Case studies/ Case reviews |
| ▪ Small group discussions | ▪ Focused group discussions |
| ▪ Crossword Puzzle | ▪ Brain storming sessions |
| ▪ Guest Lectures | ▪ Special Lectures |

2.4.14 Does the College have a mechanism to encourage Mobility of faculty between institutions for teaching?

Yes. Faculty members are encouraged free to engage in teaching on a guest lecture basis for outside Institutions.

2.5 Evaluation Process and Reforms

2.5.1 How does the College ensure that all the stakeholders are aware of the evaluation processes that are operative?

- Various measures are adopted to communicate the details of the evaluation processes to all the stakeholders. Details are given below.
- At the beginning of each academic year, special orientation sessions on the examination system of the college are organized for the newly admitted students. Further, an orientation session for the newly joined faculty members is also conducted to apprise them about the examination processes of the college. Further, the details of the Evaluation Processes are an integral part of the syllabus handbook of each programme of study. This serves as a ready reckoner.
- The Examination Committee is a formal forum that is chaired by the Principal and in which the Heads of the Departments are members while the Controller of Examinations and Additional Controller of Examinations are Member Secretaries. In the examination committee meetings, matters pertaining to examination system are discussed and reviewed. These meetings also serve as information dissemination sessions.
- At the end of each semester, the Controller of Examination presents the activities of the Examinations Office to all the faculty members. This “All Faculty Meeting” serves as a mechanism for feedback and suggestions regarding the evaluation processes.
- The semester-wise exam budget is presented to the Management by the Office of the Controller of Examination. This serves as a medium to apprise the Management representatives about the evaluation processes adopted for the semester. Further, quarterly reports are submitted to the College Committee and the Board of Management through the Office of the Principal. All decisions taken in the Examination Committee Meetings are moved in the Academic Council for ratification. The decisions once ratified are passed on to the Governing Body.
- The college calendar is a public document that gives the details of all the important dates concerning the Examination Processes. These details and all college notices are also published in the College Website, the Student Notice Board, and Controller of Examinations Office Notice Board. Further, the liaison faculty serves as a point of contact between the Office of the Controller of Examinations and the students.

Thus the college adopts a multi-pronged approach to ensure that all the stakeholders are aware of the evaluation processes that are operative.

2.5.2 What are the major evaluation reforms initiated by the College and to what extent have they been implemented in the College? Cite a few examples which have positively impacted the evaluation management system

“Change for the better” is the spirit governing the administration in the College. In keeping with the same, relevant need-based evaluation reforms are initiated and implemented in the College through the Office of the Controller of Examinations.

For example to uphold the ideals of autonomy, from 2012-2013 batch onwards, Internal Continuous Assessment and External Assessment are given equal weightage in all courses of under-graduate and post-graduate programmes. Further, for each subject, the various sub-components of Internal Continuous Assessment have also been diversified to include components like Take Home Assignments, In-Class Test in addition to two Internal Continuous Assessment tests. In the interest of the students, the best score of the two Internal Continuous Tests is taken into account. From 2015-16 batch onwards, to enhance academic rigor, passing each component of Internal Continuous Assessment has been made mandatory.

As regards question paper pattern from 2012-13 batch onwards, the question paper pattern for Post-Graduate programmes was revised. To enhance of the confidentiality in the question paper processing, from academic year 2015-16 onwards, the Scrutiny Board would comprise of Head of the Department and two external faculty members. These are some of the significant examples of the reforms that have positively impacted evaluation.

2.5.3. What measures have been taken by the institution for continuous evaluation of students and ensuring their progress and improved performance?

Fifty percent weightage is given for continuous evaluation of students. The window period for conduct of internal continuous assessment tests is given in the College calendar. The respective Heads of the Departments draft the department schedule for the internal continuous assessment tests and inform the students and authorities well in advance. The tests are conducted as per the schedule during the first hour of each stream.

The diverse nature of the components of the internal continuous assessment helps bring out the best in every student. It does not merely capture bookish knowledge but also application-oriented knowledge. Further internal continuous assessment components like take home assignment bring out / hone the creative and problem solving skills of the students.

The manuscripts are evaluated in a timely manner and the students are given adequate scope to get feedback on the same. Once the assessment is finalized, the marks are uploaded in the online marks entry system which is viewable by Heads of the Departments, concerned faculty members, Office of the Controller of Examinations and concerned student. This helps the students keep track of his/ her performance.

Given the wide range of internal continuous components, re-tests are not permitted. However, in the interest of the student, the best score of the two internal continuous tests is taken into account.

2.5.4 What percentage of marks is earmarked for continuous internal assessment? Indicate the mechanisms strategized to ensure rigour of the internal assessment process?

Fifty percent of marks are earmarked for continuous internal assessment. The mechanisms strategized to ensure rigour of the internal assessment process are:

i) Diverse assessment components for 2015-16 batch onwards.

(Two ICA tests each for maximum 25 marks; In-class Test for maximum 10 marks and Take-home Assignment for maximum 15 marks).

ii) For 2015-16 batch onwards, obtaining passing minimum (50% for post- graduate programmes and 40% for under-graduate programmes) in each component has been made mandatory.

2.5.5 Does the College adhere to the declared examination schedules? If not, what measures have been taken to address the delay?

The College strictly adheres to the declared examination schedule. In case of unscheduled government declared holidays (owing to unprecedented monsoon rain etc), alternate arrangements are made.

2.5.6 What is the average time taken by the College for declaration of examination results? Indicate the mode / media adopted by the College for the publication of examination results e.g., website, SMS, email, etc.

The End Semester Examination results declared within forty days from the last exam. The results are published through College Notice Board and College Website. Copies of the results are also made available in the respective departments.

2.5.7 Does the college have an integrated examination platform for the following processes?

The College has two customized softwares for exam process management.

One software is dedicated for online marks and attendance entry, recording and viewing. The other software is dedicated to run entire backend process governing the examination system.

* **Pre-examination processes** – Time table generation, OMR, student list generation, invigilators, squads, attendance sheet, online payment gateway, etc.

Pre-Examination processes like generation of registration numbers, creation of paper master for the semester, declaration of papers for the semester, student list generation, hall-ticket generation, seating arrangement are automated.

* **Examination process** –Examination material management, logistics.

As regards examination process, hall allocation, database of old question papers are automated.

* **Post examination process** – attendance capture, OMR based exam result, auto processing, generic result processing and certification.

With regard to post-examination process, results processing, generation of list of qualified candidates, identification of candidates with arrears, classification of candidates, calculation of CGPA, ranking etc are automated.

2.5.8 Has the College introduced any reforms in its Ph.D. evaluation process?

The college is affiliated to the University of Madras for its programmes of study. As per University regulations, the Ph.D. programmes come under the exclusive preview of the University. Hence, the College does not have any scope to introduce any reforms in its Ph.D. education process. Nevertheless the college adopts several measures to instill quality in the Ph.D. endeavour.

1. Regular Doctoral Committee meetings to review the progress of the candidate and to assess the quality of work.
2. Presentations before the Research Scholar's Forum consisting of PhD Scholars and Research Guides.
3. Presentation before submission of Synopsis.

2.5.9 What efforts are made by the College to streamline the operations at the Office of the Controller of Examinations? Mention any significant efforts which have improved process and functioning of the examination division/section.

The Office of the Controller of Examination at our college seriously strives to uphold the sanctity of the examination system while being student friendly as well. The Exam Office adopts a decentralized approach to reach the students. The following strategies have been adopted:

1. Each department has been asked to designate one faculty member to liaison with the Exam office. This has improved the communication between students and the Exam office.
2. Calendar, so that all stakeholders are fully aware of the various deadlines.
3. Online attendance and internal mark entry system has been introduced which helps faculty to enter the marks at their own convenience. This system has also enabled students to keep track of their marks and attendance status.

2.5.10 What is the mechanism for redressal of grievances with reference to evaluation?

The Office of Controller of Examination adopts the open door policy and every stakeholder is free to share their views, suggestions and feedback. The Examination Committee and the liaison faculty serve as the voice of the students and help streamline the operations of the Office of the Controller of 2. The Exam Office schedule has been fully integrated with the Academic Examinations. Further, brainstorming and mind sharing among the Office of the Controller of Examination staff facilitate better trouble shooting and serve as a reality check.

1. Grievances pertaining to any Question Paper can be shared with the Controller of Examinations immediately after the examination.
2. Grievances pertaining to marks have been eliminated through the system of double valuation and the option for third valuation.

Any other information:

- i) Moderate fees.
- ii) Moderation up to 5 marks (for a maximum of 100 marks) is permitted only for the End Semester Exams only.
- iii) Several security features are in-built in the mark sheets issued.
- iv) Efforts are taken by scrutiny board to ensure that question papers cover the entire syllabus and that the questions are balanced in terms of difficulty.
- v) Central valuation is adopted for End Semester Examinations.
- vi) Double valuation is adopted for End Semester Examinations. In case of a difference of 15 marks between the two evaluations, third evaluation is done.
- vii) The course teacher is empowered to conduct course relevant internal continuous assessment. For example, the two internal continuous assessment tests could be either objective or descriptive. Similarly, components like the in-class test and take home assignment give a lot of scope for originality and creativity.

2.6. Student Performance and Learning Outcomes**2.6.1 Does the College have clearly stated learning outcomes for its programmes? If yes, give details on how the students and staff are made aware of these?**

Each program in the College has a set of clearly stated outcomes which is given in the course curriculum and given to each student.

For example, the stated objective of the MSW program is as follows:

The objectives of the MSW course is focused on preparing the students for a career in Social work through a professional training programme aimed at developing in them:

- Scientific knowledge about the dynamics of problems and issues in our society.
- An ability to critique the ideologies that lead to systematic domination and marginalization of vulnerable groups.
- Necessary skills of awareness, skills aiming at empowerment of people and skills in culture-sensitive methods of social change.
- Ability to apply skills in social work practice and social work research in different fields for achieving desirable change, development and empowerment of people.
- Attitudes and values necessary for working with people and organizations for achieving the goals of the social work profession namely:
 - O To enhance people's capacity for social functioning. O To improve the quality of life for everyone;
 - O To promote social justice;
 - O Provide opportunities for people to develop their capacities to become participating and contributing citizens.

2.6.2 How does the institution monitor and ensure the achievement of learning outcomes?

The College has evolved an excellent evaluation pattern which reveals the extent to which the learning outcomes have been reached.

The HOD and each subject teacher keeps track of the achievement of the students and assist academically weak students with extra inputs to bring them on par with the others.

The results are placed before the College Committee by the Principal at the end of each academic year and analysed for gaps if any.

2.6.3 How does the institution collect and analyse data on student learning outcomes and use it for overcoming barriers of learning?

The College collects data on student learning outcomes in the following ways:

1. Formal Feedback system: As explained earlier, the IQAC has a structured feedback mechanism to gain the opinion of the students on their learning outcomes.
2. captures quantitatively the outcomes achieved by the students.
3. Agency feedback: Organizations in which the students intern are one of our key stakeholders. After each internship period, the agency supervisor provides detailed feedback formally and informally about the student.
2. Evaluation system: The evaluation system evolved by the Office of the COE performance and learnings.
4. Informal Faculty feedback: Students provide information about their learning outcomes and barriers in their one-to-one interaction with faculty members during field work conferences/mentoring sessions.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the College have a research committee to monitor and address the issues of research? If yes, what is its composition? Mention a few recommendations, which have been implemented, and their impact.

- Yes, our institution has a committee at the institution and department level. The institution level the research committee consists of Principal as Chairperson, Research Co-ordinator as Convener and Research Supervisors as members of the committee and the department level the Research Review Committee consists of the Research Supervisors and the full time and part time Research Scholars as members to review the work of the scholars.
- The committee guides and monitors the progress of the research scholars at M.Phil and doctoral level. To enhance the research quality of our institution, bi-annual review meetings for full time and part time scholars and to review and facilitate the research work of the scholar before the submission of synopsis for quality enhancement.
- Research Committee suggest to review bi-annually the work of the scholars to enhance the quality, intake of scholars as inter-disciplinary nature, publications in international journals and to facilitate the learning of scholars by organizing

the workshops and seminars on literature review, qualitative and quantitative research and need and importance of plagiarism software in the college for checking the quality and standards of the research articles and thesis of our research scholars and the other research articles published in the journals.

- Based on the recommendations, the department implemented the bi- annual full time and part time research scholars review meeting, scholars and research scholar group was formed among the full time and part time to share and disseminate information such as conferences, seminars, workshops and other research related information among scholars.
- The management provides necessary facilities to the faculty members are constantly urged and encouraged to undertake funded independent/collaborative research projects from various funding organizations. The M.Phil curriculum has been updated continuously based on the field. The Research scholars' intake for research degree programmes has been increased owing to increase in the number of recognized guides. The institution organizes the seminar, workshop and conferences on specific topics annually to strengthen the quality of research.

3.1.2 What is the policy of the College to promote research culture in the College?

- College encourages the faculty members and research scholars to participate, present and publish research articles in the National and International journals.
- Besides the grants from UGC and other sources, Faculty members were encouraged to participate in the conferences, seminars and workshops with the financial support from the institution towards the registration, travel and publication of articles to all the faculty members continuously.
- College provides and facilitates the admission primarily to the internal faculty members to pursue their doctoral degree. Institution started the M.Phil programme in Psychology.
- Institution publishes the double blind peer – reviewed Journal of the Madras School of Social Work (with ISSN 0975-4040) to publish their conceptual and empirical papers of faculty members, research scholars and students from social work and social science disciplines across the country. Institution facilitates the research scholars and students to demonstrate the socially relevant action projects or research on contemporary concerns within the sphere of curricular inputs like research dissertation for final year students, first year project field work, action projects through rural camp, students' initiative projects and so on.
- The college implemented one minor research projects, 23 industry sponsored projects and collaborative research and evaluation projects in the last five years.

3.1.3 List details of prioritized research areas and the areas of expertise available with the College.

- The college has the expertise in Social Work, Human Resource Management, Health, Mental Health, Adolescent Health, Rural, Urban and Tribal Community Development, Family and Child Welfare, Youth Development, Victim Support, Corporate Social Responsibility, Counselling Psychology,

Human Resource and Organisational Development and Development Management practice. Faculty members have their specialized areas of research interest in guiding research scholars and to work with for the funded projects of Government, Corporate and Non-Governmental organizations.

3.1.4 What are the proactive mechanisms adopted by the College to facilitate smooth implementation of research schemes/ projects?

- Institution has well established mechanism to facilitate the research projects by the way of providing infrastructural facilities, advancing funds for sanctioned projects, giving complete autonomy to the Principal investigators and Co-ordinators to utilize the fund, facilitating the Principal investigators and Co-ordinators by providing the timely auditing and financial statements for on time submission of Utilization Certificate to the funding agency.
- Both the Post Graduates and Under Graduates Students are recognized for their research work. All the departments recognizes the students for their outstanding performance by the way of awards, certificate of merit, scholarship etc., the MSW (Aided) department recognizes students for their outstanding performances in research by instituting a rolling cup for the highest marks in the second year research project. Alumnus of our institution extended their support in providing need based financial assistance to second years students of various departments for the successful completion of research projects. Students not only do first hand research as part of their curriculum but also associate themselves with the faculty members in their ongoing research work in varying capacities. Students serve as enumerators or help with data processing and documentation thereby learning by doing.

3.1.5 How is interdisciplinary research promoted?

- Research in MSSW is more interdisciplinary in nature at the doctoral level. Interdisciplinary areas of research scholars were Veterinary Science, Chartered Accounts, water, Entrepreneurship, etc. Research scholars from corporate and industries registered for research programme.

3.1.6 Enumerate the efforts of the College in attracting researchers of eminence to visit the campus and interact with teachers and students?

- Eminent experts were invited to give guest lectures, researchers were invited as resource persons for the seminars, workshops, training programmes on quantitative and qualitative research and also to interact with the students, scholars and faculty members on various fields.
 - Annually Rs.50, 000/- budgeted for the doctoral committee meetings and the review meetings for the full time and part times scholars.
 - Following are list experts as the doctoral committee members for our research scholars and visits the college bi-annually and annually to facilitate the research work.
- Dr. Thilagavathy Subramanian, Ph D, Scientist – F & Deputy Director, National Institute of Epidemiology, ICMR, Chennai.

- Dr. Albones Raj, Reader, Dept. of Sociology, Loyola College, Chennai
- Dr. M Vijayabaskar, Ph D., Associate Professor, Madras Institute of Development Studies, Chennai
- Dr. G. Gladston Xavier, Ph.D, Associate Professor& Head, Dept.Of Social Work, Loyola College, Chennai
- Dr. Ramesh Kumar, Associate Professor, Tamil Nadu Institute of Labour Studies, Chennai
- Dr. Hari Kumar, Ph D, Associate Programme Co-Ordinator, State Resource Centre, Chennai.
- Dr. (Ms) M. Priyamvadha , Ph. D Asst. Professor, Department of Criminology, University of Madras Chepauk Campus Chennai - 600005
- Dr. J. Arul Kamaraj Ph D, Asst. Prof. Loyola College, Chennai

3.1.7 What percentage of faculty has utilized sabbatical leave for research activities? How has the provision contributed to the research quality and culture of the College?

The college encourages Aided Staff to avail the facility improvement programme of the U.G.C and complete their doctoral research.

3.1.8 Provide details of national and international conferences organized by the College highlighting the names of eminent scientists/scholars who participated in these events.

S.No	Department	Seminar/ Conferences/ Symposiums organized		
		Regional /State	National	International
1	Dept. of Social Work (Aided)	1	8	-
2	UG Dept. of Social Work	2	2	-
3	Dept. of Social Work (SF)	3	3	1
4	Dept. of MA (HRM)	4	1	-
5	Dept. of Psychology	1	1	-
6	Dept. of MA (Dev. Mgt)	1	2	-
7	Dept. of MA (HR & OD)	2	1	-
	Total	14	17	1

Year wise Regional, National and international conferences organized

S.No	Department	Regional /State					National					Grand Total
		2011-12	2012-13	2013-14	2014-15	Total	2011-12	2012-13	2013-14	2014-15	Total	
1	Dept. of Social Work	1				1	2	1	2	3	8	9
	(Aided)											
2	UG Dept. of Social Work			2		2		1		1	2	4
3	Dept. of Social Work (SF)	2	1			3		1	1	1	3*	6
4	Dept. of MA (HRM)	1	1	1	1	4				1	1	5
5	Dept. of Psychology	1				1				1	1	2
6	Dept. of MA (Dev. Mgt)			1		1			1	1	2	3
7	Dept. of MA (HR & OD)	1		1		2		1			1	3
	Total	6	2	5	1	14	2	4	4	8	18	32

* only one International Social Work Conference on ‘Inter Disciplinary Intervention and Cross Cultural Sharing in Social Work’ was organized in the year 2014-15 by the Dept. of Social Work (SF)

Year wise list of names of eminent scientists/scholars who participated in these events

2011-12

- UGC Sponsored National Conference on ‘**Community Health**’ held on 9th & 10th March 2012. The eminent scholars were Chief Guest for the seminar was **Dr.Sanjay Mehendale**, Director from National Institute of Epidemiology, Chennai. The Key note address was given by **Prof. Janki Andharia**, **TISS, Mumbai**. The plenary speakers and resource persons of the conference on themes such as Macro & Micro issues in Health Services addressed by Dr.Kuryan George, Prof. & Head in Community Health, CMC, Vellore & Dr.Shanmuga Velayutham, Associate Professor. The afternoon session was on Government / State wide interventions in health and the speakers were Dr. Jerald M.Selvam , Deputy Director , State Programme officer , TNHSP; Disaster and Community Health by Mr.Suresh Maria Selvam, Asst. Professor, School of Public Health , SRM University ; NRHM- A case Study by Mr.Prince Annadurai, Asst.Prof, MCC, Chennai. Fifty four practitioners, academicians and research scholars presented papers in the paper presentations and proceed to that a panel session on Interventions in Community Health, members were Dr.Beena Thomas, Scientist, Social and Behavioural Research, TRC, Chennai. The other speakers were MR.K. C. Lazar, Psychiatric Social worker, Chennai, Ms.Bharathi Sekhar, Deputy Director, Ability Foundation, Chennai, Dr.Rakhel Gaitonde, SCHARA, Chennai were the speakers for the session. The Valedictory address was given by Dr. A.M. Swaminathan, I.A.S (Retd) , Chairman, Ethiraj College for Women, Chennai.

- **Dr. P.K.Gopal, Recipient of Padma Shri Award-2012** was felicitated with a citation for his contribution to the community health during the conference. Dr. K.Sathyamurthi Convener compiled the conference proceedings as edited volume of book of the papers presented and the same was released in the conference.
- National Conference on **Talent Transformation Practices for Global Competitiveness** was conducted on 3rd March, 2012 by Human Resource Study Circle (HRSC) by the MSW-HR students. The seminar was organized by Dr.J.S.Gunavathy. The first session was handled by Jaikrishna.B, President HR-Amara Raja group, Hyderabad spoke on The Talent Transformation- Need of the hour, Visionary HR by Mr. Sujeeth Peter- location HR Infosys Chennai, Management Games- An ignite to talent transformation by Mr.Kenneth Jeyaseelan.R.P, TCS Bpo, Employee Engagement by Mr. Murali Swamy Senior Consultant, Emtranz Consultancy Bengaluru, Ms. Raji Srinivasan, Independent Consultant, Progressive HR Practices by Mr.Lakshmi Narayanan, HCL technologies,Chennai, Leading through HR by Mr.Vijay Iyer,CLO, Delloite Hyderabad. There were 170 participants from various city colleges and professionals from corporate.
- In commemoration of the Platinum JUBILEE Celebration of Social work Education in India, the Department of Social Work (Aided) organized State level Workshop on Street play & competition (Arangam 2011) on October 14 and 15th 2011. Thirty colleges from across the states were participated in the competition. **Ms. Saraswathi, Blue Cross Member, Ministry of Social Welfare, Tamil Nadu, Mr.Michael**, Director of Rajiv Gandhi National Institute for Youth Development, Samuel & Dr. K.Sathyamurthi co-ordinated the Arangam 2011 programme.
- The MA HRM department organized annual management fest HR Symphony 2012 with the theme “showcasing HR as a Business Enhancer”, the distinguished personalities like Mr. Pejavar Murari, Advisor to President of FICCI, Mr. John Chiramel, CEO, Amante, Mr. Unni Nair, CEO of Excel and Ms. Shakila, Founder, Applause Theater were the resource person for the seminar.
- The Dept. of Counseling Psychology organized “Psychological Assessments” on 2nd and 3rd March 2012.

2012-13

- A major milestone of six decades of professional education of our institution in the year 2012, the **Diamond Jubilee Celebrations** (DJC) commemorated during 27th February 2013 to 2nd March 2013.
- His Excellency **Dr. K. Rosaiah, Governor of Tamil Nadu** inaugurated and released the commemorative Postal Cover, MSSW Journal Special Volume on ‘Youth & Development’ and Souvenir, **Thiru. P.Palaniappan, Hon. Minister for Higher Education**, Govt. of Tamil Nadu released the MSSW History book (volume –II), **Ms. Mani Clubwala Jadhav**, family member of Mary Clubwala Jadhav inaugurated the MSSW photo gallery **Dr. G. Viswanathan, Founder-Chancellor, VIT University**, **Mrs. Shanthi Nair, IPS**, Chief Post Master General, Tamil Nadu Circle and **Prof. K.N.George**, former Director, MSSW, was the eminent guest of honour during the Diamond Jubilee celebrations.

- UGC sponsored National Youth Leadership Convention ‘INSPIRO’ on the theme “ Providing Leadership for Social Causes” on 28th February 2013 was organized and **Dr. R. Thandavan**, Vice Chancellor, University of Madras, Chennai, **Ma Foi K.Pandiarajan**, Founder of Ma Foi Group, **Mr. Sanjay Pinto**, Advocate, **Dr. Ruth Manorama**, Right to Livelihood Awardee, **Ms. Rohini**, Actor & Director and **Mr. A.D.Padmasingh Isaac**, Founder of Aachi Group were the eminent guest of the seminar.
- PG department of MA HRM organized a corporate event with the theme ‘Multi- Generational Diversity at the Workplace’ on 5th October 2012, **Mr.V. Narashiman**, Head –L&D Sundaram Learning, Mr. Vimal Abraham, DGM Marketing & Strategy, IBM, MR. John Chairmel, Country Head, Mas Holding, Ms.Srimathy Shivashankar, VP-HCL, Mr. Jeevan Jose, Head-HR, Amazon were the eminent guest for the programme.
- An annual National Conference organized on 30th November 2013, **Dr. Neeradha Chandramohan**, Director, NIEPMD, Chennai, **Dr. K.V.Ramanan**, former Vice Chancellor, Andhra University and Dr. Manivanan, Professor, University of Madras were the guest for the conference. An edited book ‘Emerging Trends in Social Work Practices in New Millennium’ was released.
- Organized seminar on “ Social Work to Mankind understanding Autism” was held on 27th July 2012 **Ms. L V. Jayashree**, Director, Spastic Society of Tamil Nadu, **Ms. Usha Ramakrishnan**, Chairperson, Vidyasagar, Chennai were the guest for the seminar.
- OD Synapse, A National level seminar in the year 2012 **Mr. Sanjay Radhakrishnan**, CTS, **Mr. Sukumar Mariappan**, Head–HR, **Mr. Muthukumar Thanu**, Chief HR officer, TAFE were the exemplary speakers for the seminar.

2013-14

- An International Social Work Conference on ‘Inter Disciplinary Intervention and Cross Cultural Sharing in Social Work’ was organized by the Dept. of Social Work (SF) and released an edited book ‘Inter Disciplinary Intervention and Cross Cultural Sharing in Social Work as outcome of the conference. **Dr. Kotheswara Prasad**, Registrar of University of Madras, inaugurated the conference **Prof. Gabriel Franger**, Vice-dean, Corburg Institute of Applied in her keynote address. **Dr. Akhileswaran Ramaswamy**, Chairman, Singapore Hospice council, Singapore, **Dr. Umesh Samuel Jebaseelan**, Dean, IQAC, Associate professor, Dept. of social work, Bishop Heber College, **Dr. Subraja Dharini**, Director, TREE Foundation focused on the importance of conserving Olive Ridley sea turtles **Dr. K. Sekar**, Head of the Department, Psychiatric Social Work, NIMHANS, Bangalore were the eminent guests during the conference and **Dr. Kanagi Packianathan**, Principal Secretary, Department of Adidravidar and Tribal Welfare was the chief guest for the valedictory function. On 25th October, the HRSC Forum organized a UGC sponsored State Level seminar “Avant Garde – A new Horizon for HR” at Hotel Benz Park, Chennai in which over 250 students and HR Professionals participated.

- On 26th October, the Social Work Forum organized a UGC sponsored State Level conference on Food for All at MSSW in which over 120 students and NGO personnel participated
- On 28th of March, **Department of social work** organized a seminar on “Healing survive and survival of Child Sexual Abuse”, in which **Dr .Lois J. Engelbrecht** from Center for the Prevention and Treatment of CSA, Philippines was the speaker.
- Decoding labour law a workshop and practical exposure on labour legislation by Industry experts was organised. The chief guest for HR Workshop and ALTIUS was Dr. Pon Lakshmanan , former joint commissioner of Labour and the guest of honor was Mr.Annsely Carvalho, Head HR, Logitech Engineering & Designs India Pvt. Ltd. Mrs. Kalaivani Selvaraj, Secretary, Tamil Nadu Manual Workers, Welfare Board, Dept. of Labour, Tamil Nadu was one of the resource persons for the workshop. A Panel discussion “HR Unleashed” on HR employability for students was organized.
- Organized a one day workshop on YOUTH FOR PEACE (GANDHIAN PERSPECTIVE) on 1st August 2013 at the BSW Department, MSSW. Dr.Koteeswara Prasad Registrar in-charge, University of Madras was the Chief Guest. And 200 students participated in the programme.
- The Mahani students’ forum of the department organized an Inter Collegiate Conclave on Paradigms of Development on March 14, 2014. The Chief Guest for the event was Mr.K.Chandrashekar, Founder and CEO of Annova Corporate Services, and the Guest of Honour was Mr.Kalyana Sundaram, Man of the Millennium. The department souvenir was released as part of the conclave featuring three years of achievements of the department and articles relating to developmental issues by past and present students.

2014-15

- UGC sponsored National Conference on Adolescent Health, (AHCON-2015) 23-24th January 2015 and released two Books titled as ‘Adolescent Health’ & “Adolescent Mental Health”. **Dr. J Radhakrishnan, IAS**, Secretary, Health & Family Welfare, Govt. of Tamil Nadu inaugurated the seminar and **Dr. Soumya Swaminathan**, Director, NIRT delivered the key-note address. **Ms. Meena Swaminathan** made her visit to the National Conference on Adolescent Health conference during the inaugural. **Dr. Henry J Rozario**, Head – Dept of Social Work, Sacred Heart College, Thirupathur spoke about the vulnerability of Adolescents to the onslaughts of psychological, biological and social threats. **Ms. Parvatha Varthini**, Founder, Littles Trust, Madurai spoke on the various policies directed toward Adolescent health. **Dr. Illango Ponnuswamy**, Professor, Bharathidasan University, Trichy, gave a talk on the Mental Maladies that challenge Adolescents. **Dr. Shahin Sultana**, Ph D Associate Professor & Head, Dept. of Social Work, Pondicherry University, Puducherry, highlighted the complex nature of Adolescent issues in all spheres of life. **Ms Jayam Kannan**, spoke of the reproductive and sexual vulnerabilities of Adolescents. **Dr. K.R.S Girija Shyamsundar** gave elaborate note on the importance of good

nutrition for Adolescent Health. **Ms. Uma Suresh**, Head – Counseling, BVM schools delivered a speech on Adolescent School Health. **Dr. Kannan Pugazhendhi** as represented by Dr. Aravindh. He spoke about the importance of a balanced diet, healthy exercise pattern for adolescent well-being. **Ms. Anuj** and **Mr. Colin Yarham** spoke about the School Total Health Programme. The panel discussion was held on interventions for adolescent health was chaired by Dr. Raja Samuel – Head, PG dept of Social Work, MSSW. The members of the panel were **Mr. Kotteswara Rao, SCARF, Chennai, Ms. Aspy Joyson, CWC, Chennai, Mr. Saswathan, Nalanthaway, Chennai, Mr. Simon Johny**, School Social Worker. There were six plenary sessions, five parallel paper presentations sessions and one panel discussion was organized. Dr. K. Sathyamurthi, Conference Convener received the UGC grants and organized the conference in collaboration with UNICEF-Chennai. The seminar was attended by over 350 participants from various parts of the country and more than 70 papers were presented.

- UGC-Sponsored National One-day workshop on “Writing for Publishing and Avoiding the Risk of Plagiarism and Copyright Violations, Dr. V.Sakthi Rekha, Convenor of the workshop.
 - The Human Relations Study Circle of the MSW Aided Department conducted a UGC sponsored National Seminar on the theme HR - Future Possibilities on 6th March 2015. The seminar was inaugurated by **Mr. Rajeev Menon**, Head of Talent Acquisition, CTS. The key note speaker was **Dr. Pawan Agrawal**, CEO - Mumbai Dabbawala. Dr. V A Vijayaragavan, Principal, gave his felicitations.
- Dr. S. Raja Samuel, Head, Dept. of Social Work, proposed the vote of thanks. The inaugural was followed by sessions on Employee Gamification and HR Market Forecasting. Over 200 students and industry professionals participated in the seminar.
- A seminar on **Bonded Labour & Debt Bondage** was conducted on 7th March 2015 at MSSW. Organised by the Social Work Forum of the MSW Aided Department, the seminar was inaugurated by **Justice G M Akbar Ali (Retd).** **Ms. Esther Mariaselvam**, Regional Manager, Actionaid presented the findings of a study on Debt Bondage in the Powerloom industry in Erode and Namakkal. A book on the Sumangali Scheme that enslaved young girls was released on the occasion. Ms. Selva Gomathy, Dy. Director, SOCO Trust spoke about the book. Dr. S. Raja Samuel, Ph D convener of the seminar. In the panel discussion that followed, **Mr. Kuralamuthan**, Director of Research and Partnerships, IJM, **Mr. Kathir**, EVIDENCE, **Mr. Sakkian**, Dalit Activist and **Ms. Kari Siddamma**, Barathi Trust shared their experiences on the issue and challenged the participants to get involved, show solidarity and take action. This was followed by Street Play and poster competitions on the theme.
 - Dept. of Counseling Psychology in collaboration with Department of Allied Health Sciences, Sri Ramachandra University had organized the national conference on 25th February 2015. **Dr. Frederic P Bemak** Positive well-being in cultural context, **Dr. Kannan Pugazhendi**, Sports and well-being,

Dr. M. Ramesh, Biological influence on well-being and **Mr. V. A. George**, Well-being at work place were the scientific sessions held in the conference. Dr. S. Senthil Kumar, Convenor, Course Chairman, AHS, SRU. Theme of the conference was spelt out by Dr. R. Subhashini, Dean SF, MSSW. Key note address was delivered by Dr. V.D. Swaminathan, Prof., Dept. of Psychology, University of Madras. Presidential Address was given by **Prof. Dr. Frederic P Bemak**, George Mason University, USA. Mr. C.D. Jose and Mr. A Loyola felicitated the conference.

3.1.9 Details on the College initiative in transferring/advocating the relative findings of research of the College and elsewhere to the students and the community (lab to land).

- Social Work departments of our institution have extension projects - Gypsy, Slum, Rural area etc., Social work is basically a theory into practice in the field by extensions, Rural Camp, Project Field Work, concurrent field work, block field work and awareness programmes through rally, seminars and interaction programmes.
- During these activities, students and research scholars identify and conceptualize the research work based on their field work.
- Research findings were shared to the Non-Governmental Organisations, Governmental, Industries and Corporate to enhance and create the better workplace to the employees and other stakeholders of the community.

3.1.10 Give details on the faculty actively involved in research (Guiding student research, leading research projects, engaged in individual or collaborative research activity etc.)

- All the faculty members are actively involved in guiding the graduates and post graduate students for research dissertation in their final years.
- Research Supervisors are actively involved in guiding the M.Phil in Social Work and Psychology scholars.
- Seven Ph D research guides are involved in guiding the research scholars at Doctoral level based on their research area and specialty.
- Nine Ph D research scholars completed the Ph D degree in Social Work and interdisciplinary during the period 2011-15. One tenth of the faculty members registered for Ph D Programme in Social Work.
- One faculty received a Minor Projects for evaluating the Mahatma Gandhi National Rural Employment Guarantee Scheme in Kanchipuram District.
- One Faculty member and Librarian have applied for UGC major projects in the year 2013-14 and 2014-15 are waiting for interface meeting and four faculty members have applied the minor projects during the year 2015-16.
- In collaboration with the World Vision India, a research project on WASH is ongoing.

- To mention few of our consultancy projects with the Governmental, Non-Governmental and corporate were Directorate of Adult Education, Ministry of Human Resource Development, Govt. Of India, Chennai Petroleum Corporation Ltd, Govt. of India Manali, Balmar and Lawrie, Govt. Of India, Tulsyan Pvt. Ltd, Gummidipundi Thiruvallvur, Indian Oil Corporation , (Marketing Division), Chennai-34, Indian Oil Corporation, (Marketing Division), Chennai-34, Indian Oil Corporation , (Pipeline Division), Chennai-34, Ennore Port Ltd Ennore, Neyveli Lignite Corporation, Neyveli , Chennai Port Trust, TANGEDCO, Government of Tamil Nadu, Indian oil corporation ltd (southern pipeline region ltd), Bharath Heavy Electricals Ltd, Ranipet and AMM foundation, NLC, DESH foundation etc.,

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization for last four years.

S. No	Year	Resource Mobilization	Actual Utilization
1	2011-12	Rs. 12,00,000/-	Rs. 12,00,000/-
2	2012-13	Rs. 21,09,000/-	Rs. 21,09,000/-
3	2013-14	Rs. 20,48,000/-	Rs. 20,48,000/-
4	2014-15	Rs.25,69,000/-	Rs.25,69,000/-

The institution receives research funding from the Government, Industry, NGO and international agencies for research projects. During the last five years, several research and consultancy projects were carried out at an outlay of Rs.78.45 lakhs. There one minor project and one ongoing projects at an outlay of Rs. 3 lakhs.

3.2.2 What are the financial provisions made in the College budget for supporting student research projects?

- College facilitates the students' research projects by providing the awards and fellowship to the deserving students annually. M. Phil scholars are also provided fellowship based on certain criteria.

3.2.3 Is there a provision in the institution to provide seed money to faculty for research? If so, what percentage of the faculty has received seed money in the last four years?

In the current academic year, the college has allocated Rs.60,000 as seed money for faculty research.

3.2.4 Are there any special efforts made by the College to encourage faculty to file for patents? If so, provide details of patents filed and enumerate the sanctioned patents.

There are no patents received by the faculty members.

3.2.5 Provide the following details of ongoing research projects:

	YEAR WISE	NUMBER	NAME OF THE PROJECT	NAME OF THE FUNDING AGENCY/ INDUSTRY	TOTAL GRANT RECEIVED
A. COLLEGE FUNDED					
MINOR PROJECTS	Nil	Nil	Nil	Nil	Nil
MAJOR PROJECTS	Nil	Nil	Nil	Nil	Nil
B. ALONG WITH INDUSTRY					
MINOR PROJECTS	2014-15	One	Mahatma Gandhi National Rural Employment Guarantee scheme at Kanchipuram District.	University Grants Commission	Rs. 1.5 Lakhs
MAJOR PROJECTS	Nil	Nil	Nil	Nil	Nil
C. INDUSTRY SPONSORED	2014-15	Two	Baseline study in Thiruthani taluk of Thiruvallur district	AMM Foundation	1.5 lakhs

3.2.6 How many departments of the College have been recognized for their research activities by national / international agencies.

(UGC-SAP, CAS, DST-FIST; DBT, ICSSR, ICHR, ICPR, etc.) and what is the quantum of assistance received? Mention any two significant outcomes or breakthrough due to such recognition.

Nil

3.2.7 List details of completed research projects undertaken by the College faculty in the last four years and mention the details of grants received for such projects (funded by Industry/ National/International agencies).

List details of completed research projects undertaken by the College in the last four years

S.NO	NAME OF THE ORGANIZATION/INDUSTRY	NATURE OF PROJECT	COST OF PROJECT	STATUS
2011-2012				
1)	Directorate of Adult Education, MHRD GOVT.OF INDIA	Evaluation of study resource center – ASSAM and MEGHALAYA	3 lakh	Completed
	CHENNAI PETROLEUM CORPORATION LTD,	Evaluation of CSR projects 2010-2011		
2)	GOVT.OF INDIA, Manali		2 lakhs	COMPLETED
3)	BALMAR and LAWRIE GOVT.OF INDIA, Manali	Baseline study with CSR investment study- CHENNAI, Madhavaram, Minjur	7 lakhs	COMPLETED
2012-2013				
4)	Tulsyan pvt.ltd, Gummidipundi Thiruvallvur	Baseline study in GUMMUDIPUNDI	1.75lakhs	COMPLETED
5)	INDIAN OIL CORPORATION (Marketing Division) Chennai-34	Baseline study with CSR investment study- CHENNAI, Minjur, Coimbatore and Salem	2.5lakhs	COMPLETED
6)	INDIAN OIL CORPORATION (Marketing Division) Chennai-34	Pre-funding study at Mela Cauvery Kumbakonam municipality	10,000/-	COMPLETED
7)	INDIAN OIL CORPORATION , (Pipeline Division),Ch-34	Baseline study in Pudukottai	5.49lakhs	COMPLETED
8)	Ennore port Ltd Ennore	Baseline study Ennore and Evaluation of CSR Activities	7.1lakhs	COMPLETED
9)	Neyveli Lignite Corporation Neyveli	Evaluation of health camps (CSR) CSR activities Evaluation -2012-	6 lakhs	COMPLETED
2013				
10)	Chennai Port Trust	Evaluation of CSR Activities	1.25 lakhs	COMPLETED
2013-2014				
11)	Ennore port Ltd Ennore	Pre-funding Investment study, Chennai	3 lakhs	COMPLETED
12)	CHENNAI .PETROLEUM CORPORATION LTD, Manali	Evaluation of CSR Activities (2013-2014)	2 lakhs	COMPLETED

S.NO	NAME OF THE ORGANIZATION/INDUSTRY	NATURE OF PROJECT	COST OF PROJECT	STATUS
13)	Neyveli Lignite Corporation, Neyveli	Evaluation of CSR Activities, 2013-14	3lakhs	COMPLETED
14)	Chennai Port Trust	Pre-investment study -fishing harbor special school	1 lakhs	COMPLETED
15)	DESH Thiruvannamiyur Chennai	Evaluation of health initiative through SHG's	3 lakhs	COMPLETED
16)	TANGEDCO Govt of Tamilnadu	Baseline study at Uppur, Ramanathapuram, Pooneri, North Chennai	8.48 lakhs	COMPLETED
2014-2015				
17)	Kamarajar port limited, Ennore	Evaluation of CSR and sustainability (2014-2015) Employable skill needs assessment study among the youths in the neighborhood of KPL	3,50,000 1,50,00	COMPLETED On going
18)	Oil and Natural Gas Corporation, Egmore, Chennai	Social audit for CSR Activities 2011-2012, 2012-2013 and 2013-2014	6,33,000	COMPLETED
19)	CHENNAI PETROLEUM CORPORATION LTD, Manali	Evaluation of CSR and Sustainability (Nagai and Chennai)	1,85,000	COMPLETED
20)	Neyveli Lignite Corporation, Neyveli	Evaluation of CSR activities- 2014-15	2,85,000	COMPLETED
21)	Indian oil corporation ltd (southern pipeline region ltd), Nungambakkam, Chennai	Baseline study in Thiruvannamalai Tanjore Villupuram Perambalur Evaluation of CSR activities of IOC in Thiruvannamalai district	7.36 lakhs	COMPLETED
22)	Bharath Heavy Electricals Ltd Ranipet	Evaluation of CSR activities, 2011-2012, 2012-2013 and 2013-2014	1.22 lakhs	COMPLETED
23)	AMM foundation 2nd main road Alwarpet, Chennai-18	Baseline study in Thiruthani taluk of Thiruvannamalai district	1 lakhs	ON-GOING

3.3 Research Facilities

3.3.1 What efforts are made by the College to keep pace with the infrastructure requirements to facilitate Research? How and what strategies are evolved to meet the needs of researchers?

- The college provides the facilities such as research scholar rooms, internet, wifi, library access through INFLIBNET .
- To meet the needs of the researchers, the research department strategizes through the bi-annual full time and part time research scholars review meetings, organizing the workshop on literature review, organizing the Qualitative and Quantitative Research seminars and workshops, facilitating and disseminating the information regarding International, National and State level conferences, seminars, symposiums and workshop related to the areas of research scholars through the email, group mail, sharing the information during the scholars meeting. Providing the infrastructure facilities to the the scholars in the scholars room, library and computer centre for access the research related work. To enhance the quality of the research, the scholars were provided an opportunity to present and publish papers in the International, National and state conferences.

3.3.2 Does the College have an information resource centre to cater to the needs of researchers? If yes, provide details on the facility.

Yes, the college facilitates the research scholars to cater to the needs of researchers through the Library Information Centre, college website, and research scholar forum, display board in the college and in the scholars' room and the department provides the information to the scholars through the group mail as well as the individual mails. The college library facilitates the research scholars in the following way,

- Advanced reference books in various subjects including qualitative and quantitative research methods, international journals and online resources
- Digital Library support for accessing the research theses/dissertations of the previous years and other digital resources
- Internet facility inside the library for accessing the online resources
- Library offers Information Literacy sessions like “Literature Search & Review”, “Citation Vs Referencing” and “Avoiding Plagiarism” to support the research activity
- Library notice board regularly displays the news items about various research scholarships offered both by government and non-governmental agencies
- College Computer centre also supports the research scholars for their internet access, word processing and wi-fi facility.

3.3.3 Does the College provide residential facilities (with computer and internet facilities) for research scholars and faculty?

- No, college provides residential facilities only to the Under Graduates and Post Graduates. The college is WIFI enabled campus; students and scholars can access the internet facilities and computer lab is provided the facilities of student and research scholar usage. The departments were provided with computer and printer facilities for faculty members.

3.3.4 Does the College have a specialized research centre/ workstation to address challenges of research programmes? If yes, give details.

- There is no specialized research centre/workstation for the research scholars and the college has all departments to address the challenges of research programmes at the post graduate, M.Phil and doctorate level.

3.3.5 Does the College have research facilities (centre, etc.) of regional, national and international recognition/repute? Give a brief description of how these facilities are made use of by researchers from other laboratories.

- The college has the National level research facilities and it offers doctoral and M Phil level research facilities for scholars and among the post graduate students.
- The college provides research and consultancy services to the Government, Non-Governmental organizations, industries and corporate throughout the country
- Since there is no pure science faculty/department in the college laboratories facility is not available for the research activity and the Undergraduate and Post Graduate psychology laboratory is available in our college.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the College through the following:

* Major papers presented in regional, national and international conferences

S. No	Department			Total
1	Dept. of Social Work (Aided)	46	16	62
2	UG Dept. of Social Work	1	6	7
3	Dept. of Social Work (SF)	15	3	18
4	Dept. of MA (HRM)	15	1	16
5	Dept. of Psychology	28	19	47
6	Dept. of MA (Dev. Mgt)	4	2	6
7	Dept. of MA (HR & OD)	10		10
Total		119	47	166

* Publication per faculty

Year and Department wise distribution of faculty publications in the National &

S. No	Department	National					International				
		2011-12	2012-13	2013-14	2014-15	Total	2011-12	2012-13	2013-14	2014-15	Total
1	Dept. of Social Work (Aided)	5	3	1	16	25	2	2	2	6	12
2	UG Dept. of Social Work				1	1			1	1	2
3	Dept. of Social Work (SF)	1	10		2	13	1	2	2		5
4	Dept. of MA (HRM)	2	1		1	4					
5	Dept. of Psychology	2	1	4		7		5	8		13
6	Dept. of MA (Dev. Mgt)	1				1					
7	Dept. of MA (HR & OD)		4		1	5					
Total		11	19	5	20	55	3	9	13	7	32

* Faculty serving on the editorial boards of national and international journals The following are the national and international journals the faculty members are serving on the editorial boards

- Dr. Fatima Vasanth, is the Chief Editor of the Journal of Madras School of Social Work (ISSN 0975-4040) from 2011-13.
- Dr. V.A. Vijayaragavan is the Chief Editor of the Journal of Madras School of Social Work (ISSN 0975-4040)
- Dr. S. Raja Samuel is one of the member of the Editorial Board of the Journal of Madras School of Social Work (ISSN 0975-4040)
- Dr. J.S.Gunavathy, is one of the member of the Editorial Board of the Journal of Madras School of Social Work (ISSN 0975-4040)
- Dr. R. Subhashini , is one of the member of the Editorial Board of the Journal of Madras School of Social Work (ISSN 0975-4040)
- Dr. V.Sakthi Rekha is one of the Associate Editors of SALIS Journal of Library and Information Science (ISSN 0973-3108)
- Dr. V.Sakthi Rekha is one of the Associate Editors of the Journal of Madras School of Social Work (ISSN 0975-4040)
- Dr. V.Sakthi Rekha is Member, Editorial Committee, Journal of Current Trends in Library and Information Science (ISSN 2348-8395)
- Dr. V.Sakthi Rekha is Member, Editorial Board of a Tamil Magazine “Noolagam Pesukirathu”
- Dr. K.Sathyamurthi is the Associate Editor of Journal of Madras School of Social Work, DJC special volume 2013 – ‘Youth and Development’ vol.7, No.1 (ISSN 0975-4040)
- Dr. K.Sathyamurthi is the member of the International Journal of Management and Social Sciences Research (IJMSSR), (ISSN: 2319-4421)
- Dr. A.Enoch is one of the Associate Editors of Journal of Madras School of Social Work (ISSN 0975-4040)

* Faculty members on the organization committees of international conferences, recognized by reputed organizations / societies.

- Dr. Fatima Vasanth as the syndicate member of University of Madras, she was nominated as Convenor, member, presenter in various committees academic and non-academic committees viz., **vice chancellor nominee**, selection of principal of Mar Gregorious college, **convenor** of Inspection committee for land & infrastructure for constitution colleges in Thiruvallur & Kanchipuram, Ph D Research Institutions, investments of University funds in fixed deposits, inspection committee for MCC, **member** of Madras university free education scheme, purchase committee, nomination of subject experts to the Board of Studies-UOM, Member of Board of Studies – Rajiv Gandhi National Institute of Youth Development, member – advisory committee for centre for Women Study, Stella Maris College. Member of Indian Council for Social Welfare (ICSW-TN).
- Dr. V.A.Vijayaragavan as institution member participated the National Network Schools of Social Work for quality enhancement of Social Work Education and research in India at Tata Institute of Social Sciences, Mumbai.
- Prof. S. Malar, Organising Secretary, Photo Gallery, during the Diamond Jubilee Celebrations by the institution
- Dr.S.Raja Samuel, convener of National Youth Leadership Convention 'INSPIRO' organized during the Diamond Jubilee Celebrations by the institution.
- Dr.S.Raja Samuel, convener of Arangam 2011, State Level Street Play workshop and competition held during the year 2011-12.
- Dr. J.S.Gunavathy & Dr. V.Sakthi Rekha, Organising Secretaries of MSSW History Book-II during the DJC 2013.
- Dr. V.Sakthi Rekha, Organizing Secretary of UGC Sponsored one-day National Workshop on “Writing for Publishing and Avoiding the Risks of Plagiarism and Copyright Violations”, Madras School of Social Work, Chennai. 05th Mar, 2015.
- Dr. V.Sakthi Rekha, Member – Working Committee of TEQIP sponsored National Conference on Reaching the Unreached Coimbatore Institute of Technology, Coimbatore. 8-9th Aug, 2014.
- Dr. V.Sakthi Rekha, Member – Organizing Committee of the National Conference on Next Generation Library Services Justice Bahseer Ahmed Sayed College for women, Chennai 16-17th Aug, 2013.
- Dr. V.Sakthi Rekha, Member–organizing Committee, National Conference on “Open Source Integrated Library System” B.S.Abdur Rahman University, Chennai. 8-9th June, 2012.
- Dr. K.Sathyamurthi, Convenor, of Arangam 2011, State Level Street Play workshop and competition held during the year 2011-12.
- Dr. K.Sathyamurthi, Convenor, UGC sponsored National Conference on Community Health, March 2012.
- Dr. K.Sathyamurthi, Organising Secretary, DJC Spl Issue, MSSW Journal theme “Youth & Development” during the Diamond Jubilee Celebrations of MSSW, February 2013

- Dr. K.Sathyamurthi, Organising Secretary for the release of Postal Cover during the Diamond Jubilee Celebrations of MSSW, February 2013
- Dr. K.Sathyamurthi, Organising Secretary & Convenor, UGC sponsored National Conference on Adolescent Health (Ahcon-2015), February 2015.
- Dr. K.Sathyamurthi, Hon. General Secretary and Life Member of Indian Council for Social Welfare (ICSW-TN).
- Dr. R. Subhashini served as the chairperson in “49th National and 18th International Conference of Indian Academy of Applied Psychology for the theme of Psychology for Holistic Living in Global World” during 1st to 3rd March 2014.
- Dr. R. Subhashini Served as the chairperson in “48th National and 17th International Conference of Indian Academy of Applied Psychology for the theme of application of Psychological Training to face the Challenges of Changing world” during 22nd to 24th May 2013.
- Dr. R. Subhashini Served as the chairperson in “8th National Conference of Academy of Psychologist” conducted by Directorate of Distance Education SV University Tirupathi in 17th and 18th November 2012.
- Ms. Jeyanthi Peter is organizing secretary of the DJC Souvenir committee, 2013
- Ms. Mary Angeline is organizing secretary during the Diamond Jubilee Celebrations, 2013.
- Ms. Mary Angeline is organizing secretary for the International Conference held in the year 2013-14

3.4.2 Does the College publish research journal(s)? If yes, indicate the composition of the editorial board, publication policies and whether it is listed in international database?

- The double blind peer – reviewed Journal of the Madras School of Social Work (with ISSN 0975-4040) was started in the year 2006. The journal caters to social work and social science disciplines. The editorial board comprises of the Principal as Chief Editor, two faculty members as Associate Editors, and three senior faculty members of MSSW as internal members and two subject experts from outside of the college as external members. Apart from the editorial board, there is an extensive board of reviewers who belong to various reputed institutions and involved in teaching and research in the fields of social work and social sciences.
- This is an opportunity for faculty members and practitioners to publish their conceptual and empirical papers. There is an increasing interest in the journal from various quarters. The editorial board consists of experienced internal faculty members and the senior retired faculty members as the external members. Apart from the editorial board, a panel of reviewers identified based on the broad themes/areas of papers received from the contributors and reviewed by utilizing the expertise of the reviewers as the double blind. The journal of our institution has the guidelines for the submission of contributors. The journal is yet to be listed in the international database.

3.4.3 Give details of publications by the faculty:

* Number of papers published in peer reviewed journals (national / international)

- Faculty members have published research articles in 55 national 32 international peer reviewed journals.

S. No	Department	National					International					Grand Total
		2011-12	2012-13	2013-14	2014-15	Total	2011-12	2012-13	2013-14	2014-15	Total	
1	Dept. of Social Work (Aided)	5	3	1	16	25	2	2	2	6	12	37
2	UG Dept. of Social Work				1	1			1	1	2	3
3	Dept. of Social Work (SF)	1	10		2	13	1	2	2		5	18
4	Dept. of MA (HRM)	2	1		1	4						4
5	Dept. of Psychology	2	1	4		7		5	8		13	20
6	Dept. of MA (Dev. Mgt)	1				1						1
7	Dept. of MA (HR & OD)		4		1	5						5
	total	11	19	5	20	55	3	9	13	7	32	88

* Monographs

- There is no monograph published by the faculty members.

* **Chapters in Books**

- Dr. J.S.Gunavathy co-authored book chapter** entitled “Conceptual model of multi-level interactions of individuals and achievement motivation” (pp. 291-295) in the Book on “Recent Developments and Emerging Trends in Social Work Research” Edited by Dr.Sr.Victoria & S.Sangeetha; Allied Publishers Pvt.Ltd, New Delhi (ISBN 978-81-8424-757-2); 2012; Total pages = 390
- Dr. V. Sakthi Rekha & Karunai Ragavan, K Ed.. 2015.** Library and Information Services: Advancing with Technology. Sakthi Regha.V. and Swaroop Rani.B.S. A Study on Information Literacy Competency and its Difference in terms of Prior Work Experience. Chennai. Salis. Pp.157-160. ISBN: 978-93-85469-01-5
- Dr.V. Sakthi Rekha & Sivakumaren, K.S. Ed. 2014** Current Trends in Library and Information Science: A Festschrift Volume. Sakthi Regha, V. and Swaroop Rani, B.S. Information Literacy Competency among the Research Scholars of University of Madras across Age Groups. Chennai. Almighty Book Company, Chennai. pp.244-247. ISBN.978-81-920309-1-3
- Dr. K.Sathyamurthi “**Slum and Economic Development: Youth Perspective**”, Paradigms in Social Science Research- a New Horizon, Authors Press, 2011-12. ISBN: 978-81-7272-581-4.

* **Editing Books with ISBN numbers with details of publishers**

- Dr. Fatima Vasanth & Ms. Mary Angeline published a Book (ed) on ‘Emerging Trends in Social Work Practices, G.K. Publishers, Chennai 2012.

- Dr. J.S.Gunavathy & Dr. Sakthi Rekha published a Book on History of Madras School of Social Work (vol-II) during the Diamond Jubilee Celebrations.
- Dr. K.Sathyamurthi published Book (ed) on 'Adolescent Health: A Trans-disciplinary Perspective', 2015, Today Publication, Chennai. ISBN: 978-93-8199-221-0.
- Dr.K.Sathyamurthi published Book(ed) on 'Adolescent Mental Health : AnInterdisciplinary Perspective', 2015, Today Publication, Chennai. ISBN: 978-93-8199-264-7.
- Dr. K.Sathyamurthi published a Book (ed) on 'Community Health', 2014, Today Publication, Chennai. ISBN: 978-93-8199-261-6.
- * Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
- Citation Index – range / average -1 of Dr. Sakthi Rekha
- SNIP **-0.141- Dr. Sakthi Rekha**
- SJR - 5.349 (2014) Dr. K.Sathyamurthi
- Impact factor – range / average –
- h-index -1 – Dr. Sakthi Rekha

3.4.4 Indicate the average number of successful M.Phil. and Ph.D. scholars guided per faculty.

An average six M.Phil scholars are enrolled in Social Work & Psychology discipline. The faculty members were guiding based on their specialization and areas of interest.

Discipline/ Faculty	Year	Number of Scholars Enrolled / Admitted	Number of Scholars completed
Social Work	2011-12	6	4
	2012-13	4	4
	2013-14	5	4
	2014-15	6	5
	2015-16	3	-
Psychology	2012-13	6	6
	2013-14	6	6
	2014-15	6	6
	2015-16	5	-

As per the University guidelines, maximum of ten scholars are permitted to register under each of the Guides for Ph D programme. As on October 2015, there are twenty seven scholars are registered and pursuing Ph D Programme under the guidance of seven research supervisors. Nine Ph D research scholars have completed and awarded the Ph D degree by the University of Madras from 2011-15 and four research scholars are registered with UGC – Junior Research Fellows

Year wise distribution of Ph.D scholars completed/awarded

Discipline/Faculty	Year	Number of Scholars completed
Social Work	2011-12	2
	2012-13	2
	2013-14	3
	2014-15	1
	2015-16	1

Guide wise admitted list of Ph.D Programme

S. No	Name of the Research Supervisor	Number of Candidate			
		FT	PT	Registered	in process
1	Dr. S. Raja Samuel	3 (1-UGC-JRF)	4	7	1
2	Dr. J.S.Gunavathy	0	0	0	0
3	Dr. K.Sathyamurthi	3 (UGC-JRF)	1	4	3
4	Dr. P.Amuthalakshmi	1	2	3	3
5	Dr. A. Enoch	2	4	6	1
6	Dr. Robert Gasper	2	4	6	1
7	Dr. C. Francis	0	1	1	3
Total		11	16	27	12

3.4.5 What is the stated policy of the College to check malpractices and misconduct in research?

- The college conducts the bi-annual review meeting for full time and part time scholars and internal review meeting before the submission of the synopsis besides the doctoral committee meetings.

3.4.6 Does the College promote interdisciplinary research? If yes, how many inter departmental / inter disciplinary research projects have been undertaken and mention the number of departments involved in such an endeavour.

The college promotes interdisciplinary research in the Ph D and following are the broad area of research

- Survivors of Child Sexual Abuse, Veterinary Science, Accountancy, Migrant Women Workers, Active ageing of Women, Adolescent Children of Life Convicts, Youth Attitudes on Inclusion of Differently Abled, Adolescent Girls in Less Privileged Communities, Gender Issues in mental Health, Health Seeking behaviour of Adolescent Girls in Slums, Community Participation and Occupational Stress, the social and emotional problems faced by care givers of autistic children, The effects of psychological contract breach of Job out comes, Employee engagement initiatives in power sector firms - Southern sector, the Role

of HR Practitioners in today business as business partner, Work life balance of women managers (Executive level) in information technology industry, Victimization of Unorganized Workers, Training and Development, Mentoring, Mentoring – Perspectives Elderly and Social Capital

3.4.7 Mention the research awards instituted by the College.

All the departments have instituted the awards for the best out going student at the Post Graduate and M.Phil level.

The College has instituted the following awards to the students

- D.C.Kothari Rolling Cup for highest marks in I year Research paper and Research Dissertation
- Cairn Energy Rolling Cup for Best Research dissertation
- MSSW Rolling Cup for Best M.Phil thesis every year.

3.4.8 Provide details of

* Research awards received by the faculty

- Dr. J S Gunavathy, Assistant Professor, was awarded S.M.KABEER'S BEST MANAGEMENT PH.D THESIS AWARD in the International Conference on 'Changes, Challenges and Strategic Reforms in Management' organised by PG Department of Business Administration, Mohamed Sathak College of Arts and Science, Sholinganallur on 31st January, 2013.

* Recognition received by the faculty from reputed professional bodies and agencies

- Dr P Amuthalakshmi, Assistant Professor, was awarded the "BHARAT SHIKSHA RATAN AWARD" for Excellence in chosen field of activity by Global Society for Health and Educational Growth on the occasion of 37th National seminar on "Individual Achievements & National Development" on 29th April 2013 at New Delhi.
- Dr. R. Subhashini, Ph D received the following award
- "My Guru Award" for Citation of Excellence by Rotaract Clubs of Presidency Candles and Ethiraj College for women.
- "Outstanding Service Award 2014-2015" by Lions Club of Chennai Skyline.
- "Best Teacher Award 2012" by Lions club of Chennai .
- "The Mega Project Award 2011" for the project kaithariku kaikudupoom by National Service Scheme University of Madras.

3.4.9 State the incentives given to faculty for receiving state, national and international recognitions for research contributions.

- College facilitates and provides an opportunity to the Faculty members to participate and publish research articles in the state, national and international journals and the cost involved for participation, registration and publication by the faculty member is taken care by the institution.

3.5 Consultancy

3.5.1 What is the stated policy of the College for structured consultancy? List a few important consultancy services undertaken by the College.

- The college facilitates and provides a wide range of consultancy services in the Social Work, Psychology and Human Resource Management fields. The college management has the policy to share the consultancy amount as 60:40 basis to the faculty members those who involved in such service. These services were provided through the departments to the governmental, non-governmental and private agencies in our country.

The following are the list of Government, Public sector, Industries, Corporate and Non- Governmental organization funded projects.

A. GOVERNMENT AND PUBLIC SECTOR FUNDED PROJECTS

S. No	Name of the organization /industry	Nature of Project	Cost of Project	Status of The project
2011-2012				
1)	Directorate of Adult Education, MHRD Govt. of India	Evaluation of study resource center – ASSAM and MEGHALAYA	3 lakh	Completed
2	Chennai Petroleum Corporation Ltd, Govt. of India, Manali	Evaluation of CSR projects 2010-2011	2 lakhs	COMPLETED
3	Ennore port Ltd Ennore	Baseline study Ennore and Evaluation of CSR Activities	7.11lakhs	COMPLETED
4	Neyveli Lignite Corporation, Neyveli	Evaluation of health camps(CSR) CSR activities Evaluation -2012-2013	6 lakhs	COMPLETED
5	Chennai Port Trust	Evaluation of CSR Activities	1.25 lakhs	COMPLETED
6	Ennore port Ltd Ennore	Pre-funding Investment study, Chennai	3 lakhs	COMPLETED
7	Chennai Petroleum Corporation Ltd, Manali	Evaluation of CSR Activities (2013-2014)	2 lakhs	COMPLETED
8	Neyveli Lignite Corporation, Neyveli	Evaluation of CSR Activities, 2013-14	3lakhs	COMPLETED
9	Chennai Port Trust	Pre-investment study -	1 lakhs	COMPLETED

S. No	Name of the organization /industry	Nature of Project	Cost of Project	Status of The project
		fishing harbor special school		
10	TANGEDCO Govt of Tamilnadu	Baseline study at Uppur, Ramanathapuram, Pooneri ,North Chennai	8.48 lakhs	COMPLETED
11	Kamarajar port limited, Ennore	Evaluation of CSR and sustainability (2014- 2015), Employable skill needs assessment study among the youths in the neighborhood of KPL	3,50,000 1,50,00	COMPLETED On going
12	Oil and Natural Gas Corporation, Egmore, Chennai	Social audit for CSR activities 2011-2012, 2012-2013 and 2013-2014	6,33,000	COMPLETED
13	CHENNAI. PETROLEUM CORPORATION LTD, Manali	Evaluation of CSR and Sustainability (Nagai and Chennai)	1,85,000	COMPLETED
14	Neyveli Lignite Corporation Neyveli	Evaluation of CSR activities- 2014-15	2,85,000	COMPLETED
15)	Indian oil corporation ltd (southern pipeline region ltd) Nungambakkam, Chennai-	Baseline study in Thiruvarur Tanjore Villupuram Perambalur Evaluation of CSR activities of IOC in thiruvalur district	7.36 lakhs	COMPLETED

B. INDUSTRIES AND CORPORATE FUNDED PROJECTS

S. NO	NAME OF THE Organization/industry	NATURE OF PROJECT	COST OF PROJECT	STATUS OF THE PROJECT
2011-2012				
1	BALMAR and LAWRIE GOVT.OF INDIA, Manali	Baseline study with CSR investment study-CHENNAI, Madhavaram, Minjur	7lakhs	COMPLETED
2	Tulsyan pvt.ltd, Gummidipundi Thiruvallur	Baseline study in GUMMUDIPUNDI	1.75lakhs	COMPLETED
3	INDIAN OILCORPORATION (Marketing Division) Chennai-34	Baseline study with CSR investment study-CHENNAI, Minjur, Coimbatore and Salem	2.5lakhs	COMPLETED
4	INDIAN OIL CORPORATION (Marketing Division) Chennai-34	Pre-funding study at Mela Cauvery Kumbakonam municipality	10,000/-	COMPLETED
5	INDIAN OIL CORPORATION , (Pipeline Division),	Baseline study in Pudukottai	5.49lakhs	COMPLETED

	Chennai-34			
6	DESH Thiruvanniyur Chennai	Evaluation of health initiative through SHG's	3 lakhs	COMPLETED
7	Bharath Heavy Electricals Ltd Ranipet	Evaluation of CSR activities, 2011- 2012, 2012-2013 & 2013-2014	1.22 lakhs	COMPLETED
8	AMM foundation 2nd main road Alwarpet,	Baseline study in Thiruthani taluk	1 lakhs	ON-GOING
	Chennai-18	of Thiruvallur district		

3.5.2 Does the College have College-industry cell? If yes, what is its scope and range of activities?

- The college has the project wing and placement cell act as the college –industry cell to cater the needs of Industries, corporate and Government and Non-Governmental organizations in terms of research, training, field practicum and placements to the students.
- Alumnus of the college plays a vital role in shaping the students through placements, training, guest lectures, as the members in the management board, academic council, Boards of Studies, Field Work Practicum etc.,

3.5.3 What is the mode of publicizing the expertise of the College for consultancy services?

Mention the departments from whom consultancy was sought.

- The college website and through the alumni network/association, placement cell the expertise of the faculty was published and utilized by the Industries, corporate and Government and Non-Governmental organizations

3.5.4 How does the College encourage the faculty to utilise the expertise for consultancy services?

- The college encourages the faculty members to serve as the expert members to evaluate, training, and consultancy to the organizations as an external member.

3.5.5 List the broad areas of consultancy services provided by the College and the revenue generated during the last four years.

- To the tune of Rs. 78 lakhs consultancy services provided by the college to the Industries, corporate and Government and Non-Governmental organizations and twenty three projects have done by the college from 2011 – 15.

S.No	Year	Revenue Generated
1	2011-12	Rs. 12,00,000/-
2	2012-13	Rs. 21,09,000/-
3	2013-14	Rs. 20,48,000/-
4	2014-15	Rs.25,69,000/-

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the College sensitize the faculty and students on Institutional Social Responsibilities? List the social outreach programmes which have created an impact on students' campus experience.

- All departments have extension and institutional social responsibility projects and the following are the department wise compilation is made to highlight their area of work and the impact students experienced.

DEPARTMENT OF SOCIAL WORK (AIDED)

Department of Social Work (Aided) worked in the following activities during the year 2011-15

- Extension activity in Pallavaram for Gypsy community from 2011-14 focusing on the Health and Education area through organizing health camps, conducting awareness programmes on importance of Education to the children and made referral services to the children, women for health facilities to the Government and private hospitals by involving the Students. Dr. S. Raja Samuel, Dr. K.Sathyamurthi and Prof. Shakeela Basheer was co-ordinating this project.
- Bridge– an extension and Institutional Social Responsibility activity as an action project conducted to assess the Child Line (1098) awareness level among the 906 children from Chennai Corporation Schools in all the zones of Chennai. To create awareness to the children and teachers a workshop was organized in co-ordination with Child line India foundation, Regional office Chennai to sensitize the teachers and the general public. To create awareness about child line number by pasting posters with the help line number on stickers with the permission of MTC to sensitize general public and also through street plays in a prominent places like koyambedu, anna nagar tower park and abiramai mall. Information posters were displayed in all the schools of Corporation of Chennai. Dr.K.Sathyamurthi initiated the action project cum intervention programme was conducted in collaboration with the Corporation of Chennai.
- The department identified a village Oothivakkam, Kanchipuram district and conducted an need assessment study for feasibility of Extension Activity in the year 2014-15. Dr. K.Sathyamurthi co-ordinated the study and conducted the need assessment during the month of February 2015.
- In the 2015-16, the department initiated the Extension and Institutional Social Responsibilities activity in Chinthadripet slum community through health intervention programme. Dr. A.Enoch is co-ordinating this programme from the year 2015-16

Every year the first MSW Students were divided into groups and organizes one month project field work on social issues and year wise broad area of the projects are as follows

2011-12	2012-13
<ul style="list-style-type: none"> • Anti Tax Evasion Crusade • Making Public Toilets usable • Safety of women in Public Transportation • Mobile Phone usage among school going Adol scents • Organic Farming and waste Management • Parental Pressure on Education. • Study on Gender Identification Disorder 	<ul style="list-style-type: none"> • ‘Eye Donation’ • ‘Adolescence Gender Relationship’ • empowering school dropouts • Problems and issues of onstruction workers & unorganized labours • Breast Cancer Awareness programme • ‘Improving Accessibility forDifferently Abed in Public Places • Plastic Usage awareness programme
2013-14	2014-15
<ul style="list-style-type: none"> • Family Disorganization • Sexual Abuse of Young Women • Problems of destitute • Water Conservation. 	<ul style="list-style-type: none"> • Mental Health • Behaviour Problems of Adolescents • Sexual abuse of Children • Health awareness in Slum community • Problems of Street Children
2015-16	
<ul style="list-style-type: none"> • Problems of Homeless • Alcoholism • Problems of Road Accidents • Usages of Public Toilets • Agriculture and Health intervention in Slum Community 	

- The Department of Social Work (Self Financed) worked in the Ekkadu village, Tiruvallur and Thiruporur village, Kanchipuram district on various social issues for the year 2011-15

2012 - 2013

UG Department of Social Work (BSW)

- BSW Students along with faculty members visited the NGO SEERS – Social Economic Education and Rehabilitation Society which is working for mentally challenged children. Students conducted games for children, taught songs, dance, paper craft etc.
- Students participated in the bonded labor campaign on 15.07.2012 at Express Avenue.
- Students attended and volunteered in the youth mela conducted by NILALGAL organization at valluvar kottam on creating awareness about environmental issues and protection among the public.(24.01,2013)

2013 - 2014

- The Students of BSW participated in a Rally against Women Abuse on 25th Nov 2013 at Marina Beach.
- The BSW students were also participated in the World HIV/AIDS Day Observation held at Alsa Mall on 1st Dec 2013.
- The students of BSW participated in a HIV/AIDS awareness Program conducted

by YRG CARE on 1st Dec 2013 at Taramanai.

- The students of BSW participated in a Rally on World Mental Retardation Day on 8th Dec 2013 Conducted by the Bala Vihar Special School held from Anna Square to Gandhi Statue.
- On 26th Feb the students of BSW volunteered for the BETI ZINDABAD campaign conducted by Action aid.
- On 21st Feb The students of BSW exhibited stall at Trade fair on the topic

WATER CONSERVATION

- The CENTER FOR CHILD RIGHTS AND DEVELOPMENT conducted a child rights sensitization workshop on 25th and 26th July 2014 for the students of social work. BSW students participated in the Workshop.
- On 17th Feb the students of BSW participated in the anti spitting and anti tobacco campaign they exhibited the pluck cards in the various parts of Chennai.
- The students of BSW Department participated in the social Workers day rally held at Marina Beach on 18th March 2014.

2014-2015

- BSW students actively participated in the “Awareness seminar on Drug abuse and its ill effect organized by National Academy of Customs Excise and Narcotics (NACEN) Chennai on the eve of “International Day against Drug abuse and Illicit Trafficking” on 25th June 2014 at the campus of Loyola Engineering college, Nungambakkam, Chennai.
- BSW students participated in the rally on International day against drug abuse and illicit trafficking on 26.6.2014 at Marina Beach.
- On 23rd July 2014 the students of BSW participated in the seminar on the topic IMPACT OF INTERNATIONAL AID ON DALIT DEVELOPMENT, presented by Ms. Josephine. (PhD Scholar of Social Work).
- On 3rd August 2014 the students of BSW Department Participated in the rally conducted by the Adyar Cancer institute on Cancer Awareness. Students received participation certificates.
- The Students of I BSW participated in the Independence Day Lake clean up in Madambakkam Lake on Aug 15th 2014 which was organized by EFI.
- The students of II BSW Mr.Nirmal and Mr.Jagadish participated in the rally organized by the Narmada Bachao Andolan – an Initiative to protect the sarovar dam on 22nd to 25th August 2014 at Gujarat along with the supporters from all over India.
- The students of BSW participated in the 24 Hour Famine program on 5th Sep 2014 conducted by World Vision .The students exhibited their talents through MIME and Street Theatre. BSW Mime team received the 2nd runner up award and the BSW Street Theatre team received a consolation prize

Dept. of MA –HR&OD

- The first year students went to Nayakeneri (Thirupattur) for their three-day extension activity in February 2013. It was organized by an NGO, World Society; our students helped them to create awareness among the tribal people about education and societal development. This was organized by Mrs. Shanthi, Founder, World Society.

2012-2013

Department of MA (DM)

- **Madambakkam Project**

In response to the problems faced by the girl children around Madambakkam, a Free Evening class was inaugurated in the month of March 2013, in collaboration with CORNERSTONE. The facility was used by 25 children.

2013-2014

- **Rotary Club Project**

Prepared action plan for the comprehensive development of three villages and the project was sponsored by Rotary Club Chennai.

2014-2015

- **Safe Driving Training for Girls (15th July 2014)**

Safe Driving training for girls was conducted on 15th July 2014 by MAHANI Students Forum in collaboration with Honda Company as part their Safety India Programme. The technical support was provided by Honda group and girls from the department took part and benefited from the safety training.

- **Fundraising Campaign for the Flood Victims of Jammu and Kashmir (20th September 2014)**

The MAHANI Students Forum was involved in a door to door fundraising campaign for the victims affected in the Jammu and Kashmir flood from 20th September 2014. The funds mobilized were sent to the Prime Ministers Relief Fund.

- **Group Project with Mary Anne Charitable Trust (23rd to 27th September 2014)**

The first year students underwent group project for one week starting from 23 to 27 September 2014. The students (27) were placed in Mary Anne Charitable Trust (MACT), Kodambakkam for a survey that was jointly conducted by MACT along with Cancer Institute, Adyar to obtain a district wise tobacco data in the state of Tamil Nadu covering both urban and rural population

- **CCFC Signature Campaign (July 2014)**-The second year students have been involved in the CCFC Signature Campaign on Free the Children from Violence and Exploitation right from July 2014.
- **Race Against Cancer (3rd August 2014)**-Twenty students from the department volunteered for the Race against Cancer, Chennai 2014 organised by Adayar Cancer Institute on the Diamond Jubilee held on 3rd August 2014.

- **Participation in launch of 24 Hour Famine Campaign (5th September 2014)**
The first year students (20) participated in the Launch of 24 Hour Famine Campaign organized by World Vision India on 5th September 2014.

- **25 years of UNCRC – Street Theatre Programme (18th - 20th November 2014)**

From 18th – 20th November 2014, 15 first year students were involved in raising awareness through Street Theatre Programme on Child Abuse in Chennai. This was done as part of commemorating the 25 years of UNCRC by Tamil Nadu Child Rights Observatory and UNICEF.

- **Photo Exhibition with Mary Anne Charitable Trust (8th - 10th December 2014)**

In collaboration with Mary Anne Charitable Trust the Department organised a Photo Exhibition on Child Rights from 8th to 10th December 2014 at ICSA, Egmore, Chennai. The exhibition was organized as a commemoration of 25 years of UNCRC.

3.6.2 How does the College promote College-neighborhood network and student engagement, contributing to holistic development of students and sustained community development?

- The college promotes the neighborhood network and student engagement as the Project Field Work, community initiative projects, MSSW-NGO network programmes, Industry-institute programmes through various awareness, training, sensitization programmes. The Field Work Supervisors meeting was organized to understand the field realities and to incorporate in the academic input to the student community.
- Departments have identified various nearby networks and made the students to do different activities for the upliftment of the community thereby contributing to their holistic development. The following are some of the activities with the nearby organization:
- The BSW department organized the World Mental Health Day (Theme: Mental Health and Older Adults) on 10th Oct 2013 with the Opportunity School for Mentally Challenged Children, in Vepery, Chennai. The students conducted games and entertainment sessions for all the students of Opportunity school and distributed prizes.
- The students of BSW participated in a HIV/AIDS awareness Program conducted by YRG CARE on 1st Dec 2013 at Taramani. The students of BSW participated in a Rally on World Mental Retardation Day on 8th Dec 2013 Conducted by the Bala Vihar Special School held from Anna Square to Gandhi Statue. On 26th Feb 2014 the students of BSW volunteered for the BETI ZINDABAD campaign conducted by Action aid.
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- **CCFC Signature Campaign (July 2014)**

The second year students have been involved in the CCFC Signature Campaign on Free the Children from Violence and Exploitation right from July 2014.

- **Race Against Cancer (3rd August 2014)**

Twenty students from the department volunteered for the Race against Cancer, Chennai 2014 organized by Adyar Cancer Institute on the Diamond Jubilee held on 3rd August 2014.

3.6.3 **How does the College promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

- Our institution is identified as the one of the Training, Research and Orientation centre (TORC) by the Ministry of Youth Affairs and Sports, New Delhi since 1970 and trained NSS Programmes officers for more than four decades. Training, Orientation and Research Centres exclusively for NSS in reputed in Social Work Institutions such as Tata Institute of Social Science, Delhi School of Social Work and Madras School of Social Work to train the Programme Officers in Tamil Nadu, Puducherry and Andaman & Nicobar Islands. Besides training the NSS Programme Officers in General Orientation Courses and Refresher Courses, the centre identified as the nodal organization to conduct several Evaluation, Monitoring and Research studies NSS, State Resource Centre, Adult Education etc in Southern part of our country.
- In the year 2011, Ministry of Youth Affairs and Sports authorized Madras School of Social Work and renamed all the TORC & TOCs as empanelled training institution to train the new and untrained NSS Programme Officers.
- R. A. Anusha, II MSW Best NSS Volunteer Awarded students visited China under the Student Exchange programme sponsored by the Ministry of Youth Affairs and Sports, New Delhi in the year 2011-12.
- Shanmuga Priya I MSW students was awarded as the Best NSS Volunteer in the 2014-15
- College provided opportunity to the under graduate students to volunteer in the National Service Scheme and organized
 - Blood donation, Orientation Class, Orientation Class, Independence day Parade, NSS Inauguration, NSS Day Celebration, Observation of World Food day, awareness about KIDNEY Disease, Competitions for Volunteers – World AIDS, RRC Orientation, Awareness about Transgender Community, Orientation Class, Awareness about TB, Pilot visit to the Slum, Camp Inauguration, Dental Camp, Awareness day 1, Awareness day 2, Awareness day 3, Sports Day, Street Play,
 - Observed national and international days.

- Participated in the Republic Day parade
- NSS volunteer received Award during the year 2014.
- NSS Volunteers participated many activities to develop their personality and organized and also to sensitize the community.

3.6.4 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower the under-privileged and most vulnerable sections of society?

All the social work departments have conducted awareness programmes through Rally and Street Play on various issues and problems.

- Department of Social Work (aided) has conducted opinion surveys on Awareness level of Child Help Line, Adolescent Health, Sexual Abuse, Alcoholism, Child Sexual Abuse, and State Level Research Survey on Life Realities of Beggars etc. Awareness programme about Smacheer Kalvi, Land Bills, Rally on Sexual Abuse of Young Women, 2012, Child Sexual Abuse, rally on Alcoholism 2015, Survey about the Child Line among Children's of Corporation schools 2012, Need Assessment survey in Oothivakkam 2015 and several other programmes were conducted.
- The BSW department observed World Suicide Prevention Day on 10th Sep 2013 at MSSW premises. Around 150 students from various departments of MSSW participated and took oath administered by the Principal Dr. Fatima Vasanth. BSW Department coordinated "The State Level Research Survey on Life Realities of Beggars" conducted by Madurai Institute of Social Sciences in Chennai on 24th Oct 2013. The BSW students volunteered covering Chennai Region. The BSW students were also participated in the World HIV/AIDS Day Observation held at ALSA Mall on 1st Dec 2013. The students of BSW participated in a Rally on World Mental Retardation Day on 8th Dec 2013 Conducted by the Bala Vihar Special School held from Anna Square to Gandhi Statue.
- The MA Development Management department organized the Fundraising Campaign for the Flood Victims of Jammu and Kashmir, 20th September 2014; The MAHANI Students Forum was involved in a door to door fundraising campaign for the victims affected in the Jammu and Kashmir flood from 20th September 2014. The funds mobilized were sent to the Prime Ministers Relief Fund. Students went for an extension program to Ikkadu near Thiruvallur on 23rd July 2011. The students conducted PRA (Participatory Rural Appraisal) exercises along with other students of ISW. The group of students was divided into four groups and each group went to one hamlet to perform social mapping and were guided by faculty. The students had a common discussion and the program was an eye opener to the students to understand the village through scientific methods.

3.6.5 Give details of awards / recognition received by the College for extension activities / community development work.

- The college is ranked as the 3rd best Social Work College in India and First in

South India by the WEEK magazine in the year 2015.

3.6.6 Reflecting on objectives and expected outcomes of the extension activities organized by the College, comment on how they complement students' academic learning experience and specify the values and skills inculcated?

- Social Work is professional service; its essence of outreach programmes is an inherent nature of the social work curriculum and academic inputs were given owing the societal needs and concerns. Academic requirements like project field work, community organization programmes provide room for students to learn from social realities and contribute to societal welfare. Similarly, the NSS, Red Ribbon Club, Eco club, SIFE, gypsy community outreach programmes and more recently the rural extension at Ekkadu village are avenues for students to engage in the extension activities of the college. Students of social work departments volunteered for a community event organized by Nalanthaway, Mary Anne Charitable Trust, Cancer Institute, Eco Kitchen of YRG Care Centre. Students actively took part in food distribution to many poor and hungry people.

3.6.7 How does the College ensure the involvement of the community in its outreach activities and contribute to the community development? Detail the initiatives of the College which have encouraged community participation in its activities.

- All the outreach activities of the College are targeted at the weaker sections and vulnerable groups. Most of the activities of students are conducted in slum neighbourhoods. Specific targets reached by extension activities are women, street children, children, adolescents from the slum communities, transgender, tsunami affected persons and children affected by HIV/AIDs.

3.6.8 Does the College have a mechanism to track the students' involvement in various social movements / activities which promote citizenship roles?

- Student Development Council of the college participates and organizes several activities under the supervisor and guidance of the Principal, Faculty Co-ordinator and the faculty members apart from their executive body. All the departments have Student Forum to conduct & organize the activities to promote citizenship roles.

3.6.9 Give details on the constructive relationships (if any) with other institutions in the nearby locality in working on various outreach and extension activities.

- All the departments have various outreach and extension activities with the neighbourhood slum community in Chinthadripet, all the extension work of the College is targeted at vulnerable groups in association with the other institutions such as Government and Non-Governmental organizations. Most of the activities of students are conducted in slum neighbourhoods. Specific targets reached by extension activities are women, street children, children from slum and gypsy communities, persons and children affected by HIV/AIDs.

- Each year the college celebrates Inclusive Pongal by bring the marginalized, vulnerable and weaker section of the society.
- UG Department of Social Work (BSW), MSSW in collaboration with Rajiv Gandhi National Institute of Youth Development - RGNIYD organized a three day Training Programme from 29.01.2015 (Thursday) to 31.01.2015 (Saturday) on Life Skills, Soft Skills and Employability Skills for 100 Scheduled Caste Students from various colleges in Chennai region.
- **International Alliance for Prevention of AIDS (IIPA):** Every year the new student volunteers of BSW will be given training (TOT) on HIV/AIDS education. The objective of this training is to give education to the students of schools and colleges in Chennai. The students told that this kind of training and exposure gave them good personality development. The students were awarded with certificates.
- **Eco Kitchen Of YRG Care Centre :** The BSW students volunteered for a community event organized by ECO KITCHEN of YRG CARE CENTRE conducted at Ponneri from 10th June 2014 to 14th June, 2014. During this event, the BSW students actively took part in food distribution to many poor and hungry people. Students expressed that they learnt various skills through this programme.
- **Ekam Foundation:** Students of BSW department volunteered in Joy of Giving Week of EKAM on 2nd and 3rd OCT 2014, to conduct health care trainings regarding pre and post natal mother and child health care in Governments schools in Chennai.
- **Lister Foundation:** 2014 – 2015 - BSW department in partnership with Lister Foundation (CSR wing of LISTER TECHNOLOGIES, USA) carried out project field work in coordination with NGOs (Weeds, Vidyarambam, ASSCOD, Iniya Udaiyam). The students were able to reach out to 100 villages for this project.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

- Senthil Kumar of I MSW was awarded “YOUNG ACHIEVER AWARD” for the contribution towards facilitating blood donors to the needy people in the emergency period. The award was given by Tamil Nadu Dr.MGR Medical University & Rotary Club of Madras Esplanade on 22nd November 2012.
- Ms. Malliga, I MSW student was awarded the Swami Vivekananda Award by The Contingent Trust for her contribution to social service.
- Malliga of II MSW received the State Level NSS best volunteer Award from Govt. of Tamil Nadu for the year 2011 – 12.
- MSW (Aided) student, Ms.Aishwarya Gopinath was awarded the Best YRC Volunteer at State Level.
- Dr. P Amuthalakshmi was specially recognized by TANSACS and TN State Blood Transfusion Council for her efforts in organizing Blood donation camps in

2012 and awarded a certificate and a memento on 1st Oct 2013.

- Each year BSW Department receives the award from IAPA for best participation in extension activities.
- 2014 Department received the award from National Association for Blind Madurai, for selling the highest number of flag for International White cane day.
- BSW Students received an award for best street theatre performance from World Visions “24 hours Food for Famine Programme”.

3.7 Collaboration

3.7.1 How has the College’s collaboration with other agencies impacted the visibility, identity and diversity of activities on the campus? To what extent has the College benefitted academically and financially because of collaborations?

- The college has collaboration with Government, Non-Government Organisations, industries and Corporate to train the students through observations, field work, training, academic inputs etc. The college has benefited through the consultancy projects to the tune of Rs. 70 lakhs for the past five years.
- All the Departments of our college collaborate for the students field work, block placement and research projects in several Government, Non-Government, industries and corporate for every semester.
- UG Department of Social Work (BSW), MSSW in collaboration with Rajiv Gandhi National Institute of Youth Development - RGNIYD organized a three day Training Programme from 29.01.2015 (Thursday) to 31.01.2015 (Saturday) on Life Skills, Soft Skills and Employability Skills for 100 Scheduled Caste Students from various colleges in Chennai region.

Following are the lists of few Organizations College collaborates for field work training

- Bala Mandir, Don Bosco Anbu Illam, Madras Community College, Santhome, Chennai, Montfort Community Development Society, Chennai, Janodhayam, Don Bosco Beatitudes, Mariyalaya, Sankalp, Arunodhaya, UDHAVI ,Asha Nivas Social Service Centre, Development Promotion Group, Aide Et Action, World Vision, Womens of Worth, Paadhai, Sornammal, Educational Trust, Indian Council for Child Welfare- Tamil Nadu, Community Development Wing, TNSCB, Chennai, Madras Christian Council for Social Services, Chennai, Tamil Nadu Handicap Federation, Kalaiselvi Karunalaya Social Welfare Society, Mary Anne Charitable Trust, Deepam Educational Society For Health (DESH), Human Resource Management Specialisation organizations like Ashok Leyland Limited, Apex Lab pvt. Limited, SCHWING Stetter Pvt. Limited, Sundaram Brake Linings limited, CavinKare Pvt. Limited, CUMI, Ranipet, MRF Limited, TNPL limited, SRF Limited, Pepsico India Holdings Pvt Limited, ISS Facility services Pvt.limited, TI Metal Forming, Future Value Retail Limited, Sundaram

Fasteners Limited, Saint Gobain Glass India Limited , DAIMLER India, Madras Fertilizers Limited Surprise Solutions, POTHYS, Future Value Retail Ltd, Allsec Technologies, SYNTEL, Barry Wehmiller International Resources Ltd, AVM Hospital, HCL Career Development Centre, Transe Vision Care, Agarwal Eye Hospital, AMIRTHAA, Cholamandalam Investments, TAJ Club House, India Property.com, VST Motors, IP.com and Vodafone. ISW Specialisation organizations like World Vision, SCARF Research Foundation, Community Seva Centre, Aid India, Tata Steel, Jamshedpur, SOS Children's villages, Nagapatinam, CUCKOO, Karungalpalayam, Development & Relief Dept, RNBA, Manipur, SOS Children's Village, Tambaram, Rajsriya Automotive Industries Pvt. Ltd, VIZHITHTHEZHU, Scope International- Standard Chartered, Conferderation of Indian Industries (CII), Sevalaya, Banyan Academy of Leadership in Mental Health (BALM), Centre for Child Rights and Development, World Vision India, National Institute for Research in Tuberculosis, Emmaus Community Welfare Fund, Centre of Excellence for change, Don Bosco Anbu Illam, Community Seva Centre, Aid et Action, Malarchi, AIM for Seva, Spastic Society of Tamil Nadu, Centre for Women's Development and Research, Janodayam, IFMR, Pepsico- CSR, Dep. Of Rural Dev & Panchayat Raj, Compassion, MCCSS, International Justice Mission, Ekkam Foundation, Peace Trust, EID Parry Ltd, Ashok Leyland- CSR, Rapha Counseling Centre and Stanley Hospital

3.7.2 Mention specific examples of, how these linkages promote

*** Curriculum development**

The experts and illustrious alumni members are invited to be the members of the board of studies to contribute in the curriculum design and development.

*** Internship, On-the-job training**

The alumni association and its network provides sources to enhance the prospects of the students to get internship and field placements (on the job training)

*** Faculty exchange and development**

Faculty members make visits to deliver lectures and participate the programme with in the country and abroad, on a case to case basis. (Annexure – List of overseas programmes attended)

*** Research, Publication**

Faculty members publish research articles in the National and International journals with repute based on their expertise areas of interest which enables the faculty members to participate in policy formulation, implementation, monitoring, and evaluation and so on. These provide opportunities not only to practice but also learn.

*** Consultancy, Extension**

The institution has the collaborative research activity carried out by the faculty members with external members facilitates the consultancy and extension.

*** Student placement**

Student placement is considered to the top priorities of the institution. The various linkages established by the institution through its alumni members and other sources aid is not only student development but also student placement.

3.7.3 Does the College have MoUs nationally / internationally and with institutions of national importance/other universities/ industries/corporate houses etc.? If yes, explain how the MoUs have contributed in enhancing the quality and output of teaching-learning, research and development activities of the College?

- The institution has signed the MoU with the Helsinki Metropolia University of Applied Sciences, Helsinki, Finland and Coburg University of Applied Sciences, Coburg, Germany 2012-13
- Students from Faculty of Welfare and Human Functioning, Helsinki Metropolia University of Applied Sciences, Helsinki, Finland visits the institution for three months and the institution facilitates the learning through Guest Lectures, interaction with students, field visits and weekly or forty night placements with the specialized Non-Governmental organizations in Tamil Nadu, 2011.
- Four students and a faculty member attended summer school at Coburg University of Applied Sciences, Coburg, Germany 2013-14.

The visits of Students from Finland and the students and faculty exchange contributed in enhancing the quality and output of teaching-learning and curricular development of the College.

PUBLICATIONS



Peer reviewed Books and Journals published by Faculty Members

CRITERION IV- INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 How does the College plan and ensure adequate availability of physical infrastructure and ensure its optimal utilization?

The college is located in the central part of the city and is easily accessible to railway station and bus station. The college has 18 classrooms with adequate number of lights, fans and furniture. . There is an air-conditioned conference hall and auditorium with fixed LCD projectors and screens where conferences, seminars, workshops, training programs and other important lectures take place.

The college has a computer centre, library, office room, staff room, and canteen. To meet out the residential requirement of the college, the college provides hostel facilities for both men and women students.

The college plans and ensures optimum utilization of the infrastructure by functioning in three shifts.

Shift 1: Social Work (Aided)

Shift 2: Self-financed programme – MSW (SF), MSc , MA HRM, MA HROD, MA DM, BSc, BSW

Shift3 : PG Diploma in PMIR and HRIR, which caters for working professionals.

The college functions from 08 am to 8.30 pm and serve for about 700 students and about 40 M.Phil and Ph.D research scholars.

4.1.2 Does the College have a policy for creation and enhancement of infrastructure in order to promote a good teaching-learning environment? If yes, mention a few recent initiatives.

Yes, the college has a policy to create and enhance the infrastructure as and when the necessity is occurred. This policy promotes good teaching-learning environment in all the departments. For example, all departments are given LCD projectors, laptops, speakers to face the ICT based teaching-learning process and the library is equipped with adequate books and journals and e-resources. Rooms are well lit, with adequate number of fans and furniture. Infrastructure is increased according to the increase in number of students. Repairs of furniture and equipments are done on a regular basis. Additional furniture is procured whenever necessary. There is an air-conditioned conference hall and auditorium with fixed LCD projectors and screens where conferences, seminars, workshops, training programmes and other important lectures take place.

4.1.3 Does the College provide all departments with facilities like office room, common room, and separate rest rooms for women students and staff?

Yes, the college has a common office room, department wise common room for faculty members, and a room exclusively for women students and staff which is maintained by the women's cell. There are separate rest rooms for men and women students and staff in each floor of the buildings.

4.1.4 How does the College ensure that the infrastructure facilities meet the requirements of students/staff with disabilities?

College is sensitive towards the basic requirements of the disabled people. Hence, ramps have been constructed to ensure easy access to classrooms for disabled students. A disabled friendly toilet is provided in the ground floor. The main building is provided with a new lift for the students with disability.

4.1.5 How does the College cater to the residential requirements of students? Mention Capacity of the hostels and occupancy (to be given separately for men and women) Recreational facilities in hostel/s like gymnasium, yoga center, etc. Broadband connectivity / wi-fi facility in hostel/s.

- To meet out the residential requirement of the college, the college provides hostel facilities for both men and women students. The hostel accommodates 60 women students and 20 men students.
- Hostel has recreational facilities like a television in the common room, facilities for playing ball, throw ball, football and shuttle badminton and indoor games like carom board, chess and table tennis are provided for the students.
- Providing wi-fi facility in the hostel is under process.

4.1.6 How does the College cope with the health related support services for its students, faculty and non-teaching staff on the campus and beyond?

There is a understanding with the clinic which is located very near to the college. There is a provision for the facility ‘doctor on call’ made available for any emergency to be attended. There is a clinic available very near the college campus. First aid kit is made available for easy access to students and staff whenever there is an emergency. There is a room (with a first aid kit and a bed) maintained in the college for the people who fall sick. College also takes care of the faculty members and students by conducting health related camps.

in sports and cultural events?

Sports Events

Facilities are made available on the campus for students to play throw ball, football and shuttle badminton, indoor games like carom board, chess and table tennis. College conducts annual sports day in the university playground which is available in the neighborhood of the college. The sports day includes number of individual and group events. All winners and runners will be given the prizes during the college annual day. There is a student representative as ‘sports secretary’ who coordinates for the sports related activities along with the faculty coordinator of the Student Development Council.

Cultural Events

The college conducts annual cultural events called ‘Déjà vu’ in which students of all the departments show their talents in dance, music, mime, play, skit, elocution, etc. Apart from individual prizes overall rolling trophy is given to the department which scores high in overall points from various events. Student Development Council play a very prominent role in organizing the annual cultural day ‘Déjà vu’.

Students are encouraged to perform cultural programmes during the annual celebrations of the college like Independence day, Republic Day, Community Day, etc.

The students are encouraged to take part in inter-college competitions organized by other colleges in the city by giving on-duty permission. The prizes are distributed during college assembly as recognition for their achievements.

Library conducts series of quiz programmes under 'Q-Labs'. Winners, runners and the quiz master are given the prizes in the college assembly. Library also conducts number of annual competitions like 'Essay Writing', 'Poster Making', 'Synonym Check' 'Spell Bee', 'Resource Hunt', etc as part of the library week celebrations. Winners of first two places will be given the prizes along with the certificate and the winners in third place will be given the certificates. It also recognizes the student coordinators (student members of the library committee) with a prize and certificates for their involvement).

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the library has a library committee. The Library Committee consists of Principal, Librarian, Faculty representative from each department, Student representative from each class.

Library Committee encourages student members in every meeting to participate with collective feedback and suggestions for the improvement of the library. Some of the carried out suggestions of the library committee are,

- More number of copies for some subjects
- More books for some subjects
- Internet access in the library
- Increasing the seating capacity
- Providing Ramp
- Library week celebrations with various competitions, book fair, etc was introduced

4.2.2 Provide details of the following:

- Total area of the library (in Sq. Mts.) – 300 sq.mts (around 3200 sq.ft)
- Total seating capacity: 40 at a time
- Working hours (on working days, on holidays, before examination days, during examination days, during vacation)
- 08.00 am. to 07.00 p.m. (on working days)
- 10.00 am. to 01.00 pm. (Saturdays)

- 10.00 am. to 07.00 pm. (during examination)
- 10.00 am to 05.00 pm. (during vacation)
- Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)
- Individual Reading Carrels (6 Nos.) are available. There is no Lounge area for browsing and relaxed reading available whereas library has two computers with Internet connectivity to access e-resources
- Access to the premises through prominent display of clearly laid out floor plan; adequate signage; fire alarm; access to differently abled users and mode of access to collection)
- Indication of various sections of the library is mentioned. Clear display of subjects, Call No., etc is available. There are two fire extinguishers which are refilled regularly. The library is provided with ramp for providing access to the differently abled users. Library staff are available all the time to provide services to the differently abled users to provide the resources required by them.

4.2.3 Give details on the library holdings

a) Print (Books, back volumes and thesis) **Total No. 20000**

Books = 16000

Periodicals = 45

Backvolumes = 1700 (indexed 30,000 journal articles) Theses = 2000

Reports = 400

b) Non Print (Microfiche, AV) CD-ROMs & VHS - 100

c) Electronic (e-books, e-Journals) – around 200 d) Special collection

(eg. Text book, Reference books, standards, patents)

Text books = 500

Reference books = 800

Library also holds the specialized collection of books and periodicals for students who aspire to write competitive examinations, UGC-NET/SET and take up placements both in career corner and UGC-NET/SET centre.

4.2.4 What tools does the library deploy to provide access to the collection?

- OPAC - yes. OPAC facility is provided to search all the resources available in the library like books, journals, articles from the back volumes of the journals, reports and theses Electronic Resource Management package for e-journals – MSSW library does not subscribe to e-journals hence Electronic Resource Management package is not required.
- Federated searching tools to search articles in multiple databases – As MSSW Library does not subscribe to e-journals there is no federated searching tool.

- However, federated search option is available for library OPAC Library Website
- Our Library has a website www.msswlibrary.wordpress.com with full details like collection, services, etc about the library.
- There is also a link for the Library in the College website. MSSW Library developed a website www.mssw-virtuallibrary.in for providing one point access to all open access resources. This virtual library is also linked with college website. In-house/remote access to e-publications
- Access is given to in-house and e-publications through ‘Digital Library’. Remote
- access to e-publication is facilitated with N-LIST resources and awareness and training is provided for Open Access Resources.

4.2.5 To what extent is the ICT deployed in the library?

- Library automation
- Library is fully computerized in the year 2002 itself and introduced with bar- code facility.
- Total number of computers for public access - Four Computers
- Total numbers of printers for public access - One
- Internet band width speed 2 mbps ☐ 10 mbps ☐ 1gb (GB) ☐
- Speed of the Internet connectivity in the library is 4 mbps
- Institutional Repository
- Institutional Repository is set up in the Digital Library by using ‘D-Space software’. Publications of the institution like Books, journal, theses, reports, etc. are included in the as institutional repository.
- Content management system for e-learning - Library is managing the content of the Information Literacy Programmes of the library and the materials of the workshop organized by the library
- Participation in Resource sharing networks/consortia (like Inflibnet)
- Library is a member of INFLIBNET consortia and hence e-resources of NLIST are accessed by faculty members, research scholars and students of our college
- Membership in British Council Library and Madras Management Association help to borrow resources from their library

4.2.6 Provide details (per month) with regard to.

- Average number of walk-ins – around 1800 students
- Average number of books issued/returned 1000 books
- Ratio of library books to students enrolled 23:1
- Average number of books added during last three years - 300 books
- Average number of login to OPAC (Online Open Access Catalogue)- 1000

- Average number of login to e-resources – 1000
- Average number of e-resources downloaded/printed - 50
- Number of information literacy trainings organized – Four per year

4.2.7 Give details of the specialized services provided by the library

- Manuscripts – No. There is no manuscript available in the library
- Reference – Reference section includes reference only resources like encyclopedias, dictionaries, rare, advanced and expensive books
- Reprography – Library materials can be photocopied at nominal cost
- ILL (Inter Library Loan Service) – Library is a member of British Council Library and an understanding with TISS library, Mumbai which help for resource sharing,
- Library provides ‘sms’ alert for due reminder
- Library has indexed the journal articles from the back volumes of the journals. It has indexed around 30,000 articles. Therefore, the students can access the particular volume and issue of any journal for their requirement. This service is very widely used by students for various purposes like, assignment, research and additional information.
- Old Question Papers are maintained and widely used by the students
- Information Deployment and Notification – Library displays important new items and forthcoming programmes in the library notice board regularly.
- Library also displays the list of students who visit the library frequently and list of resources borrowed frequently.
- Library displays the list of new arrivals
- Apart from this, library has organized workshop on “Web Resources”, “E-learning”, “Information Literacy” and “Writing for Publishing and avoiding the risk of plagiarism and copyright violations”
- OPAC – There are two computers available for users to access OPAC
- Internet Access – There are two computers with Internet speed of 4 mbps available in the library
- Downloads – E-resources can be downloaded inside the library
- Printouts – Print out of learning resources is permitted at the nominal cost
- Reading list/ Bibliography compilation – list of New Arrivals is compiled and displayed and list of thesis is maintained for students to go through the topics
- In-house/remote access to e-resources – Digital library helps to access institutional repository along with e-books available
- User Orientation – A detailed user orientation is given to all new batch of students, class wise along with the library tour. For the new faculty members, it is given individually

- Assistance in searching Databases – training is given to students to access library database, NLIST e-journals and Open access resources
- INFLIBNET/IUC facilities – Library subscribes to NLIST facility of INFLIBNET. Training is given to students to access these e-resources as one of the information literacy sessions

4.2.8 Provide details on the annual library budget and the amount spent for purchasing new books and journals.

Year	Annual Budget	Amount Spent on Books & Journals
2011-12	Rs.3,00,000/-	Rs.2,25,000/-
2012-13	Rs.3,00,000/-	Rs.2,00,000/-
2013-14	Rs.3,00,000/-	Rs.2,00,000/-
2014-15	Rs.3,50,000/-	Rs.2,00,000/-
2015-16	Rs.6,50,000/-	On going

Apart from purchase of books / journals the annual budget includes expenses for the maintenance of the library , expenses for binding the books , furniture maintenance etc.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services.

Library gets the feedback from the students in the library committee meetings. Feedback forms are also collected from the passed out students. Suggestions in terms of collection and services are handled and addressed by the library itself in the same or following year, for example adding more copies, adding more books and journals, etc. Suggestions in terms of infrastructure are represented to the college authorities in the appropriate forums.

4.2.10 List the infrastructural development of the library over the last four years.

Added one computer, one printer and one inverter

4.2.11 Did the library organize workshop/s for students, teachers, non-teaching staff of the College to facilitate better Library usage? -

Library organizes ‘Know Our Library’ Sessions to all new batch of students and research scholars and individual sessions to the new faculty members.

4.2.12 Any other

- Library has instituted ‘Best Library User Award’. Based on the criteria, i) usage of the library and ii) interests shown towards the development of the library and its activities, students are selected and given the award during the college assembly
- Library brings out a ‘hand out’ about the library
- Library distributes ‘book mark’ with the importance of reading to all the students and faculty members during the library week celebration
- Library conducts series of quiz programmes under ‘Q-Labs’. Winners, runners

and the quiz master are given the prizes in the college assembly.

- Library also conducts number of annual competitions like ‘Essay Writing’, ‘Poster Making’, ‘Synonym Check’ ‘Spell Bee’, ‘Resource Hunt’, etc as part of the library week celebrations. Winners of first two places will be given the prizes along with the certificate and the winners in third place will be given the certificates. It also recognizes the student coordinators (student members of the library committee) with a prize and **certificates for their involvement**.
- ‘Book Fair’ is organized to facilitate the students to buy books for their interests.
- Library maintains ‘MSSW in Press’ – which is the compilation of news items appeared in newspapers about MSSW.

4.3: IT Infrastructure:

4.3.1 Does the College have a comprehensive IT policy addressing standards on IT Service Management, Information Security, Network Security, Risk Management and Software Asset Management?

Yes the college has the following

1. IT Policy Addressing: Public Internet Protocol (192.168.1.2, IP range).
2. IT service Management: issues cleared have been maintained in Excel sheet.
- 3 Network Security: Firewall (Watch Guard).
4. Risk Management: Preventive maintenance for assets.
5. Software Asset Management: windows 7, Microsoft office, K-7 Antivirus.

4.3.1 Give details of the College’s computing facilities (hardware and software).

1. No of systems with Configuration: 69Nos (Asset List included for reference).
2. Computer-student ratio: 1:28 (29Nos Asset: 700 Students).
3. Dedicated computing facility: 20Nos in computer lab.
4. LAN Facility: 69Nos for pc’s.
5. Wi-Fi Facility: Students who enroll with Engineer System Operation are given this facility.
6. Propriety Software: Windows 7, Microsoft Office, K-7 Antivirus. COE software, Autolib software for the library
7. Open source software : D-space for Digital Library
8. No of Nodes/Computers with internet facility: 69 Nos.

4.3.2 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The following are the Institutional plans for upgrading IT infrastructure and associated facilities:

1. To increase internet Bandwidth.
2. Including more number of computers.

4.3.3: Give details on access to online teaching and learning resources and other knowledge and information provided to the staff and students for quality teaching, learning and research.

1. Training on Microsoft word, Excel, PPT), Prezi (like PPT Tool), SPSS, Adobe photoshop, online application process etc are given to students either through soft-skill programmes or as separate programmes.
2. Information Literacy programmes on “how to search the internet with advanced tool and techniques” and “E-resources for academic and research requirement” offered by the library are helpful for students to access the teaching-learning resources
- 3 Almost all the classes have group e-mails to share class notes and other learning resources among the students and by the faculty members

4.3.4: Give details on the ICT enabled classrooms/learning spaces available within the College and how they are utilized for enhancing the quality of teaching and learning.

Each department is provided with a LCD Projector .There are 10 LCD projectors and 6 hand held projectors available in the campus. Teachers are encouraged to make power point presentation in the class room to enhance their teaching with supporting materials and to provide video clippings, etc.

Internet facility is made available to all the faculty members to collect information for their subjects and in general. Students are also asked to visit certain websites for additional information. This enhances the quality of teaching and learning in the campus.

4.3.5: How are the faculty facilitated to prepare computer aided teaching-learning materials? What are the facilities available in the College or affiliating University for such initiatives?

Each department is provided with a computer, lap-top, LCD and printer. Faculty members are encouraged to prepare power point presentation and interact with students through group email. Almost all the classes have a common group email. Internet facility with 4 mbps speed also enhances these activities in the campus.

4.3.6: How are the computers and their accessories maintained? (AMC, etc.)

A full time Engineer- systems operation is available in the campus to solve the issues then and there and to maintain the computers and their accessories.

4.3.7: Does the College avail of the National Knowledge Network connectivity directly or through the affiliating University? If so, what are the services availed of?

Virtual Private Network has been provided by UGC to connect with various affiliated colleges.

4.3.8: Provide details on the provision made in the annual budget for update, deployment and maintenance of the computers in the College?

Based on the requirements raised by each department/ wing of the college, updating, deployment and maintenance of the computers are done in the college every year. However the annual expenditure for the same are given below for the past three years

Year	Annual Expenditure in Rupees
2012-13	4,60,000
2013-14	5,99,000
2014-15	6,26,000

4.4 Maintenance of Campus Facilities

4.4.1 Does the College have an Estate Office / designated officer for overseeing maintenance of buildings, class-rooms laboratories? If yes, mention a few campus specific initiatives undertaken to improve the physical ambience

Administrative Officer is appointed for the overall maintenance of the campus. The psychology department has a lab assistant to oversee the lab maintenance and assist in conducting psychological practical. Sun/rain shades have been installed in all required places. Plants are regularly watered and maintained to ensure the greenery of the campus. There is an allotted car parking and two wheeler parking facility for students and staff.

4.4.2 Does the College appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained? Give details.

Yes. There is an Electrical Engineer who is taking care of lift and other electrical equipments. Repair works of the electrical equipments are attended by him immediately. Engineer system operation has been appointed for the maintenance of computers lab, maintenance of computers & their accessories and other equipments. Lift is maintained by its contractor. College has a regular carpenter to repair the furniture. Apart from these maintenances, issues on other facilities like drinking water plant, etc are attended by the concerned firm as and when required.

COLLEGE INFRASTRUCTURE



Front Elevation of MSSW



View of the Campus



MSSW Library and Mary Clubwala Jadhav Memorial Building



CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the College have an independent system for student support and mentoring? If yes, what are its structural and functional characteristics?

Yes , the College has a independent system for student support and mentoring Below are the student support services done by the college

I. Student Support Services:

- Academic support/tutoring.
- Academic advise and counseling.
- Financial resources advise and Counselling.
- Alumni support and networking

II. Mentoring : The college has an Independent system for Mentoring .

Total number of students in each class is divided and each faculty member is allotted certain number of students respectively. The protégé meets with the mentor twice a week. A quick review of the progress of the protégé in terms of academics and personal issues is made.

Files containing the below details are maintained for each protégé.

1. Personal details
2. Family Details
3. Academic Progress
4. Mentor evaluation form
5. Any other

5.1.2 What provisions exist for academic mentoring apart from class room work?

1. Two hours in a week are set aside for fieldwork/Internships/Research in which a review is made for the same.
2. Remedial Classes are conducted for the Slow Learners during which the faculty members are able to provide additional attention and personal care to motivate the students to perform better.
3. Psycho-social support are provided to the students whenever necessary and referrals are made wherever necessary

5.1.3 Does the College provide personal enhancement and development schemes for students? If yes, describe techniques employed e.g., career counselling, soft skill development, etc.

Yes, the College provides personal enhancement and development schemes for students.

Activities done for personal enhancements:

- 1 Membership in Professional Bodies like Social workers Association, MMA, HR Sangam, NHRD, NIPM, Croma,ISTD are made mandatory. Students attend the meeting regularly and interact with the corporate leaders. This enhances their self confidence and their competency.
- 2 Kindle : A weekly knowledge sharing session in which external experts are being invited to share their experiences and knowledge to the students
- 3 Conducting Youth And Career Conclave thereby exposing the students to current trends in Job Market.
- 4 Every department has a student forum in which students are Office bearers They hold the post like President, Secretary and Treasurer. Apart from this several verticals are created exposing them to multitasks.
- 5 The college has a student development council in which students hold various important posts. The council conducts various curricular,Co- curricular and extracurricular activities. Students learn the basics of management like Planning, Organising, financial planning, decision making and time management.
- 6 Students belonging to the social work stream organize a rural camp every year in which they interface with the rural people. For interfacing the students are trained in a variety of techniques like street theatre, folk dance, mime, puppetry etc. This exposure gives them an edge in their communication skill and overall personality development.

Activities done for Soft Skill Development:

A wide of variety of competencies and skills are taught according to the requirement of each academic stream.This accounts for holisitc development of the students and bridges the gap between theory and the field. To Mention a few areas, Personality development .communication Skills, Leadership Skills,Decision making and problem solving skills, time management skills , emotional intelligence, counseling skills , career guidance ,motivation skills .

5.1.4 Does the College publish its updated prospectus and handbook annually? If yes, what are the activities / information included / provided to students through these documents? Is there a provision for online access?

Yes, the College publish its updated prospectus and handbook annually and also same can be accessed online.

Contents of prospectus:

- 1 Profile of the college
- 2 Profile of the departments
- 3 Administrative details
- 4 Hostel Details
- 5 Admission details

Contents of Academic calendar:

1. Tamilthai valthu and college song
2. SSER members of Board of Management details
3. Members of College Committee details
4. UGC autonomous statutory Bodies
5. Departmental heads –Chairman-BOS
6. Non-statutory Bodies.
7. Academic Administration
8. Academic Department Staff details- Aided and Self-finance
9. College –vision and mission
10. Rules and regulations of the college
11. Academic Activities of the college
12. Academic Activities of Individual departments
13. photographs

5.1.5 Specify the type and number of scholarships / freeships given to students (UG/PG/M.Phil/Ph.D./Diploma/others in tabular form) by the College Management during the last four years. Indicate whether the financial aid was available on time.

Yes the College management provides financial assistance in the form of fee waiver to the needy students.

Apart from this the alumni of the college provides scholarships to the needy students. Over the past 4 years 15 students have benefitted from the Alumni Financial Assistance.

5.1.6 What percentage of students receives financial assistance from state government, central government and other national agencies? (e.g., Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)

Yes, the students receive financial assistance from state government every year.

<u>Period</u>	<u>Scholarship Category</u>	<u>Class</u>	<u>Students no.</u>	
2011-12	SC & ST	I years	Male	- 3
			Female	- 5
			Total	- 8
		II years	Male	- 3
			Female	- 2
			Total	- 5
		M.Phil	Female	- 1
2012-13	BC & MBC	I years	Male	- 6
			Female	- 5
			Total	- 11

<u>Period</u>	<u>Scholarship Category</u>	<u>Class</u>	<u>Students no.</u>	
		II years	Male	- 4
			Female	- 4
			Total	- 8
	SC & ST	I years	Female	- 4
		II years	Male	- 3
			Female	- 5
			Total	- 8
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

5.1.7 Does the College have an International Student Cell to cater to the needs of foreign students? If so, what measures have been taken to attract foreign students?

The Institution has signed the MOU with the Helsinki metropolia university of Applied sciences, Helsinki, Finland and Coburg University of Applied Sciences, Coburg ,Germany.

Students from Faculty of welfare and Human Functioning, Helsinki Metropolia University of Applied Sciences, Helsinki, Finland visits the institution for three months and the institution facilitates the learning through Guest Lectures, interaction with students, field visits and weekly or forty night placements with the specialized non-governmental organizations in Tamilnadu.

Four Students and a faculty member attended summer school at coburg university of applied sciences, Germany in the year 2013-2014.

5.1.8 What types of support services are available for

1. Overseas students :

Academic support:

- On admission, the foreign students are provided with all necessary support in getting government clearance and also from the University.
- Tie up with the international student with grass root organization for field level exposure and experience. Areas include- Urban, urban-slum, rural, tribal etc.
- Transfer of credits from Indian university to German University Processing support:

Personal Support:

- In finding out suitable accommodation for the students.

2. Physically challenged / differently abled students SC/ST, OBC and economically weaker sections:

a. Physically challenged / differently abled students:

- Students with Locomotor disability, dyslexia, writing difficulty are provided extra time and also scribes to take up the exam.
- Lift and ramp facilities are provided to them.

b. SC/ST, OBC and economically weaker sections:

- i. Reservation in the admission process as per government norms. j.
- ii. Equal Opportunity Centre : There is an equal opportunity centre in the college which caters to the need of SC/ST students. This Centre conducts Training programs and workshops in the areas of Communication skills , Personality Development Etc The training Programs are conducted regularly and a certificate is provided for the same.
- iii. Apart this college refers the SC/ST students for Government Scholarships .
- iv. helping Economically weaker sections by providing opportunities for part time employment and financial support for studies.

c. Students to participate in various competitions/ conferences in India and abroad

Students are given OD to participate in various competitions/ conferences in India and abroad. At times a small percentage off financial expenses are borne by the college.

d. Health centre, Health insurance etc.

- Health camps and health awareness talks are conducted frequently. Some of the camps conducted are cancer awareness, cancer screening, blood donation camp .
- Group Insurance is taken for the Students every year by the college.

e. Skill development (spoken English, computer literacy, etc.,)

It is development through

1. Student to Student Peer teaching
2. Alumni Support and teaching
3. Soft skills

f. Performance enhancement for slow learners / students who are at risk of failure and dropouts

It is done through

1. Referrals
2. Remedial Classes
3. Peer coaching
4. Personal mentoring and counseling

- g. **Exposure of students to other institutions of higher learning/ corporate / business houses, etc.**
- i. Students are sensitized to various social issues and social realities by taking them to NGO's, Rural areas, Urban slums etc.
- ii. Students are taken on Observation visit to the various industries in and around Chennai and they learn about the Industry, Company, and the HR practices.
- iii. As part of the curriculum, students do field work and Internships every semester and they are exposed to practical learning and hands-on experience.
- iv. Membership in Professional Bodies like Social Workers Association, MMA, HR Sang am, NHRD, NIPM, Croma, ISTD are made mandatory. Students attend the meeting regularly and interact with the corporate leaders. This enhances their self confidence and their competency.
- f. **Publication of student magazines:** Every department has newsletter and this is used as a platform for students to express their views and come out of new ideas. This improves both writing and creativity skills.

5.1.9 Does the College provide guidance / coaching classes for Civil Services, Defense Services, NET/SLET and any other competitive examinations? If yes, what is the outcome?

1. Yes the College provide regular coaching classes for NET/SLET.
2. Experts from IAS Academy visits the college and gives motivational talks and address the students.

Year Wise Statistics us of UGC NET/SET Centre

S. No	Year	Registered	Appeared	Cleared
1	2011-12	12	7	1
2	2012-13	10	6	1
3	2013-14	14	11	2
4	2014-15	32	16	2

5.1.10 Mention the policies of the College for enhancing student participation in sports and extracurricular activities through strategies such as

- * **Additional Academic support, Flexibility in examinations**
- Students participating in sports activities are granted OD. Flexibility in submission of Assignments.
- * **Special dietary requirements, sports uniform and materials**
- Motivating students to purchase Sports Uniform and Material for Annual sports day.
- Frequently sports events are conducted and three days are completely devoted for sports.
- * any other

5.1.11 Does the College have an institutionalized mechanism for placement of its students? What services are provided to help students identify job opportunities, prepare themselves for interview, and develop entrepreneurship skills?

Yes. The college does have Placement cell with a fulltime placement coordinator. Faculty and student representatives from all the departments which meticulously work for the placements of the students. and also helps the students to get the Internships as and when needed

The Placement cell provides the training programs like Mock aptitude, Mock GD and Interview sessions for the campus placements.

Also the Placement cell release a placement brochure consisting of all the profiles of the second year students every year before November to alert the Industry /corporate and organizations that the students are ready to face the Interview and get the job. Thereby post Brochure release. The Placement cell distributes the placement brochure to the organizations (Prospective recruiters) and Invite them to conduct the On and off campus from November end till April.

Also post April, the placement cell supports the students by referring them vacancies then and there.

5.1.12 Give the number of students selected during campus interviews by different employers (list the employers and the number of companies who visited the campus annually for the last four years).

S. No	Year	No. Of companies visited the campus	No. Of students got selected through campus
1	2012	14	33
2	2013	4	12
3	2014	15	37
4	2015	12	44

NAMES OF THE ORGANISATIONS WHICH VISITED CAMPUS YEAR WISE			
2012	2013	2014	2015
TCS	TATA CONSULTANCY SERVICES	TEACH FOR INDIA	TCS
CTS	FORD INDIA	SOS CHILDRENS' VILLAGES INDIA	E&Y
MPHASIS	SOS CHILDRENS' VILLAGES INDIA	MPHASIS	BHARAT MATRIMONY
FORD	VEDANTA GROUP OF COMPANIES	TCS	RANE
SOS CHILDRENS' VILLAGES INDIA		FORD	CTS
MADRAS CEMENTS LTD		CTS	FUTURE GROUPS
ORCHID CHEMICALS		DAIMLER	VEDANTA-STERLITE
I AM WARM PROJECT		KARADI PATH	THINKING PALM
TITAN		SABMILLER	SOS
SPIC		HEXAWARE	TITAN
PERFIT HEALTHCARE		RANE	SUNDARAM FASTENERS LTD
DELPHI TVS		ICAN TRUST	KARADI PATH
CUMI		NALANDA WAY	
		BANYAN	

5.1.13 Does the College have a registered Alumni association? If yes, what are its activities and contributions to the development of the College?

MSSWA - The Madras School of Social Work Alumni is a registered organization under the Societies Registration Act. Revived in October 2008 MSSWA's members include high achievers from a wide spectrum of professions which include Social Work, HR, Community Development, BPO, Software & IT, Manufacturing, Retail, Entrepreneurship, etc.

Vision

To enable MSSW to lead the future of social work education in India.

Objectives

- To continuously provide all types of support to MSSW aimed at the institution's overall improvement
- To network with the Alma Mater across the globe in developing and establishing a strong resource base.
- To support fellow members in enhancing their quality of life.
- To strengthen the bond between MSSWA and MSSW and to nurture the

institution's rich tradition in social work.

- To identify, recognize and honor members who have brought Laurels to MSSW.
- Build and establish a strong financial system that will facilitate the implementation of the association's long and short term plans.
- To identify and support deserving candidates in the achievement of their educational and career goals.

The Alumni association carries out the following activities

1. Supporting the students by Mentoring
2. Arrange for alumni scholarships as and when required
3. Also supports the placement activities

5.1.14 Does the College have a student grievance redressal cell? Give details of the nature of grievances reported and how they were redressed.

Yes, the College have a student grievance redressal cell.

Grievance & Disciplinary Cell Committee Members:

1. **PROF. JEYANTHI PETER- H.O.D, M.A HRM**
2. **DR. R. SUBSAHINI – DEAN –SELF FINANCE.**

Nature of Grievance Reported

Grievances and complaints were made in the following areas:

- | | | |
|--------|------------------|-----------|
| 1.Fees | 2.Infrastructure | 3.Hostel |
| 4.Mess | 5.Canteen | 6.Faculty |

Redressal of Grievances: As and when required the Committee meets and redress the grievances. Some of the grievances reported, though the hierarchy and some are reported directly to the committee. For the benefit of the students as per the University Directives Black and Green box is Provided inside the campus. Black box is meant for submitting student grievances/Complaints. Green Box is for suggestions.

5.1.15 Does the College have a cell and mechanism to resolve issues of sexual harassment?

The Women cell of the college has been functioning as a mandatory requirement of the college. Major functions of the women cell is to create awareness and prevention of sexual harassment inside the premises of the college, The cell has been functioning successfully and there has been no cases and instances of sexual harassment during the period of 2011-2015.

The women cell comprises of faculty coordinator and women faculty representatives from all departments.

5.1.16 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, there is an anti ragging committee.

Committee members:

Dr.V.A.Vijayaragavan – Principal i/c a&Convenor Dr.S.Raja Samuel – Faculty Representative-Shift I Dr. R.Subashini – Dean –Shift – Self Finance Student representatives :

- 1.Preseident –SDC,MSSW
- 2.Secretary –SDC,MSSW
- 3.Women student representative (Cultural secretary,mssw)

At the time of admission, an undertaking is got from the student and the parent.

5.1.17 How does the College elicit the cooperation from all stakeholders to ensure overall development of the students considering the curricular and co - curricular activities, research, community orientation, etc.? Stakeholders

PARENTS	PTA
ALUMNI	ALUMNI ASSOCIATION
STUDENTS	STUDENT DEVELOPMENT COUNCIL BOARD OF STUDIES - REPRESENTATIVES
RECRUITERS	PLACEMENT CELL

5.1.18 What special schemes/mechanisms are in place to motivate students for participation in extracurricular activities such as sports, cultural events, etc?

Through the following measures we motivate students for participation in extracurricular activities such as sports, cultural events, etc

1. On duty
2. Criteria for best outgoing student.
- 3.Flexibility in Academic commitment
4. Departmental Awards and Recognition

5.1.19 How does the College ensure participation of women in ‘intra’ and ‘inter’ institutional sports competitions and cultural activities? Provides details of sports and cultural activities in which such efforts were made?

- Since in the 80% of students are female, majority of the participation in intra’ and ‘inter’ institutional sports competitions and cultural activities are female students.
- Presence of Women cell promotes female student participation
- In Student Development Council, The office bearers are women.
- Special Awards from the college and the department for the female students participation

5.2 STUDENT PROGRESSION

5.2.1 Provide details of programme-wise success rate of the College for the last four years. How does the College compare itself with the performance of other autonomous Colleges / universities (if available)

DEPARTMENT	2011-2012	2012- 2013	2013- 2014	2014-2015
AIDED MSW -HR	98.07	95.92	98	95.19
AIDED MSW -CD	91.3	89.58	92.86	90
AIDED MSW -MP			95	86.31
AIDED MSW –IS			91.3	
EVENING M.A.-DM	88.71	94.17	82.15	78.88
EVENING M.A.-HO	97.3	84.72	91.03	75.66
EVENING M.A.-HM	97.7	93.53	91.98	94.94
EVENING M.S.W.-CD			91.67	96.43
EVENING M.S.W.-HR	96.71	94.92	93.75	96.94
EVENING M.S.W.-MP			100	96.88
EVENING M.Sc.-CP	84.09	93.34	92.31	83.8
EVENING PG. Diploma-HI		74.33	79.17	55.13
EVENING B.S.W.-SW		76.48	82.44	88.94
EVENING B.Sc.-PS		78.79	80.99	84.68
EVENING M.S.W.-IS	100	92.11	94.74	
TOTAL	94.23	87.19	90.49	86.44

5.2.2 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the observed trends.

STUDENT PROGRESSION

FROM

UG TO PG

PG TO M.PHIL M.PHIL TO PH.D

Student Progression	2011	2012	2013	2014	2015
AIDED MSW	7	2	1	2	8
SELF FINANCE- MSw	NIL	1	2	2	6
HRM	NIL	NIL	NIL	NIL	NIL
HROD	NIL	NIL	NIL	NIL	NIL
DM	NIL	2	NIL	NIL	NIL
MSC -CP	NIL	75%	90%	90%	95%
BSW	NIL	NIL	NIL	NIL	28
BSC PSY	NIL	NIL	NIL	NIL	100%

STUDENT PROGRESSION EMPLOYED THROUGH CAMPUS INTERVIEW AND OTHER THAN CAMPUS

Student Progression	2012	2013	2014	2015
Employed through Campus Interview	33	12	27	44
Employed other than Campus	60	90	120	150

5.2.3 What is the Programme-wise completion rate(CR)/ dropout rate(DR) within the time span as stipulated by the College/University? (in percentage)

Student Progression	2011 - 2013		2012-2014		2013-2015		2014-2016	
	CR	DR	CR	DR	CR	DR	CR	DR
AIDED MSW	98	2	98	2	100	Nil	98	2
SELF FINANCE-MSW	100	-	97.5	2.5	97.5	2.5	97.5	2.5
HRM	100	nil	95	5	97.5	2.5	97.5	2.5
HROD	95	5	95.5	4.5	90	10	97.5	2.5
DM	100	nil	100	nil	97.5	2.5	100	nil
MSC -CP	100	100	96	4	96	4	Nil	nil

Student Progression	2012 – 2015	
	CR	DR
BSW	87.18	12.8

5.2.4 What is the number and percentage of students who appeared/ qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc. Year Wise Statistics us of UGC NET/SET Centre

S.No	Year	Registered	Appeared	Cleared
1	2011-12	12	7	1
2	2012-13	10	6	1
3	2013-14	14	11	2
4	2014-15	32	16	2
5	2015-16	34	In process	-

5.2.5 Provide details regarding the number of Ph.D/ D.Sc./ D.Litt. theses submitted, accepted, resubmitted and rejected in the last four years.

S.No	Year	Submitted/Completed
1	2011-12	2
2	2012-13	2
3	2013-14	3
4	2014-15	1
5	2015-16	1

5.3 **STUDENT PARTICIPATION AND ACTIVITIES**

5.3.1 **List the range of sports and games, cultural and extracurricular activities available to students. Provide details of participation and program calendar. SPORTS :**

Volley ball Throw ball Basket ball Foot Ball Cricket Shuttle Kabbadi Atheletic events like Running, Relay ,Shotput.

CULTURAL Solo singing Group singing Solo Dance Group dance Cinematic Dance Street play

Mime JAM Rangoli

Face Painting Mono Acting Collage making

Wealth out of waste

Adzap

Fashion Show Variety show Light Music Adaptune Debate Shipwreck

Block and Tackle

Junk Music

T Shirt Painting

Vegetable Carving

DETAILS OF PARTICIPATION AND PROGRAMME CALENDAR

Date	Day	Programme
15 th August	Independence day	Cultural Programs by students of each department.
5 th September	Teacher's Day	Games for the Faculty Members Cultural Programs by students of each department.
15 th October	Student's Day	Cultural Programs by students of each department.
13 th January	Community Day	Cultural Programs by students of each department. Cultural Programs by the Specified Community Members.
March I week	Sports Day	Annual Intra Collegiate Sports meet
March II week	Dejavu-Culturals	Annual Cultural events.
March III Week	MCJ Endowment Lecture	
Last working Day of Even semester	College Day	Cultural Programmes by students of each department.

5.3.2 Provide details of the previous four years regarding the achievements of students in co-curricular, extracurricular activities and cultural activities at different levels: University / State / Zonal / National / International, etc. Co-curricular activities:

2011 to 2012	2012-2013	2013-2014	2014- 2015
<ul style="list-style-type: none"> • Production of a documentary movie on 'Green Energy' in collaboration with NSS-ETI. Screenplay, acting and editing was done by the students. • Personnel from Catholic Relief Services, Corner Stone, Vanguards of liberation movements, Tribal network addressed the students. • Guest lecture on the Rights of the Transgender. Students enacted a play on care and share programme and distributed sarees to Transgenders. • An extension programme was organized and students visited Ikkadu, Thiruvallur wherein they conducted PRA exercises (Social mapping) to understand the village. 	<ul style="list-style-type: none"> • CSR symposium was held and 5 CSR Representatives from multi-national companies participated in the symposium. • 'The Miseries of Transgenders' was documented as a film in collaboration with Mr. Luigi Storto of Italy. • Hyundai CSR-Global Village' selected Ms. Nividitta to attend the International Conference at Seoul South Korea. 	<ul style="list-style-type: none"> • Students done a need assessment at Mary Clubwala Jadhav Hr. Sec. School. • Students Attended a guest lecture on CSR and Transgender Network. • SDC celebrated a damp yet patriotic Independence day on the 15th of August 2013. • On 16th of August 2013, a special program was jointly organized by the IAS study circle and the SDC for IAS aspirants. 	<ul style="list-style-type: none"> • Students have participated in the U.N. campaign against child abuse and performed street plays in the community at kodingayur, thiruvatyur, ennure, egmore, perungudi and marina. They also took a major part in the rally for child rights. • Students have performed a Street play on "Women Trafficking and Harassment" in Good Shepherd School. • Students have presented a paper on family support system in the recovery process in alcohol addicts, in an International Seminar on Social Work Practice in Mental Health held in De Paul Institute of Science and Technology, Kerala on 11 Dec 2014.

<ul style="list-style-type: none"> Students attended a workshop hosted by 'India Habitat Center, New Delhi on the topic 'Harnessing Strengthen in Voluntary Sector' to help the students to understand about Project Planning and Management. Madras Christian Council for Social Service conducted a workshop for students on 'Trafficking- its methods and techniques used by traffickers'. 		<ul style="list-style-type: none"> Investiture ceremony of the council was postponed to and was celebrated on the 17th of August 2013. The chief guest for event was Michelene Newman. The elected office bearers assumed their roles and took their oaths. 	<ul style="list-style-type: none"> Students have attended an International conference on Community Empowerment, Coping Resilience and Hope from 14th to 16th Dec 2014 at Hyderabad
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2011-2012 Student participation in seminars/competitions

- Participated in workshop on 'Management & Leadership Skills for Women' conducted by 361 Degree consulting company.
- Participated in the Annual National Conference on 'Sunergeo' conducted by Madras Christian College
- Participated in the inter-Collegiate cultural 'ALTIUS' conducted by the department of MSW shift II, MSSW
- Participated in the Collage competition conducted as a part of the 'World Elderly Day' by the department of NGO Management, MSSW
- Participated in the International Conference organized by Future Events, Australia, conducted by two well known international consultants, Mr. Jeff and Mr. Kane on 'Leadership Rock Stars' on 28th January 2012
- A few students attended 'Excelerator 2011' an HR Workshop organized on 21st January 2012
- Attended course on 'Implications of Graphology in Personality Assessment' conducted by Pentagraph Solutions
- Mr. Arjun Rajagopal, a student from the department won 1st place in Oratorical on the topic 'Girl child in India' conducted by Madras School of Social Work
- Won various prizes in events like Javelin throw, relay, 100m, 400m, 800m, huttle, badminton and carom board on the Sports Day of MSSW
- Played an active role in the Anti-Narcotics Club of the college organizing several awareness programmes.

2012-2013 :STUDENTS' ACHIEVEMENTS

- **Swathi Sharma** and **Sathya Shilpa** of the 2nd year won the Yesgateway intercollegiate research project competition
- 1st year student of MA HR & OD **Pavithra. S.** bagged the prestigious Best Actress Award given away by Nalaiya Iyakkunar, a tv show that encourages young talents in the field of direction.
- Students from the department represented the college fashion show and Mime teams for several inter collegiate cultural. The fashion show team has emerged as the winners in the cultural conducted by Stanley Medical College and Madras Medical College.
- IInd year students **Moses Avinash, Anirudh** and **George CV** bagged the first place at Real Picture, an idea presentation contest conducted by CTS
- The students of MA HR & OD participated in Zest, the inter collegiate cultural conducted by the MBA department of the MOP Vaishnav College for Women.

John Francis , a second year student won the Best Manager award.

George C .V, a second year student bagged the third place in Elevator Pitch. **S. Akshaya** and **M. Uthara**, first year students won the Picture Perfect contest The fashion show team comprising of **George, Preejo, Arjun, Sofia, Ashwini, Sudheev** and **Pavithra** bagged the second place in Corporate Runway.

The department also bagged the Overall trophy of Zest.

2013-2014

STUDENTS' ACHIEVEMENTS

- The Department is proud to announce that 3 first year students; Sanjay Rajan, P. Pankaj Kumar Singh and Aswin Kumar, volunteered in an event titled 'Hunger kNOw More' conducted by the World Vision India, at Fathima Higher Secondary School, Kodambakkam and the three above said students also took part in paper presentation at the Anna Adarsh College for Women.
- Shambavi, a first year student, got selected in the College Dance team.
- Pooja Jayaprakash, Avinash John Prashanth and Karun Edward Samson got selected in the college Fashion Show team.
- First year students Lourdes Bosco and Swathi Easwar got selected for a debate Programme called Neeya Naana, a TV show and participated in a debate. Swathi Easwar went back home with an LCD TV for the 'Best Speaker Award'. Lourdes Bosco also participated in the Marathon Rally which happened in Chennai this year and ranked the 274th place, the Department is very proud to say that Lourdes Bosco was nominated and elected as the Sports Secretary of the Student Development Council, MSSW. He also takes the credit of getting selected into the College Dance and Music Team.

- P. Pankaj Kumar Singh, Navya Varma and P. Preethika received a Participant Certificate for taking part in the Sales Promotion Activity conducted by Big Bazaar, Perambur.
- We are happy to say that 'THE HINDU' had published an article titled 'Sweet Taste of Success' on 22nd August, bringing to notice, the extraordinary baking skills of one of our students named Nuha Afra of 1st MA HR and OD.
- Veda, took part and volunteered in a conference held by Make A Difference – A Youth Volunteer Network from the 26th to 29th of September 2013.
- Veda, Sugitra and Rebecca Emmanuel received letters of appreciation from their Internship Companies for their outstanding performance.
- Veda, a first year student presented a paper on 'Human Resource Evolution' organized by the SHARP Institute and won first place with a cash prize of Rs.15,000/-
- The Dept. of MA HR and OD won the overall championship in the MSSW College Culturals 'DEJAVU'
- The Dept also won first place in the football tournament at the MSSW's Sports day event
- Volunteers on HIV/AIDS then he collected their opinions and suggestions' towards



Students receiving Awards for Academic Excellence

2014-2015

1. Mr. Avinash John Second year student Has Participated in the National Conference on ADOLESCENT HEALTH held on 23rd and 24th of January 2015 At MSSW, Chennai
2. Shambhavi Jagadish performed Shakuntalai Dance Musical on 10th December 2014 at Chennai
3. 17 students from first year Participated in one day Symposium on "Statelessness" organized ny Loyola college Chennai on 24th February 2015.
4. Vidya. S, a second year student attended a workshop on 12th October in Ahmedabad on the Topic "A day of Academics in IIM(A)".
5. Veda, a second year student has been selected as the City Editor of Youth Ki

Awaaz, an online media platform for collaborative journalism for the youth. She attended a conference called “Converge” organized by Youth Ki Awaaz at Delhi from 28th November 2014 to 1st December 2014. She is also going to be a speaker at a conference in Vijaywada by an organization called Start AP on youth leadership and social entrepreneurship on 28th December 2014 and she is also a TEDx Speaker at the TEDx organized by PSG Tech in Coimbatore on 31st January 2015.



A National Level UGC Sponsored Seminar on Adolescent Health

NSS Activities (2014 – 2015)

The NSS Leaders were elected from the Department of BSW First Year Students they were Miss. Indira and Mr. Adhway had taken up the work and wanted to bring some changes in working as a team by the guidance of Dr. Thirumagal Rajam the NSS Officer.

The following are the various activities of NSS unit under regular programme; DATE: 01/07/2014

1. ACTIVITIES: NSS Orientation Class.

The second and third year of BSW NSS Volunteers had gathered together and had the discussion about the welcoming fresher's. Among ourselves we had divided the work as welcoming and making the fresher's to share about themselves and we out of love the Department shared some amount of money and provided for them the lunch whatever the responsibility had taken by the Students each one of them tried their best to work enthusiastically and put their whole self in the work it was went on well.

DATE: 02/07/2014

2. ACTIVITY: First year welcome and Orientation Programme.

The Second and third year BSW Students NSS Volunteers had gathered in front of the college in the morning and kept themselves ready to welcome the new Comers to the college then we had the programme in the college then Our Principal Dr.V.A.Vijayaragavan Spoke about the college and the history of the College and how the Students should follow the rules and regulations of the college everything he explained in details then in the 11 o'clock we took the first years to the department

and gave them a wonderful welcoming programme then all the Students divided them into various groups the seniors took them for the campus walk and after that they had the lunch then Hod gave the orientation about how the students should be in the class their dress code everything she explained to them they were all agreed to follow the rules and regulations of the college and conducted some games for them in order to make them Alive and active then we thanked Our H.O.D and all the professors and the students the day was went on well.

DATE: 13.08/2014

3. Independence Day Parade Practice.

This Year Independence day parade was done by the first year NSS Volunteers since they are the fresher's they need to have practice so they practiced for 3 hours and the third year students some of them played the band and music for them they had the hard time but they learnt very well.

DATE: 14/08/2014

4. ACTIVITY: Independence Day parade practice

The NSS Volunteers had the parade practice and in the evening they showed the regarcel to the NSS Program officer Dr.Thirumagal Rajam.The first years are requested to come the next day with the NSS uniform white and white.

DATE: 15/08/2014

5. ACTIVITY: INDEPENDENCE DAY CELEBRATION

some of the Students from the BSW departments have kept ready the song which they are going to sing for the Independence Day Programme. The Independence Day celebration was very well organized and everyone appreciated the NSS Unit for the tremendous work.

DATE: 30/08/2014

6. ACTIVITY: NSS Orientation Class

The NSS Volunteers and the programme officers had gathered for the meeting and discussed about the red Ribbon Club Programme to conduct the Volunteers had taken up various responsibilities in order to conduct the programme in a successful manner all the NSS Volunteers responded in a positive way.

DATE: 31/08/2014

7. ACTIVITY: NSS Orientation Class

The NSS Volunteers whatever the responsibilities had taken by them they were practicing and trying to do the various things in a creative way. The NSS Programme officer Dr.Thirumagal Rajam had given the Orientation on RRC to the First year Students they had learned something new today with that Satisfaction they went home happily.

DATE: 01/09/2014

8. ACTIVITY : NSS and RRC Orientation

In Commemorations of International Youth day RRC cell of University of Madras Conducted the competitions the Following are the list of candidates participated in the following events.

(i) Poster making - K.Nithiya III BSW , Sabritha II BSW

(ii) Slogan Writing – M. Vincent Devakumar III BSW

They had gone to the Madras University and Nithiya and co received the prize. In our College we had the programme to them they had done well.

DATE: 23/09/2014

9. ACTIVITY: NSS Orientation Class

On 23 of September 2014 the programme officer had discussed with the Volunteers on conducting blood donation Camp on 24th October at MSSW premises in collaboration with the Indian Red Cross Society Since we are celebrating the NSS Day Celebration and it is apt for us to celebrate on that day.

DATE: 24/09/2014

10. ACTIVITY : BLOOD DONATION CAMP

On 24th September 2014 morning we had the NSS Day Celebration organized in the Auditorium the MSSW NSS Volunteers actively volunteered the NSS day celebration by welcoming the chief guest Dr.N.Devadoss , State Co- ordinator ,NSS with a special guard of honor and actively participated in the programme the chief guest had given the nice message for the NSS Volunteers then after the programme we went to Blood Donation Camp the NSS Unit had Organized the Blood donation Camp in collaboration with the Indian Red cross Society the camp was started at 10.00 am and ended at 1.00 pm the Staff and the students from various departments of MSSW Volunteered themselves to donate blood and joined the cause the donors were 60 of them given refreshment and one year insurance card and a certificate Dr.V.A Vijaya Ragavan our Principal and our Hod Mrs.P.K . Vathani and the programme officer were the spectators of the Blood donation camp.Later all the donors were given donor card too their blood group were also identified and it was mentioned in the donor card.

DATE: 01/12/2014

11. ACTIVITY : World Aids Day

On 1st December 2014 as a part of NSS activity Mr.Brahmanadan, RRC (Red Ribbon Club – TANSACS) regional coordinator had conducted a session on HIV/AIDS .First he took self analysis class then he had group discussion with the the topic students initiative to prevent HIV/AIDS. Programme.

NSS Activity REPORT (28.07.15 to till date)

- NSS Volunteer Mr.Dinakar BSW 2nd yr participated in the traffic awareness campaign in collaboration with THOZHAN, an Ngo in Chennai on August 9, 2015 from 4pm to 7pm.
- NSS volunteers actively took part in the Independence Day Parade organized by Madras School of Social Work on August 15th 2015.
- On 8th of September 2015, the YOUTH RED CROSS, Chennai, organized a one day YRC study camp for 1st year Arts and Science students at the Red Cross premises. Five students of 1st year BSW participated in this workshop. The participants were Nithin Kumar.N, Sanjana Nair, Pavithra.V, Samyuktha.K.V, and Carol Jerrin.U.
- On 25th of September 2015, the NSS Unit of Madras School of Social Work organized t ‘NSS DAY 2015’ at MSSW conference hall. The chief guest for the day was Dr.S.Rajasekaran, State NSS officer, Department of Youth Welfare & Sports Development, GOVERNMENT OF TAMIL NADU. The presidential address was delivered by Dr.V.A.Vijayaragavan, principal, MSSW.

Annual Sports Day

- The the BSW students actively participated in the Annual Sports Day event held at University Ground, Chetpet (Friday (20th March 2015)). The following are the prizes won by the students of BSW:
- Volley Ball 2nd prize
- Vithyakaran of II BSW secured 1st Place and Aravind of I BSW Secured 3rd prize in 1500m



Students exhibiting their talents in sports activities

5.3.3 How often does the College collect feedback from students for improving the support services? How is the feedback used?

1. At the end of every semester IQAC Collects feedback from the students .
2. At the department Level, HOD collects feedback from the students.
3. One on One mentoring Feedback is collected.
4. Open day
5. Drop box.

The feedback of the students for support services was taken and action was implemented.

Academic

1. More Classrooms equipped with LCD Facilites
2. More Specialised intensive Academic Asssitance was organized for special students.
3. Installation of WIFI

Support Services

1. Counselling Cell
2. Placement Cell
3. Women Cell
4. Sick room
5. NET/SET Coaching centre
6. Equal Opportunity Centre
7. Medical Camps

5.3.4 Does the College have a mechanism to seek and use data and feedback from its graduates and employers, to improve the growth and development of the College?

1. In Board of Studies we have representatives from alumni and recruiters and feedback is gathered for improvement.
2. The Internship Viva-Voce examiners feedback is taken and incorporated.
3. Feedback from the guest lectures and visitng faculties are also incorporated.

5.3.5 How does the College involve and encourage students to publish materials like catalogues, wall magazines, College magazine, and other material? List the major publications/ materials brought out by the students during the previous academic session.

Every department has newsletter and this is used as a platform for students to express their views and come out of new ideas. This improves both writing and creativity skills.

5.3.6 Does the College have a Student Council or any similar body? Give details on its constitution, major activities and funding.

Yes the College have Student Development Council (SDC) and it is an elected body elected by the students .

One Senior Faculty Member is the SDC Faculty Co-ordinator. The following are the Students Office bearers of the SDC. President

Vice-President General Secretary Joint GS

Treasurer

Joint Treasurer Cultural Secretary Joint CS

Sports Secretary

Joint SS

Final year students occupy the senior positions.

Throughout the year, they organize Celebrations on National days like Independence Day, Republic Day, Teachers day and religious festivals, Community day, Student's day,, Energy days, days to promote social consciousness. Apart from this they organize the college functions like Sports day, College day and cultural.

5.3.7 Give details of various academic and administrative bodies that have student representatives on them. Provide details of their activities.

1. Boards of Studies
2. Anti ragging committee
3. Student Development Council
4. Student Representatives in department level.

Boards of Studies – The Board of studies consist of external and internal members where in suggestion regarding the syllabus from the stake holders like students, alumini, field agencies, are taken and incorporated to make the syllabus robust .

Anti ragging committee- There is an ant ragging committee whose committee members are drawn from senior faculty and students representatives from students council. At the time of admission an undertaking is taken from students to strictly adhere to ant ragging rules and regulations.

Student Development Council – SDC is a unique feature of our college as it is not a union but a council which is run entirely by students themselves

Student Representatives in department level- Students represent their class and their department at various levels like SDC, Library committee, equal opportunity centre, placement cell, Eco club, Women's cell and their suggestions are given due consideration to make necessary changes.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the College.

VISION of the college

To be a global leader in education, research and intervention in social work and allied disciplines towards transforming the human potential into socially sensitive change agents for sustainable development.

MISSION of the college

Madras School of Social Work will create outstanding professionals, who will provide transformational leadership in the community and workplace, Through:

- An experiential transformative process of education and practice oriented pedagogy involving in multidisciplinary social sciences research
- Implementing community outreach in our core competence areas, need and evidence based community practice interventions and delivering training & consultancy services to Corporate, Government and Civil Society Organizations.
- Playing an active role in advocacy and policy formulation and access to contemporary knowledge resources.

OBJECTIVES

- To impart education in the fields of Professional Social Work, Human Resource and Psychology and other related social science disciplines.
- To organize need based short-term courses and training programmes for the student community field practitioners of Government and Non-Government sectors.

To undertake institutional and sponsored research studies on various social problems, social welfare and other issues of local, national and international concern and thereby to contribute to policy making.



Board of Studies meeting in Progress

6.1.2 Does the mission statement define the College's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, College's traditions and value orientations, vision for the future, etc.? Yes.

- The annual exercise of SWOT analysis with the various stakeholders enables to scan the internal and changing external environment better which in turn makes it possible to review and revise the curriculum and to bring changes that would revitalize students to address the changing needs of the society
- The new academic programmes are introduced periodically so that the students get a better opening and more exposure to the outer world so that they find themselves fit in this competitive global scenario
- The college is functioning in the heart of Chennai city by fulfilling the vision of its founder Mrs. Mary Clubwala Jadhav by provide an opportunity to all walks of life including the rural students. It caters the education needs of the students of South India and North East. The unique feature of the college is; it admits more than 60 per cent female students, while those from SC/ST and OBC categories constitute around 70% of the total students seeking admissions to the college.
- To enhance student's employability & employment skills, the college / departments from time to time organize relevant add on courses & training programmes. Some of them are linked to earn credits required for course completion.
- Basically, this is the College imparting education in the faculty of Social Work, Management and Psychology. The subjects taught in this institute inculcate the values such as social equality, democracy, secularism, gender equality, culture, unity in diversity, protection of environment, removal of social barriers, scientific temper, the dignity and entrepreneurship etc. among the students.
- The college aims at providing modern teaching-learning equipments. It makes deliberate effort to invest in the latest hardware and software. The faculty is oriented for the use of modern teaching-learning equipments by which the students can have rich learning experience.
- Monthly Assembly promotes values, provides the information of happenings of other departments, and felicitates faculty and students for their achievements.
- College celebrates national and international important days, community programmes such as Care and Share and Inclusive Pongal etc. These programmes reinforce the values of compassion, cooperation, respect,

tolerance and motivate the students to render selfless and tireless service to society.

- Students Development Council, Departmental forums, Student Clubs such as Anti Narcotics Club, Eco Club, Community College, Red Ribbon Club (RRC)-UG, National Service Scheme (NSS)-UG, MCJ Career Counselling and Guidance Centre the holistic development of the students.

6.1.3 How is the leadership involved in Ensuring the organization's management system development, implementation and continuous improvement

- The leadership of the college guides the faculty members in following protocols for various aspects of governance. The leadership provides feedback to faculty members and supports them in developing their competencies. The senior leaders believe in empowerment, proper delegation of work by identifying the right person for the right job, motivating them to achieve excellence, recognizing them, allowing them to be recognized at public forums, and felicitating the achievers.
- To encourage teachers to take up research and publish in peer reviewed journals they are given cash incentives.
- The Head of the Institution believes in frank two-way communication with the staff at all levels.

Interaction with stakeholders

- The leadership facilitates interaction with the stakeholders like Alumni Association, Parents Teachers Association once in a year and also during their visit to college on a specific purpose, and suggestions are carefully listened to and suitable action is initiated to realize those ideas.

Reinforcing culture of excellence

- The college time and again instructs the faculty and the students to keep the torch of culture and tradition by strictly following them in the college. Regular workshops for faculty is organized to update them in the recent trends in teaching, learning and other professional needs reinforcing the culture of excellence.

Identifying needs and championing organizational development (OD)?

- The leadership identifies the felt needs and the basic requirements prior to the implementation of any program. Regular meetings at HODs and Coordinators levels ensure that the developments in terms of learning resources are upgraded to take care of the dynamic changing educational environment.

6.1.4 Were any of the senior leadership positions of the College vacant for more than a year? If so, indicate the reasons.

We have initiated the action with approval of the Board, seeking advice and guidance to appoint a permanent incumbent. We are not able to complete this on time. However we have initiated this proposal afresh last month and we are confident to have this position filled shortly through an advertisement release.

6.1.5 Does the College ensure that all positions in its various statutory bodies are filled and conduct of meetings at the stipulated intervals?

- Yes, the College ensures that all positions in its various statutory bodies like Governing Body, Academic Council, Finance Committee and Board of Studies are filled and conducts meetings at the stipulated intervals.

6.1.6 Does the College promote a culture of participative management? If yes, indicate the levels of participative management.

- **The College Committee** consists of management representatives, University nominee, two senior most teaching faculties and the Principal of the college. Academic and administrative decisions are taken after a series of consultations with the stakeholders.
- **Board of Management-** Principal represent as Academic Head is the ex-officio member
- **UGC Autonomy Statutory Bodies:**
 - A. **Governing Body** – Principal and two senior most faculty members participate.
 - B. **Academic Council** – Principal, Heads of the Department, faculty representatives are members of Academic Council
 - C. **Finance Committee** – Principal and Controller of Examination are members of the Finance Committee
 - D. **Board of Studies** – Principal, Head of the Department, all the faculty members of the department and students representatives are members of the Board of Studies.

6.1.7 Give details of the academic and administrative leadership provided by the University to the College?

- The University of Madras through its nominees in the College Committee, Academic Council, Governing Body, and Board of Studies guides and monitors the progress of the college.
- The list of the University Nominees in various bodies is as follows:

S. No	Committee	University Nominees
1	College Committee	1. Dr. Chitra Krishnan
2	Governing Body	1. Joint Director of College Education, Chennai Region 2. Dr. Chitra Krishnan 3. Dr. Kulvinder Kaur ,Nominee UGC
3	Academic Council	1. Dr. V. D. Swaminathan – Science 2. Dr. A. Ramesh – Arts 3. Dr. Vidhya Srinivasan - Arts
4	Board of Studies	1. Dr. Sandra Joseph- Faculty of Social Work 2. Dr. Abita Rajendaran- Faculty of Management 3. Dr. Lavanya - Faculty of Psychology
5	UGC visiting committee for extension of autonomous status	1. Prof. KC Kaistha 2. Dr. Sophia Fernandez 3. Dr EP Imbichikoya

- Principal serves as the Member of the Academic Council in the University of Madras
- All the faculties serve as the internal members of the Board of Studies.
- Senior faculty members also serve as the external Board of Studies' members in the affiliated university colleges and other universities in Tamil Nadu.

6.1.8 How does the College groom the leadership at various levels?

Student Level:

- Two Class representatives (one from male and female) will be elected.
- Every department has its own Students Forum to support student's enhancement. The students are elected as Forum President, Secretary, Treasurer and Executive committee members.

Faculty Level:

- Curriculum related activities such as Fieldwork Co-ordinator, Research co-ordinator, Forum Co-ordinator, Skill Lab Co-ordinator, Class Co-ordinator; Faculty Secretary, etc are given in rotation among faculty members.
- Members of Faculty also lends their leadership to the various cells involving students such as Student Development Council, Anti-Narcotic Club, Eco-Club, Women Cell, Equal Opportunity Centre, Red Ribbon Club, NSS for UG, Career Guidance and Counselling Centre etc.

6.1.9 Has the College evolved any strategy for knowledge Management? If yes, give details.

Yes. The college adopts following strategies for Knowledge Management

- Course Materials are developed by members of Faculty
- Seminar, Conferences, Workshops and Guest Lectures are organized for Knowledge sharing and skill enhancement
- Publication of research articles, Journals are carried out in Knowledge dissemination.
- Fieldwork Manuals, Research manuals, Research Thesis, Annual Reports serves as Knowledge repository.
- Virtual Library, UGC Inflibnet, Plagiarism tools
- Institutional Tie-up with British Council Library, American Embassy Library etc.

6.1.10 How are the following values reflected in various functions of the College?

Contributing to National Development

- The College, realizing its social responsibility, has taken the initiative of extending its expertise in serving development needs of the community through its extension programs, Research, Capacity Building initiatives, Publications, Advocacy & policy formulation etc.

Fostering global competencies among students

- Apart from the classroom instructions, regular programmes like International Conferences, Seminars. Workshops, Certificate courses, Outbound Programmes (OBTs), study tours, rural camps, industrial visits, observation visits and study tours are organized update the global realities and to develop the competencies necessary to work in a changing global environment.



Seminars, workshops and conferences are organized to develop competencies to work in a changing global environment

Inculcating a value system among students

- Extension programmes in Tribal areas.
- Slum and Community visits
- Care and Share programmes
- Community celebrations

Promoting use of technology

- Our campus is WiFi enabled. Use of technology like Internet, LCD, LAN is widely encouraged and used in teaching, presentations and in data base management.

Quest for excellence

- The practice of Benchmarking has helped the college in identifying the best practices and adopts such practices to aim at and achieve the peak
- Syllabi content undergo periodic change.
- Teaching Learning and moulding of students inside and outside the classroom are geared towards one particular objective namely to train well rounded personalities who will excel by the strength of their character and excellence of their achievement.

6.1.11 Give details of the UGC autonomous review committee's recommendations and its compliance.

Suggestions for further development of the institution Academic and infrastructure

S.no	Recommendations	Compliance
1	Improve infrastructural facilities provided for the conduct of the courses that are already in existence	Infrastructural facilities are improved for the courses already existence through providing new desks and chairs, LCD projects, computers, printers, laptop for each department, refurbished air-conditioned auditorium
2	Hold off introduction of additional courses until present infrastructural needs to be improved	Complied with
3	Concentrate on facilitating research at M.Phil and Ph.D level	<ul style="list-style-type: none">• M.Phil programme started in M.Sc counseling psychology• Proposed to start M.Phil programme in Social Work (SF)

S.no	Recommendations	Compliance
		<ul style="list-style-type: none"> • Increase in the intake of Ph.D Scholars • Encouraging faculty members to apply for Ph.D guideship. • Construction of Research scholar room • Adequate books & journals are bought for research scholars. • Workshops/Research Methodology courses are organized exclusively for research scholars.
4	Hold off introduction of new Under Graduate courses	Complied with
5	Improved and extended space to be allotted to the examination section	Adequate space is allotted to the Examination section. The examination section is soon to be improved with bigger space.

Facilities and Amenities

S. no	Recommendations	Compliance
1	Toilet & sanitary facilities to be improved	Toilets and sanitary facilities have been improved.
2	Improved amenities to be provided to the principal (office, lodging and transport)	New office for the Principal has been provided.

Library

S. no	Recommendations	Compliance
1	Additional computers & staff are required	Additional computers are installed and staff are appointed

Hostel

S.no	Recommendations	Compliance
1	Facilities to be improved by renovating & replacing outdated amenities (toilet & Bathrooms and lighting	Toilets and bathrooms have been renovated & maintained.
2	Hostel to be brought under direct supervision of Principal instead of outsourcing to a third party	Yes, hostel is now under Principal's direct supervision.
3	Chief Warden of the Hostel to be the Principal of the college so that responsibility can be fixed	Principal is the chief warden
4	Independent wardens for Boys and Girls hostel preferably drawn from the faculty to be appointed and should be available 24/7	Yes, the warden is drawn from the faculty and made available 24 x7

6.2 Strategy Development and Deployment

6.2.1 Does the College have a Perspective Plan for development? If so, give the aspects considered in development of policy and strategy.

Teaching and learning

- Development of online teaching programme in area of expertise such as Social Work, Human Resource Management and Counselling Psychology.
- Establishment of centers of Research in Social Work, Human Resource Management, Counselling Psychology.
- Expansion of the institution in other parts of the State.

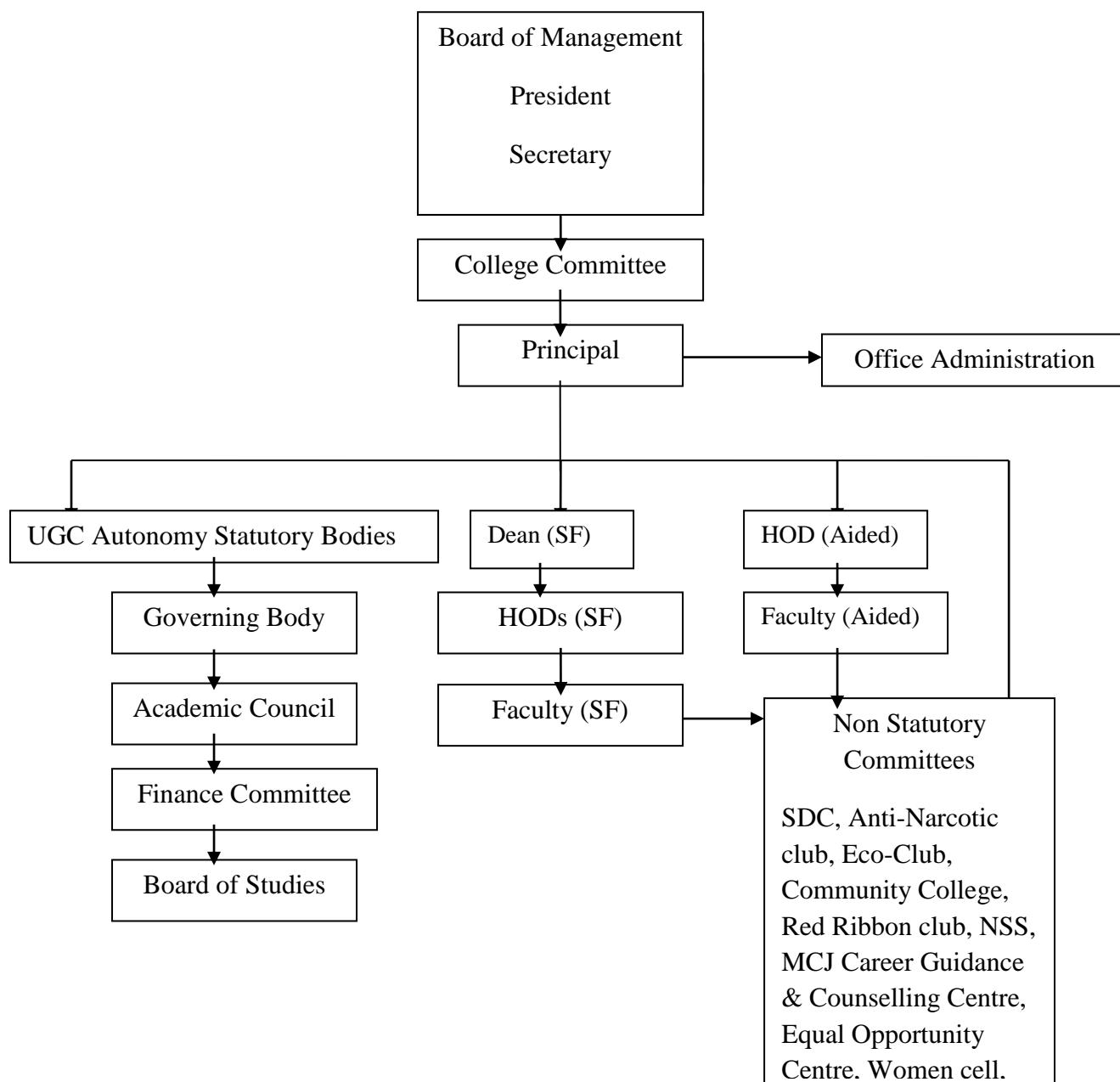
Research and Consultancy

- Faculty members taking up minor and major research projects.
- The Departments to take up Research & training consultancy in their areas of expertise.
- International Collaborations with reputed Universities and Research Centers for Faculty and Student Exchange programmes.

Community Engagement

- Adoption of Slums & Villages for the holistic development
- Building partnership and collaboration with Government , Industries and NGO's to cater the future needs of the society
- Development of International Alumni Network .

6.2.2 Enunciate the internal organizational structure of the College for decision making processes and their effectiveness.



6.2.3 Specify how many planned proposals were initiated/ implemented, during the last four years. Give details.

PROPOSED		IMPLEMENTED
INFRASTRUCTURE		
1	Building Modification and Renovation	New Classroom & Offices for President, Secretary, Principal, Dean and Administrative offices were created.
2	Parking Space Laying	Parking Spaces for Two Wheeler and Four wheeler with concrete floor were constructed
3	New Lift	New lift with latest security feature complying with compliance was installed
4	Generator	New Generator installed to cater the electricity needs of the entire college.
5	CCTV camera	Installation of CCTV cameras at vital points to ensure the safety & security of the college premises.
6	Additional Toilets& Restrooms	Toilets & restrooms were constructed additionally.
7	Landscaping of the campus	landscaping of the campus has been made out suitably.
8	RO Drinking water facility	Clean drinking water facility is built with RO system.
9	Fans & Lightings in the classrooms	Adequate fans & lights were installed in the classrooms & college premises afresh
10	Desk for the classrooms	New Desks and furniture were bought for the classroom usage.
11	LCD Projectors, Computer, Laptop, Printers for each department.	All the departments have been provided with LCD Projectors, Computers, Laptop, and Printers.
12	Air-conditioned Auditorium	A fully furnished Air-conditioned Auditorium with LCD Projectors, Audio- Visual equipments developed.
13	Extension of Stage	Extension of Stage in Open Air Auditorium was constructed.
14	PA system	New PA system for entire campus usage has bought and is in use
15	Ramp for differently Abled	Ramp facility for differently abled was built
16	Canteen	New canteen was constructed

17	Chairs	750 new chairs were bought to use in the open air auditorium
18	Renovation of Hostel mess with furniture	Hostel renovation was done.
19	LED Televisions in Boys & Girls Hostel.	Two LED televisions were bought to cater the recreational needs of the hostellers.
20	Research Scholar Room	Construction of Research Scholar Room
LIBRARY		
21	Air-conditioned Reading Room	Air-conditioned reading rooms with furniture were created.
22	Procurement of New Books	New books and Journals were bought.
23	Barcode Reader	Barcode Reader was installed in the lending of books.
24	Separate computer for staff for browsing	Separate computer is provided to the faculty members
SOFTWARE		
25	Attendance Software	New software is installed for maintaining the attendance and Internal marks of the students.
26	Admission Software	New admission software with customized design was installed for online application & admission process
27	Data Protection	All the system in the college were installed with anti-virus software for data protection
28	College website	New website was created for enhanced visibility & information. Each department is given organisation email id.
SEMINARS, WORKSHOPS, OBTs etc		
29	Financial contribution by Management for organizing workshops and seminars	Management has contributed Rs. 30000/- to each department to conduct seminars and workshops
30	Financial contribution by Management for OBTs	Management has contributed to each department according to the department's requirement
31	Financial contribution by Management for attending conferences, seminars, workshop for the faculty members and students	Management has contributed to the faculty and the students on their requirement

6.2.4 Does the College have a formally stated quality policy? How is it designed, driven, deployed and reviewed?

Yes. The college has a formally stated quality policy.

- Committed to impart global standards of excellence in teaching, research and consultancy and remain accountable in all our endeavors through measures of self-regulation, self-evaluation and continuous improvement.
- The quality policy is designed with broad consultation of different stakeholders of the institutions such as faculty, students, alumni, parents etc.
- All the activities carried out by the institution reflect the vision, mission and objectives of the institution.
- Regular feedback from the field work agencies, employers, NGO's, Alumni Association, PTA and other stakeholders are sought and reviewed. The suggestions are incorporated during Board of Studies for syllabus updation.

6.2.5 How does the College ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder-relationship?

- There is an open door policy. Students, staff can approach the Principal /Dean or HODs for grievance redressal.
- Anti-ragging committee is constituted .
- Green box and Black Box are kept in front of the Principal's office for suggestions and complaints respectively
- Examination related grievance redressal committee is constituted.
- There is a duly formed grievance redressal cell for students, teaching and non-teaching staff members.
- Whenever the grievance is received the appropriate committee meets and takes necessary action to resolve the grievance of the aggrieved person. Thus this mechanism promotes better stakeholder relationship.

6.2.6 Does the College have a mechanism for analyzing student feedback on institutional performance? If yes, what was the institutional response?

- Yes, The College has evolved a format to solicit the feedback of all the students in every semester about the institutional performance.
- IQAC conducts this exercise and on the basis of the feedback prepares a report which is presented to the Principal.
- The Principal, in turn, presents the report to the management highlighting the areas which need immediate attention of the management.

- The academic issues are placed before the heads of departments for discussion and appropriate action. The outcome of the discussion is then communicated to the management and the faculty members.
- The feedback has enabled the college to bridge the gaps in the services and resulted in action such as Construction of additional Toilets, Parking facilities, Drinking water facilities and wifi etc

6.2.7 In what way the affiliating University helped the College to identify the developmental needs of the College?

- Autonomy status is granted to the institution
- New Courses are affiliated by the university
- The University through its nominees who periodically visit the college to attend the meetings of the statutory bodies such as Governing Body, Academic Council, and Board of Studies have helped the college to understand the emerging needs, best practices in higher educational institutions and suggest a road map to raise up to the level.

6.2.8 Does the affiliating university have a functional College Development Council (CDC) or Board of College and University Development (BCUD)? If yes, In what way College is benefitted.

Yes, the University of Madras has a functional College Development Council and the college seeks its guidance in matters relating to academics, all the UGC grants, FIP, Orientation and Refresher courses for the colleges are conducted on the council's advice.

6.2.9 How does the College get feedback from non-teaching, teaching, parents and alumni on its functioning and how it is utilized?

Every year, the college gets the feedback on its functioning in the format designed for this purpose. The feedback is reviewed and analyzed by the Principal and appropriate suggestions are submitted to the management.

1	NON-TEACHING	Through regular meetings
2	TEACHING STAFF	Through department staff meetings, All Faculty meetings
3	PARENTS	Through Parents Teachers Association (PTA General Body is organized on 15 th of August)
4	ALUMNI	Through Alumni Association meetings (GB meeting on 26 th of January)

6.2.10 Does the College encourage autonomy to its academic departments and how does it ensure accountability?

- Yes, The College has empowered the departments to draft curriculum of their own to various academic programs, develop internal mechanisms to monitor the teaching and learning and take decisions relating to discipline issues, prepare the academic calendar and formulate a development plan.
- Selecting external experts for Board of Studies..
- Selecting valuation panel
- Every department is submitting a monthly report in the prescribed format to the principal which helps in assessing and monitoring the performance of each department.
- Through the successful functioning at all levels upholding institutional discipline, culture and tradition the accountability is ensured.

6.2.11 Does the College conduct performance auditing of its various departments?

Yes. Every year, performance audit of each department is conducted through

- IQAC of the college
- Academic audit by the University of Madras
- Audit by the UGC- Autonomy extension review
- Accreditation by NAAC

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What efforts are made by the College to enhance the professional development of teaching and non teaching staff?

Professional developments of Teachers are encouraged through:

- FIP, Orientation and Refresher Courses' participation
- Participation in Seminar/ Conference/ Workshop
- Motivating Research Culture
- Encouraging Publication

Professional development of Non-Teaching through:

- Computer training
- Soft-skill training

6.3.2 What is the outcome of the review of the Performance Appraisal Reports? List the major decisions.

- Every semester student's feedback for all the subjects handled by the faculty is assessed and processed.
- Apart from that the faculty also has undergone performance appraisal based on their academic activities.
- A reward system has been initiated by the management

6.3.3 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- The Aided teaching and non-teaching faculty members have P.F., Gratuity, Commutation of Pension, Health Insurance facilities.
- For self-financed faculty- maternity benefit (leave with salary), Gratuity, Earned Leave encashment, Reimbursement on Publications in Journals, participation fee for seminars etc.
- 100 per cent of the faculty members avail all the facilities

6.3.4 What are the measures taken by the College for attracting and retaining eminent faculty?

- The college recognizes the talents, offer opportunities to grow and contribute to the college, assigns challenging assignments and rewards them suitably.
- Such practices have attracted talents to the college and helped in retaining the eminent faculty in the college.

6.3.5 Has the College conducted a gender audit during the last four years? If yes, mention a few salient findings.

- The college is more open and free from gender bias which is evident from the steady raise of women faculty Gender based programs are organized by all departments special mention can be made of the menstrual hygiene program where options about the subject, was drawn from both the genders where the students and faculty have participated. A special room for women has been allocated to cater to the needs of the women, especially when they are sick.

6.3.6 Does the College conduct any gender sensitization programs for its staff?

- Yes, the college conducts gender sensitization programmes for the staff through Faculty Development programmes. The Equal Opportunity cell is also organising workshops, seminars periodically to sensitize both students and teaching staff

6.3.7 What is the impact of the University's UGC-Academic Staff College Programmes in enhancing competencies of the College faculty?

- Created an impact as the latest trends and concepts were imparted in the training.
- Ideas and information par with the pressing issues of the globalized era. The issues such as global warming, sustainable development, solid waste management, social entrepreneurship were the highlights of the refreshes courses. These enabled the participants to gain adequate knowledge and equip themselves to the latest trends

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of financial resources?

- The financial resources are monitored as per the Budget Proposal and Approved in the Governing Body Meeting.
- The Finance Committee of the College closely supervises the financial aspects of the college.

6.4.2 Does the College have a mechanism for internal and external audit? Give details.

- Internal Audit, by the Management by Chartered Accountant.
- Annual External Audit, by Department of Higher Education Audit namely Office of the Joint Director of Collegiate Education.

6.4.3 Provide audited income and expenditure statement of academic and administrative activities of the previous four years.

Enclosed-vide Appendix No. (annexure)

6.4.4 Have the accounts been audited regularly? What are the major audit objections and how are they complied with?

Yes, the accounts are regularly audited. The Academic Council, Board of studies and the College Committee ensure that quality is maintained in the day to day activities, At the end of each semester the IQAC conducts meetings to review the adherence to Quality Standards.

6.4.5 Narrate the efforts taken by the College for resource mobilization.

The College mobilizes the financial resources through payment of fees by students, Sponsorship by philanthropists and alumni and also generous contribution from the management and distinguished alumni.

6.4.6 Is there any provision for the College to maintain the 'corpus fund'? If yes, give details.

Yes, Corpus fund is maintained by the Management.

6.5 Internal Quality Assurance System

6.5.1. Does the college conduct an academic audit of its departments? If yes, give details.

- Yes the college conduct academic audit of the department. The College has a robust Academic Audit System. That is the student feedback is collected, and systematically analyzed, that the knowledge and the curriculum is imparted effectively by the faculty to the students. The areas for improvement pointed out by the students through the feedback forms on curriculum improvement teaching methodologies, delivery of the faculty, and teaching equipments, and library books. These concerns are taken seriously; faculty and its department are advised by the head of the institution to set light on the grey areas.

Through Faculty Development Program (FDP) the IQAC provides support to faculty to improve upon their teaching skills.

6.5.2. Based on the recommendations of academic audit what specific measures have been taken by the College to improve teaching, learning and evaluations?

The college has taken the recommendation of academic audit in a constructive manner. Many experiential learning books were upgraded in the college library. The institution has introduced data resources (INFLIBNET) so that students can avail adequate resources on their subscribed subject.

The faculty of the college are encouraged to attend national level and state level conferences and seminars ensuring paper presentation, subsequently their papers are published in the peer reviewed journals.

In the assignment component, In – class assignment has been introduced since 2012, in which students are encouraged to take up innovative style assignment for example, doing project on community enhancement, interviewing eminent social workers, case studies, preparing mission statement and book review. Peer – group learning method is also adopted to improve the academically weak students.

6.5.3. Is there a central body within the College to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Several committees have been formed under autonomy and to ensure quality in the teaching learning process. These committees meet at regular intervals and effectively discharge their responsibilities.

Statutory Committees

Governing Body, Academic Council, Board of Studies and Finance Committee.

Non – Statutory Committees

Examinations Committee, Planning and Evaluation Committee, Student's Council, Grievance cell, Women's Cell, Library Committee, Research and Consultancy Committee and Internal Quality Assurance Cell.

HOD meeting are built into the regular calendar. Every first Thursday of the month is allotted for HOD meeting with the Principal. The various aspects of departmental governance are discussed in these meetings. Similarly, department level meetings are also scheduled in the Calendar. The first Wednesdays of each month is allotted for departmental meetings. A comprehensive academic calendar is prepared for all the departments. All planned events are marked in the calendar. Monthly assembly is held with all students to share the activities planned and carried out by the respective departments.

Clear communication channels and procedures have been established for Governance. Principal's office and departmental heads communicate regularly to the faculty and students meetings and circulars.

6.5.4. How has IQAC contributed to institutionalizing quality assurance strategies and processes?

- In introduction of Market demand and field oriented subject papers, IQAC plays an instrumental role.
- Effective teaching learning methodologies such as role plays, case studies, field experts and assignments, PPT mode teaching, Video Screening are adopted in the institution.
- Dual evaluation system is followed.
- The best practices such as industry interface components such as field work and internship components have been institutionalized.

6.5.5. Does the IQAC have external members on its committees? If so, mention any significant contribution made by such members.

The industry repute personalities are invited to contribute for the effective functioning of IQAC. Through their guidance the IQAC is able to move further, providing results in the key areas of college functioning.

The experts have not only established expertise in their own fields, but also reflect the core principles upon the process and functioning of the college, especially getting the extra mile from the IQAC to ensure its quality.

6.5.6. Has the IQAC conducted any study on the incremental academic growth of students from disadvantaged sections of society?

Although in-depth study on academic incremental growth has yet to take shape, the focus on disadvantaged section of the student community has been given primary concern. Student from underprivileged community and academically

challenged and other disabled are considered with inclusiveness. The faculty is advised and programs are formulated to offer special care for this group of disadvantaged students. A special cell equal opportunity centre offers pre – employment training and placement guidance for these disadvantaged students.

6.5.7. What policies are in place for the periodic review of administrative and academic departments, subject areas, research centers, etc.?

The college adheres to a periodic review system, which functions in its time period. Regular meetings followed by recording of minutes and execution are the core functions of review system. The following will throw light on different meetings of the various committees.

1. Formation of various committees for implementing the various academic and non – academic processes.
2. Student participation in relevant committees.
3. Student feedback.
4. Monthly assembly of students and faculty.
5. Regular HOD and Departmental Meetings.
6. Regular meetings of the other committees.
7. Semester end meeting of the Principal with each class.
8. Grievance and suggestion box.
9. Active student welfare council.

CRITERION - VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

Several of the environmental problems presently faced by humankind are directly or indirectly caused by misusing of environment and unconsciousness of the society about environmental education. Our college strives to educate, practice and spread awareness on environment consciousness. It is our goal to create a greener environment.

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

Yes, The Eco-Club of the college conducts Green Audit in the campus.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

The College has instituted Eco – Club with the aim of making the campus environment friendly. This vibrant Club constituting of both faculty and student representation focuses on implanting recycling values and recognize each international environmental day and hold Programs

Energy conservation:

- i. During the orientation programme for freshers, the students are oriented towards energy conservation.
- ii. Observation of ‘Electricity Saving Day’ has educated the students regarding the danger of natural resource depletion and the need for energy conservation.
- iii. Large size windows are fixed on the walls of the classrooms to have good ventilation. This has reduced the usage of fans and lights and thus the electricity is used minimally.
- iv. The College has started to use CFL bulbs in the place of incandescent bulbs to minimize power consumption.
- v. Equipment such as projectors, computers and printers are procured after assessing energy ratings provided by the manufacturer.
- vi. Computer monitors have been upgraded from CRT to LED in all the Departments and in the College office.
- vii. Implementing energy saving techniques is ensured by switching off the lights and fans after the completion of class room activities.
- viii. Air-conditioners are used only when required. Further, all the A.C.s are with Five star rating in Power saving.

Use of Renewable Energy:

At present, the college has no renewable energy. The college is contemplating on the feasibility of using solar energy.

Water Harvesting:

- i. The rain water is harvested in the college campus. There are 34 chambers (Sink Pits) installed in the college campus to harvest the rain water.
- ii. The college insists on the economical use of water which has ensured constant supply of water in the college.

- iii. RO drinking water plant which is installed in the college campus has drastically reduced the dependence of drinking water supply from the external source. The availability of 4 bore wells and one groundwater resource system provides abundant water without any scarcity.

Check Dam Construction:

Not Applicable

Efforts for Carbon Neutrality:

- i. The College makes the students aware of the carbon credits, carbon neutrality; its advantages etc by including it in the academic curriculum in the subjects of Environmental Studies for the undergraduate students.
- ii. The post graduate students are given Projects/Assignments on the topics like India's Carbon Credit policy, Earnings from Carbon Credit, Industrial waste, e-waste Management and the Role of Social worker in Environment protection etc.
- iii. The College has been maintaining greenery with shrubs and trees to maintain carbon neutrality.
- iv. All the students and faculty members have been instructed to subject their vehicles for periodic emission check. No wastes are burnt in the campus; the wastes are collected by the Chennai Corporation for disposal to the extent possible.

Plantation:

- i. The College encourages students to plant saplings at his/her home and rear it properly.
- ii. As a part of making the campus Green effective, the institution has presented plant sapling to the Guests of various functions.

Hazardous Waste Management:

- i. There are no hazardous chemicals used in the college campus. The minimal wastage are diluted and safely flushed out of the reach of the students.

E-waste Management:

- i. The college has not generated major e-waste.
- ii. The out dated computers and electronic equipments are sold in the market.
- iii. The minor and major repairs of the electronic equipments are set right by the professional technician of the college and the equipments are reused.
- iv. The waste compact discs are used by students for decoration and participation in competitions on 'Art from Waste'.
- v. An orientation on effective management of E-waste was given to the students.

Other Initiatives:

Tobacco – free Zone –

Madras School of Social Work is a Tobacco-free Zone where chewing of tobacco or other narcotic substances within the campus limits is considered as an offence and is prohibited.

Eco – Friendly Initiatives -

The college encourages the use of Eco-Friendly Banners, Posters, Eco-Friendly Conference files and folders during the conferences and other programmes organized by various departments.

Disposal and Recycling of waste materials –

Biodegradable wastes are collected and are converted into vermin-composts by the student volunteers. This is utilized as an organic fertilizer in the college and is also distributed to the interested students who wish to buy it.

Broken glasses, plastics, rubber and poly-urethane materials are disposed into corporation dump bins for recycling purposes.

Eco Premiere -

Eco-Club organized an event on 24th February 2012 under the name Eco-Premiere a monthly environmental movie initiative by the members of the Eco-Club.

Intercollegiate Quiz Competition -

Eco-Club organized an intercollegiate quiz competition under the theme “Man vs. Nature” on 21st March 2012 to commemorate 'World Forestry Day'.

Paper Recycling Workshop -

The workshop was conducted by Mr. Benjamin, one of the persons involved in setting the Guinness record for the world's largest paper bag. The objective of the workshop was to promote the use of environment friendly bags and envelopes as an alternative to plastic.

Wealth out of waste –

Students were encouraged to conduct ‘Wealth out of waste’ programmes to promote the principle of the 3 R’s – **Reduce, Reuse and Recycle**.

Newsletters Release -

The first Eco-Club newsletter “PRAKIRITI” was released during the inauguration which had the report of the activities 2011-2012 and which had articles from students, faculty and facts on environment.

Plant Sapling -

As a part of making the campus Green effective, plant saplings were given to the faculty members. Also, the guests of various functions conducted in the college were presented with a sapling.

Lake Clean Up Programme -

The Members of the Eco Club participated in the Lake Clean-up programme organised by Environmental Foundation of India (EFI) held on August 15, 2014 at the Madambakkam Lake. The students learnt about lake conservation and restoration, and its importance maintaining the eco system.

Beach Clean Up Programme -

The members of the Eco Club participated in the Beach Clean-up organized as part of Urur Olcot Kuppam Margazhi Festival held on December 20th, 2014. The beach clean-up helped in the members being sensitized on the need to protect the environment and our coasts for the sustainable future

Eco-Camp Tour -

The Environment Exposure Camp for the members of Eco Club was held on 9th, 10th and 11th January 2015 in Kerala. The members participated in the Harvest festival organised by the Kerala Government on 9th January 2015 and the nature trekking programme held on 10th and 11th January 2015 in the Attapadi Forest area. 30 members of the eco club participated in the 3 days Camp.

Session on Organic Food -

On 21st February 2015, Eco Club organized a session on millet based organic foods. Mr. Suresh of Thirukural Unavagam appraised the members of Eco Club and the Students of MSSW on the importance of returning back to minor millets and the dangers of modern food habit on our health.

The members who participated in this session enjoyed the taste of Thina Payasam prepared by the resource person to introduce the taste of minor millets

Eco Feast -

A millet based organic food festival was organised in the name of Eco Feast by the Eco Club on 13th March 2015 alongside Déjà vu – the intra-departmental cultural programme, with the support of Thirukural Unavagam

The following items were served to the college community as part of the Eco feast.

1. Horse Gram Soup
2. Kodo Millet Biriyaani
3. Little Millet SambarRice
4. Pearl Millet Curd Rice
5. Foxtail Millet Payasam
6. Finger Millet Laddu Veg Kuruma
7. Mint Thogayal
8. Tannerscassia Flower Water
9. White Bait Fish Fry

Napkin incinerator-

A napkin incinerator- has been installed in the campus to ensure appropriate means of disposal of used sanitary napkins. Proper orientation has been given to the girl students of the college.

Environmental Dates -

All the important days' environmental dates were observed.

- World Wildlife Day – 3rd March
- World Sparrow Day – 20th March
- International Day of Forests – 21st March
- World Planting Day – 21st March
- World Water Day – 22nd March
- World Earth Day – 22nd April
- World Environmental Day – 5th June
- World Population Day – 11th July
- International Tiger Day – 29th July
- International Day for the Prevention of the Ozone Layer – 16th September
- World Habitat Day – First Monday in October

The above mentioned environmental dates were observed to increase the sense of awareness among the students about their own environment so that they could realize their responsibilities towards Mother Nature.

7.2 INNOVATIONS –

- The **Placement Cell** in our college enables the students to get employed in highly reputed organizations, corporate and welfare sectors. At MSSW, both ON and OFF Campus placements are included in the total placement percentage, since both are facilitated through the placement cell of MSSW.

PLACEMENT PERCENTAGE – ON CAMP AND OFF CAMP

S.No.	Batch	Placement Percentage (%)
1.	2011 - 2012	74%
2.	2012 – 2013	64%
3.	2013 – 2014	72%
4.	2014 – 2015	69%

- * The percentage includes total number of students who are eligible (according to the company criteria) and who are interested for placements.

- The **Student Development Council** is a unique feature of our college as it is not a union but a council which is run wholly by the students themselves. This council promotes various extra-curricular activities of the students both intra and inter-collegiate competitions. This is a free body council which directly interacts with other stakeholders – Management, Parents, and Alumni to develop the welfare of the students. This council observes all the important government dates and festivals with proper responsibilities.
- The **Anti-Narcotics Club** launched in our college creates a sense of awareness about substance abuse. Various rallies were conducted to educate the society on the prevention of such anti-social substances.
- The **Women Cell** promotes gender empowerment and gender equality. The college observes International Women's Day without fail with various topics. This has created a great impact on the students to be self-reliant and to face and overcome challenges. These kinds of programmes help the students to help the victims of their neighborhood and their own fellow mates.
- **Career Conclave/Career Guidance** was conducted regularly every year for the students. This is a great platform and helps them to prepare themselves for employability and to explore various career options for UG and PG.
- **Equal Opportunity Centre** established caters to the needs of those belonging to the SC/ST and Creamy Layer students to develop and build their personality and to bring various opportunities to become a better individual in a society.
- **Counseling Cell** is another unique feature which is mandatory in the present world. Our college provides counseling to our college and the general public who are in distress and psychological problems. The impact of counseling services is reflected in the affected students who come up eventually out of their stress and showed positive results in academic as well as personal behavior.
- Mentoring is provided to the students at the department level by the various **Mentoring Cells** present in each departments. The first level of mentoring is the interaction with the respective class teacher/senior faculty. The second level of mentoring is interaction with the Head of the Department/Dean/Principal.
- The **Community College** has been established to give education/training to the downtrodden people in the society to mould them into an entrepreneur and to help them to stand up for themselves on their own.
- Each department has its own **departmental library** to inculcate the habit of reading and learning habits among the students to participate in book reviews and discussions/analysis. This has created a deep impact in the scholastic life of our students. Some of the books have been contributed by the old students of our college who considered the value and importance of books and this library initiative.

7.3 BEST PRACTICE:

7.3.1. Project Field Work

1. Title of the practice –

Project Field Work

2. Objectives of the practice –

- To study the identified social problem in its context so as to have a thorough understanding on the factors that contribute to such problems.
- To develop an interventional project or programme to address social programmes.
- To implement the developmental envisaged and document on the key outcomes of the project.

3. The Context -

Project field work is regarded as a best practice which spreads for over a month wherein the social work students divided into groups identifies a social problem/developmental project and works on it.

4. The Practice -

Social Work students are first divided into a group of 6 to 8 students with a faculty advisor. The group will have a student coordinator selected from among the group by the group members. The task of the project group will have to be shared by the members. The student coordinator will have to do the coordinating activities such as allocation of responsibility to group members, organizing group meetings, record keeping, etc. The faculty member will be responsible for overall coordination.

5. Evidence of Success -

Year on year, our students under the guidance of faculty advisers were able to implement social development projects that has addressed several social and health problems in the neighborhood communities. Issues such as mental health, environmental concerns, health and hygiene, alcoholism, educational interventions, etc were taken up in places where these problems have been debilitating the lives of thousands of people. Such projects are continuously covered by all new age media channels like FM, TV as well as newspapers, which has been contributed not only to the success of the practice but also building our institutional image in our locality.

6. Problems Encountered and Resources Required -

At times, given the linkages between the social problems prevalent in the locality, developmental projects taken up may warrant actionable efforts at multiple levels. Also, students face up issues such as mobilizing resources, community and support from the authorities, which may affect come student groups during their project field work. However, through proper planning, networking and support from the faculty and the department, these projects gets implemented successfully every year. He question of sustainability of these projects remain a huge impediment as the decision to choose a social issue lies with the students and every year they want to do something new.

7.3.2. Experiential learning through Inclusive practice

1. Title of the practice –

Experiential learning through inclusive practice

2. Objectives –

- To have social integration with the marginalized group.
- To sensitize the students about the marginalized groups.
- Step towards mainstreaming the target groups.
- To develop the students social responsibility to work for the marginalized groups.
- To work out the action plan to improve the quality of life through counseling, referral service, training and employment opportunities.

3. The Context –

This is regarded as a best practice and needs continuous relationship, planning, network, coordination, resource mobilization within the groups. It is challenging to bring the group together at the same time and to sensitize their rights and increase their confidence level to become a self reliant individual. But certainly this enables the students to execute all their skills learned through theory like planning, organizing, communication, relationship, coordination, networking and resource mobilization.

4. The Practice –

Inclusive development is the recent trend of National and International objective. This objective is aimed to be fulfilled through our students and marginalized group participation.

5. Evidence of Success –

The practice created a very good impact on students as well as with the target groups. The evidence of success was shown through their good response and participation. Continuous follow up is conducted. Some of the marginalized groups included were,

- HIV/AIDS positive people
- Gypsy Community
- Visually Challenged
- Mentally Challenged
- Physically Challenged
- Elders
- Women
- Transgenders
- Farmers



6. Problems encountered and Resources required –

- Difficulty in mobilizing the people at the same time.
- Difficulties in conducting follow up programs.
- The trainers of different fields to empower them for employability and financial resources are required.

DEPARTMENT WISE - EVALUATIVE REPORT

EVALUATIVE REPORT OF THE DEPARTMENT OF SOCIAL WORK (AIDED)

- **Name of the Department & its year of establishment**
 - **Department of Social Work (Aided) established in the year 1952**
- **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)**

Name of the Department	Courses / Programme offered
Department of Social Work (Aided)	Master of Social Work (Aided)
	Master of Philosophy – Social Work (Aided)
	Doctor of Philosophy – Social Work

- **Interdisciplinary courses and departments involved**

The University system does not permit inter-disciplinary courses. However, in the MSW Curriculum the following inter-disciplinary papers have been introduced:

Sociology, Psychology, Environment and Sustainable Development, Development Economics, Management of Organizations, Disaster Management, Social Entrepreneurship.

Experts from outside are invited to handle these papers.

- **Annual/ semester/choice based credit system**
 - Semester Pattern
 - Choice Based Credit System
- **Participation of the department in the courses offered by other departments**

Being a pioneer department in the campus, the course structure and pattern developed by the department has been adopted by other PG departments in the campus.
- **Number of teaching posts sanctioned and filled (Professors / Associate Professors/ Asst. Professors)**

	Sanctioned	Filled
Professors/ Principal	1	-
Associate Professors	3	3
Asst. Professors	6	5
Librarian	1	1

Guest lecturers are appointed for the two positions that are unfilled.

7. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. Of years Of Experience	No. Of ph.d. Students Guided for the Last 4 years
Dr. V. A. Vijayaragavan	MA(SW), M.Phil, Ph.D	Associate Professor	HRM		-
Dr. S. Raja Samuel	MA(SW), Ph.D	Associate Professor	CD	17	6
Dr. J.S.Gunavathy	MA(SW), MBA, M.Phil, Ph.D	Associate Professor	HRM	15	-
Mrs. Shakeela Basheer	MA (SW)	Assistant Professor	Generic SW	7	-
Dr. K.Sathyamurthi	MA(SW), MBA, Ph.D	Assistant Professor	YD	7	6
Dr. P.AmuthaLakshmi	MA(SW), MBA, M.Phil, Ph.D	Assistant Professor	CD	7	6
Dr. A. Enoch	MA(SW), Ph.D	Assistant Professor	MPSW	2	4
Mr. J. Chandrasekar	MSW, DLL, BL, PGDHE	Assistant Professor	HRM	2	-
Mr. P.Sivapragasam	MSW	Guest Lecturer	HRM	-	-
Dr. V. Sakthiregha	M.LISc, M.Phil, Ph.D	Librarian (SG)	-		

- Percentage of classes taken by temporary faculty – programme - wise information**

15 % of the classes in the MSW program are handled by temporary faculty as two vacancies are yet to be filled. The remaining workload is shared by existing faculty.

- Programme-wise Student Teacher Ratio**

MSW (Aided) : 11.1
MPhil : 1:1
PhD : 4:1 (Average ratio)

- **Number of academic support staff (technical) and administrative staff:**

sanctioned and filled

	Sanctioned	Filled
Office Superintend	1	-
Assistant	1	1
Junior Assistant	3	1
Record Clerk	2	1
Sweeper	1	1
Security	1	-

- **Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise.**

Name of the Faculty	Funding Source/ Type	Total Grants
Dr. Amuthalakshmi	National - UGC Minor	Rs. 1,50,000
Dr. Amuthalakshmi	National – World Vision	Rs. 1,20,000

- Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received

Nil

- Research facility / centre with : The Department is recognized at the State and National Levels for Research. Government departments such as CAPART, Department of Women and Child Development, and NIEPMED have approached the department for conducting evaluation studies.

- **Publications: Between (2011-15)**

Name	Peer reviewed journals (national International)	Monographs	Chapter(s) in Books		Books with ISBN numbers with details of publishers	Database	Citation Index – range / average	SNIP	SJR	Impact factor – range / average	h-index
Dr. V. A. Vijayaragavan	3		1								
Dr. S. RajaSamuel	4										
Dr. J.S.Gunavathy	13		1	1							
Mrs. Shakeela Basheer	1										
Dr. K.Sathyamurthi	9		1	3				0.141	5.34		
Dr.P.AmuthaLakshmi	1										
Dr. A. Enoch	3										
Mr.J.Chandrasekar	2										
Mr. P.Sivapragasam	1										
Dr.V.Sakthiregha			2	1			1				1

Editing Books with ISBN numbers with details of publishers

- Dr. J.S.Gunavathy & Dr. Sakthi Rekha published a Book on History of Madras School of Social Work (vol-II) during the Diamond Jubilee Celebrations.
- Dr. K.Sathyamurthi published Book (ed) on ‘Adolescent Health: A Trans-disciplinary Perspective’, 2015, Today Publication, Chennai. ISBN: 978-93-8199-221-0.
- Dr.K.Sathyamurthi published Book(ed) on ‘Adolescent Mental Health : An Interdisciplinary Perspective’, 2015, Today Publication, Chennai. ISBN: 978-93-8199-264-7.
- Dr. K.Sathyamurthi published a Book (ed) on ‘Community Health’, 2014, TodayPublication, Chennai. ISBN: 978-93-8199-261-6
- Details of patents and income generated

Not Applicable

- **Areas of consultancy and income generated**

Nil

- **Faculty recharging strategies**

- Orientation course, Refresher Course, Special Courses/Sessions conducted by the Universities under UGC –HRDC Programme.

- **Student projects**

percentage of students who have done in-house projects including inter-departmental	---
percentage of students doing projects in collaboration with industries / institutes	100 %

- **Awards / recognitions received at the national and international level by Faculty**

Name of the Faculty	Name of the Award	Year
Dr. P Amuthalakshmi, Assistant Professor	Bharat Shiksha Ratan Award	29 th April 2013
Dr. J S Gunavathy	M.KABEER'S Best Management Ph.D Thesis Award in the International Conference on Changes	2013

- **Doctoral / post doctoral fellows**

Name of the Student	Name of the Award	Year
Ms. Malvika Iyer	REX Karmaveer Chakra and Global Fellowship	2014-2015
	Invited as a speaker at national and international platforms such as TEDx, CIVICUS World Assembly South Africa etc. I was selected as a Global Shaper (An initiative of the World Economic Forum)	
	Featured in various national and international newspapers and journals such as 'One among the 100 Change Agents and Newsmakers of the decade' (Deccan Chronicle dated 28-03-2015).	

- **Students**

Name of the Student	Name of the Award	Year
Mr. Senthil Kumar	Young Achiever Award by Dr.MGR Medical University & Rotary Club of Madras	2012
Ms. Anusha	Common Wealth Award	2011
Ms. Malliga	Best NSS Student – State Award	2013

- **Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.**

Year	Seminar / Conferences/ Workshops	Level (State / national / International)	Funding Organization
2012	UGC Sponsored National Conference on ‘Community Health’	National	UGC
	National Conference on Talent Transformation Practices for Global Competitiveness	National	UGC
2013	UGC sponsored State Level HR seminar “Avant Garde – A new Horizon for HR”	State	UGC
	UGC sponsored State Level Social Work Conference on Food	State	UGC
2014	Seminar on “Healing survive and survival of Child Sexual Abuse”,	State	Center for the Prevention and Treatment of CSA, Philippines
	Refresher Course in Social Sciences Batch VII on Sustainable Development	National	UGC Academic Staff College, University of Madras
	National Conference on Adolescent Health	National	UGC
	UGC sponsored National Seminar on the theme HR-Future Possibilities	National	UGC
	UGC sponsored National seminar on Bonded Labour & Debt Bondage	National	UGC

- **Student profile course-wise:**

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
MSW					
2011 – 12	480	18	32	100	100
2012 – 13	504	24	25	100	100
2013 – 14	500	14	35	100	100
2014 – 15	545	14	36	90	91
MPhil					
2013 – 14	17	1	4	100 %	100 %
	14	0	5	Nil	60%
Ph D					
2013 – 14	13	2	4	NA	NA
2014 – 15	15	2	5	NA	NA

- Diversity of Students**

Name of the Course (refer question no. 2)	% of students from the College	% of students from the state	% of students from other States	% of students from other countries
MSW	4 %	85 %	15 %	Nil
MPhil	25 %	75%	25 %	Nil
PhD	10 %	95 %	5 %	Nil

- How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?**

Civil Services	UPSC	TNPSC
	1	2
Defense Services	-	
NET /SET / SLET	4	
GATE	-	

- Student progression**

Student progression	Percentage against enrolled
UG to PG	Not Applicable
PG to M.Phil.	2 %
PG to Ph.D.	2 %

Ph.D. to Post-Doctoral

Nil

Employed

- Campus selection**

35%

- Other than campus recruitment**

65% Entrepreneurs

- Diversity of staff**

Percentage of faculty who are graduates of the same parent university	70 %
from other universities within the State	30 %
from other universities from other States	Nil

- Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.** : 1

- Present details about infrastructural facilities a) Library**

The Department does not have its own library. Being the oldest department in the campus all departmental books are kept in the main library and majority of the books in the main Library were acquired from Department funding from UGC

b) Internet facilities for staff and students

All the staff and students have access to Internet through LAN and Wi-fi.

c) Total number of class rooms

The Department makes use of 5 classrooms.

d) Class rooms with ICT facility

All classrooms of the department has LCD Projectors. Three are fixed and two are portable.

e) Students' laboratories : Not Applicable

f) Research laboratories : The only research support the department requires

Computers for Research data analysis. The department computers and the

Computer Lab of the college has SPSS package which is used for data analysis.

- Number of students of the department getting financial assistance from College.

Each year 4 students from the department are given the Saraswathi Ganesan endowment scholarship with an amount of Rs. 1500 each.

All the BC and SC/ST community students of the Department are facilitated to obtain scholarships from the Government.

Two students from the department benefit each year from the Alumni scholarship.

- Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology.

The department has regular and sustained interaction with Alumni and Industry experts to continuously evolve the curriculum. New certificate courses are conducted based on the inputs given by experts in the board of studies meetings.

- Does the department obtain feedback from

a. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it?

Faculty meetings are held once a month. In these meetings faculty members give their feedback on curriculum and the teaching learning process. The entire field work program has been refined using feedback from faculty, so much so that we have one of the best field work curriculum in Chennai. of Studies meeting. Complete revisions are made and new papers introduced with such feedback.

b. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same?

Through IQAC, the department obtains student feedback on teachers which is communicated to the HODs and subsequently to the teachers. Teachers come to know their strengths and limitations and have tried improving their strengths and reducing their limitations.

Student feedback on the curriculum is obtained through the student representatives in the Internal Board of studies. The student representatives discuss the curriculum class-

wise and present the feedback in the meeting. Based on this feedback, the department revises the curriculum and presents in the External Board of Studies.

- c. Alumni and employers on the programmes and what is the response of the department to the same?

The feedback on the programmes offered is continuously obtained from alumni in various ways. Alumni are part of the Board of studies in Social Work in which they share their feedback on the curriculum. Alumni are also invited as External Examiners for Field Work presentations and Viva during which they give specific feedback on the curriculum and student performance. Apart from this, Alumni meet on 26th January every year during which time they give feedback on the overall improvement of the College and the Department. The Department carefully considers the suggestions and implements them appropriately.

- List the distinguished alumni of the department (maximum 10)
- Mr. Ninan Tharian, GM, Times of India
- Mr. Thomas Simon, Global Head – HR, TCS
- Mr. Muthukumar Thanu, VP – HR, TAFE
- Dr. Shanti Ranganathan, Founder, TT Ranganathan Research Foundation
- Ms. Vandana Gopikumar, Founder, the Banyan
- Mr. Venkatramana, VP-HR, Lifestyle
- Mr. Vidyakar, Founder, Udavum Karangal
- Mr. John, Director, GLRI
- Ms. Vijayalakshmi, Deputy Collector
- Dr. Beena Thomas, Senior Social Scientist, ICMR
- Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.

Special Lectures

- Early warning signals of absenteeism by Mr.Durai Babu, Asst HR HCL technologies on 27th August, 2011
- HR practices in India and Dubai by Mr.V.C.N.Bose, Head HR ,Luminarc ltd, Dubai on 27th August, 2011
- Campus interview preparation by Mr.Vignesh, Management trainee, Delloite consultancy, Hyderabad on 30th August, 2011
- Campus to Corporate transition by Mr.Dilip, Mr.Hari Menon, TCS and Ms.Shivani Scope International (p) ltd on 1st October, 2011
- Employee Engagement by Mr. Hitesh Jaumani, Asst Manager HR, Reliance life insurance on 4th October, 2011

- IT industry-organizational set up by Mr. Regis Michael, Cognizant technologies on 17th December, 2011
- Ms. Indrani Rajadurai, Advisor, Help Age India delivered the Lecture on Legal Measures and Social Worker's intervention for Elderly (30th September, 2011)
- Guest Lecture on 'ART THERAPY' on 27th March 2012, by Jennie Kristel M.A., CET Certified Expressive Arts therapist and Reiki Teacher/practitioner, Adjunct Professor, Burlington College, USA.
- Dr. Beena Thomas, Scientist ICMR and Mr. Paul James, Principal Consultant, P J Associates spoke on Field Work on 27th July 2012.
- Mr. Vyas Ramraj, HR, Vortex Ltd, spoke on Leadership Skills on 28th August 2012.
- An interactive session on 'Career Prospects' on 21st October 2012 was conducted by Mr. Narayanan Hariharan for both the Ist and IInd year students.
- A Guest lecture on "Expectation of HR" was organized on 6th July 2012 and the resource person was Mr. Regis, HR, CTS.
- Mr. Regis Michael, HR – CTS spoke on HR as Business partner on 21st September 2012.
- Mr. Jothi Prakash, Head HR, Leidelburg India Pvt Ltd delivered a guest lecture on Disc Personality Assessment on 4th Septemebr, 2012
- Mr. Dilip Kumar from TCS delivered a guest lecture on Resource Management on 15th Sep, 2012.
- Mr. Sundar, HR- Facebook, delivered a lecture on Interview Etiquette on 7th December 2012.
- Mr. Tibine Mathew Varghese, HR, TCS-E-serve handled the one-credit paper on 'Employee Coaching and Mentoring' during the III semester.
- Mr. Regis Michael, HR, Cognizant Technology Services handled the one-credit paper on 'E-HRM' during the IV semester.
- Ms. Sangeetha, HR, Cyber Splash Support handled the paper on 'Strategic HRM' during the IV semester.
- Mr. Narayanan Hariharan, Hand in Hand, handled the paper on International Social Work during the III semester.
- Mr. Rajkumar, Damien Foundation, handled the paper on Non-profit Management in the IV semester.
- A guest Lecture on Family Counselling for Women Prisoners was conducted on 22nd September 2014 by Mr. Venkatesan, Counsellor, Puzhal Central Prison and Ms. Jennifer, Social Worker.
- Special Lecture on " Social Innovations" was held on 25th Sep 2014. Facilitated by Mr. Satish Kumar, ACTIONAID and Mr. Deepak Raj from INCUBE, the

session explored the concept of Social Innovation and helped participants understand how social innovation can help inclusive development.

- A Lecture titled "CONSPIRACY IN SILENCE - CHILD SEXUAL ABUSE" was delivered by Dr. Ranzani R of Maithri Trust on 19th September 2014 at 2 pm. The 2 hour interactive session covered the essential knowledge required for identifying and preventing CSA with several practical examples.
- The HRSC Forum conducted a seminar for the students on labour law on 9th December 2014 by Mr.Balaraman, retired deputy labour commissioner.
- On 6th December 2014, the HR students were given guest lecture by alumni, Mr.Arivazhagan (Oracle -Hr) and Mr. Anthony (TCS Hr)
- The II year students of MSW (Aided), had Guest Lecture on "International Social Work" by Mrs. Saulina Arnold, Health and Development Consultant.
- On 23rd July, 2014 a special session on Impact of International Aid on Dalit Development was conducted by Ms. Josephine, PhD Research Scholar of the Department. Ms. Esther, Regional Manager of Actionaid and Mr. Devasahayam, Consultant and Researcher were the speakers.

Workshops

- A workshop on Street Theatre was organized for I year students on 2nd and 4th August 2013. The workshop was facilitated by one of our Alumni, Mr. Jayachandran.
- SPSS workshop training was organised by the Department for the second year MSW students on 28th September and 1st October, 2012 in two different batches. The resource person for the workshop was Prof. Xavier from Loyola College, Chennai.
- Workshop on Human Rights for the first year MSW students was conducted by Mr. Henri Tiphagne and a team from People's Watch in the month of February and March 2013 at MSSW Auditorium.
- On 28th of March, **Department of social work** organized a seminar on "Healing survive and survival of Child Sexual Abuse", in which Dr.LoishJ.Engelbrecht from Center for the Prevention and Treatment of CSA, Philippines was the speaker.
- In association with Centre for Child Rights and Development, a 3-day certificate programme on Human Rights was organised for the I MSW students of the MSW Aided Department. Spread over 3 Saturdays in the month of January & February, the course was facilitated by Mr. Thomas Jeyaraj, Founder Director of CCRD, a veteran in the field of human rights and his 4-member team.

Seminars

- UGC Sponsored National Conference on 'Community Health' held on 9th & 10th March 2012. . The Chief Guest for the seminar was Dr.Sanjay Mehendale, Director of National Institute of Epidemiology, Chennai. The Key note address was given by Prof. Janki Andharia, TISS, Mumbai. Dr.Kuryan George, Prof. & Head in Community Health, CMC, Vellore, Dr.Shanmuga Velayutham, Associate Professor. Dr. Jerald M.Selvam , Deputy Director , State Programme officer , TNHSP; Dr.Beena Thomas, Scientist, Social and Behavioural Research, TRC,

Chennai. Ms.Bharathi Sekhar, Deputy Director, Ability Foundation, Chennai, Dr.Rakhel Gaitonde, SCHARA, Chennai were the other speakers

- National Conference on Talent Transformation Practices for Global Competitiveness was conducted on 3rd March, 2012 by Human Resource Study Circle (HRSC) by the MSW-HR students. Jaikrishna.B, President HR- Amara Raja group, Hyderabad spoke on The Talent Transformation- Need of the hour,

Visionary HR by Mr. Sujeeth Peter- location HR Infosys Chennai, Management Games- An ignite to talent transformation by Mr.Kenneth Jeyaseelan.R.P, TCS Bpo, Employee Engagement by Mr. Murali Swamy Senior Consultant, Emtranz Consultancy Bengaluru, Ms. Raji Srinivasan, Independent Consultant, Progressive HR Practices by Mr.Lakshmi Narayanan, HCL technologies, Chennai, Leading through HR by Mr.Vijay Iyer,CLO, Delloite Hyderabad.

- On 25th October, the HRSC Forum organized a UGC sponsored State Level seminar “Avant Garde – A new Horizon for HR” at Hotel Benz Park, Chennai in which over 250 students and HR Professionals participated.
- On 26th October, the Social Work Forum organized a UGC sponsored State Level conference on Food for All at MSSW in which over 120 students and NGO personnel participated.
- With National Seminar funding from UGC, the Department organised a National Conference on Adolescent Health, 23-24 January 2015 and released two Books on Adolescent Health and Adolescent Mental Health. Dr. J Radhakrishnan, IAS, Secretary, Health & Family Welfare, Govt. of Tamil Nadu inaugurated the seminar and Dr. Soumya Swaminathan, Director, NIRT gave the key-note address.
- The Human Relations Study Circle of the MSW Aided Department conducted a UGC sponsored National Seminar on the theme HR - Future Possibilities on 6th March 2015. The seminar was inaugurated by Mr. Rajeev Menon, Head of Talent Acquisition, CTS. The key note speaker was Dr. Pawan Agrawal, CEO - Mumbai Dabbawala.
- A seminar on Bonded Labour & Debt Bondage was conducted on 7th March 2015 at MSSW. Organised by the Social Work Forum of the MSW Aided Department, the seminar was inaugurated by Justice G M Akbar Ali (Retd). Ms. Esther Mariaselvam, Regional Manager, Actionaid, Ms. SelvaGomathy, Dy. Director, SOCO Trust , Mr. Kuralamuthan, Director of Research and Partnerships, IJM, Mr. Kathir, EVIDENCE, Mr. Sakkian, Dalit Activist and Ms. Kari Siddamma, Barathi Trust spoke.
- List the teaching methods adopted by the faculty for different programmes. Class rooms/ Seminars Planned and surprise Quiz Oral Presentations Case studies/ Case reviews Small group discussions Focused group discussions

Field visit

e-learning groups

Internships – summer – Concurrent
Guest Lectures Special Lectures Crossword Puzzle
Brain storming sessions

- How does the department ensure that programme objectives are constantly met and learning outcomes monitored?

The department uses the following strategies to meet program objectives:

- Provide the best of curriculum and teaching learning environment
- Plan and implement the academic calendar systematically
- Regularly monitor program implementation through monthly faculty meetings.
- Obtain feedback from students and improve the curriculum and teaching process

The department uses the following strategies to monitor learning outcomes.

- Continuous internal assessment is implemented systematically.
- Innovative assignments to evaluate learning outcomes.
- Highlight the participation of students and faculty in extension activities.

Over 40 % of the student activity is based on field work and extension. The students involve in extension activity in the following types:

1. Regular field work in communities
2. Special interventions based on need and request
3. Interventions during disasters.

a. Child Line-Bridge Project

Bridge- Child line Project, Dr. K.Sathyamurthi, co-ordinating this Extension activity from this year. The objective of the project is to spread awareness about child help line number (1098) throughout the city of Chennai and connect the beneficiaries to the available Government programme. Children studying in class six to tenth standard in corporation schools in Chennai city, age group between 10 to 15 years and Community consists of children adolescent, youth, women and other Stake holders in Chennai city were the Target Group. In order to accomplish the project objectives, activities such as survey in schools, workshop for teachers and community sensitization through street plays were conducted in three phases

Pookkal Project – A Street Play Team

“ Pookkal team was formed in order to spread awareness on various issues in society. Pookkal is a street play team which brings light to the various emerging issues and hidden problems. The “ARANGAM” is an initiative of the students of Department of Social work (shift 1) where Pookkal will display their talents through the art of street play. Arangam is a state level workshop cum competition on street play which recognizes the students talents. In commemoration of the Platinum JUBILEE Celebration of Social work Education in India, the department organized State level Street play competition- Arangam 2011 on October 14 and 15th 2011.

The students undertook the following projects as a part of their project field work component in the first semester.

- Anti Tax Evasion Crusade
- Making Public Toilets usable
- Safety of women in Public Transportation
- Mobile Phone usage among school going Adolescents
- Organic Farming and waste Management
- Parental Pressure on Education.
- GID- Study on Gender Identification Disorder
- The team “Sudhandira Kalvi” worked on the issue of “PARENTAL PRESSURE ON EDUCATION.”
- As part of the action plan team “Sudhandira Kalvi” performed street plays at 4 locations in Chennai on different dates. They made their first performance on 08/010/11 at Salma’s Castle corner choolai medu. They also performed at Gill park, Choolaimedu, Alsa mall, Egmore and Monogan High school, Royapetah on 08/10/11, 11/10/11 and 13/10/11.
- The second part of the action plan of team Sudhandira Kalvi consisted of organizing competitions for school students at Monogan Girls Higher Secondary School, Royapettah, on 13/10/11, targeting the teachers and children. Tmt. N. Inbakumari, Headmistress of the School and the chief guest of the day, various teachers and project faculty co-ordinator, Dr.K.Sathyamurthy, were present at the programme.
- The team also conducted poster campaign and distribution of pamphlets on 13,14 and 15th of October 2011
- Team “Unarvugal” organized a human chain on 12/10/11 from 8:00-10:00 am at Marina beach, Chennai the chief guest for the event was Mr. Sunil Menon founder of SAGODHARAN.
- Team “Thodakam” stuck posters in public toilets at Central, Parry’s, Egmore, Adayar, Chetpet and Arumbakam from 07/10/11-11/10/11.
- Pamphlets were distributed at Gill park, T nagar, Egmore, Central and Parry’s on 08/10/11 and 09/10/11 to sensitise the public on the useage of public tilets and their responsibilities in maintaining clean toilets
- A street play was performed at Central slum and Central wall tax road to create awareness on importance and usage of public toilets by the public
- Team” Hello teen” conducted awareness programme in 4 schools on 11,12 and 13th of October 2011 to create awareness among students on the harmful effects of mobile phones on health. The schools that were covered are: Mary Clubwala Jadhav (G) Hr. Sec. School, Asan Memorial Matric.Hr.Sec.School, Alpha Mat. Hr. Sec. School and Erwin Mat.Hr.Sec. School.

- On 12/10/11 an awareness programme was conducted by “Hello Teen” for the parents at Kamalam Apartments at Kolathur
- Times of India, The Hindu, Decan Chronical and Chennai live FM were instrumental in communicating the finding of the team to the public through their channels of ommunication
- On 21/10/11 a seminar was conducted by the “Tax Evation” team at MSSW on the importance of tax payment. The speaker for the day was Mr. Dhandapani from the department of Tax, Chennai.

2012 – 13

The MSW programme has a unique component of field work named as Project Field Work. As a part of this component the following projects were implemented:

- On 25th sep, 2012, the team ‘vizhigal’- a first year students project under the guidance of Dr.V.A.Vijayaraghavan organised an orientation on ‘Eye Donation’ with the speakers from Sankara Nethralaya, Chennai
- On 28th sep,12, a debate on ‘Adolescence Gender Relationship’ led by a psychiatrist Dr.Subha Charles was conducted by a group of first year students under the guidance of Prof. Shakeela Basheer at MSSW Auditorium
- The team members of ‘Nalaya Thoongal’ under the guidance of Dr.P.Amuthalakshmi – empowering school dropouts conducted a programme inaugurating skill registration centre, sport club and vocational training programme followed by cultural activities at Thiruvidanthai Village Panchayat, Kanchipuram Dt on 2nd October, 2012
- A student team named ‘Padhai’ under the guidance of Dr.K.Sathyamurthy had conducted a registration camp for the construction labour and unorganised on 3rd October, 2012
- Nalinam- a student project team under the guidance of Prof.Malar conducted Breast Cancer Awareness programme on 3rd October, 2012 at MSSW Auditorium
- On 4th October 2012, a rally for ‘Improving Accessibilty for Differently Abed in Public Places’ was organised and conducted by the student team under the guidance of Dr.S.Raja Samuel at Marina Beach from Gandhi Statue to Thiruvalluvar Statue.
- The student team of ‘Negizhi’ under the guidance of Dr.J.S.Gunavathy had conducted few programmes at Thiruvidanthi Village on Plastic Usage awareness on 2nd Oct, 2012 and On 5th October, 2012,they conducted a signature campaign and plastic awareness programmes at Corporation Middle School at Chetpet.
- On 21st September 2012, 6 students from Pookkal team performed a street play for Alzimers day celebrations on the event theme at Anna tower conducted by Alzimers association & Aruwe Organisation.

- 1st oct , 12, A team of 6 students from POOKKAL performed a street play on “treatment & acceptance of Mentally challenged children” at Spastics Society, Ayanavaram commemorating Gandhi Jayanthi.
- A team of 10 Students from II MSW performed a street play on ‘Importance of Family Values’ on the Formation Day celebration at University Of Madras on 5th September, 2012.
- A team of 8 members from POOKKAL Project performed a street play commemorating Women’s Day at Syntel Campus, Siruseri on 8th March 2013
- The Street play performance of I MSW students on the theme ‘Violence against women’ was telecasted by Pudhiya Thalaimurai on 15th December 2012.
- In association with Oho Productions, 6 students developed and performed a street play on the theme of Small Savings at Anna Tower Park.
- 12th January 2013, a street play on ‘Women Empowerment’ was performed by 6 students of I MSW for India Property.com at Guindy. 6 students of I MSW performed a streetplay at RANE on the theme ‘Organ Donation’ in the month of January 2013.
- Give details of “beyond syllabus scholarly activities” of the department. A good number of seminars , Workshops and guest lectures mentioned above is arranged to facilitate beyond syllabus scholarly activities of the department.
- State whether the programme/ department is accredited/ graded by other agencies.

Give details.

The course run by the department is recognized by the University of Madras. It was also recognized for appointment as Labour Officers in public sector undertakings.

The course is accepted by all the Social Work Councils in the world.

- Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department

Strengths	Weaknesses
<ul style="list-style-type: none"> • Oldest department in the College • Updated contemporary curriculum • Maximum number of faculty with PhD • Adequate infrastructure • Aided by Government / UGC 	<ul style="list-style-type: none"> • Less research output • Sporadic extension programmes • First generation learners • Poor alumni participation
Opportunities	Threats
<ul style="list-style-type: none"> • Large alumni network • Goodwill of Corporate / NGO sector • Link with Government organizations • Great demand for the course • Fairly good job market 	<ul style="list-style-type: none"> • More courses in the campus has increased competition • More colleges are now offering MSW • Job market in the NGO sector is dwindling

- **Future plans of the department**
- Introducing certificate programs for students from outside college.
- Conducting continuing education programs for Industry and NGO personnel
- Initiate MOUs with foreign Universities for student and faculty exchange visits
- Expand the community extension activities.
- Initiate research collaboration with National Institutes such as ICMR, NIEPMED.

MASTER OF SOCIAL WORK : Self - Financed

- Name of the Department & its year of establishment

MASTER OF SOCIAL WORK, 2007

- Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):

P.G. Programme

- Interdisciplinary courses and departments involved :

Nil

- Annual/ semester/choice based credit system :

Semester –Choice based credit system

- Participation of the department in the courses offered by other departments :

Nil

- Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors) : NA

Sanctioned**Filled**

Professors	NIL	NIL
Associate Professors	NIL	NIL
Asst. Professors	8	7

8. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	Years of Experience	No. of Ph.D students Guided for the last 14 years
Dr. Francis	M.A(SW), M.B.A, Ph.D.	Head , Department of social work (SF)	CD	5.5 yrs	4
Dr. Robert Gasper	M.A(SW), MBA, Ph.D	Asst. Professor	HR	5.5 yrs	6
Dr. J. Lakshmi	MSW, PGDHRM, Ph.D	Asst. Professor	CD	4.5 yrs	Nil
Mr.K.B. Inian	MSW, M.A(SOC), M.A(Pub.Ad)	Asst. Professor	HR	4 yrs	Nil
Mrs. Damen Queen	MSW	Asst. Professor	MPSW	3 yrs	Nil
Mrs. Lydia V.K.Pandian	MSW., M.Phil	Asst. Professor	HR	3 yrs	Nil _
Dr. S.Rachel	MSW, Ph.D	Asst. Professor	MPSW	2 yrs	Nil

- Percentage of classes taken by temporary faculty – programme-wise information
NA

- Programme-wise Student Teacher Ratio

S.No	Programme	Ratio
1	M.S.W (Self Finance)	1:12

- Number of academic support staff (technical) and administrative staff: sanctioned and filled : No

S..No	Type	Sanctioned		Filled	
		Govt. Aided	Mgt	Govt. Aided	Mgt
1	Academic Support Staff	-	-	-	-
2	Administrative Staff	-	-	-	-

- Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise.
Nil

- Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received
Nil

- Research facility / centre with

○ State recognition

○ National recognition

Nil

○ International recognition

- Publications:

* Number of papers published in peer reviewed journals (national / International)

* Monographs

* Chapter(s) in Books

* Editing Books

* Books with ISBN numbers with details of publishers

* Number listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

* Citation Index – range / average

* SNIP

* SJR

* Impact factor – range / average

* h-index

Details of Journal Publication

Name of the Faculty	Title of the Paper	Name of the Journal	Name of the Publisher	Year
Dr. J. Lakshmi	"Women Empowerment With Reference To Self Help Group Members In Tamil Nadu" ISSN 2321-9203	International Journal Of Humanities & Social Studies	Online Publication	2014
Dr. J. Lakshmi	" A Brief Overview: On Mental Illness and Psycho-Social Treatment for Mental Illness" ISSN: 2347-7474	International Journal Advances in Social Science and Humanities	Online Publication	2014

Dr. J. Lakshmi	"Role of Social Workers in Dealing with Problems of Adolescent: ISSN- 2249 - 555X, Impact Factor: 2.1652 December 2014.	Indian Journal of Applied Research	Sara Publishing Academy	December 2014
Dr. Rachel	"A Study on the Level of Burden among the Female Cardiac Caregivers "	Indian Journal of Applied Research	Sara Publishing Academy	December 2014
Dr. Rachel	An opinion study on NGO-Business partnership for a better Corporate Social Responsibility	Indian Journal of Applied Research	Sara Publishing Academy	December 2014
Mr.K.B. Inian	Graduate Employability Skills			October 2014

Books with ISBN numbers with detail of publishers

S. No	Title	Author	Co-author	Publisher & Year	ISBN
1	"Trends and Challenges in Human Resource Management"	Dr. J. Lakshmi	Nil	2012	978-93-81208-13-7.
2	"A study on the Importance of Social Media in Organization"		Dr. J. Lakshmi	2012	978-93-81208-13-7.
3	A Study on Economic Empowerment of Women Through self Help Group in Kancheerpuram Dt.	Dr. Francis	Nil	2012	978-93-81208-13-7.
4	"Empowerment of Women Panchayat Leaders through Training Development"	Dr. Robert Gasper	Nil	2012	978-93-81208-13-7.
5	" A Study on Life Satisfaction among the HIV-AIDS Patients, Trichy"	Dr. J.Lakshmi		2013	978-93-81203-13-7
6	" A Study On Substance Abuse Among Adolescents"		Dr. J.Lakshmi	2013	978-93-81203-13-7
7	" A Study On Socio-Economic Status And Life Satisfaction On Transgender"	Sharvanthi Rekha.	Dr. J. Lakshmi	2013	978-93-81203-13-7
8	"A study on the symptoms of anxiety and depression among the family caregivers of Hospitalised patients"	Dr. Rachel		2013	978-93-81203-13-7
9	" A Study on The Support System of Rescued Bonded Labours In Tamil Nadu"	Ms. Damen Queen		2013	978-93-81203-13-7

Details of Book Editing:

S. No	Title	Editors	Publisher & Year	ISBN
1	Emerging Trends in Social Work	Sub Editor: Dr. Lakshmi	2012	978-93-81203-13-7
2	Joining Hands & Changing Lives in Social Work practice	Sub Editor: Dr. Lakshmi	2013	978-81-7966-382-0
3	Joining Hands & Changing Lives in Social Work practice	Sub Editor: Dr. Rachel	2013	978-81-7966-382-0
4	Joining Hands & Changing Lives in Social Work practice	Sub Editor: Ms. Damen Queen	2013	978-81-7966-382-0

- Details of patents and income generated
NIL
- Areas of consultancy and income generated :
NIL
- Faculty Recharging strategies

Faculty Development programmes

- All the Faculty Members attended FDP programmes organized by the IQAC of the college.

Organizing National and International level conferences

- Dr.Francis, Convenor, HR UNLEASHED 2.0 Annual HR Conference organized on 7th April 2015
- Mr.K.B.Inian, Organising Secretary, HR UNLEASHED 2.0 Annual HR Conference organized on 7th April 2015.

Organizing the Workshops

- Dr.Lakshmi, Co-ordinator, organized workshop on the theme “Project Proposal Writing” on 10th December 2014
- Ms.Damen Queen, Co-ordinator organized workshop on the theme “ Social Work and Counselling Palliative Care” on 11th &12th October 2015.

Student projects

- percentage of students who have done in-house projects including inter-departmental :

NIL

- Percentage of students doing projects in collaboration with industries / institutes : 100%

- Awards / recognitions received at the national and international level by
 - Faculty
 - Doctoral / post doctoral fellows
 - Students

Nil

- Seminars/ Conferences/Workshops organized and the source of funding (national / International) with details of outstanding participants, if any. The department has organized a number of National and International Level conferences / workshops / seminars with self supporting funding sources alone since 2012. the details given below:

S.No	Title of Seminar or Conferences	Seminar date	Sources of Funding
1	HR Unleashed 2.0	April 7 th 2015	Student raised funds from corporate and non corporate sectors
2	Department organized an International Conference on Joining Hands & Changing Lives in Social Work practice	7 th -9 th February 2014	Student and faculty Members raised funds from corporate and non corporate sectors
3	A National Level Seminar on "Emerging Trends in Social work Practices"	November 2012	Student and faculty Members raised funds from corporate and non corporate sectors

- Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
MSW (SF) 2015	225	18	22	100	100
MSW (SF) 2014	247	16	23	100	100
MSW (SF) 2013	230	12	26	88	100
MSW (SF) 2012	212	17	23	100	100

- Diversity of Students

Name of the Course	% of students from the college	% of students from the state	% of students from other States	% of students from other countries
MSW-Self - financed	11%	80%	7.5%	-

- How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?
- NET: 5
- Student progression

Student progression Percentage against enrolled

UG to PG	NA
PG to M.Phil.	2
PG to Ph.D.	1
Ph.D. to Post-Doctoral	NA Employed

Campus selection	25 students
Other than campus recruitment	145 students
Entrepreneurs	3

- Diversity of staff

Percentage of faculty who are graduates of the same parent university : 1) 5 from parent (Madras) university, aided programme.

2) From other universities within the state 2 faculty members are from other (Bharathidasan university, Trichirappalli)

- Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.

PhD Awarded Two

- Dr. C. Francis : 2011
- Dr. J. Lakshmi : 2013
- Dr. Rachel : 2014
- Present details about infrastructural facilities a) Library : Yes
- b) Internet facilities for staff and students : Yes but Only on Department system or wifi
- c) Total number of class rooms : 5
- d) Class rooms with ICT facility :Yes e) Students' laboratories : NA
- f) Research laboratories : NA
- Number of students of the department getting financial assistance from College.
- As of now through alumni support the college is providing assistance for the students but not direct financial support to any student.
- Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology.

Not Applicable

- Does the department obtain feedback from

a. Faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it?

- Yes. Necessary modifications is made in the syllabus and approved in the Board of Studies.

b. Students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same?

- Yes. The feedback obtained from the students is consolidated. The Principal, Dean, Head of the Department convene individual meeting with the faculty members and discuss the comments to the respective faculty. Steps are taken to implement those workable suggestions in different parameters

c. Alumni and employers on the programmes and what is the response of the department to the same?

Yes. During the board of studies meeting distinguished Annual are invited. The feedback is periodically obtained from the alumni and employers on the course content and its relevance in practice. Necessary modifications used to be made in the syllabus.

- List the distinguished alumni of the department (maximum 10)

S.No	Name of Alumni	Name of Organization & Designation
1	Mr. Aswin	Chief Functionary, CHEER – NGO, Chennai
2	Mr. Tarun Murugesh	CEO, Lotus Entertainment
3	Ms. Anusha	SOS,- NGO, Vizag
4	Mr. Boopendran	Senior Executive HR, Rane Holding, Chennai
5	Ms. Lavanya	Executive, Karadi Path, Bangalore
6	Mr. Prasanth	Senior Executive HR, L & T, Chennai
7	Mr. Yoganathan	Coordinator, Banyan, Chennai
8	Mr. Rangarajan	Business Partner, E&Y, Bangalore
9	Ms. Shreya Sundar	Executive, TCS
10	Ms. Nampalli Sneha	Officer –HR, Sterlite Copper

- Give details of student enrichment programmes (special lectures / workshops/ seminar) with external experts. A. Special Lectures

S. No	Title	No.of Participants	External Expert
1	Skills for Social Workers	100	Mr.Vidyakar, Udavum Karangal
2	Skills for HR Professional	100	Dr.Surjith, CEO, TMangoes
3	Campus Preparation	30	Alumni
4	Quality Management	30	Mr.Krishna Janakiraman, L&T Logistics.
5	Problems of Elderly	8	Ms.Indrani Rajadurai, Help Age ,India
6	Special lecture on Kandhammal riots	200	Mr.Anto Akkara

B. Workshops:

S.No	Title	No.of Participants	External Expert
1	Palliative Care	60	Dr.Subathra
2	Counselling	60	Dr.Malliga
3.	Simulation of Physical Disability	30	Mr.Helmut

- List the teaching methods adopted by the faculty for different programmes.

- ❖ Lecture Methods

- ❖ Presentation of Field Work Learning

- ❖ Group discussion

- ❖ Role Play

- ❖ Conducting Quiz

- ❖ Brain storming

- ❖ Article Review

- ❖ Innovative Assignment

- How does the department ensure that programme objectives are constantly met and learning outcomes monitored?

- ❖ The periodical Department staff meeting to monitor the progress and activities.

- ❖ Academic Discussion is conducted every year highlighting the features of the department and future plans are drafted

- Highlight the participation of students and faculty in extension activities.

Regularly the Students and faculty have participated in different Extension activities such as to addressing:

- ❖ To fisherman community

- ❖ Tribal community

- ❖ Rural community

- ❖ Slum community

- ❖ Transgender community

- Give details of “beyond syllabus scholarly activities” of the department.

The department has organized several International and National Seminars enlisted in Ans.No.20 and several Workshops and Guest lecturers enlisted in Ans.No.32 as part of beyond the syllabus activities.

- State whether the programme/ department is accredited/ graded by other agencies. Give details. Nil

- Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department

Strengths	Weaknesses
<ul style="list-style-type: none"> * Strong network with Alumni * Association with professional bodies * Enriched updated syllabus and experienced faculty 	<ul style="list-style-type: none"> * Paucity of funds to organize programme * Lack of adequate teaching faculty
Opportunities	Threats
<ul style="list-style-type: none"> * Network with field work agencies * AAA format for students 	<ul style="list-style-type: none"> * Students with low socio- economic background * Lack of initiative in students

- Future plans of the department.
- ❖ Plan to organize National Level seminar for HR students and SOCIAL WORK students
- ❖ Plan to publish the proceeding of the conferences with ISBN/ISSN
- ❖ Workshop on SPSS
- ❖ Observing the International important Days especially related to the social work
- ❖ Workshop on Human rights

Bachelor of Social Work (BSW)

- Name of the Department & its year of establishment UG Department of Social Work (BSW) Self –Financed Course Established Year: 2005
- Names of Programmes / Courses offered: BSW – Undergraduate Course
- Interdisciplinary courses and departments involved: Nil
- Annual/ semester/choice based credit system: Yes, Semester & Choice based credit system
- Participation of the department in the courses offered by other departments - Nil
- Number of teaching posts sanctioned and filled (Professors/Associate Professors/ Asst. Professors/Ph.D. / M. Phil. etc.,)

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	Full Time :05 Part Time: 03	Full Time :05 Part Time: 03

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mrs. P.K. Vathani	M.A.(S.W)	Asst.Professor, Head of the Department	Generic	9 Years 5 Months	-
Dr. A. Thirumagal Rajam	B.C.A., MSW., Ph.D	Asst. Professor	Medical and Psychiatry	6 Years 4 months	-
Mr. T. Rufus Singh	B.Sc., MSW., PGDLA	Asst. Professor	Human Resource Management	3 Years 4 Months	-
Mrs. S. Sudarmathy	B.A., MSW., M.Phil	Asst. Professor	Medical and Psychiatry	3 Years 4 Months	-
Mr. S. Xavier Vivek Jerry	B.A., MSW	Asst. Professor	Community Development	2 Years	-

- Percentage of classes taken by temporary faculty – programme-wise information 37.5 Percentage
(English, Tamil and Non-Major Elective)
- Programme-wise Student Teacher Ratio: 1:24 (For Full Time Faculty)
- Number of academic support staff (technical) and administrative staff: sanctioned and filled Nil
- Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. Nil

- Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received Nil
- Research facility / centre with
 - State recognition - Nil
 - National recognition - Nil
 - International recognition - Nil
- Publications: international)

Sl. No.	Name of the Faculty	No. of Papers Published in peer reviewed journals	
		National	International
1	Mr. Rufus Singh	01	
2	Mrs. P.K.Vathani	01	

- Monographs - Nil
 - Chapter(s) in Books - Nil
 - Editing Books - Nil
 - Books with ISBN numbers with details of publishers - Nil
 - Number listed in International Database - Nil
 - Citation Index – range / average - Nil
 - SNIP - Nil
 - SJR - Nil
 - Impact factor – range / average - Nil
 - h-index - Nil
 - Details of patents and income generated - Nil
 - Areas of consultancy and income generated - Nil
 - Faculty recharging strategies
- Faculty Development Programme
- Student projects
 - Percentage of students who have done in-house projects including inter-departmental - Nil
 - Percentage of students doing projects in collaboration with industries / Institutes Nil
 - Awards / recognitions received at the national and international level by
 - Faculty - Nil
 - Doctoral / post doctoral fellows - Nil
 - Students - Nil
 - Seminars/ Conferences/Workshops organized and the source of funding (national/ international) with details of outstanding participants, if any.

Sl. No.	Seminars/Conference/Workshops		Year	Source of Fund	Participants
	National	International			
1	Training Programme on Life Skills, Soft Skills and Employability		Jan 2015	RGNIYD	100 Scheduled Caste Students from various colleges in Chennai

- Student profile course-wise: U.G

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
BSW – Undergraduate Course 2011 - 2012	No Admission (No Existence of the department)				
2012 - 2013	62	28	11	81.8%	100%
2013 - 2014	99	22	18	Pursuing	Pursuing
2014 - 2015	123	24	16	Pursuing	Pursuing
2015 - 2016	130	18	22	Pursuing	Pursuing

- Diversity of Students

Name of the Course (refer question no. 2)	% of students from the college	% of students from the state	% of students from other States	% of students from other countries
BSW- Undergraduate Course 2011 - 2012	No Admission(No Existence of the department)	No Admission(No Existence of the department)	No Admission (No Existence of the department)	No Admission (No Existence of the department)
2012 - 2013	-	92%	8%	Nil
2013 - 2014	-	95%	5%	Nil
2014 - 2015	-	97%	3%	Nil
2015 - 2016	-	100%	Nil	Nil

- How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?
U.G. Course - Not Applicable
- Student progression

Student progression	Percentage against enrolled
UG to PG	30/34 (2012-2015)
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed	04 (2012 – 2015)
• Campus selection	-
• Other than campus recruitment	
Entrepreneurs	-

- Diversity of staff

Percentage of faculty who are graduates of the same parent university :

Full time Faculty – (1/5) 20% Part Time Faculty – (2/3) 66%

From other universities within the State

Full time Faculty – (3/5) 60%

From other universities from other States

Full time faculty – (1/5) 20%

- Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period. Nil
- Present details about infrastructural facilities
 - a) Library - Yes We have department library
 - b) Internet facilities for staff and students - Yes Wi-Fi facility is available
 - c) Total number of class rooms - 03
 - d) Class rooms with ICT facility - One Portable LCD Projector with Screen
 - e) Students' laboratories – Not Applicable
 - f) Research laboratories – Not Applicable
- Number of students of the department getting financial assistance from College. Nil
- Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. Nil
- Does the department obtain feedback from
 - a. Faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it?
Yes, internal board of studies was conducted and the necessary changes were made. The reference books were updated in the syllabus. More ICT facility (Audio-Video Presentation), models and the field visits were added in the Teaching methodology.
 - b. Students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same?
Based on students feedback more of ICT facility (Audio-Video Presentation), models and the field visits were added in the Teaching methodology.
 - c. Alumni and employers on the programmes and what is the response of the department to the same? **NA**
- List the distinguished alumni of the department (maximum 10) Not Applicable
- Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.

Sl. No	Special Lectures/Workshop/Seminar	External Expert
1.	Guest Lecture on Challenges of Human Rights on 12.12.2012	Mr. A.Sahaya Raj Karunagaran, GM, HRIR, IM Gears Pvt. Ltd.
2.	Training Programme (TOT) on HIV/AIDS (From 2012,2013, 2014,2015)	Mr. Louis, Programme Co-ordinator, International Alliance for Prevention of AIDS (IAPA)
3.	E-Waste Management Program was organized on 13 th Dec 2013 held at BSW class room, MSSW.	Mr. Hariendhran, Director - Operations ISHTA Foundation
4.	One Day Orientation on Civil Service Exam preparation by Mastermind IAS Academy date 23 rd August 2013.	Mr. Raj Kumar, Mastermind IAS Academy
5.	Youth For Peace (Gandhian Perspective) on 1 st August 2013	Dr. Kotteswara Rao, Registrar – Incharge, University of Madras.
6.	One day guest lecture for the 1 st BSW students about Transgender Issues on 13 th DEC 2014.	Transgender Sakthi Devi
7.	Guest lecture on Puberty & adolescence was conducted on 17 th Feb 2015 for BSW 1 st yr students.	Dr.Tina MD, Dr. Ahila MD & Dr. Thomas MD Department of Pediatrics, University of California & Los Angeles (UCLA).
8.	Regional Seminar & Training Programme on ‘Women Empowerment -A Multidimensional Approach’ on 7 th March 2014	Mrs. Haidi, Director, IAPA – USA Mrs. Subha Charles, Psychologist.
9.	Guest lectures on Communicable diseases and Indigenous Methods for promoting health was conducted on 22/08/14 and 09/09/14.	Dr.Arun, Dr.Mohamed and Dr, Sohil
10.	Orientation Programme on drug abuse and Illicit Trafficking on 3 rd July 2015	Mr. Saravanan, Intelligence Officer, Narcotics Control Bureau
11.	Special lecture on the topic Constitution of India – An Introduction to youth on 12 th August 2015	Mr.A.L.Somayaji, Advocate general of Tamil nadu.
12.	The International Day of Older Persons - 2015 on 1 st of October 2015, under the theme: Social integration of Senior Citizens: Youth Participation-A way forward”, in line with UN theme for this year ‘Sustainability and Age Inclusiveness in the Urban Environment.’	Mrs.B.Valarmathi, Honourable minister for Social Welfare and Nutritious Noon Meal Programme. Dr.Jayanthi, Medical Practitioner Mrs.Kalyani, Psychologist
13.	Special Lecture on Scribing and Reading	Mr. Ram Kumar.,Associate engineer at Vernalis Systems.Pvt.Ltd. Senior coordinator at Lit the Light.

		Mr.Ravinath.,Associate engineer at Vernalis Sysytems.Pvt.Ltd. Coordinator at Lit the Light.
14.	Special Lecture on Dignity in Mental Health in commemoration of World Mental Health Day on 10.10.2015	Dr. G. Balaji M.D.,(Gen.Med) D.M.(Neuro), Professor, Chengalpattu Medical College and Hospital Dr. V. Ravi M.B.B.S., D.H.M.N.D. Kanchipuram Mr. G. Mathiyazagan Managing Trustee, Good Service Trust

- List the teaching methods adopted by the faculty for different programmes. Lectures, Guest Lectures, Group Assignments, Group Discussions, Video/Documentary Presentations, Role Plays, Case Studies, Article Reviews, Movie Reviews, Reading Materials and Field Visits.
- How does the department ensure that programme objectives are constantly met and learning outcomes monitored?
Though Continuous Internal Assessment, Take Home Assignments, In Class Test – Presentation, Lab session and Soft skill assessment, Field Work Supervision and End Semester Exams.
- Highlight the participation of students and faculty in extension activities.

2012 – 2013

- BSW Students along with faculty members visited the NGO SEERS – Social Economic Education and Rehabilitation Society which is working for mentally challenged children. Students conducted games for children, taught songs, dance, paper craft etc.
- Students participated in the bonded labor campaign on 15.07.2012 at Express Avenue.
- Students attended and volunteered in the youth mela conducted by NILALGAL organization at valluvar kottam on creating awareness about environmental issues and protection among the public.(24.01,2013)

2013 – 2014

- The Students of BSW participated in a Rally against Women Abuse on 5th Nov 2013 at Marina Beach.
- The BSW students were also participated in the World HIV/AIDS Day Observation held at Alsa Mall on 1st Dec 2013.
- The students of BSW participated in a HIV/AIDS awareness Program conducted by YRG CARE on 1st Dec 2013 at Taramanai.

- The students of BSW participated in a Rally on World Mental Retardation Day on 8th Dec 2013 Conducted by the Bala Vihar Special School held from Anna Square to Gandhi Statue.
- On 26th Feb the students of BSW volunteered for the BETI ZINDABAD campaign conducted by Action aid.
- On 21st Feb The students of BSW exhibited stall at Trade fair on the topic WATER CONSERVATION
- The CENTER FOR CHILD RIGHTS AND DEVELOPMENT conducted a child rights sensitization workshop on 25th and 26th July 2014 for the students of social work. BSW students participated in the Workshop.
- On 17th Feb the students of BSW participated in the anti spitting and anti tobacco campaign they exhibited the pluck cards in the various parts of Chennai.
- The students of BSW Department participated in the social Workers day rally held at Marina Beach on 18th March 2014.

2014-2015

- BSW students actively participated in the “Awareness seminar on Drug abuse and its ill effect organized by National Academy of Customs Excise and Narcotics (NACEN) Chennai on the eve of “International Day against Drug abuse and Illicit Trafficking” on 25th June 2014 at the campus of Loyola Engineering college, Nungambakkam, Chennai.
- BSW students participated in the rally on International day against drug abuse and illicit trafficking on 26.6.2014 at Marina Beach.
- On 23rd July 2014 the students of BSW participated in the seminar on the topic IMPACT OF INTERNATIONAL AID ON DALIT DEVELOPMENT, presented by Ms. Josephine. (PhD Scholar of Social Work).
- On 3rd August 2014 the students of BSW Department Participated in the rally conducted by the Adyar Cancer institute on Cancer Awareness. Students received participation certificates.
- The Students of I BSW participated in the Independence Day Lake clean up in Madambakkam Lake on Aug 15th 2014 which was organized by EFI.
- The students of II BSW Mr.Nirmal and Mr.Jagadish participated in the rally organized by the Narmada Bachao Andolan – an Initiative to protect the sarovar dam on 22nd to 25th August 2014 at Gujarat along with the supporters from all over India.

Sep 2014 conducted by World Vision .The students exhibited their talents through MIME and Street Theatre. BSW Mime team received the 2nd runner up award and the BSW Street Theatre team received a consolation prize.

- Give details of “beyond syllabus scholarly activities” of the department.
- Seminars
- Workshops
- Training
- Extension Activities
- Remedial Teaching
- State whether the programme/ department is accredited/ graded by other agencies.

Give details.

The department has received appreciation letters from

1. International Alliance for Prevention of Aids (IAPA)
 2. International Justice Mission (IJM)
 3. Eco Kitchen-An Unit of YRG Medical Educational and Research Foundation, Indian Association for the Blind
 4. Madurai Institute of Social Sciences (MISS)
 5. Nalanda Way Foundation
 6. Chennai Corporation and
 7. World Vision India
- Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department

Strengths:

1. Qualified Faculty Members
2. Experienced academicians and field practitioners.
3. Dedicated and Committed Faculty Members.
4. Ability to produce responsible young social workers.
5. Wholistic Approach in moulding the personality of students through Seminars, Training Programmes, Volunteer Works and street theatres.
6. High Demand for the admission in the department within the state.
7. Excellent teaching methodology using Lectures, Guest Lectures, Group Assignments, Group Discussions, Video/Documentary Presentations, Role Plays, Case Studies, Article Reviews, Movie Reviews, Reading Materials and Field Visits.
8. Engaging students on academic activities effectively through social networking such as Facebook, Whats app and Arch the Way.
9. Partnership with NGOs, Govt. Schools and Government Agencies.
10. Inclusiveness of the marginalized group in the departmental activities.

Weaknesses:

1. Lack of full time faculty members for Language subjects.
2. Lack of Activity labs/Halls for lab sessions and Soft Skill Training.
3. Lack of video conferencing facility to relate with foreign university departments for special lectures and Talks.

Opportunities:

Os and Schools.

2. The department organizes Career Conclave for the final year students regularly.
3. The department provides the opportunity to have partnership with NGOs, Corporates and Govt. Agencies.
4. Academic and Administrative freedom for the quality enhancement.
5. Provides opportunities to achieve Social Development Goals – 2015

Challenges:

1. Lack of Administrative Assistants for departmental Tasks.
 2. Social, Economical and Medical Security for the faculty members.
- Future plans of the department.
1. Appointment of full time faculty members for Language subjects.
 2. Separate Activity labs/Halls for lab sessions and Soft Skill Training.
 3. Video conferencing facility to relate with foreign university departments for special lectures and Talks.
 4. Faculty and Students exchange programmes with foreign universities.
 5. Undertaking Minor & Major Projects – Monitoring & Evaluation.
 6. Establishment of Digital Library in the Department.
 7. To Strengthen the E-Learning Facilities.
 8. Adoption of Villages for Social Development.
 9. To publish Department Magazine.
 10. To introduce certificate programmes for the students.

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PG DEPARTMENT OF DEVELOPMENT MANAGEMENT

- **Name of the Department & its year of establishment**

PG DEPARTMENT OF DEVELOPMENT MANAGEMENT, 2010

- **Names of Programmes / Courses offered: PG**

M.A. Development Management

- **Interdisciplinary courses and departments involved**

Interdisciplinary courses across departments have not been initiated however, several interdisciplinary papers are embedded in the curriculum by nature of the course. A few are given below.

Interdisciplinary approaches to Development

Sociology of Development Development Communication Human Rights and Gender Issues Pragmatic Models of Development

Global Issues and Social Development Corporate Social Responsibility Environment Management Entrepreneurship Development

Community Based Health and Education Management

Disaster Management/Rehabilitation and Development

Conferences and Workshops are organized in collaboration with NGOs and experts in the field to address specific themes from the above papers

- **Annual/Semester/Choice Based Credit System**

- Semester Pattern

- Choice Based Credit System

- **Participation of the department in the courses offered by other departments**

Need to Implement Interdepartmental Courses

- **Number of teaching posts sanctioned and filled
(Professors/Associate Professors/ Asst. Professors)**

Sanctioned	Filled Professors	NIL	NIL
Associate Professors	NIL	NIL	Asst.
Professors	5	5	

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

- **Percentage of classes taken by temporary faculty – programme-wise information**

At the time of preparation of this report all classes are taken by full time faculty

- **Programme-wise Student Teacher Ratio: M.A.D.M - 8:1**

S No	Name	Qualification	Designation	Specialization	No. of Years of Experience
1	Rajan Jayabalan	M.S.W, M.B.A, M.Phil	HOD	HRM	9 years
2	Jesuin John Bose	M.S.W, M.Phil	Asst. Prof	Social Work	6 years (field) 2 years (teaching)
3	Amirtha Mary	M.S.W	Asst. Prof	Social Work	1 year
4	Joe Chelladurai	MA. DM	Asst. Prof	Development Management	1 year
5	Sai Krishna	MA. DM	Asst. Prof	Development Management	6 months

- **Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise.**

No faculty are currently with ongoing projects from national, international funding agencies. However, faculty offer expertise in related fields for small scale research.

We have done Technology based Rural Development with Rural Based Rural Development with Murugappa Chettiar Research Center.

- **Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received**
- **Research facility / centre with**
 - State recognition
 - National recognition
 - International recognition

Nil

International Organizations such as World Vision, Chennai have conducted research studies along with the Department, has initiated : A Study on Psycho – Social Problems faced by Transgender During their Childhood (gender non-confirmity) in the Society.

- **Publications:**

Rajan Jayabalan

1. “The Dynamics of HRM System in Indian BPO Firms” Department of Management studies, Sathyabama University (Oct. 2011) Entime-2011 : ISBN : 9090402 – 4 – 7.
2. “India’s Inclusive Growth and Sustainable Development : The ITC Model”. Department of Management studies, University of Madras (Feb. 2011) Jesuin John Bose
1. Missing Citizens – The Invisible Migrant Workforce, National Seminar on Youth Development, RGNIYD 30th and 31st January 2015

2. Health Conditions of the Invisible Children of Odisha International Symposium on Social Policy and Social Protection, Loyola College 24th January 2015

- **Details of patents and income generated**

Nil

- **Areas of consultancy and income generated**

Nil

- **Faculty recharging strategies**

The department actively participates in the Faculty Development Programs organized in the College.

- **Student projects**

percentage of students who have done in-house projects including inter-departmental	95%
percentage of students doing projects in collaboration with industries / institutes	Nil

- **Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.**

Year	Seminar / Conferences/ Workshops	Level (State / national / International)	Funding Organization
2012	CSR Symposium	National	Self
2013	Paradigms of Development	National	Self
2014	Corporate Social Responsibility and Corporate Sustainable Responsibility	National	Self
2015	Dialogue on Status of Implementation of RTE Act and New Education Policy	Regional	World Vision
2015	Psycho Social Dimensions to Issues on Elderly	Regional	Dignity Foundation

- **Student profile course-wise:**

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
2011		17	21	100%	100%
2012		12	12	100%	89%
2013		22	12	95%	83%
2014		22	15	-	-
2015		24	16	-	-

- Diversity of Students**

Name of the Course (refer question no. 2)	% of students from the college	% of students from the state	% of students from other States	% of students from other countries
Development Management	4%	93%	3%	NIL

- How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?**

NET – 1 (2014)

- Student progression**

Student progression	Percentage against enrolled
UG to PG	Not Applicable
PG to M.Phil.	Nil
PG to Ph.D	1
Ph.D. to Post-Doctoral	Nil

Employed

- Campus selection 12
- Other than campus recruitment 80
- Entrepreneurs 2

Percentage of faculty who are graduates

of the same parent university : 60%

from other universities within the State 40%

from other universities from other States NIL

- Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.**

Two Faculty members are pursuing PhD

- Present details about infrastructural facilities**

- Well equipped library with e-resources and journals
- Internet facilities for staff and students – Wifi connectivity is available for students and faculty.
- Total number of class rooms – 2 classrooms
- Class rooms with ICT facility – 2 classrooms with ICT

Number of students of the department getting financial assistance from College.
Nil

- **Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology.**

A qualitative study analysis has been conducted with stake holders such as parents (PTA), Alumni, Corporate and Voluntary Agencies. With the outcome of the assessment, this new program was initiated

- **Does the department obtain feedback from**

- a. Faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it?

The valuable feedback from the faculty has been utilized to change the syllabus and make necessary changes to introduce new concepts and theories.

- b. Students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same?

Feedback is obtained from students on an annual basis. Based on feedback, changes to the course material and modifications to the teaching methodology are made.

- c. Alumni and employers on the program and what is the response of the department to the same?

Alumni and employers on the program often mention that the curriculum is comprehensive and cutting edge in the field. The employers remark that the department has a distinct scope by nature of the field of study and has potential for national and international development. The alumni have highlighted the benefits of experiences gained from organizing conferences and workshops and conducting seminars which have given them confidence and direction in their practice.

S. No	Name	Designation	Organisation
1	Josephine	Field Officer	Goonj, Bangalore
2	Karthick Rajagopal	D – Operating HR	World Bank
3	J.Harish	PRO	Ramki Groups
4	Swetha	News Reader	Captain TV
5	Vilson	BDO	Deutsche Bank
6	N. Krithika	Executive	Confederation of Indian Industries
7	Akshaya	Programme Trainer	Karadi Path
8	Sriram	Corporate Communication	FORD
9	Srinivasan	Senior Co-Worker	SOS Children's Village
10	John Bosco	Senior Co-Worker	SOS Children's Village

- **Give details of student enrichment program (special lectures / workshops /seminar) with external experts.**

Weekly student enrichment program “KINDLE” is conducted with external experts. A few are listed below:

- ‘Law of Attraction’ by Mr. M.N. Rajeev, Hyundai.

- ‘Money and Entrepreneurship’ by Mr. Ruthran Raghavan, Entrepreneur, Here & Now Language Institute.
- ‘Gender Non-Conformity and Issues of Transgender’ by Ms. Olga, BRAHVO and World Vision India.
- ‘Perspectives of Development’ by Mr. Vijitharan, Developmental Activist.
- **List the teaching methods adopted by the faculty for different program.**
 - Lecture Method,
 - Flip Learning Method,
 - PPT and Visual Aid, IEC.
 - Observation Visits
 - Internships and Concurrent Development Practicum
 - Group Projects
 - Interaction with experts
 - Research projects
 - Experiential Learning
- How does the department ensure that programme objectives are constantly met and learning outcomes monitored?

The department regularly conducts faculty meetings in order to coordinate the efforts of the department towards the goals set for the academic year. The learning outcomes are monitored through mentoring for students with special needs and through individual course feedback.

- **Highlight the participation of students and faculty in extension activities.**
Participation of students and faculty in extension activities.

2011-2012

CWDR – Center for Women Development Research – Thiruvannmiyur

The following programmes were conducted in public at Koyembedu on 04.02.12 & 11.02.12

1. Awareness Programme on waste management
2. Campaign for RTI
3. Awareness on Aadhar Cards was conducted
4. Role Play on problems of Adolescent girls
5. Survey conducted for adolescent girls

The following programmes were conducted for Adolescent girls on 18.02.12

1. Education Programme for adolescent girls on early marriage and its effects, right to education, response to advertisements, importance of good associations
2. Kolam Competition

Social Mapping at Ikkadu (near Thiruvallur)

Students went for an extension program to Ikkadu near Thiruvallur on 23rd July 2011. The students conducted PRA (Participatory Rural Appraisal) exercises along with other students of ISW. The group of students were divided into four groups and each group went to one hamlet to perform social mapping and were guided by faculty. The students had a common discussion and the program was an eye opener to the students to understand the village through scientific methods.

Documentary Movie on Green Energy

The Department produced a documentary movie on Green Energy jointly with NSS-ETI, MSSW. The students themselves wrote the screen play and in acted and edited in the documentary. The documentary movie is used by the NSS training officers in villages.

2012-2013

Madambakkam Project

In response to the problems faced by the girl children around Madambakkam, a Free Evening class was inaugurated in the month of March 2013, in collaboration with CORNERSTONE. The facility was used by 25 children.

Documentary Project with Mr. Luigi Storto of Italy

A documentary film was planned and enacted in collaboration with Mr. Luigi Storo of Italy on the miseries of transgenders.

2013-2014

Rotary Club Project

Prepared action plan for the comprehensive development of three villages. The project was sponsored by Rotary Club Chennai.

Leadership and Community Development Programme – Nehru Yuva kendra

Dr. C. Francis, HOD participated as a resource person for Leadership and Community Development Programme organised by Nehru Yuva kendra, at Thiruverkadu in December 2013

Leadership Training Programme for Child Centred Management Committees

25th and 26th Oct, Mr. Andrew Sesuraj. M, Asst Professor Facilitated a Leadership training programme for the Elected Leaders of Child Centred Management Committees formed in 5 Boarding Homes managed by Arcot Lutheran Church in Cuddalore and Villupuram Districts

2014-2015

Safe Driving Training for Girls (15th July 2014)

Safe Driving training for girls was conducted on 15th July 2014 by MAHANI Students Forum in collaboration with Honda Company as part their Safety India Programme. The technical support was provided by Honda group and girls from the department took part and benefited from the safety training.

Fundraising Campaign for the Flood Victims of Jammu and Kashmir (20th September 2014)

The MAHANI Students Forum was involved in a door to door fundraising campaign for the victims affected in the Jammu and Kashmir flood from 20th September 2014. The funds mobilized were sent to the Prime Ministers Relief Fund.

Workshop on Street Theatre (1st - 3rd September 2014)

As part of the I Year Students Field Practicum three days workshop on Street Theatre was conducted from 1-3 September 2014. The students had a rich learning experience on how developmental issues can be effectively communicated through such informal media.

Group Project with Mary Anne Charitable Trust (23rd to 27th September 2014)

The first year students underwent group project for one week starting from 23 to 27 September 2014. The students (27) were placed in Mary Anne Charitable Trust (MACT), Kodambakkam for a survey that was jointly conducted by MACT along with Cancer Institute, Adyar to obtain a district wise tobacco data in the state of Tamil Nadu covering both urban and rural population

CCFC Signature Campaign (July 2014)

The second year students have been involved in the CCFC Signature Campaign on Free the Children from Violence and Exploitation right from July 2014.

Race Against Cancer (3rd August 2014)

Twenty students from the department volunteered for the Race Against Cancer, Chennai 2014 organised by Adayar Cancer Institute on the Diamond Jubilee held on 3rd August 2014.

Training at V.V. Giri National Labour Institute, Noida (4th - 8th August 2014)

Four second year students (Mr.Favaz, Mr.Sabir, Ms.Divya and Ms.Payal) from the department participated in the five day National Level Training on Enhancing Employability of Youth through Skill Development, V.V. Giri National Labour Institute, Noida from 4th to 8th August 2014

Participation in launch of 24 Hour Famine Campaign (5th September 2014)

The first year students (20) participated in the Launch of 24 Hour Famine Campaign organized by World Vision India on 5th September 2014.

25 years of UNCRC – Street Theatre Programme (18th - 20th November 2014)

From 18th – 20th November 2014, 15 first year students were involved in raising awareness through Street Theatre Programme on Child Abuse in Chennai. This was done as part of commemorating the 25 years of UNCRC by Tamil Nadu Child Rights Observatory and UNICEF.

Photo Exhibition with Mary Anne Charitable Trust (8th - 10th December 2014)

In collaboration with Mary Anne Charitable Trust the Department organised a Photo

Exhibition on Child Rights from 8th to 10th December 2014 at ICSA, Egmore, Chennai. The exhibition was organized as a commemoration of 25 years of UNCRC.

2015-16

Sustainable Development Goals Consultation – 11th July 2015

A consultation on the SDGs was organized by the Department at ICSA in collaboration with the Wada Na Todo, Jeeva Jyoti and NEEDS. Fr. Thomas Pallitham, Core Team Member, WNT was the chief guest and the panelists were Ms. Esther, Regional Manager, Action Aid, Mr. Rajagopal, Convenor TNCRO, Mr. Reni Jacob, National Advocacy Director, World Vision India, Mr. Andrew, Secretary TNCRO and Mr. Rajan Jayabalan, HOD, PG Department of Development Management.

Regional Level Dialogue on Status of Implementation of RTE Act and the New Education Policy – 08th September 2015:

The Department in collaboration with National Coalition for Education and World Vision India organized a Regional Level Dialogue on Implementation of RTE Act and the New Education Policy Civil Societies at the College Campus. Members of the Teachers Unions from Tamil Nadu, Kerala and Karnataka participated along with the members of civil society from across Tamil Nadu.

Action 2015 – Light the Way Campaign – 23rd September 2015:

The Department as a member of the SDG Tamil Nadu Coalition organized “Light the Way” campaign as part of the UNGA mobilization in welcoming the Global Goals for Sustainable Development. Through the programme awareness was created among the students and the general public through a silent demonstration of the SDG goals by the students.

- Give details of “beyond syllabus scholarly activities” of the department.

The department conducts KINDLE (A chit chat among development manager). Through this program, the department invites experts from various fields to share their experience. This in turn benefits the students.

- State whether the programme/ department is accredited/ graded by other agencies. Give details.

Nil

- Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department

Strengths	Weaknesses
Collaborative Work Culture Student Inclusive Atmosphere Comprehensive and Cutting-Edge Curriculum	Lack of Incubation resources for startups
Opportunities	Challenges
Wide scope of course Potential for impact on International Development	Lack of prospective students for admissions Limited Visibility

Unique academic and practice area

Collaborations with Organizations

- Future plans of the department.
- To conduct various research studies with entire department faculty as a unit
- Introduction of Certificate Courses

Theme	Hours
Advocacy and Peace Building	30
Disaster Management	30

- To enhance the visibility of the department through our flagship programmes, conferences and seminars.
- To organize a knowledge exchange programme named as 'KINDLE' on Fridays thereby inviting resource persons from diverse developmental fields to address students and provide them with knowledge input.
- To successfully conduct 'CASCADE' - Collective Action for Student's Concerns and Development'-the student's forum in the process of mobilizing corporate and NGOs support through sponsorship.
- To increase the student's productivity through inculcating reading habit by making them to visit the college library and to maintain a note of learnings for the same.
- Establishing partnership with socially reputed organizations like Nehru Yuva Kendra, World Vision for the professional development of the students.
- Adopting innovative pedagogy catering to the knowledge needs of the students.
- Adhering to the code of conduct and discipline of the department.
- Evaluating student's behavior and performance by grading system.
- To conduct special academic programmes by inviting academicians from other institutions for knowledge exchange.
- Conforming to the Development Management Team Building model.

P.G. DEPARTMENT OF HRM

- Name of the Department & its year of establishment P.G. Department of Human Resource Management Year of Establishment: 2005
- Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
P.G. Department of Human Resource Management
- Interdisciplinary courses and departments involved Nil
- Annual/ semester/choice based credit system
Semester cum Choice Based Credit System
- Participation of the department in the courses offered by other departments Nil
- Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

Sanctioned	Filled Professors	Nil
Nil Associate Professors	Nil	Nil
Asst. Professors	5	5

11. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name of the Faculty	Qualification	Exp in Yrs	Designation	Specialization	No.of Phd students guided for last 4 years
Ms.Jayanthi Peter	MA(SW)., MHRM., MPhil(SOC)	10	HOD & Assistant Professor	HRM & MNP	NIL
Ms.P.Mohana	MA(HRM).,MBA., M.Phil(Mgt)., UGC(NET)	8	Assistant Professor	HRM	NIL
Mr.Hema kumar. M	MA(HRM).,MA(L M)M.Phil (HRM)., UGC (NET)	3	Assistant Professor	HRM	NIL
Ms.Saranya B	MSW., M.Phil., UGC -NET	1	Assistant Professor	HRM	NIL
Ms.NaveenaN esa Kumari	MBA MPhil.,	3	Assistant Professor	Finance	NIL

- Percentage of classes taken by temporary faculty – programme-wise information
NIL
- Programme-wise Student Teacher Ratio
1:8
 - Number of academic support staff (technical) and administrative staff: sanctioned and filled **NIL**

- Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise.

NIL

- Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received NIL
- Research facility / centre with
 - State recognition
 - National recognition
 - International recognition
- Publications:

Name of the Faculty	Papers published	
	National	International
Ms.Jayanthi Peter	4	2
Ms.P.Mohana	3	1
Mr.Hemakumar.M	1	0
Ms.Saranya B	3	0
Ms.Naveena Nesa Kumari	2	1

- Details of patents and income generated NIL
- Areas of consultancy and income generated NIL
- Faculty recharging strategies
- Attending Refresher Programme
- Attending Seminars and Conferences
- Publishing Research articles and Books
- Faculty Development Programme
- Membership in Professional Bodies
- Consultancy
- Student projects
 - percentage of students who have done in-house projects including inter-departmental - NIL
 - percentage of students doing projects in collaboration with industries / institutes - 100%
- Awards / recognitions received at the national and international level by
 - Faculty - NIL
 - Doctoral / post doctoral fellows - NIL
 - Students - NIL
- Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any. NIL
- Student profile course-wise:

Name of the Course (refer question no. 2)	Applications received	Selected		Pass percentage	
		Male	Female	Male	Female
P.G. DEPARTMENT OF HUMAN RESOURCE MANAGEMENT					
1. 2011 – 12	208	20	27	97.7	
2. 2012 – 13	143	13	33	93.53	
3. 2013 – 14	150	11	30	91.98	
4. 2014 – 15	160	9	31	94.94	

- Diversity of Students

Name of the Course (refer question no.2)	% of students from the college	% of students from the state	% of students from other States	% of students from other Countries
MAHRM	2 %	90%	10%	NIL

- How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations?

NIL

- Student progression

Student progression

Percentage against enrolled

UG to PG

NIL PG to M.Phil.

NIL PG to Ph.D.

NIL Ph.D.

to Post-Doctoral

NIL Employed

- Campus selection 40%
- Other than campus recruitment 60% Entrepreneurs 2%
- Diversity of staff

Percentage of faculty who are graduates of the same parent university - 4 from other universities within the State from other universities from other States

- Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.

NIL

- Present details about infrastructural facilities a) Library : 1
 - b) Internet facilities for staff and students YES, the college has provided internet facility to every department and individually to access the internet.
 - c) Total number of class rooms 2 d) Class rooms with ICT facility NIL e) Students' laboratories NIL
 - f) Research laboratories NIL
 - Number of students of the department getting financial assistance from College.
- NIL

- Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology.

NIL

- Does the department obtain feedback from
 - a. faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it? YES
 - b. students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same? YES
 - c. alumni and employers on the programmes and what is the response of the department to the same? YES

Feedback obtained from Students, Alumni and Employers is obtained in the following ways.

1. Open Day: A day in a semester is earmarked for student and faculty exchange, where grievances and suggestions of the students are considered and thereby open communication is encouraged.
2. Drop Box: Students who are hesitant to discuss views in the open forum are encouraged to offer suggestions and air their grievances by dropping it in the drop box kept in the Department. This facilitates confidentiality and the views offered by the students are taken into consideration.

Interact: This is an Alumni platform where the alumni talk to students and faculty. The faculty are open to make minor changes to the curriculum.

All these views are consolidated and presented before the Board of Studies and Academic Council and then it is presented before being incorporated into the Curriculum

- List the distinguished alumni of the department (maximum 10)
- Ms. Emily, Sundaram Clayton
- Mr. Deepak, CTS
- Mr. David Jayan Prakam, Godrej
- Ms. Leena, EID Parry India Ltd.
- Mr. Avinash, Infosys
- Mr. Sandeep, Sanmar
- Mr. Sonia, L&T
- Mr. Prashanth, Ford
- Mr. Ganesh, RANE
- Ms. Upasika, Professional Consultancy
- Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.

GUEST LECTURES

- Mr. Arivalagan, HR Executive, Oracle had visited the first year and gave an insight about functions and the scope of HR.
- Mr. Narasimhan Head- Sundaram Learning stated about the Role of HR in transformation and transition of employees in today's world.
- Mr. Suganbabu, CTS he gave an insight about leadership qualities and some practices that would help the students polish their leadership capabilities.
- Two of our alumni Ms. Shahul from Titan and Mr. Craig from TCS BPS had visited the students to share their experience in the field.

WORKSHOPS:

- Workshop on **“RESEARCH METHODOLOGY”** by Mr. Veerapandian, Asst. Professor, Department of Counseling Psychology, MSSW.
- Workshop on **SPSS** by Dr. Stephen Vincent, former HOD, Department of Statistics, St. Joseph's College, Trichy.
- Workshop on **Research Format & Questionnaire framing**, Dr. Cecil Daston, Associate Professor, PG and Research Dept, Presidency College.
- Workshop on **“Work Place counseling ”** by Dr. Emma Gonsalvez, Counsellor & Psychiatrist
- List the teaching methods adopted by the faculty for different programmes. Case Analysis, Simulation Exercises, Quiz, Brainstorming, GD, Video clippings and presentations.
- How does the department ensure that programme objectives are constantly met and learning outcomes monitored?

By maintaining contact with Alumni and other stakeholders.

- Highlight the participation of students and faculty in extension activities. Every year the students of MA HRM donate freebies to the needy people on NSS day.
- Give details of “beyond syllabus scholarly activities” of the department. Industry Institute Interface, Management Meets and Competition, Professional Body Memberships, Knowledge Sharing programmes and Certificate Programmes
- State whether the programme/ department is accredited/ graded by other agencies.

Give details.

Nil

- Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department

STRENGTH

- Employment Oriented
- Highly practical programmes

- Alumni Support
- Corporate Networking

OPPORTUNITIES

- Good opportunities for establishing Consulting, Research and Training
- Collaboration with Universities at National and International Levels.
- Collaboration with Professional Bodies.
- MOU with leading Recruiters

CHALLENGES

- Competition from similar HR Programmes
- Future plans of the department.
- Setup Research Programme
- Training Wing
- Consulting

HUMAN RESOURCE AND ORGANISATION DEVELOPMENT

- Name of the Department & its year of establishment

HUMAN RESOURCE AND ORGANISATION DEVELOPMENT: ESTD: JUNE 2011

- Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

PG COURSE –MA

- Interdisciplinary courses and departments involved :**NIL**
- Annual/ semester/choice based credit system : **Semester/ Choice based credit system**
- Participation of the department in the courses offered by other departments :**Nil**
- Number of teaching posts sanctioned and filled (Professors/Associate Professors/ Asst. Professors)

Sanctioned Filled

Professors - - Associate Professor -
Assistant Professor 5 5

12. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

NAME	QUALIFICATION	DESIGNATION	SPECIALISATION	NO OF YEARS OF EXP in teaching	NO OF PH.D STUDENTS GUIDED FOR THE LAST YEARS
Ms.Sivaranjani	MBA ., M.PHIL (NET)	Assistant Professor&Head	Human Resource	10	Nil
Dr.L.Janaki	M.A(SW)., Ph.D	Assistant Profssor	Human Resource	5	Nil
Dr.Dominic	MSW.M.Sc.Ph.D	Assistant Professor	Human Resource	1.5	Nil
Mr.Joseph Eric Dunston	MA (SW)., (NET)	Assistant Professor	Human Resource	1.5	Nil
Ms.N.G.Shobana	MBA(NET)	Assistant Professor	Human Resource	1.5	` Nil

- Percentage of classes taken by temporary faculty – programme-wise information: **Nil**
- Programme-wise Student Teacher Ratio = **1:8**

- Number of academic support staff (technical) and administrative staff: sanctioned and filled : **NIL**
- Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Mention names of funding agencies and grants received project-wise. **NIL**
- Departmental projects funded by DST-FIST; DBT, ICSSR, etc.; total grants received **NIL**
- Research facility / centre with : **NIL**
- State recognition
- National recognition
- International recognition
- Publications:
 - * Number of papers published in peer reviewed journals (national / International)

2014: Prof.Dominic Savio Published an article titles on “ MANAGING GOLD – TALENTS in organizations in THE JOURNAL OF Persomel

Today in July – September issue

- * Monographs : **NIL**
- * Chapter(s) in Books : **NIL**
- * Editing Books : **NIL**
- * Books with ISBN numbers with details of publishers : **NIL**
- * number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : **NIL**
- * Citation Index – range / average : **NIL**
- * SNIP : **NIL**
- * SJR : **NIL**
- * Impact factor – range / average : **NIL**
- * h-index : **NIL**
- Details of patents and income generated : **NIL**
- Areas of consultancy and income generated : **NIL**
- Faculty recharging strategies :
- i) **Faculty Development Programme** is organized by the college two days in every semester
- ii) **Monetary benefits** have been provided for faculty to participate in seminars, conferences and workshops conducted outside organizations/institutions.

- Student projects: **NIL**
- percentage of students who have done in-house projects including inter-departmental
- percentage of students doing projects in collaboration with industries / institutes
- **Awards / recognitions received at the national and international level by**
 - Faculty
 - Doctoral / post doctoral fellows
 - Students

Awards / recognitions received at the State level by the Students

2012-13

- **Swathi Sharma** and **Sathya Shilpa** of the 2nd year won the Yesgateway intercollegiate research project competition
- IInd year students **Moses Avinash, Anirudh** and **George CV** bagged the first place at Real Picture, an idea presentation contest conducted by CTS

2013-2014

- ‘THE HINDU’ had published an article titled ‘Sweet Taste of Success’ on 22nd August, bringing to notice, the extraordinary baking skills of one of our students named Nuha Afra of 1st MA HR and OD.
- Veda, a first year student presented a paper on ‘Human Resource Evolution’ organized by the SHARP Institute and won first place with a cash prize of Rs.15,000/-
- P. Pankaj Kumar Singh, Navya Varma and P. Preetheka received a Participant Certificate for taking part in the Sales Promotion Activity conducted by Big Bazaar, Perambur.
- Veda, Sugitra and Rebecca Emmanuel received letters of appreciation from their Internship Companies for their outstanding performance.

2014-15

- Vidya. S, a second year student attended a work shop on 12th October in Ahmedabad on the Topic “A day of Academics in IIM(A)”.
- Veda, a second year student has been selected as the City Editor of Youth Ki Awaaz and attended a conference called “Converge” organized by Youth Ki Awaaz at Delhi from 28th November 2014 to 1st December 2014.
- Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details of outstanding participants, if any.

WORKSHOPS CONDUCTED IN THE YEAR (2012-2013)

NAME OF THE RESOURCE PERSON	NAME OF THE TOPIC	YEAR	DURATION
Mr.Murali Sundaram	“Secret to Success	Both I and II years	One day
Mr.Veerapandian	Introduction to Research	II years	Half day
Mr. R.M Harindranath	SPSS and Basics of Statistics	Both I and II years	One day

WORKSHOPS CONDUCTED IN THE YEAR (2013-2014)

NAME OF THE RESOURCE PERSON	NAME OF THE TOPIC	YEAR	DURATION
Mr.Rudran Ravindran	SPSS	II years	One day
	Industrial Disputes Act	I years	One day

WORKSHOPS CONDUCTED IN THE YEAR (2014-2015)

NAME OF THE RESOURCE PERSON	NAME OF THE TOPIC	YEAR	DURATION
Mr.Rudran Ravindran	SPSS	II years	4 days
	The counseling fields: global perspective	I Year	One day

WORKSHOPS CONDUCTED IN THE YEAR (2015-2016)

NAME OF THE RESOURCE PERSON	NAME OF THE TOPIC	YEAR	DURATION
Dr. Arunkumar	SPSS and Basics of Statistics	II years	4 days

- Student profile course-wise: **Criteria 2**

Name of the Course (refer question no. 2)	Batch	Applications received	Selected		Pass percentage
			Male	Female	
MA-HROD	2011-2013		14	26	94.59%
	2012-2014		14	30	95.24%
	2013-2015	108	15	25	91.67%
	2014-2016	88	16	24	

- Diversity of Students

Year	% of Students from the College	% of Students from the State	% of Students from the States	% of Students From other Countries
2012	NIL	95.46	4.54	NIL
2013	NIL	97.5	2.5	NIL
2014	NIL	95	5	NIL
2015	2.5	80	17.5	NIL

- How many students have cleared Civil Services, Defense Services, NET, SLET, GATE and any other competitive examinations? : **NIL**
- Student progression

UG to PG	Not applicable
PG to M.Phil	Nil
PG to Ph.D.,	Nil
Ph.D., to Post Doctoral	Nil

People who are employed in campus ,other than campus and who have become entrepreneurs

Batch	Employed in campus	Employed Other than campus	Persons who Have become entrepreneurs
2011-2013	12.5%	50%	nil
2012-2014	9.5%	59.52%	2.38%
2014-2016	12.5%	62%	nil

- **Diversity of staff (IN PERCENTAGE)**

Particulars	2011	2012	2013	2014	2015
Percentage of Faculty Members who are graduates from the same univeristy	80	40	20	40	60
Percentage of Faculty Members who are graduates from universities within state	NIL	20	40	60	40
Percentage of Faculty Members who are graduates from other universities other states	20	40	40	NIL	NIL

- Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the assessment period.

2015: One faculty was awarded PhD on 9th January 2015

- Present details about infrastructural facilities

Library : **Linked with central Library of the college**

Internet facilities for staff and students : **LAN facility in Staff Room and Wifi in**

Classrooms

Total number of class rooms : **2**
 Class rooms with ICT facility : **1**
 Students' laboratories : **Not Applicable**
 Research laboratories : **Not Applicable**

- Number of students of the department getting financial assistance from College. **Nil**
- Was any need assessment exercise undertaken before the development of new program(s)? If so, give the methodology. **NIL**
- Does the department obtain feedback from
 - a. Faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize it?
 In Board of Studies, the inputs of the faculty members with regard to curriculum and other aspects related to teaching and learning evaluation are taken into considerations.
 - b. Students on staff, curriculum as well as teaching-learning-evaluation and what is the response of the department to the same?
 At the college level, the IQAC collects feedback from students regarding Academic and support services. The same is taken into consideration for suitable implementation
 - c. Alumni and employers on the programmes and what is the response of the department to the same?
 In Board of Studies, illustrious alumni are called every year. Their opinions on par with the industrial expertise are incorporated in curriculum aspects of the course.
- List the distinguished alumni of the department (maximum 10)

Year	Name of the student	Company in which they are employed
2011-2013	George	TCS
	Mr. Arjun V, Ms. Nisha Varghese, Ms. Shamala	Mphasis
	Mr. John Francis	Tata Exli
2012-2014	Shruthi.R Akshaya Sudheev Uthra, Pavithra, Pearl Archana	Scope International Matrimony Services Infosys CTS Teach for India
2013-2015	Arunkumar Alisha, Vidya, Swathi, Sathvika Karun, Sugithra, Maria Winothitha Diya	Ernst & Young CTS World Bank Scope International

- Give details of student enrichment programmes (special lectures / workshops / seminar) with external experts.

2012- 13

GUEST LECTURES

- Mr. N. Jayaprakash, Manager Quality Control Analyst, Wipro Technologies, delivered a lecture on Quality in Industry
- Mr. Gitesh Agarwal and Varun Tandon, CEO, D&M Building Products, covered the topic Interview
- Mr. Surjit, Principal Consultant T-Mangoes, HR Consulting delivered the guest lecture on Best Manager.
- Mrs. M Arun Subila, Assistant Professor, Department of Counselling Psychology, delivered a lecture on Psychological Assessment for second year students
- Ms. Jeeva, Founder and Managing Director, Transgender Rights Association, delivered a lecture on Historical Background of Transgender and their problems in the society for first year students

INDUSTRIAL VISITS

The list of Companies visited by our First Year Students as a part of their Curriculum to get an Industry Exposure is as follows;

- Intimate Fashions India Limited- Guduvanchery
- Ashok Leyland- Ennore
- ITC- Thiruvottiyur
- CUMI- Thiruvottiyur

SOFT SKILL TRAINING

The skill lab for the Ist years was conducted by Mr. Murali Sundaram from Excel People Centric Solutions Pvt ltd and Mr. Venkatasubramaniam Mohan from SPEED Learning Resources in the month of October.

The skill lab for the IInd years was conducted by Mr. Murali Sundaram from Excel People Centric Solutions Pvt ltd, Mr. Venkatasubramaniam Mohan from SPEED Learning Resources and Ms. Ruby in the month of October.

The skill lab for First Year students was conducted by Mr. Aravind Joseph, Founder & Human Resource Trainer, THE BRIDGE (Training & Development Specialist). Further, Ms. Ruby conducted the skill lab on the topic Personality Development.

The second year students underwent outbound training at Yelagiri, conducted by Mr. Aravind Joseph, Founder and Human Resource Trainer, THE BRIDGE (Training & Development Specialists).

GENERAL MANAGEMENT PROJECTS

Our First year students submitted the general management projects as a part of their curriculum. Some of the topics which our students covered are as follows;

- Impact of Foreign Trade on Indian Economy
- A Study on Macro-Economic Factors On Money Supply
- Impact Of E-Commerce on Indian Economy
- A study on Business Continuity Planning
- Effect of Indirect Taxes On Industries
- A Study On Social Media Marketing – Business To Consumers
- A Study On Customer Perception Towards The Usage Of Internet Banking
- The Role of Commercial Banks In The Economic Development Of Rural India

STUDY TOUR

- The Students went on a study tour to Bangalore & Goa in November, 2012. They had an enthralling and fruitful experience Prominent among the various companies visited by them are ABB Manufacturing.

2013- 14

GUEST LECTURES

The department is proud to have hosted several guest lectures. These workshops have focused on developing oneself in a holistic way. The list of Guest Lectures conducted, are as follows:

- Mr. Ratheesh Krishnan. N. D, Asst. Manager of L and D working at Spice Cinemas spoke on the topic ‘Neuro Linguistic Programming’.
- Mr. S. Leo Anand, Credit Relationship Manager at ICICI Bank spoke on the topic ‘Facing the real face of HR’.
- Mr. R. M. Harindranath, Consultant at RMH and Co spoke on the topic ‘Research Methodology’.
- Ms. Christy Josephyn – Managing Director and Mr. Mahesh – Managing Director working at PRIME HR Solutions, spoke on the topics ‘Modern concepts and techniques of Recruitment’.
- Mr. Vignesh Mohan – Analyst – Talent Delivery working at Deloitte Consulting India Pvt. Ltd spoke on the topic ‘Internships and General Organizational queries about HR’.
- Ms. R. Srilekha – Executive Director working at Mehta Institute of Career Training spoke on the topic ‘Importance of Communication Skills – HR Management’
- Guest lecture on Labour Law was given by Mr. S. Thirumal Selvan, HEAD-HR, TCI CHEMICALS PVT LTD.
- Guest lecture on Entrepreneurship was given by Mr. Sameer Bharat Ram, Brandmnvi Consulting/ Apas Water Solutions

INDUSTRIAL VISITS

- The first year students of MA HR & OD have completed their 4 Industrial visits to ;
- Brakes India Limited, Padi,
- Intimate Fashions, Guduvancherry,
- Chennai Petroleum Corporation Limited (CPCL), Manali,
- Hindustan Coco Cola Beverages Private Limited, Thiruvallur.

These visits proved to be a great source of practical learning to them, where they had an opportunity to visit the companies, talk to the Managers in person and even visualize the working of various equipment and machineries. It was more of a hands-on experience for the freshers.

- The first year students have completed their 12 day Internship which commenced from 7th of August 2013 and extended for 6 weeks till 12th of September 2013. The Internships were done in organizations in various sectors ranging those from the service sector to the manufacturing and IT sector. These organizations include Ashok Leyland, CUMI, Hotel Radisson Blue, amongst others. This internship has proved to be of a great learning for the students and we received good feedback from these organizations on the learning interest showed by the students during their 12 days of Internship.

STUDY TOUR

- The second year students had their study tour to Delhi, Agra and Jaipur for 10 days where they visited HONDA MOTORS, Gurgaon and Rajasthan Textile Development Corporation, Jaipur as a part of their Field Visit. The Students were able to witness the extra ordinary manufacturing set up at the HONDA plant. The HR concepts implemented were explained to the students.

2014- 15

GUEST LECTURES

- A Guest Lecture was arranged for the II yr students on 27th June 2014. The speaker was Mr. Amal Doss, Director – HR from Tempel Precision, who spoke on the topic “Expectations of Industry of Young Professionals”.
- A Guest Lecture was arranged for the II yr students on 4th July 2014. The speaker was Mr. Neeraj, VP- L&D from Scope International, who gave an insight on “Learning & Development” to the students
- A Guest Lecture was arranged for the I yr and II yr students on 11th July 2014. The speaker was Mr. Leo Anand from ICICI, who spoke on “Latest Trends in HR” to the students.
- A Guest Lecture was arranged for the I yr and II yr students on 19th July 2014. The speaker was Mr. Varun Hemachandran, an Entrepreneur who spoke on “Entrepreneurship” to the students.
- A Guest Lecture was arranged for the II yr students on 25th July 2014. The speaker

was Mr. G D Sharma, a Freelance Trainer, who spoke on “Latest Trends in HR & OD” to the students.

- A Guest Lecture was arranged for the 1st yr students on 26th September 2014 by Mr. D. Sarathy, Executive, from Hospira Health care.
- A Guest Lecture was arranged for the 1st yr students on 3rd October 2014 by Mr. Varun Hemachandran an Entrepreneur on the topic “Qualities of Entrepreneur”. From Executive, from Hospira Health care to the students.
- A Guest Lecture was arranged for the 1st yr students on 30th January 2015 by Mr. Solomon Entrepreneur from Revive Consultancy, Chennai-on the Topic “Consultancies in HRM”
- A Guest Lecture was arranged for the 1st yr students on 20th February 2015 by Mr. Rufus Ravi Kiran from N TRUST Infotech ,Chennai- on the Topic “ Wage administration”
- A Guest Lecture was arranged for the 1st yr students on 20th February 2015 by Ms. Angelyn Jayaseelan Associated director HR Computer Sciences corporation from N TRUST InfoTech ,Chennai- Topic: An introduction to hr function”

INDUSTRIAL VISITS

The list of Companies visited by our First Year Students as a part of their Curriculum to get an Industry Exposure is as follows;

- Intimate Fashions India Limited - Guduvanchery
- CPCL - Manali
- Coca-Cola - Thiruvallur
- Niepmed

SOFT SKILL TRAINING

5. The Department organized a soft skill training program for the first and second year students from 9th October to 14th October.

The following were the sessions for the second year students;

- The first day’s session Organization Development was handled by Mr. Eshwar, from Centre Of Excellence (COE)
- The second day’s sessions Conflict Management and Time Management were handled by Mr. Leo Fernandez, CEO and Founder of Talent Ease.
- The third day’s sessions MS Excel and Aptitude were handled by Mr. Gopi Krishna

The fourth day’s session IR Issues was handled by Mr. Joseph Sebastian, Trainer and Director from Aattral Management Consultants

The Soft Skills Training Program for the first year students were handled by Mr.

Veerapandian, Asst. Prof, Department of Psychology, Madras School of Social Work and Mr. Surendran, a Psychologist from Adyar Cancer Institute.

STUDY TOUR

The second year students went on their Educational Trip to Bangalore, Mysore, Coorg and Chikmangalur from 15th to 23rd November 2014 during which they visited companies like Sundaram Clayton, Harita Fehrer and TVS.

- List the teaching methods adopted by the faculty for different programmes.

1. Lecture Method
2. Case Study
3. Classroom exercises
4. Role plays
5. Debate (informal) on current issues by students from class
6. Class discussions conducted by a student or student committee -
7. Textbook assignments
8. Reading assignments in journals, monographs, etc.
9. Field trips
10. Use of technology and instructional resources

- How does the department ensure that programme objectives are constantly met and learning outcomes monitored?

The department ensure that programme objectives are constantly met and learning outcomes monitored through Guest Lectures, Workshops, Industry Interaction, through conferences and seminars and through Forum activities.

- Highlight the participation of students and faculty in extension activities.

2012-13: The first year students went to Nayakeneri (Thirupattur) for their three- day extension activity in February 2013. It was organized by an NGO, World Society; our students helped them to create awareness among the tribal people about education and societal development. This was organized by Mrs. Shanthi, Founder, World Society.

2013-14 – Every year the department serves to different communities by providing them with the timely necessities

2014-15: Students have volunteered on a large scale as part of extension activities.& rendered service to the neighboring communities during flood relief.

- Give details of “beyond syllabus scholarly activities” of the department.
- Students are trained to do magazine review, newspaper review & movie review.
- Debate on on-going issues to enhance their knowledge
- With the help of social media eg. Whats-app, current topic related to curriculum, politics, entertainment, business etc., happens on a regular basis

- Department newsletter enhances the student's creativity by publishing their articles.

FORUM ACTIVITIES

- OD Synapse, a National Level Seminar, was conducted by Bhavishya, the student's forum of the Department of MA HR & OD. The Seminar, conducted on the 01st of September was divided into two sessions – The Leader's speak and the Panel discussion. OD Synapse was a great success as it boasts to having had the privilege of hosting some exemplary speakers address the students and representatives from corporates.

The speakers of the Leader's speak session were:

- Mr. Sanjay Radhakrishnan – People Excellence Leader, CTS who spoke on Tiny Change and Tiny habit
- Mr. Sukumar Mariappan – Head, HR, Trimble Navigation Inc who spoke on Gen Y OD practitioners
- Ms. Jecinta Jayachandran – Change agent and HR lifecycle specialist, Transendix, Bangalore who spoke on Innovative OD practices.
- The moderator for the panel discussion on the topic lessons from the revival of Japanese industries was Mr. Muthukumar Thanu, Chief HR Officer, TAFE. The panellists were: Mr. Suresh Kumar, CPO, L&T IDPL
- Mr. Santhosh George Cherian, VP, HR, Scope Intl (Standard Chartered)
- Mr. Vinoth Chelambathodi, Global Head, HR, Polaris
- Mr. Arun Kumar, DGM, HR, M/S Gammon India Ltd, Mumbai
- The Department and the Student Forum “**Bhavishya**” had organized their Student Event “**OD Synapse**” on 14th December at the Trident Hotel successfully. Ms. Nina Reddy was the Chief Guest of the event. A panel discussion was held in which the **Moderator** was Ms. Mathangi from Sutherland Global Services and the Panel Members were

- Mr. Bharathan Prahalad

Head, Learning & Talent Development, ASIA & Far East, KLA Tencor, Singapore.

- Mr. Pandian Palaniappan

GM, Learning & Development, Murugappa Group

- Mr. Sujith Kumar

Head-HR & Sr.Manager – Business Partner, Chennai at Infosys Ltd.

- Mr. Vimal Abraham

Big Data & Analytics - Strategy & Marketing, at IBM India P Ltd.

The Afternoon Session had events like Case Analysis and Best Manager For

the Students. The Judges of the Events were

- **CASE ANALYSIS** - Mr. Suceendran- TCS.
- **BEST MANAGER** – Mr. Aravind - HR-Operations, Saint Gobain
- Ms. Arivoli Raman - Assistant Manager –HR, Renault Nissan
- Ms. Mathuria - People Integration Specialists –TCS.
- State whether the programme/ department is accredited/ graded by other agencies.

Give details. **NIL** (The program started in the year 2011)

- Detail any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department

Strengths	Weaknesses
<ul style="list-style-type: none"> • Vibrant Faculty members & students. • Concentration on both knowledge acquisition and employment capabilities of students • Good placements for students • Registration for Faculty Improvement courses • Effecting career counseling 	<ul style="list-style-type: none"> • Inadequate research • Faculty Turnover
Opportunities	Challenges:
<ul style="list-style-type: none"> • Invite alumni for guest lectures • To incorporate industry requirements into the syllabus 	<ul style="list-style-type: none"> • Prevent groupism among students • Meet the innumerable deadlines

- To design our courses independently
- To discipline students given the high student-teacher ratio

Future plans of the department.

- Tie- ups with industry for research projects, designing of courses, training programmes etc.
- Continuous up grading of courses and evaluation methods
- Initiating certificate courses which adds value to the students profile.
- Increase in the number of guest lectures with relevance to practical exposure to the students.

EVALUATIVE REPORT OF THE DEPARTMENT

PSYCHOLOGY

1. Name of the Department & its year of establishment

The department of counselling psychology was introduced in the year 2002.

2. Name of Programmes/ Courses offered

The department has been offering the PG program, M.Sc counselling psychology from its inception; the department also offers B.Sc in Psychology and M.Phil in psychology from the academic year 2012.

3. Inter disciplinary courses and departments involved

Nil

4. Annual/ semester/ Choice based credit system-

The department follows the choice based credit system for the academic year 2009.

5. Participation of the department in the courses offered by other departments-

NIL

6. Number of teaching posts sanctioned and filled

Academic year 2011- 2012.

	Sanctioned	Filled
Professors	0	0
Associate Professors	2	2
Assistant Professors	3	3

Academic year 2012- 2013.

	Sanctioned	Filled
Professors	0	0
Associate Professors	2	2
Assistant Professors	3	3

Academic year 2013- 2014.

	Sanctioned	Filled
Professors	0	0
Associate Professors	1	1
Associate Professors	6	6

Academic year 2014- 2015

	Sanctioned	Filled
Professors	0	0
Associate Professors	1	1
Assistant Professors	8	8

7. Faculty profile with name, qualification, designation, specialization Academic year 2011- 2012.

Name	Qualification	Designation	Specialization	No. of years of experience	No of Ph.D. students guided for the last 4 years
Dr. Sheela Julius	M.A., M.Phil., Ph. D	Associate Professor	Psychology	33	6
Mrs. Lakshmi Prabha	M.A., M.Phil.	Associate Professor	Psychology	30	NIL
Dr. T. Mythili	M.Sc.,M.Phil., Ph. D	Assistant Professor	Psychology	6	NIL
Mr. Veerapandian K.	M.A., M.Phil	Assistant Professor	Psychology	4	NIL
Ms. Jaya Priya R.P.	M.Sc., M.Phil.,M.S	Assistant Professor	Psychology	3	NIL

Academic year 2012- 2013.

Name	Qualification	Designation	Specialization	No. of years of experience	No of Ph.D. students guided for the last 4 years
Dr. Sheela Julius	M.A., M.Phil.,Ph.D	Associate Professor	Psychology	34	7
Mr. Veerapandian K.	M.A., M.Phil	Assistant Professor	Psychology	5	NIL
Ms. Priya Magesh	M.Sc., M.Phil.,M.S	Assistant Professor	Psychology	4	NIL
Mr. Yuvaraj	M.Sc., M.Phil	Assistant Professor	Psychology	3	NIL
Ms. Aruna J	M.Sc., M.Phil	Assistant Professor	Psychology	1	NIL
Mrs. Subela	M.Sc., M.Phil	Assistant Professor	Psychology	1	NIL
Ms. Pavithra	M.Sc.,	Assistant Professor	Psychology	1	NIL

Academic year 2013- 2014.

Name	Qualification	Designation	Specialization	No. of years of experience	No of Ph.D. students guided for the last 4 years
Dr. Subashini	M.A., M.Phil.,Ph.D	Associate Professor	Psychology	33	8
Mr.Veerapandian K.	M.A.,M.Phil	Assistant Professor	Psychology	5	NIL
Ms. Priya	M.Sc.,	Assistant	Psychology	4	NIL

Magesh	M.Phil.,M.S	Professor			
Mr. Yuvaraj	M.Sc., M.Phil	Assistant Professor	Psychology	3	NIL
Ms. Aruna J	M.Sc., M.Phil	Assistant Professor	Psychology	1	NIL
Dr. Vyjayanthi mala	M.Sc.,M.Phil.,P h.D	Assistant Professor	Psychology	1	NIL
Mrs. Jeena Anne K	M.Sc.	Assistant Professor	Psychology	3	NIL
Mrs. Sujatha K	M.Sc.	Assistant Professor	Psychology	1	NIL
Mrs.Vijaya Banu	M.Sc., M.Phil	Assistant Professor	Psychology	3	NIL

Academic year 2014- 2015.

Name	Qualification	Designation	Specialization	No. of years of experience	No of Ph.D. Students guided for the last 4 years
Dr. Subashini	M.A., M.Phil.,Ph.D	Associate Professor	Psychology	34	8
Mr.Veerapandian K.	M.A., M.Phil	Assistant Professor	Psychology	5	NIL
Ms. Priya Magesh	M.Sc., M.Phil.,M.S	Assistant Professor	Psychology	4	NIL
Mr. Yuvaraj	M.Sc., M.Phil	Assistant Professor	Psychology	3	NIL
Dr.Vyjayanthimala	M.Sc., M.Phil.,Ph.D	Assistant Professor	Psychology	1	NIL
Mrs. Jeena Anne K	M.Sc.	Assistant Professor	Psychology	3	NIL
Mrs.Vijaya Banu	M.Sc., M.Phil	Assistant Professor	Psychology	3	NIL
Mrs. Hannah John	M.Sc.	Assistant Professor	Psychology	5	NIL
Ms. Rofia Ramesh	M.Sc.	Assistant Professor	Psychology	1	NIL

8. Percentages of classes taken by temporary faculty- programme- wise information

Language – Tamil, French, non major elective and English subjects were handled by Temporary Faculty. 37 %

9. Programme- wise student – teacher ratio

UG Programme: - 1: 15

PG Programme: - 1:11

10. Number of academic support staff (technical) and administrative staff sanctioned and filled.

01- Lab assistant

11. Number of faculty with ongoing projects-

Nil

12. Departmental projects funded by DST-FIST,Dbt, ICSSR,etc, total grants received

Nil

13. Research facility/centre with State recognition/National recognition/International recognition

Nil

14. Publications

Number of papers published in peer reviewed

journals- Academic year 2011- 2012	-	4
Academics year 2012- 2013	-	4
Academic year 2013- 2014	—	10
Academic year 2013- 2014	-	20

15. Details of patents and income generated

Nil

16. Areas of consultancy and income generated

Nil

17. Faculty recharging strategies

- Faculty development programs
- Publishing research articles
- Attending seminars and conferences
- Consultancy services

18. Students Projects

Percentage of students who have done in- house projects including interdepartmental-

100% of students have done their in house projects.

19. Awards/recognitions received at the national and international level by Faculty Dr. R. Subashini

Awards

- **“ My Guru Award”** for Citation of Excellence by Rotaract Clubs of Presidency Candles and Ethiraj College for women.
- **“Outstanding Service Award 2014-2015”** by Lions Club of Chennai Skyline.
- **“Best Teacher Award 2012”** by Lions club of Chennai .
- **“The Mega Project Award 2011”** for the project kaithariku kaikudupoom by National Service Scheme University of Madras.

20. Seminars/conferences/Workshops organized and the source of funding

Year	Seminar/Conference/ workshops
2012	Regional workshop on Psychological Assessment on 2nd and 3rd 2012
2013	Certificate course on Learning difficulties in Feb- March 2013
2014	A workshop on Psychodrama was held for four days (09/08/2014-12/08/2014)
	A workshop on First Aid was held on 17th October, 2014
	A workshop on Career Guidance & Counselling was held on 28th November, 2014
	Workshop on Statistical Package for Social Sciences.
	Workshop on Multivariate analysis
	Psychology Expo
	Workshop on relationship dynamics
2015	National Conference on Bio psychosocial Well being was held on 25 Feb
	Workshop on Group counselling
	Workshop on Qualitative research methods

21. Student profile course- wise

Name of the course	Academic Year	Applications Received	Selected		Pass Percentage	
			Male	Female	Male	Female
M.Sc	2011-2012	42	2	24	100	98
	2012- 2013	38	0	26	0	98
	2013- 2014	60	0	26	0	98
	2014- 2015	69	0	26	0	90
B.Sc	2012- 2013	111	6	34	89	97
	2013- 2014	125	5	35	90	98
	2014- 2015	154	4	36	92	97
MPhil	2012-2013	10	0	6	0	100
	2013-2014	12	1	5	100	100
	2014-2015	14	1	5	100	100

22. Diversity of Students

M.Sc Psychology

Percentage of students from college	-	4
Percentage of students from the state	-	94
Percentage of students from other states	-	2

B.Sc Psychology

Percentage of students from college	-	0
Percentage of students from the state	-	94
Percentage of students from other states	-	6

MPhil

Percentage of students from college	-	80
Percentage of students from the state	-	90
Percentage of students from other states	-	10

23. How many students have cleared civil services, Defense services, NET, SLET, GATE and any other competitive examinations?

- NET- 1

24. Student Progression

Student Progression	Percentage against enrolled
UG to PG	87%
PG to M.Phil	78%
PG to Ph.D	20
Ph.D to post Doctoral	0
Employed:-	
• Campus selection	5%
• Other than campus recruitment	90%
Entrepreneurs	20

25. Diversity of Staff

Percentage of faculty who are Graduates	
Of the same parent university	75%
From other universities within the state	5%
From other universities from other states	20%

26. Number of faculty who were awarded Ph.D., D.Sc and D.Litt during the assessment period.

Nil

27. Present details about infrastructural facilities

- a). Library- yes

- b).Internet facilities for staff and students- yes c). Total number of Class rooms- 5
d). Student laboratories- 2

28. Number of students of the department getting financial assistance from college

Nil

29. Was any need assessment exercise undertaken before the development of new program(s), if so, give the methodology

Growing need in Psychology and a very few colleges offering undergraduate program has led the Department to introduce the BSc Psychology program and M Phil program in the year 2012.

Since there is a wide demand for the subject and increase in applicants every year the department received approval to increase the number of seats for the UG program

30. Does the department obtain feedback from:

- A. The department holds meeting twice a semester to review the curriculum and the teaching-learning - evaluation.
- IQAC receives feedback from the students on the curriculum and the faculty at the end of each semester.
 - Internal board of studies is conducted every year in which student representatives address their suggestions on the curriculum, which is taken forward in the external Board of studies.

31.List the distinguished alumni of the department.

1. Mr. Karthic lakshmaman, Psycho oncologist
2. Ms. S. Chindhu, Psycho oncologist
3. Ms. Mansi Shah, Assistant professor, MSSW.
4. Ms Meenu Sangeetha Assistant Professor.

32. Give the details of student enrichment programmes

- Lecture on Overview of Cognitive behaviour therapy by Dr Harver Milkman , Prof at the Dept of Psychology in Denver USA
- Lecture on Special needs of Early adolescent youth by Ms Tasha Milkman , special needs educator USA on July 8th
- Lecture on Analysis of Covarence on 23rd feb 2012 by DR Latha Satish
- A workshop on Psychodrama was held for four days (09/08/2014-12/08/2014) for the Post Graduate students of the department of Counselling Psychology. It was in collaboration with East-West Centre for Counselling and Training and Dr. Jorge Burmeister (Co-Director of International Psychodrama Centre, Granada, Spain and Immediate Past President of International Association of Group

Psychotherapy and Group Processes) was the resource person.

- A workshop on First Aid was held on 17th October, 2014 for the students of the department of Counselling Psychology. It was conducted by Rtr. Tarun Muruges, Lifeguarding & First Aid Trainer – Rashtriya Life Saving Society India.
- A workshop on Career Guidance & Counselling was held on 28th November, 2014 for the Post Graduate students of the department of Counselling Psychology. It was conducted by Mr. R. M. Karthik Lakshmanan, Expert in Career Guidance and Tobacco Cessation.
- National Conference on “Biopsychosocial Well-Being” in collaboration with the Department of Allied Health Sciences Sri Ramachandra University on 25th February

2015.

- A 2 days academic session on Qualitative Research and Manuscript writing was conducted by Dr. Arun Kumar, a general physician and full time researcher for the final year post graduate students on 10/03/2015 and 11/03/2015.
- Work shops on The Counselling Field: Global Perspective – III BSc Psychology Group psychotherapy – I and II MSc Counseling Psychology by Dr. Federic P Bemack. Dr.

Fred Bemak is a Professor and Head of the Counseling and Development Department and Director and co-founder of the Diversity Research and Action Consortium at George Mason University.

33. List the teaching methods adopted by the faculty for different programs

- Classroom lectures
- Newspaper reviews
- Role play
- Movie analysis review
- Focus group discussion
- Field visits
- Internship
- Guest lectures
- Surprise test
- Quiz
- Practical demonstration of professional and personal skills

34. How does the department ensure the programs objectives

- Conducting seminars, workshops and soft skills training such as communication skills, computing skills, SPSS, career oriented skills

- Through internship students will get hands on experience in the field of counselling.
- In class assignment, take home assignment and internal continuous assessment were conducted regularly.
- The students were trained in handling various psychological assessments
- The students will get hands on experience through visiting various organization in which counselling is practiced and industrial visits.

35. Highlight the participation of students and faculty in extension activities

Nil

36. Give details of “beyond syllabus scholarly activities of the department

Students are encouraged to participate, present and publish papers in national and international conferences and seminars. Guest lectures are regularly conducted for the benefit of the students.

37. State whether the programs / department is accredited/ graded by other agencies. Give details.

Nil

38. Detail any five strengths, weaknesses, Opportunities and challenges of the department

Strengths:-

- Well designed curriculum
- Professionally Qualified Faculty members
- Faculties experienced in the field of counselling and training.
- Practical exposure for the students through internships.
- Various areas of psychology were covered in the curriculum.
- Research oriented curriculum.
- Continuous inflow of knowledge through guest lectures, workshops and seminars
- One of the very few colleges offering psychology in Chennai.

Weakness:-

- Space constraints
- Shortage of audio visual aids.

Opportunities:-

- Extension activities
- Certificate courses
- Various job opportunities are available in the field of counselling and training.

- Students are placed in the organizations in which they have completed their internships.

Challenges:-

- To be updated with the recent developments in the field of Psychology
- To fulfill the needs of job market

39. Future plans of the department.

- To conduct certificate courses on Rehabilitation psychology, learning disability.
- To offer Ph.D Program

SUGGESTIONS & COMMENTS

S. No	Recommendations and suggestions from Peer team of 2011	Fulfillment
1.	Explore possibilities of involving knowledgeable persons from the industry	Resource persons who have rich experience in social work and industry are involved for teaching courses
2.	Encourage more number of guest lecture and avoid having to pass on the costs upon students	The expense for the guest lectures are borne by the departments and students do not bear the cost
3.	Procure more recent text books and reference materials	14336 books have been procured in addition to the existing . 16000 Books, 45 periodicals,1700 (indexed 30,000 journal
4	Students should be encouraged to make use of the library much more intensively and guidance offered for use of e-journal	Library conducts series of quiz programmes under 'Q-Labs'. Winners, runners and the quiz master are given the prizes in the college assembly. Library
5.	Being an autonomous institution, the college should make efforts to announce the examination results sooner	Results are announced as per the dates mentioned in the calendar and efforts are taken to publish the results within 30 days of the last exam.
6.	Efforts to be made to practice e-governance especially in matters related to admissions, class attendance,examination results	A College education management system, I-BOSS a product of Apple G web technology is in place to process the admission, attendance and examination related matters and facilitate e-learning.
7.	Canteen facilities to be upgraded and to meet the needs of students	College canteen has been extended with more furniture, separate wash area, purified water facility. Hygienic and nutritious food is provided at a nominal cost. A separate cafeteria functions throughout the day for the needs of the students.
8.	Efforts to be made to minimize the differences in emoluments between the regular(aided) teachers from the self-financed studies stream	A higher salary is being given to the self-financed staff and incentives are provided to faculty who have achieved academic advancement.
9	Review the management structures such that facilities such as hostels will be in tune with the needs of the students and college's day to day administration	
10	Need to Review the field work programme of the students,especially in regard to allotment of institutions and	Field work programme has been entirely revamped and tailored to suit the organizations' and the industries'

	the student needs.	requirements so that the students are given attention and maximum learning. Institutions which are receptive and beneficial to the students are handpicked and used for the students.
11	In view of the difficulties for running Bachelor of Social Work, consider introduction of an Integrated Five year Social Work course	Bachelor of Social work has been successfully functioning all through these years .Though there was some difficulty in the beginning the Department has stabilized itself and is a much preferred course among the students.
12	Pay special attention for the admission of Scheduled Caste and Scheduled Tribe students into the different programmes offered by the Institution.	The SC, ST students are provided seats in all courses and the seat allocation is according to the Govt.norms.

The college has a common office room, department wise common room for faculty members, and a room exclusively for women students and staff which is maintained by the women's cell.

Ramps have been constructed to ensure easy access to classrooms for disabled students. A disabled friendly toilet is provided in the ground floor. The main building is provided with a new lift for the students with disability.

To meet out the residential requirement of the college, the college provides hostel facilities for both men and women students. The hostel accommodates 60 women students and 20 men students.

Hostel has recreational facilities like a television in the common room, facilities for playing ball, throwball, football and shuttle badminton and indoor games like carom board, chess and table tennis are provided for the students. Providing wi-fi facility in the hostel is under process.

THE WAY FORWARD AND CONCLUSION

Way Forward

As an Institution that has existed for the past six decades and recognized as one among the top Social Work Institutions in the country, the College has an onerous responsibility of not only maintaining the position but also progressing toward higher excellence. The following road map is proposed to guide the College in its activities for the next 10 years. These are only milestones to be achieved and the College is working out detailed strategies to achieve them.

1. Produce structured course material/modules that are best –in-class for existing subjects, which can eventually be the base for offering on-line courses and virtual learning.
2. Make the curriculum more inter-disciplinary by offering opportunities for students to take subjects across departments.
3. Enable access to more online journals and publications.
4. Introduce Certificate/Diploma programmes that are contemporary and relevant to the needs of employer organizations.
5. Initiate joint courses with other Universities / Institutions to mutually offer Certificate and Diploma programmes.
6. Create MOUs with Universities/Colleges abroad for student / staff visits and internships and develop an International Centre for Social Work.
7. Give shape to a formal Consultancy division that constantly engages with the Corporate sector and National/International organizations to carry our CSR activities.
8. Create a Training division to offer various types of continuing education and on-the-job skill training to professionals in the social-work, management and psychology fields.
9. Strengthen the academic and field – based Research activities of all departments.
10. Create a full-fledged publication division that curates the MSSW Journal and also releases periodic Research Monographs and Seminar publications.
11. Implement more funded research projects from State and Central Government agencies / ministries such as UGC, ICSSR, Planning Commission, Dept of Social Justice and Empowerment.
12. Increase the scale of our community extension activities with increased visibility and community partnership.

Conclusion

This self-study has enabled us to make a critical and in depth assessment of ourselves and has highlighted not only our strengths and achievements, but also thrown light on the areas in which we have to grow and make improvements. It has been a tremendous learning experience, thanks to this accreditation process.

Our College has made significant progress in achieving the targets that we set for ourselves after the last accreditation cycle. We have invested substantial resources in ensuring that our students have the best of learning environment and learning experiences. Our faculty members have pledged their unstinted support to the goal of achieving academic excellence and societal development. Our Board of Management has committed itself to offer all possible support to realize the vision of the College. The preceding pages of this report stands testimony to the contribution of the various stakeholders.

We are confident that we will continue to grow in leaps and bounds in academic excellence and societal commitment. We look forward to learning from this accreditation process.

DECLARATION

Declaration by the Head of the Institution

I certify that, the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is Prepared by the Institution after Internal Discussion and no part there of has been outsourced.

I am aware that the Peer team wil validate the information provided in this SSR during the peer team visit.

Place:

Date:

Signature of the Head of the Institution
with Seal:

ANNEXURE 1

Annexure 1

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR ROAD
NEW DELHI

No.F.8-58/76(F)

Dated 11th February, 1977.

To

The Registrar,
Madras University,
Madras.

Subj:- List of Colleges prepared under Section 2(f) of the U.G.C. Act 1956 -
inclusion of New Colleges in the -

Sir,

I am directed to refer to your letter No.5/2/UGC(isocog)/77/L83 dated 12.1.1977 on the above subject and to say that the name of the following College has been included in the above list under Non-Govt. Colleges teaching upto Post Graduate degree :-

<u>Name of the College.</u>	<u>Year of Establishment</u>
Madras School of Social Work, Madras. Mr. K.N. George	1952

The Indemnity Bond and other documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

B. R. Kwatra
(B. R. Kwatra)
Assistant Secretary

Copy forwarded to :-

- ✓ 1. The Director, Madras School of Social Work, Madras.
2. All Officers/Sections.

B. R. Kwatra
(B. R. Kwatra)
Assistant Secretary

NO.F.B.*

ANNEXURE 2

Annexure 2

10

UNIVERSITY GRANTS COMMISSION

REPORT OF THE EXPERTS/VISITING COMMITTEE FOR EXTENSION OF AUTONOMOUS STATUS TO

1.

Name of the College / Address/Pin code/Fax	Dates of the Visit	Venue	Review for the grant / Extension of Autonomous Status
Madras School of Social Work 32 Casa Major Road, Egmore , Chennai - 600 008. Phone:044-28192824 Fax:044-28192712 www.mssw.in	21 st and 22 nd December, 2012 (Friday and Saturday)	Madras School of Social Work 32 Casa Major Road, Egmore , Chennai - 600 008.	Extension of Autonomous Status

2.

Name of the affiliating University) to which the college concerned is affiliated to	University of Madras, Chennai, Tamil Nadu.
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3. Composition of the Expert /Visiting Committee:

S.No	Name & Address	Position	Contact Details
1.	Prof. K.C.Kaistha , Formerly HOD, Sociology Punjab University, Chandigarh 354, Guru Apartments, Plot No. 2, Sector-6, Dwaraka, New Delhi - 110075	Chairman	(M) 09910885800
2.*	Dr.Sophia Fernandez , Principal School of Social Work(A) P.O.Box.521, Mangalore - 575 002.	Member	0824 2435791(O)
3.	Dr.E.P.Imbichikoya , Principal Farook College(CPE) P.O.Farook College Kozhikode - Kerala	Member	0495-2440660 2440661 2440464 09446253099

Prashant

22/12/12

10/12/12

4.	Dr.J.Chandra Prasad , Principal DNR College (A) Bhimavaram – 534 202, Andhra Pradesh	Member	08816-224072 08816-222519 09440337432
5.	Ms.M. Bagyalakshmi , Asst. Director of Collegiate Education, Chennai Region, Saidapet, Chennai-600015, Tamil Nadu	Nominee of State Govt.	044-24354492
6.	Dr.Chitra Krishnan , Professor & Head Department of French & other Languages University of Madras, Chepauk, Chennai – 600 005.	University Nominee	044-25399535 9840029337
7.	Dr.G.Srinivas , Joint Secretary University Grants Commission South Eastern Regional Office, Hyderabad –01	Member Secretary	09490793185 040- 23204735/04 0-23200208

* could not attend the meeting

4.	Name of the Principal	:	Dr.Fatima Vasanth
	a Year in which the College was started	:	1952
	b Date when the College was declared fit under Section 2(f) and 12(B) of UGC Act 1956 (attach a copy of UGC letter in this regard)	:	11-2-1977 (Annex-1) (copy attached)
5.	College Applied for	:	
	A Fresh Autonomous Status	:	NA
	B Extension of Autonomy w.e.f. Year	:	Yes w.e.f 2012-13 to 2017-18
6.	Category under which the college falls as per XI th plan Guidelines	:	
	A Men	:	NA
	B Women	:	NA
	C Co-Education	:	YES, Co-Education

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ch P. G.

	D	UG/PG/Both/Single faculty/Multi Faculty (Please mention)	:	Both UG & PG; Multi-Faculty Under Graduate ✓ Social Work & ✓ Psychology; Post Graduate ✓ Social Work, ✓ Counseling Psychology, ✓ Human Resource Management, ✓ Human Resource and Organization Development, ✓ Development Management Research M.Phil - Social Work , Psychology Ph.D -Social Work
	E	Self Financing (Number of years standing with proof 10 years of existence as per norms of the Xth Plan guidelines)	:	Aided Stream: MSW (Shift - I), M.Phil (SW) and PhD (Social Work) Self-financed stream: UG: B.Sc (Psychology) PG ✓ Social Work (Shift - II), ✓ Counseling Psychology, ✓ Human Resource Management, ✓ Human Resource and Organization Development, ✓ Development Management Research: M.Phil (Psychology) (Note: The first self-financed programme was started in 2003.)
7.		Type of College		
	A	Arts/Science /Commerce	:	NA
	B	Engineering	:	NA
	C	Education	:	NA
	D	Others (Law, Physical Education etc.)		Social Work

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(e) Others like: Administrative Block/Principals Office/Staff Room/Common Room/ Canteen/Sports Facilities (Indoor)/ Auditorium etc.

10. Administrative Block

Sl.No.	Particulars	Area available in the College in Sq. Ft.
1.	Reception	420
2.	College Office	560
3.	Estate Office	120
4.	Board Room	300
5.	Storage Room	600
6.	Exam Unit (College)	750
7.	Controller of Examinations (Room available - Two)	750
8.	Board Room	250

11. Common Facilities

(a)	Girls Common Room	:	Yes
(b)	Canteen	:	Yes
(c)	Sports Facilities(Indoor)	:	Yes
	Play Ground	:	Yes
(d)	Auditorium (300 Capacity)	:	Yes (150 seating capacity)
	Seminar Hall		Yes
(e)	Other Amenities (includes Bank, Post Office, Browsing Centre, parking Area, Fast Food Centre, Bakery etc.) Computer Centre	:	Parking area - Yes; Computer Centre - Yes. (720 sq.ft.)
(f)	Total (Building) covered area in sq.ft	:	8500 sq ft
(g)	Total Land Area owned by the College in its name	:	1.5 acres

3/2/20


 26/2/20


Library Resources

Sl.No.	Particulars	Availability
1.	Number of titles of the books	12200
2.	Number of volumes of the books	14000
3.	Number of Journals -Periodicals (National/ International)	International = 4 Others = 47 Total = 51
4.	Furniture (Reading Table Chairs)	Table = 10 Chair = 40
5.	Stacking & Seating Area (in Sq.Feet)	1400 sq ft
6.	Computers with Internet connection	six computers including four with internet access There is a separate computer laboratory with about 45 computers in addition to each department having the required number of computers.

(d) Hostels (Men and Women Separately)

Sl. No.	Name of the Hostel	Carpet Area (Sq.ft.)	No. of Rooms	Seating capacity
1.	Boys Hostel:	120	21	2 per room
2.	Ladies Hostel:	180	14	3 per room






8. Principal's Office

Sl.No.	Particulars	Area available in Sq. Ft.
1.	Principal's Room	250 sq.ft

9. Infrastructure facilities available with appropriate covered area in Sq.Feet. (As per the data given by college)

(a) Class Rooms

Particulars	Number of rooms Available in the Institution	Carpet Area Per room Available in the Institution
Class Rooms	<p>The College operates in shift system.</p> <p>There are totally 19 classrooms available for use at a given time.</p>	<p>The carpet area ranges between 216 sq ft and 840 sq ft. Details are given below:</p> <p>Carpet area and No. of Class rooms</p> <p>216 sq.ft - 2 nos.</p> <p>432 sq.ft - 2 nos.</p> <p>624 sq. ft - 6 nos.</p> <p>720 sq.ft - 5 nos.</p> <p>800 sq.ft - 2 nos.</p> <p>840 sq.ft - 2 nos.</p> <p>Total No. of classrooms = 19</p>
Class Rooms (UG)		
Class Rooms (PG)		
Class Rooms (Research)		

(b) Laboratories (Area of Laboratories in Square Feet)

Post - Graduate

Sl.No.	Department	Department Area available Sq. Ft
1.	Counseling Psychology	720

Research - Research labs within the Post Graduate Departments






14.	<p>Whether the Committee is satisfied with the present mode of the teaching method adopted by the college</p> <p>Yes/No (Specific comments in details may be given as to the short comings observed if any)</p>
	<p>Yes, the committee is satisfied with Teaching, Learning and Evaluation methods followed in the college.</p> <p>Open discussions, debates, seminars and field work are part of the Teaching - Learning process.</p>
15.	<p>Whether the Committee is satisfied with the type of courses being offered by the college</p> <p>Yes/No (Specific comments in details with regard to any particular course may given/ withdrawn as the case may be)</p>
	<p>Yes, the committee is satisfied with the kind of courses available in the college. The college offers full-time Masters level programmes in Social Work, M.Phil Programme in Social Work & Psychology and Ph D in Social Work. Masters level programme in Social Work, M.Phil Programme in Social Work and Ph D in Social Work is under the Aided Stream. The college offers Post Graduate Diploma in Personnel Management and Industrial Relations, Post Graduate Diploma in Human Resource & Industrial Relations and an international MBA twined with South West Missouri University. In all the institution offers Two Under Graduate Courses and Six Post Graduate Courses of which MSW is conducted under Aided as well as Self Financed Streams.</p>
16.	<p>Whether all Teachers are in favour of getting autonomous status to the college</p> <p>Yes/No (give reasons in details as to whether the Committee interacted with the teachers separately so as to ascertain their views for and against, if any)</p>
	<p>Yes, the faculty members wanted extension of Autonomous status. This gave them flexibility to update the curriculum, carry out need based Field Work and Research activities. Autonomy gave them scope for effectively implementing the calendar.</p>






17.	<p>Interaction with different stake holders and their views on Autonomy to the college (either fresh conferment / Extension of Autonomy)</p> <ul style="list-style-type: none"> • Management <ul style="list-style-type: none"> • Fully favourable to the extension of Autonomy • Faculty <ul style="list-style-type: none"> • Both Aided & Self supporting faculty members favoured extension of Autonomy for the academic freedom and innovation in Curricular and Co-curricular activities. <p>Suggestions:</p> <ul style="list-style-type: none"> • Hostel to be brought under the Principal instead of outsourcing to a third party • Improvement of facilities for both faculty & students • Additional courses may be started after infrastructural facilities are further improved for current programmes in existence. <ul style="list-style-type: none"> • Students <ul style="list-style-type: none"> • Unanimously spoke in favour of autonomy • Chose the institute which is well known and prestigious. The programmes offered are innovative <p>Suggestions:</p> <ul style="list-style-type: none"> • Hostel & Sanitary facilities to be improved • Wifi facilities may be improved and extended <ul style="list-style-type: none"> • Non Teaching Staff <ul style="list-style-type: none"> • Favoured Autonomy • Parents & Alumni <ul style="list-style-type: none"> • Unanimously backed the Extension of Autonomy.
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Pranav



18.	Any other information which the Committee feel will help UGC in taking decision to grant autonomy or continuation of autonomous status to the College
	<p><i>The following Best Practices are observed in the institution;</i></p> <ul style="list-style-type: none"> • Academic Audit (Internal & External) • Skill Lab Session on Employment and Employability • Involvement of students in Consultancy and Research projects • Community Extension integrated into curriculum • Student participation in internal Board of Studies • Effective Grievance management practices • Well defined Academic Calendar • Student support services & Mentoring • Support to Government projects and Events • Wifi Enabled Campus • Good Number of students admitted from the North -Eastern Region • Well functioning Placement Cell and good record placements • Good at Community Extension and Field Work • Community College in Campus • Network Centre, Equal opportunity centre, Counseling Centre and NET/SET coaching centre are established with UGC support.

19. Examination Reforms

a.	Whether the Committee is satisfied with the present mode of the Examination being conducted by the College? Any specific method of evaluation which the Committee would like to suggest to them may be indicated
	<p>The College follows semester system and curriculum is based on CBCS. The syllabus is revised every year. Curriculum designing, induction of new courses are satisfactory. The college has well defined academic calendar. There is a system of continuous internal assessment. Double Evaluation is in practice.</p>











20. Administrative Activities

	Whether the Governing Body, Academic Council, Board of Studies and Finance Committee meeting are being conducted by the College Periodically or not. Specific comments in details with regard to resolutions passed by the above bodies in the recent past may be given (for review of Autonomous Status College Only)
	Yes, the meetings of these Statutory bodies are conducted regularly.
a.	Comments regarding the self financing courses being offered
	A good number of Academic Programmes are self financing in nature. Courses such as MSW, MA (Human Resource Management), M.Sc (Counseling Psychology), MA (Human Resource & Organisational Development), BSW, B.Sc (Psychology), PG. Dip in Personnel Management and Industrial Relations, PG. Dip in Human Resource and Industrial Relations and M.Phil (Psychology) are on self financing mode.
b.	Comments regarding the fee structure being in force
	Fee is charged as per the norms of Government of TamilNadu and University of Madras
c.	NAAC/NBA rating awarded, if not comments thereof:
	The college has currently valid accreditation. The college is re-accredited by NAAC with B Grade with score of 2.84 out of 4.00 in the year March 2011 valid upto March 26, 2016. (Copy Enclosed) (Annex-IV)



21. Financial Utilization of UGC funds and Grant from other Sources:
Specific comments be given (give details of Autonomy Grant/General Development grant, if any received by the College for the last five years separately)

Funding Agency	Type of Grant	Grant Received	Grant Utilized
UGC	College Development (11 th Plan)	4,00,000	4,19,193.50
	Merged Schemes (11 th Plan)	12,00,500	12,32,973.50
	Autonomy (Last 6 years)	48,00,000	55,87,385.06

College had also received grants for Research & Development, Consultancy, Training and Community service from several funding agencies such as ICSSR, Min. of Women & Child Development, Ministry of Rural Development (CAPART), UGC, Dept. of Evaluation, Govt. of Tamil Nadu, Corporate companies, Industries, ADB, World Bank, French Red Cross etc.,

22. Suggestions for further development of the Institution

The committee wishes to appreciate the transparency and cooperation extended by the Management, Principal, Faculty and Staff during the visit. The healthy ambience prevailing on the campus and positive outlook of the stakeholders were heartening.

The faculty whole heartedly supported the Principal in her activities. The students were outspoken, earnest and talented and the cultural display was highly appreciated.

The committee would like to make the following suggestions:

Academic & Infrastructure

- Improve infrastructural facilities provided for the conduct of courses that are already in existence.
- Hold off introduction of additional courses until present infrastructural needs are improved.
- Concentrate on facilitating research at M.Phil and Ph D level
- Hold off introduction of new Under Graduate courses
- Improved and extended space to be allotted to the examination section.

- Toilet & sanitary facilities to be improved immediately
- Improved amenities to be provided to the Principal (Office, lodging & Transport)

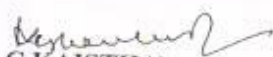
- Addition of Computers & Staff are required


- Facilities to be improved by renovating & replacing outdated amenities (Toilet & Bathrooms, lighting)
- Hostel to be brought under direct supervision of Principal instead of outsourcing to a third party.
- Chief Warden of the Hostel to be the Principal of the college so that responsibility can be fixed.
- Independent wardens for Boys & Girls hostel preferably drawn from the faculty to be appointed and should be available 24/7.

A.	Tenure conferred/ extended by the _____ (name of the affiliating University) as autonomous college
	The University of Madras, Chennai will extend the Autonomous status to the college following UGC Recommendations and Approval. The Review committee set up by the University of Madras visited on 31.1.2012 and recommended for continuation of Autonomy to the College. (ARDEX-V)
B.	Tenure conferred/extended by the _____ (Name of the State Government)
	The Tamil Nadu State Government will extend the Autonomous status to the college following UGC Recommendations and Approval.
C.	In case the college required ex-post-facto approval for an earlier period (already gone by) the same may be specifically mentioned (only applicable for existing Autonomous College enjoying/ Autonomous college status)
	Not Required

D.	Tenure recommended by the present committee with six years time period be indicated_____ (as per XIth Plan guidelines)
	On the basis of presentation made by the Principal, Visit to various departments , different facilities and interaction with the Faculty, Students, Parents, Alumni and Non-teaching staff <i>the visiting committee recommends Extension of Autonomous status to Madras School of Social Work, Chennai for a period of Six academic years with effect from 2012-13 to 2017-18.</i>

Signature of the Experts with their full name

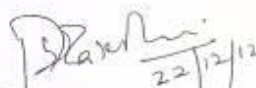

(K.C.KAISTHA)
22/12/12


22/12/2012
(G.SRINIVAS)


(E.P.IMBICHIKOYA)


22/12/12
(J.CHANDRA PRASAD)


22/12/2012
(CHITRA KRISHNAN)


22/12/12
(M.BAGYALAKSHMI)

Place : Chennai
Date : 22 December, 2012



University of Madras


23

Report of the Autonomous Colleges Review Committee set up by the University of Madras on its visit to the Madras School of Social Work, 32 Casa Major Road, Egmore, Chennai - 600 008 on 31st Jan 2012.

Members of the Committee:

- 1 Prof.K.Aludiapillai, I.A.S. (Chairman)
Former Vice-Chancellor, Madurai Kamaraj University and
Former Secretary to Government of Tamil Nadu
- 2 Dr.R.Venkatakrishna Murali (Convener, Member Syndicate)
Professor and Head, Dept. of Pharmacology & ET.
University of Madras, Chennai- 600 113
- 3 Dr.P.Duraisamy (Member Syndicate)
Professor and Head, Department of Econometrics
University of Madras, Chennai-600 005
- 4 Dr.M. Kandasamy (Member Syndicate)
Professor and Head, Department of Inorganic Chemistry
University of Madras, Chennai-600 025
- 5 Prof. M.Dhanushkodi (Expert Member)
Former Principal, Presidency College
Regional Director of Collegiate Education
- 6 Dr. V. Sengodan (Expert Member)
Principal and Secretary,
SNR Sons College (Autonomous)
Ganapathy Post, Coimbatore 641 047

The Madras School of Social Work, 32 Casa Major Road, Egmore, Chennai - 600 008 was reviewed by the committee constituted for the purpose on 31st January 2012. Dr. P. Duraisamy and Dr. M. Kandasamy were unable to visit due to their prior commitment.


DR. FATIMA VASANTH
PRINCIPAL
The Madras School Of Social Work
32, Casa Major Road

(25)

The institution functions with the objectives of imparting professional education in social sciences and management, conducting research on social issues and interventions and extending the services to the community.

The college offers full-time Masters level programmes in Social Work, Human Resources Management and Counseling Psychology. Research Programme in Social Work at M.Phil and Ph.D. levels. Post graduate Diploma in Personnel Management and Industrial Relations and an international MBA twinned with South West Missouri University, USA. The institution offers 5 PG courses of which MSW is conducted under Aided as well as Self-financed streams. For the year 2010-11, admissions were given to 384 students of which 58.69% were women. At present male: female ratio in the first year of PG courses is 99:139 and 64:93 in the second year. Under M.Phil. programme 6 students have been admitted during 2011-12 and the number of Ph.D. scholars as on date is 18. There are 4 recognized doctoral guides in Social work. The UG course BSW had an intake of 35 during the year 2008-09. The college adheres to reservation norms suggested by the state Government.

Curriculum designing, introduction of new subjects and updating of the curriculum is done based on the feedback from the students. New need based one credit elective papers under CBCS pattern have been introduced in MSW (Aided) to suit the demands of the job market. Two new courses namely M.A. Human Resource & Organisational Development and M.A. in NGO

2

DR. M. VASANTH
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The Madras School Of Social Work
32, Case Major Road
Egmore, Chennai - 600 098.

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Management have been introduced from 2011. The college has conducted Certificate courses on Project formulation and Transactional analysis.

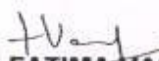
Teaching –Learning and Evaluation:

There are totally 28 faculty members in six departments with 25 Assistant professors, 2 Associate professors and 1 Professor of whom the Associate professors, Professor and 5 Assistant professors belong to the Social work department aided by the Government.

Various lecture programmes, workshops and seminars have been organized for the benefit of the students. Internal continuous assessment accounts for 25% and performance in the end semester accounts for the remaining 75%. For practical papers, 40 marks are allotted for ICA. Seminars or innovative assignments have been made as one of the components of ICA. Question paper setting is by external examiners. Double valuation of the answer scripts is done and third valuation is done where the difference between first and second valuation exceeds 10 marks.

The results are screened by a passing board. Moderation of marks up to 3 marks is allowed but limited to one subject per student for the end semester examination before publication of the results. Instant examination facility is provided for students in case they have arrears in their final semester examinations. The minimum requirement for pass in UG and PG are 40% and 50% respectively. Grading system is adopted. The IQAC functions from 2005. The pass percentage in the various courses in the past three years is impressive and ranges from 76% to 99%.

Innovations in curricular design include introduction of specialization based interdisciplinary and elective papers, field based projects and community based learning. Innovations made in the curriculum includes introduction of Integrated Social Work by combining three specializations viz. Medical& Psychiatric social work, Community Development and Family and Child Welfare, and field work incorporated in the curriculum of Management Studies. M.Sc. degree course in Counseling Psychology has been introduced for the first time by the institution. Skill Lab course is conducted at the beginning of each semester for all students in the college. Case studies and assignments form an integral part of all papers. Guest lectures are regularly arranged.


DR. FATIMA VASANTH
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Egmore, Chennai - 600 008.

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Research, consultancy and extension:

Some of the faculty members have published articles in journals and books. The Principal of the institution has received the Tamilnadu state award for 'Best Educationist'. Student assessment of teachers has been introduced and actions are being taken to sort out the issues.

Research grants have been received from UGC and Indian Council for Social Science Research. MSSW has been appointed as a monitoring and evaluation agency for CAPART funded projects by the Ministry of Rural Development. Extension activities are carried out at two levels. One is through students who are placed in several NGOs for their field work practice and the other initiated directly by the College at the community level. The institution has launched the 'Journal of the Madras School of Social Work'.

Student support:

Special care and effort is taken for the differently-abled students who are given priority during admissions. Several foreign students from different universities are hosted for their credit/course completion especially with regard to field work and research.

The college provides concessions for the economically weak and disadvantaged students, scope for women and the differently-abled students and also gives preferences to athletes and sports persons. Mentoring and facilitative environment is provided for slow learners. Advanced learners are put through stimulating exercises and challenging assignments to tap their potential. The college also has a well established counseling center to guide, advice and direct students. There is a grievance redress cell. Government scholarships are available to students in MSW Aided stream.

Placement cell of the college has been initiated in the last academic year with a full time placement coordinator. Placement services are provided to students with an impressive 100% placement record for those who appeared during the period 2009-2011 wherein 41 companies have participated. The college has a sports room for students and staff where facilities to play indoor games are available. Health services include Blood donation and Health screening camps.

The college has started community college from 2011 in collaboration with the DOTE and trained slum school dropouts in basic computer operations. The college encourages community extension activities which include rural development project initiated during 1985 at

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PRINCIPAL
The Madras School Of Social Work
32, Casa Major Road
Egmore, Chennai - 600 008.

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Kadapakkam, Thiruvallur district (now managed by the village council) and rural community development project at Ekkadu focusing on women empowerment and education from 2008.

The college has got student welfare council and elections are held every year. The students take part in inter-collegiate cultural programmes, and many have participated in various inter college competitions and won prizes. Two students have cleared NET during 2010-11. Students have participated and won prizes in various academic, cultural and games competitions. Achievements include "Best NSS volunteer" award and in sports includes winning of gold medals in Life Saving National Championship and international Commonwealth Life Saving Championships.

The college has a well-knit Alumni association with elected office bearers. The alumni are involved in placement of students and they are also invited as resource persons to supplement inputs on specialized topics for the students.

Infrastructure and learning resources:

The college is located in a campus of approximately 1.5 acres of land in the heart of the city. It has 11 well furnished class rooms, an auditorium with a seating capacity of 175, air-conditioned conference room, 3 seminar rooms with LCD, computer lab and a small playground. The campus is Wifi enabled.

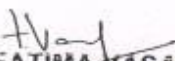
The library is housed in a building of 2400 Sqft. with over 12,700 books and 45 journals and periodicals. The library is computerized and renders bar-coded services. It provides access to e-journals and books through INFLIBNET. Audio-visual aids for teaching are available. The hostel facility is good.

Governance:

Board of studies and Academic council meetings are convened once in a year. The MSSWA has created a corpus fund from their members for awards and endowment scholarship for meritorious and economically weaker sections.

Interaction:

The students expressed their satisfaction regarding the curriculum and examination evaluation procedures. The teachers told the committee that more funds are required for the purchase of equipments and expressed their view that the hostel needs to be brought under the control of the principal. The non-teaching staff during the interaction appreciated the modernization and computerization of the office and expressed their desire to have a bus for the

5

DR. FATIMA VASANTH
PRINCIPAL
The Madras School Of Social Work
32, Cass Major Road
Egmore, Chennai - 600 008.

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college. Selected members of the alumni association also came for the interaction and told the committee how they were benefited by the training offered at the institute.

Review Committee's Assessment:

The Madras School of Social Work is found to be an institution that exclusively offers education in social work, management and social sciences. The institution imparts professional education in social sciences and management, conducts research on social issues and extends the services to the community. The college follows semester system and the curriculum is based on CBCS. The syllabus is revised periodically. Curriculum designing, introduction of new subjects and updating of the curriculum are satisfactory.

Efforts taken for the differently-abled students need appreciation. The infrastructure needed for the courses offered by the institution is adequate. Participation of the alumni in placement of students and functioning as resource persons deserves appreciation. Conduct of the examination is satisfactory. Encouragement given to students for community extension activities like rural community development deserves appreciation.



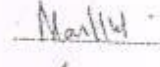

Recommendation:

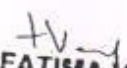
Considering the commendable performance of the institution after the grant of autonomy, the review committee recommends the continuation of the autonomy conferred to institution.

MEMBER:

1. Prof. K. Alodiapillai, I.A.S.,
2. Dr. R. Venkatakrishna Murali
3. Prof. M. Dhanushkodi
4. Dr. V. Sengodan

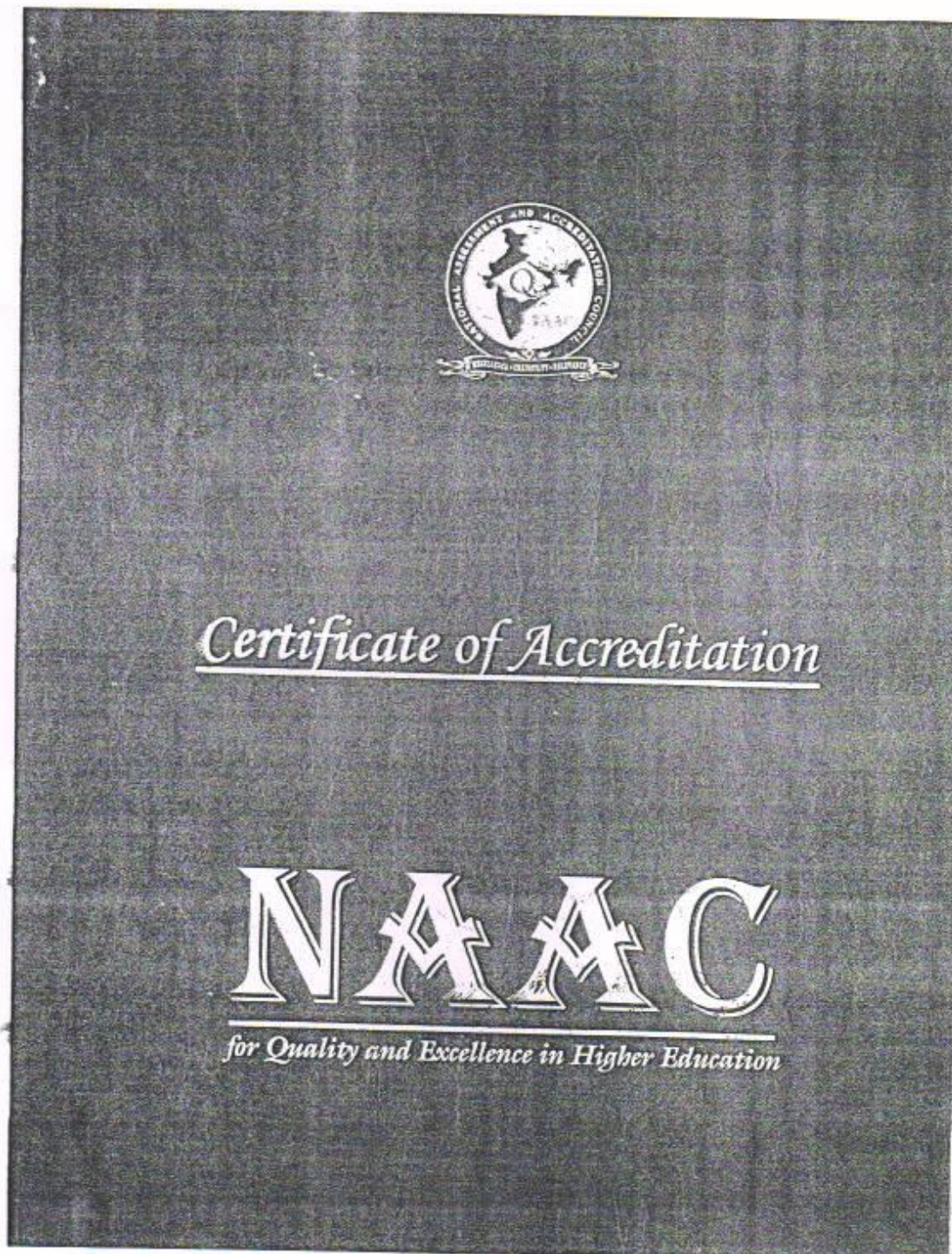
SIGNATURE:


DR. FATIMA VASANTH
PRINCIPAL
The Madras School Of Social Work
32, Cass Major Road
Egmore, Chennai - 600 008.

ANNEXURE 3

Annexure 3





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विराजविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : Madras School of Social Work (Autonomous)
Place : Egmore, Chennai, Tamil Nadu

Criteria	Weightage (W_i)	Criterion-Wise Grade Point Averages (Cr_i GPA)	$W_i \times Cr_i$ GPA
I. Curricular Aspects	100	2.50	250
II. Teaching-Learning and Evaluation	350	2.70	945
III. Research, Consultancy and Extension	150	3.60	540
IV. Infrastructure and Learning Resources	100	2.50	250
V. Student Support and Progression	100	3.00	300
VI. Governance and Leadership	150	2.67	401
VII. Innovative Practices	050	3.00	150
Total	$\sum_{i=1}^7 W_i = 1000$		$\sum_{i=1}^7 W_i \times Cr_i \text{ GPA} = 2836$

$$\text{Institutional Score} = \frac{\sum_{i=1}^7 (W_i \times Cr_i \text{ GPA})}{\sum_{i=1}^7 W_i} = \frac{2836}{1000} = 2.84$$

Grade = B

Descriptor = GOOD

Date : March 27, 2011



HARSHAN
Director

- This certification is valid for a period of Five years with effect from March 27th 2011
- An institutional CGPA on four point scale in the range of 3.01 - 4.00 denotes A grade (Very Good), 2.01 - 3.00 denotes B grade (Good), 1.51 - 2.00 denotes C grade (Satisfactory)
- Scores rounded off to the nearest integer

EC/55/RAR/099

डॉ. (श्रीमती) रेणु बत्रा
Dr. (Mrs.) Renu Batra

संयुक्त सचिव
Joint Secretary



दूरभाष PHONE कार्यालय OFF : 23238876

फैक्स FAX : 011-23232297

E-mail : renu@ugc.ac.in

विश्वविद्यालय अनुदान आयोग

बहादुर शाह ज़फ़र मार्ग,

नई दिल्ली-110 002 (भारत)

UNIVERSITY GRANTS COMMISSION

BAHADUR SHAH ZAFAR MARG

NEW DELHI-110 002 (INDIA)

BY SPEED POST

No.F. 22-1/2013(AC)

May, 2013

The Registrar,
University of Madras,
Chepauk,
Chennai – 600 005
(Tamil Nadu)

22 MAY 2013

Sub:- Grant of Extension of Autonomous Status to Madras School of Social Work, 32 Casa Major Road, Egmore, Chennai – 600 008 affiliated to University of Madras

Sir/Madam,

This has reference to this office letter No. 22-1/2005(Desk-AC) dated 16.06.2006 on the captioned subject for grant of extension of autonomous status and subsequent visit of the UGC Joint Expert Review Committee held on 21st and 22nd Dec, 2012.

The report of the aforesaid UGC Joint Expert Review Committee was placed before the Standing Committee constituted for the purpose by the Commission to look into the recommendation of Expert Committee report for grant of extension as well as fresh autonomous status to colleges before its recommendations are placed before the Commission for its final approval or otherwise as the case may be.

The recommendations of this Standing Committee were placed before the Commission at its meeting held on 10th May 2013. The Commission, after taking due consideration of the recommendations of the Standing Committee, agreed to grant extension of autonomous status to Madras School of Social Work, 32 Casa Major Road, Egmore, Chennai – 600 008 affiliated to University of Madras under the UGC autonomous colleges scheme for a period of six years w.e.f. the academic year i.e. 2012-2013 to 2017-2018.

The University of Madras, Chepauk, Chennai – 600 005 may now go ahead and issue necessary orders in this regard by endorsing a copy of the same to this office for our records. The admissible grant under this scheme will be released to the College as per its eligibility, according to the norms as laid down in the XIth Plan Guidelines for Autonomous Colleges by the Joint Secretary, UGC South Eastern Regional Office, PB No. 152, APSFC Building, 4th Floor, 5-9-194, Chirag Ali Lane, Hyderabad – 500 001

Yours faithfully

(Renu Batra)

Contd...

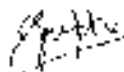
21/6/13

Copy to -

- 1 The Principal Secretary, (Higher Education) Govt. of Tamilnadu, N.K.M. Building, 6th Floor, Secretariat, Chennai - 600 009 (Tamilnadu)
- 2 Joint Secretary, UGC South Eastern Regional Office, PB No. 152, APSFC Building, 4th Floor, 5-9-194, Chirag Ali Lane, Hyderabad - 500 001
- 3 The Principal, Madras School of Social Work, 32 Casa Major Road, Egmore Chennai - 600 008 (Tamil Nadu)

(A copy of the Expert Committee report is also enclosed for your information and guidance)

- 4 Meeting Cell.
- 5 Concerned file
- 6 Guard File



(Dr. (Mrs.) S.B. Gupta)
Under Secretary



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Madras School of Social Work (Autonomous)
Egmore, Chennai, affiliated to University of Madras, Tamil Nadu as
Accredited*

with CSPA of 2.84 on four point scale

at B grade

Valid up to March 26, 2016

Date : March 27, 2011



H. Arumugam
Director

EC/55/RAA/099



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
The Madras School of Social Work
Egmore, Chennai, affiliated to University of Madras, Tamil Nadu as*
Accredited
at the B⁺⁺ level.

Date : February 16, 2004



Madras
Director

- This certification is valid for a period of five years with effect from February 16, 2004
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65 - C⁺ grade, 65-70 - C⁺⁺ grade, 70-75 - B grade, 75-80 - B⁺ grade, 80-85 - B⁺⁺ grade, 85-90 - A grade, 90-95 - A⁺ grade, 95-100 - A⁺⁺ grade (upper limits exclusive).

THE SOCIETY FOR SOCIAL
EDUCATION & RESEARCH

MADRAS

(Under which the Madras School of
Social Work is run)

MEMORANDUM OF ASSOCIATION
AND
RULES AND REGULATIONS OF
THE SOCIETY

October 1960

RULES AND REGULATIONS OF THE SOCIETY FOR SOCIAL EDUCATION & RESEARCH, MADRAS

1. The office of the Society shall be at Madras.

2. The Management of the Society shall vest in a Governing Body which shall consist of a body of members not less than 7 and not more than 20 inclusive of the President, three Vice-Presidents and the Founder Hon. Secretary who will be called the Office Bearers and two other nominees each of the Madras State Branch of the Indian Conference of Social Work and the Guild of Service (Central) and other members. There may be in addition an advisory Council to advise and help in the promotion of the objects of the School. The maximum number of members of the Governing Body is exclusive of those who will be entitled to be members of the Governing Body under Clause 8 infra.

3. The first President who will be called the Founder President shall be Mr. D. C. Kothari and in case the office falls vacant by reason of the death, retirement, resignation or by efflux of time or otherwise, the Governing Body shall elect one from among themselves as the President of the Society.

4. The members other than the nominees of the Madras State Branch of the Indian Conference of Social Work and the Guild of Service (Central) shall ordinarily hold office for life; the nominee of the Madras Branch of the Indian Conference of Social Work and the Guild of Service shall ordinarily hold office for a period of 5 years at a time and shall retire unless they are renominated to the Governing Body. If during the term of their office, the body nominating the member, withdraws their nomination, the nominee concerned shall cease to be the member of the Governing Body.

5. The President, will, however, hold office for 5 years and on the expiry of the period so fixed, the Governing Body shall elect one from among themselves as President. The Retiring President will be eligible for re-election.

6. In the event of a vacancy arising by death, resignation or any other cause whatsoever in the membership of the body, such vacancy shall be filled by the Governing Body.

7. The first Secretary shall be Mrs. Mary Chubwala Jadhav who will be called the Founder Honorary Secretary and she shall hold office for life.

8. Any person donating to the Society a sum of Rupees one lakh and over shall have the right to be a member of the Governing Body or the right to nominate a person in his place and such donor or his nominee shall have the same rights as the members of the Governing Body. The nominee of a Donor will have the right to be a member of the Governing Body only during the life time of the Donor.

9. All the properties of the Society shall be vested in the Governing Body of the Society.

10. The Governing Body shall have the following powers:

- (i) To make regulation for
 - (a) the management of the Society and the institution and all matters connected therewith
 - (b) the management of the Society's properties and investments of its funds
 - (c) to regulate the procedure to be followed at its meeting and
 - (d) to add to, annual or modify such regulation by the vote of majority of members present and voting.
- (ii) to constitute sub-committees of the Board and to delegate to them such powers as the Governing Body may deem fit;
- (iii) to consider the Honorary Secretary's annual report on the working of the School
- (iv) to consider and pass the audited accounts and the annual budget estimates of the School presented by the Secretary.
- (v) to authorise and sanction funds of the Society and of the School;
- (vi) to make appointments in the administration, teaching and research staff of the School;

18. The Hon. Secretary shall have such other powers as may be necessary for the proper exercise of her/his functions as the principal Executive Officer in charge of the School.

19. The Hon. Secretary shall have such emergency powers as may be determined by the Governing Body either by special resolution or under the bye-laws framed for the purpose.

20. The Hon. Secretary shall be the custodian of the title deeds, records, and other documents relating to the transactions and shall be in charge of the movable and immovable properties of the Society.

21. The Hon. Secretary shall maintain an accurate record of receipts and disbursements during each month and circulate an abstract of the same to the Governing Body quarterly with a consolidated statement of accounts.

22. The Hon. Secretary will have the accounts audited annually by a qualified Auditor approved by the Governing Body.

23. The Hon. Secretary shall, however, with the approval of the Governing Body, be entitled to delegate the duties for the maintenance of accounts, receipts, disbursements of funds, etc. to any member of the Governing Body who shall be styled as the Treasurer.

24. The Hon. Secretary shall have power among others to call for any records of the School or for any information or statements to be prepared and submitted from the School records by the Director for enabling the Secretary to prepare budget estimates, annual report or any other reports or memoranda or to furnish any information which the Governing Body may require.

25. A copy of the annual report shall be sent to all donors and patrons along with the audited statements of accounts of the year.

26. The Hon. Secretary shall have an establishment under her/him for carrying out her/his functions and the Director of the School shall be the Principal Officer in charge of the establishment.

27. The Hon. Secretary shall have powers to appoint, fine, suspend and dismiss members of such establishment. The same shall be reported at the next meeting of the Governing Body.

28. The Hon. Secretary may from time to time with the consent of the President obtained in writing delegate all or any of her/his duties to be done by a member of the Governing Body (and/or the Director) and all acts done by the latter in pursuance of such delegation shall be deemed to have been done by the Secretary herself/himself under the powers granted by these rules.

29. The Hon. Secretary shall also have power to cancel all or any of such delegated authority.

30. The Hon. Secretary shall also have power to accept resignation from the members of the staff and direct their relief subject to any regulations made in this behalf by the Governing Body.

31. The Hon. Secretary shall furnish to any member of the Governing Body who may require it, any information (not of any confidential character) relating to the school and the connected institutions if any and shall allow inspection of any book, records register or correspondence relating to the same provided 3 days' notice has been given by the member seeking inspection.

32. On the recommendation of the Hon. Secretary all appointments to the staff shall be made by the Governing Body. The Governing Body shall fix their scales of pay, allowances, etc. Temporary appointments shall, however, be made by the Secretary and placed at the next meeting of the Governing Body.

33. The Governing Body shall have the power to alter, amend or add to these rules and regulations consistent with the objects of the society by a vote of three-fifths of the members present and voting at a meeting of the Board of the Governing Body after notice of the proposed alteration or amendment or addition has been given in writing to all members of the Governing Body not less than three weeks before the meeting.

workers and peasants of the bodies or persons interested in promoting study of social, economic and allied questions.

- (vi) To build up a Research and Reference Library in Sociology, Economics, Criminology, Juvenile Delinquency, Industrial Relationship and such other allied subjects and to undertake a documentation service.
- (vii) To establish fruitful contacts between the School and distinguished foreign scholars and learned bodies abroad as well as in India.
- (viii) To undertake publication of research studies produced by the school.
- (ix) To accept gifts, grants, donations and endowments for the purpose of purchasing or acquiring moveable properties for the use of the Society or for any other purpose for which such gifts, grants etc. are earmarked and administer the same in fulfilment of the objectives mentioned above.
- (x) To hold refresher courses, short courses, seminars, conferences and the like on current social and socio-economic problems and or on special branches of the social activity for the benefit of persons engaged either in social work or in the teaching of subjects relating thereto.
- (xi) To stimulate in the staff and students of the school a sense of social awareness and cultural consciousness and develop a corporate life and socially useful activity in the school by organizing them into a joint fraternity.
- (xii) To do all such other acts and take all such steps as may further all or any of the aforesaid objects.

3. GOVERNING BODY: The management of the Society shall vest in the Governing Body detailed below: The names and addresses and occupation of the present members of the Governing Body are as follows :-

Sl. No.	Name	Designation in Society	Occupation	Address
1.	Mr. D. C. Kothari	Founder-President	Businessman	Kothari House, Kothari Rd, Madras-34.
2.	Mrs. Alwar Chetty	Vice President	Land Lady	8, Mc. Nichol Rd, Chetput, Madras-31.
3.	Mr. M. Bhakthavatsalam	Vice President	Minister for Home, Govt. of Madras.	14, Warren Rd, Mylapore, Madras-4.
4.	Mr. B. Gopala Reddi	Vice-President	Minister for Revenue & Civil Expenditure Govt of India.	5. Duplex Rd, New Delhi.
5.	Mrs. Mary Clubwala Jadhav	Founder-Hony. Secretary.	Land Lady	Philroy, Nungambakkam, Madras-34.
6.	Lt. Col. N Vasudeva Rao	Member of the Governing Body	Doctor	4, Murrays Gate Road, Teynampet, Madras-18.
7.	Mrs. Ruth Morris	-do-	Social Worker.	Yusuf Bagh, Nungambakkam High Road, Madras-34.

PATRON AND ASSOCIATES

34. Any person paying a donation of at least Rs. 5,000/- or over shall become a patron of the Society. All persons who were patrons immediately prior to the Registration of the Society shall continue to be patrons of the Society for life. Suitable steps shall be taken to perpetuate the association of the Patrons with the Society.

35. The Governing Body may from time to time elect any person who has rendered meritorious services to the Society or who is in sympathy with the aims and objects of the Society as Hon. Patrons, and he or she shall be the patrons for life, without any obligation to pay any amount to the Society unless they voluntarily prefer to do so.

36. It shall be open to the Governing Body by the requisite majority vote or decision either to amalgamate with or transfer to any other educational or other body the property of the management of institutions coming under the management of the Society.

37. The Society will have perpetual succession.

38. All the suit and legal proceedings may be instituted by or against the Society in the name of the President or the Hon. Secretary.

39. In the above rules any reference to the female shall include the masculine if the context so needs, and vice versa.

Certified that the above is the correct copy of the rules and regulations of the Society.

Sd/- D.C. KOTHARI,

Founder President,

.. MARY CLUBWALA JADHAV

Founder Hon. Secretary,

.. N. VASUDEVA RAO,

Member of the Governing Body

Station : Madras

Date: 27-8-1960.

/True Copy/

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