



## **Madras School of Social Work**

(An Autonomous Institution Affiliated to the University of Madras)

**Accredited by NAAC with “A” grade**

**The Annual Quality Assurance Report (AQAR)**

**BY**

**IQAC TEAM**

**(2017-18)**

# Madras School of Social Work

## The Annual Quality Assurance Report (AQAR) of the IQAC (2017-18)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	Madras School of Social Work
1.2 Address Line 1	32 Casa Major Road
Address Line 2	Egmore
City/Town	Chennai
State	Tamil Nadu
Pin Code	600 008
Institution e-mail address	www.mssw.in
Contact Nos.	044-28192824
Name of the Head of the Institution:	Dr.S.RAJASAMUEL PRINCIPAL
Tel. No. with STD Code:	044-28192824

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID : TNCOGN 10835 (FROM 2016 Onwards)

1.4 Website address:

Web-link of the AQAR:

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

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++ -	--	2004	5 YEARS WEF 16-2-2004
2	2 <sup>nd</sup> Cycle	B	2.84 on a 4-point scale	2011	26-3-2016
3	3 <sup>rd</sup> Cycle	A	3.14	2016	04.11.2021
4	4 <sup>th</sup> Cycle	-	-	-	-
5	5 <sup>th</sup> Cycle	-	-	-	-

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

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

2017-18
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1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_ 2011-12 \_\_\_\_ APRIL 2014
- ii. AQAR \_\_\_\_ 2012-13 \_\_\_\_ APRIL 2014
- iii. AQAR \_\_\_\_ 2013-14 \_\_\_\_ DECEMBER 2015
- iv. AQAR \_\_\_\_ 2014-15 \_\_\_\_ DECEMBER 2015
- v. AQAR \_\_\_\_ 2015-16 \_\_\_\_ JUNE 2016
- vi. AQAR \_\_\_\_ 2016-17 \_\_\_\_ JUNE 2017
- vii. AQAR \_\_\_\_ 2017-18 \_\_\_\_ JUNE 2018

1.9 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
(eg. AICTE, BCI, MCI, PCI, NCI)								

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
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TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

SOCIAL WORK

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

UNIVERSITY OF MADRAS

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

any other (*Specify*)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

3

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

2.6 No. of any other stakeholder and Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- **Faculty development programme on “student-centred learning”** conducted on 22nd February 2018, handled by Ms.. Cynthia I. Dettman, On the same day, Mr. Arshraf, NLP

Master Trainer, along with his associates Mr. Prasad and Ms. Ashwini conducted the FDP program on Neuro-linguistic programming by using broken pieces of glasses in his activity, which highlighted the importance of self-confidence.

- **Faculty development Programme on English Language skills for publishing**

**Session 1: Discussion with our Alumni** Resource person : Mr. E.Nainaraj, 1980 batch Alumnus. Date: 17<sup>th</sup> June 2017 Mr.E.Nainaraj highlighted the need for improving the quality of the institution in order step up to the next level by highlighting the following areas where Madras School of Social Work has to work on the following focus areas like :

- Competency Development
- Consultancy Services
- Creating Centers of Excellence
- Innovation & Best Practices
- Branding through faculty

**Session 2 English Language skills for publishing** Resource person **Mrs.Sushma Amarendran**

Mrs. Sushma Amarendran started the session by stating the importance of using the correct grammar in the process of writing a research paper.

In her presentation, she explained, how Important is Proper Grammar in Communication?

- Important in all forms of communication
- Improves skill of expression
- Enhances accuracy
- Grammar clears the message
- Helps in saving the face
- It is important even in digital world
- Gives Credibility, respect, convenience and posterity
- Not much used in chatting
- Gives edge over competitors

**Session 3 English Language skills for publishing –II**

Ms Miriam Madhav started the session by stating the importance of using the correct vocabulary and grammar in the process of writing a research paper. In her presentation, she explained, Importance of a good Vocabulary in writing. She stated that whether you are writing

professionally, at work or for reports in school, you should have a *vocabulary* that will provide for clear communication of your ideas and thoughts. You need to know the type and level of your audience and adjust your vocabulary accordingly. It is worthwhile to constantly work at improving your knowledge of words.

### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards Quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<p><b>1.Faculty development Programme</b></p>	<ul style="list-style-type: none"> <li>• Faculty development programme on “student-centred learning” conducted on 22nd February 2018, handled by Ms.. Cynthia I. Dettman,</li> <li>• Faculty development Programme on English Language skills for publishing On 17<sup>th</sup> June 2017</li> </ul> <p>Session 1: Discussion with our Alumni Resource person : Mr. E.Nainaraj, 1980 batch Alumnus.Date: 17<sup>th</sup> June 2017Mr.E.Nainaraj highlighted the need for improving the quality of the institutionin order step up to the next level by highlighting the following areas where Madras School of Social Work has to work on the following focus areas like :</p> <ul style="list-style-type: none"> <li>▪ Competency Development</li> <li>▪ Consultancy Services</li> <li>▪ Creating Centers of Excellence</li> <li>▪ Innovation &amp; Best Practices</li> <li>▪ Branding through faculty</li> </ul> <p><b>English Language skills for publishing Resource person Mrs.SushmaAmarendran</b></p> <p>Mrs. SushmaAmarendran started the session by stating the</p>



<p>2.NAAC Visit</p>	<p>importance of using the correct grammar in the process of writing a research paper.</p> <p>In her presentation, she explained, how Important is Proper Grammar in Communication?</p> <ul style="list-style-type: none"> <li>• Important in all forms of communication</li> <li>• Improves skill of expression</li> <li>• Enhances accuracy</li> <li>• Grammar clears the message</li> <li>• Helps in saving the face</li> <li>• It is important even in digital world</li> <li>• Gives Credibility, respect, convenience and posterity</li> <li>• Not much used in chatting</li> <li>• Gives edge over competitors</li> </ul> <p><b>Faculty development program on 21st November 2017 , Tuesday from 9.00 am to 4.00p.m at our college premises“E-Learning’</b></p> <p><b>Outcome of the FDP are as follows</b></p> <ul style="list-style-type: none"> <li>• Encouraging, set way for taking up the task.</li> <li>• It was informative, interactive and well structured</li> <li>• Moderator not so good</li> <li>• Overall the FDP is good</li> <li>• Could have made content analysis of articles</li> </ul> <ul style="list-style-type: none"> <li>• <b>Prepared NAAC visit schedule, updated Self-study report 2016-17, conducted NAAC meetings regularly.</b></li> <li>• <b>Co-ordinated with UGC NAAC Visit on 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> October 2016. The peer team members comprised of Prof. Biranchi N. Puhan,(Former Vice Chancellor North Orissa University), Chairperson, Prof. Sanjai Bhatt , Professor, Department of Social Work, University of Delhi, Member Co-ordinator, Dr. Sophia Fernandes, Principal, School of Social Work (Autonomous), Roshini Nilaya. MSSW has been Reaccredited with CGPA (criterion wise grade point average) of 3.14 on seven point scale at “A” grade, Valid up to November 4,2021.</b></li> </ul>
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<p><b>3. Semester-wise students Feed Back</b></p> <p><b>4. Survey conducted for outlook magazine</b></p> <p><b>5. Reports done by IQAC Team members</b></p>	<ul style="list-style-type: none"> <li>• <b>Students' feedback compilation for the odd and even semesters of the academic year 2017-18 was prepared and distributed for evaluation.</b></li> <li>• <b>Details regarding grading of Social work colleges required by Outlook magazine was collected and sent to the editor and received 4<sup>th</sup> rank</b></li> <li>• <b>AQAR Report for 5 years (2013 – 2017) was submitted online</b></li> <li>• <b>Self study Report for the NAAC visit was prepared</b></li> <li>• <b>AISHE (All India Survey for Higher Education) was submitted for the year 2017-18.</b></li> <li>• <b>Compilation of Annual Report 2017-18.</b></li> </ul>
<p><b>6. IQAC Committee Meeting</b></p>	<p><b>1. The IQAC committee meeting held on 19 .7.2017. The Committee members comprised of The Principal, Dr.S.Raja Samuel. The Dean Dr.S.Subhashini, Dr.Revathi Balu, Retd Professor, Tata Institute of Social sciences, Mr. Nainaraj, Alumini Representative, Student Representative One from UG and PG.</b></p> <p>The Principal Dr.S.Raja Samuel insisted on the importance of collecting the feedback from the students. Ms. Revathi came up with an idea that to break up the feedback system from three choices to six choices. Adding on to it she also insisted to have "Poor" in the rating scale, which would be utilized for student's feedback. Mr. E.Nainaraj also shared his views about how this six rating scale works, its purpose and the evaluation method. He also insisted that six rating scale will be the ideal pattern to collect the students feedback. Guest lectures are really good.</p> <p>Case study method is really good. Course materials that are provided to the students are good. <b>The members gave suggestions for quality enhancement of the college.</b></p>

2.15 Whether the AQAR was placed in statutory body      Yes      No

Management  Syndicate  any other body

Provide the details of the action taken

The Principal reviews the document and does the needful

## **Part – B**

### **Criterion – I**

#### **1. Curricular Aspects**

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			-
PG	10	1	9	-
UG	2	0	2	-
PG Diploma	1	1	-	-
Advanced Diploma	-	-	--	-
Diploma	-			-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	14	2	11	-
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders\*Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

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

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

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

MA Social Entrepreneurship

## **Criterion – II**

### **2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
52	50	2	-	-

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
6	-	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	10	15
Presented papers	2	10	12
Resource Persons	Nil	5	6

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

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

2.7 Total No. of actual teaching days during this academic year

186

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

Yes

- E-governance – Online ICA Marks, Attendance, Exam Registration, Hall tickets and Online Publication of Results for students through iBoss software.
- Inclusion of certificate courses in the mark sheet.

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

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

2.10 Average percentage of attendance of students. 80%

2.11 Course/Programme wise Distribution of pass percentage:

**Odd Semester Results - November 2017**

DEPARTMENTS	TOTAL NO. OF STUDENTS				
	APPEARED	PASSED	PASS %	F.C.	OS
MSW (Aided)	109	101	92.66	81	20
MSW (SF)	87	73	83.90	57	16
MA DM	78	58	74.35	49	9
M.A.-HROD	86	71	82.56	61	10
M.A.-HRM	85	75	88.23	63	11
MA SOCIAL ENT	07	01	14.29	1	0
M.Sc. (Counselling Psychology)	52	42	80.77	31	10
B.S.W	122	104	85.24	67	31
B.Sc. (Psychology)	153	126	82.35	84	37

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

- Students' Feedback and evaluation is conducted every semester to contribute to regular monitoring and improvement of the curriculum, Teaching Methodologies and infrastructure development.
- Semester wise Faculty Development Programmes to motivate and hone the skills of teachers.
- College Annual Report Preparation for submission to agencies like industries, NGO'S, etc.
- Year wise Annual Quality Assurance Report is submitted to the NAAC.
- A report for the All India Survey for Higher Education conducted by the Ministry of Education is uploaded every year.
- Annual Reports required by the office of the Regional Joint director for Education is also sent every year.

**2.13 Initiatives undertaken towards faculty development**

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	4
HRD Programmes	-
Orientation Programmes	-
Faculty Exchange Programme	-

Staff training conducted by the university	4
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	-
Others	09

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	3	Nil	Nil
Technical Staff	1	1	Nil	Nil

## Criterion – III

### 3. Research, Consultancy and Extension

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

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

#### 3.2 Details regarding major projects .NIL

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

#### 3.3 Details regarding minor projects Status of women victims in the Criminal Justice System

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	1	1
Outlay in Rs. Lakhs	170000	NIL	NIL	NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals			12
e-Journals	-	8	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications: NA

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	1	UGC	170000	112500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from Nil

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

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

3.10 Revenue generated through consultancy



3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	nil	6	4	-	5
Sponsoring agencies		1. U.G.C	1. Corporate 2. Directorate of Social Welfare 3. ONGC 4. CPC		Corporate

3.12 No. of faculty served as experts, chairpersons or resource persons : 20

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year NIL

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
1	-	U.G.C – NET/JRF	Research Fellow	-	-	4 -

3.18 No. of faculty from the Institution

Who are Ph. D. Guides and students registered under them?

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events: NIL

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC: NIL

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

**EXTENSION ACTIVITIES**

1. MSW students were involved in the following extension activities

S.N O	Extension Activity	Beneficiaries	Students involved	Activities
1	To promote Mary Club Wala Jadhav study circle school students	Mary Club Wala Jadhav Study circle students	II MSW Medical and Psychiatric specialization students namely Ms. Shanmugapriya Ms. Ansu Alexandar Ms. Trinethra Vallabhan. R were involved to train the students	Coaching classes & student counselling
2	The 1 <sup>st</sup> year students were given training for cultural programmes	Mary Club Wala Jadhav school students		Dance training

**2. PG Department of Social Work (SF)**

Extension Activity:

Need assessment on Youth Employability skills at Thiruvallur District, Michelin Tyres.

**3. UG DEPARTMENT OF SOCIAL WORK**

**Extension Activity**

a) MOU with International Alliance for Prevention of Aids (IAPA)

Summer Volunteer Program (10 students)

The BSW department takes pride in having broken the stereotypes of education through the IAPA initiative. IAPA makes way for cultural exchanges as students from the Arizona State University collaborated with BSW department with an aim of creating awareness to schools and colleges.

Awareness activities at various schools and colleges as follows

- ✓ BOSCO ACADEMY SCHOOL
- ✓ DONBOSCO SCHOOL, ERUCKKANCHERI
- ✓ ST. THOMAS SCHOOL, BROAD WAY

- ✓ ST.VINCENT SCHOOL
- ✓ ST.MARY'S BOYS SCHOOL
- ✓ DONBOSCO SCHOOL, MOOLAKARAI
- ✓ ST.MATHIAS AL HR.SEC.SCHOOL
- ✓ BAYNES SCHOOL
- ✓ CTTE COLLEGE FOR WOMEN
- ✓ SOKA IKEDA COLLEGE OF ARTS AND SCIENCES
- ✓ DG VAISHNAV COLLEGE
- ✓ SHRI KRISHNASWAMY COLLEGE FOR WOMEN
- ✓ ANNAI VIOLET COLLEGE
- ✓ VELS UNIVERSITY
- ✓ VILLAGES NEAR TELANGANA
- ✓ ST.THOMAS COLLEGE FOR ARTS AND SCIENCES.
- ✓ SRI TC SRINIVASAN POLYTECHNIC COLLEGE

## 2. INTER GENERATIONAL COMERADES PROJECT with DIGNITARY FOUNDATION

The second year BSW students done extension activities as follows;

### INTER NATIONAL OLDER PERSONS DAY WITH DIGITARIANS OF DIGNITY FOUNDATION

The main aim of this programme is to bring the intergenerational bonding between elders ad youngsters.

Dr.Chokalingam, cardiologist talked about HUMAOUR AND HEALTH.

Cultural events were jointly done by the older persons and the students.

The Debate team consisted of 2seniors and 2 students debated on The youth of today: Are they confused (or) confident?

A drama titled "The difference" was enacted by 2 senior citizens and 6 students.

Totally 100 older persons were participated.

MULTI MEDICAL CAMP: Second BSW students conducted the multi medical camp in association with Dignity foundation and Kavery Hospitals to the older persons living Anna nagar and nearby places. 97 elderly persons were benefitted.

## 3. KANAVU NAYAGAN:

III BSW students conducted competitions like drawing and oratorical to the Mary Clubwala School Children in memory of Dr.A.P.J. Abdul Kalam

4. BASE LINE SURVEY on community based inclusive development programme for persons with disabilities.28 Second year BSW students conducted the survey of persons with disability living in Chennai zone 8 in association with German Leprosy Relief association Rehabilitation Fund (GLRA)

5. IDF SLP VOLUNTEER PROGRAMME:Second year students went to Government Higher Sec.School ,Choolaimedu to take classes.

6. STREET PLAYS: Street plays were conducted on various social issues to create awareness to the community people.

FOR SOCIAL SERVICE TRUST FOR THEIR COMMUNITY-MADIPAKKAM

FOR PORT TRUST - ROYAPURAM COMMUNITY

FOR IAPA – INTERNATIONAL AIDS DAY

#### **4. M.A HUMAN RESOURCE MANAGEMENT**

1. AVATAR, Human Capital Trust for PUTHRI project. Under this project, the women students belonging to first year enrolled themselves as volunteers to create career intentionality among the underprivileged girl students, studying in Government run schools between the age group of 13-18 years, who will be trained in developing the necessary skills; to be successful in their career and prevent them from dropping out from schools.
2. Opportunity to understand the need to build a sense of social responsibility through a session with Mr. B. Sankar Mahadevan, Founder, UDHAVUM ULLANGAL, a public charitable trust. The students got an opportunity to enroll themselves as members to create personal connection with less privileged students to bring a change in the lives of women, in the area of health and education.
3. Ms.ShruthiGautham has organized a dental camp on behalf of round table India and also medical camp. She also volunteered and assisted in little hearts.
4. Ms.Shruthi Ganeshan conducted activities to teach Balavihar- a Mentally challenged school students. She also helped in giving polio drops at polio camp.
5. Ms.Aishwarya, Mr.Yashwanth and Ms.Priyanka have volunteered for UdhavumUllangal.
6. Ms.Mariya Pius and Ms.Namrata have volunteered for SPI CSR activity.
7. Ms.Indumathi has been a scribe for specially challenged students and went to Pazhaverkadu as part of NSS to arrange medical camp, cleaning and survey.
8. Ms.Divya , student volunteer visits the Old age home- Anna Illam, Pudhur every Sunday and cheers the elders.
9. Ms.Aarthi Anand, have been part of make a difference for 3 years to teach kids from an orphanage .
10. “Asha Nivas “. She was also a member of Rotary club in which she was part of donation camps, health check ups which was organized for under-privileged kids.

11. Ms.Oviyadharshini was a volunteer in “Something for Society” and was part of blood camps and teaching children. She was also part of Sudaroli project in which Government school children are educated by her. She was also part of Jananam (Pond Clean up) and Varnam (Painting, Coloring Government Schools).
12. Ms.NamiaFereenhave has been a volunteer of Namma Chennai in which she educated under-privileged children. She also visits orphanages and old age homes.
13. Ms.SnehalAptehave has been a member of Rotary Club of Madras, Vadapalani where she volunteers in health checkups and donation camps. She was also part of Sevalaya to work with orphanage and old age homes.

### 5. MA Department of Human Resource & Organizational Development

The Department tied up with Avatar for the project Puthri. The first year female students were given training to become mentor for training government school female students. Following students were felicitated with certificate of appreciation on the Annual Day Celebrations.

Rathika 2017-2019 Batch

Sanju Abraham. 2017-2019 Batch

Krishna Prasad 2017-2019 Batch

Sai Krishna 2017-2019 Batch

### 6. MADM(Development Management)

S.No	I / II year	NAME OF THE STUDENT	AWARDS-Description	DATE	ORGANISED BY/ HELD AT
1)	I & II year	Somiya, Uma, Shanmuga, Ajith, Sankara Kumar, Gnavignesh, Sushmitha, Kayalvizhli, Joel.	CONFETE(Inter-college competition to commemorate World Consumer Day) – Overall Winner	December 2017	Ethiraj College
2)	II year	Shri Vaiyashanavi	Documentary Film – Monetary Award of Rs.5,000/-	5 <sup>th</sup> March 2018	Initiatives: Women in Development (IWID).

## 7. MSC Counselling Psychology

### **Barefoot Counseling Training for the members of Lions Club – 2 batches**

Faculty: Dr. R. Subhashini, Dr.Vyjayanthi Mala, Dr.Subasree, Mr. KarthikLakshmanan  
Counselling Need Assessment for B.Ed and M.Ed. college students on 11th April 2018 at  
Christopher College for Education, Egmore.

Faculty: Dr.Subasree, Ms. Fahima M

Consultancy Services offered for Agaram Foundation and Assess People India Pvt. Ltd

## **Criterion– IV**

### **4. Infrastructure and Learning Resources**

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.5 Acres/ 6208.51 sq.ft	-		
Class rooms	22	-		
Laboratories	2	-		
Seminar Halls	1	-		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1	-		
Value of the equipment purchased during the year (Rs. in Lakhs)	1	Rs.14,58,584	U.G.C & SSER	
Others	1	Women's Room (Rs.5000)		

#### 4.2 Computerization of administration and library

- All office staff, teachers have access to computers with internet facility, printer facility etc.
- MSSW library has computerized and introduced bar code facility. Library is having six computers in total which help the students and faculty members for searching the library resources, word-processing and using the Internet. MSSW library has digitized its theses collection from the year 2003. Hence students browse through the entire thesis in the computer.
- The campus is Wi-Fi enabled
- There is a central facility and the students and staff have access to this facility from 9.30am to 5.00 pm. The college has added 10 new computers and 1 printer as per the suggestions of the peer team. All the students are given training to operate SPSS package EXCEL, WORD, PPT. The lab is connected with Wi-Fi facility.
- 24 hours BSNL Broadband to the speed of 10 MBPS split with 4 mbps (staff 3 LAN) 4 MBPS (students Wi-Fi, 2mbps to computer lab.
- Desktops 81 nos.(10 new), Printers(38 no's) Lap tops (22) Web Camera (1), Still Camera(5), LCD PROJECTOR (25), UPS(56) CCTV Camera (10), Pen Drive(10), External HDD(4 NOS), Routers (13nos), Scanner (2), Server (2nos), 3G USB DATACARD (7 NOS), Ppt Presenter (3nos)

### 3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books	15,081	Rs.22,33,878	919	2,74,243	16000	25,08,121
Reference Books	995	Rs.3,35,900	800	284,340	1795	6,20,240
e-Books	-	-	-	-	-	-
Journals	48	-	73	-	121	-
e-Journals	-	-			50	
Digital Database	-	-				
CD & Video	95	Rs.10,000	100	11,123	100	21,123
Others (specify)	-	-	-	-	-	-

### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
<b>Existing</b>	69	13	1	1	1	8	58	4
<b>Added</b>	8	-	1	-	-	1	1	2
<b>Total</b>	77	13	2	1	1	9	59	6

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

- SPSS training is given to the MSW students. BSW students are given training to operate SPSS package EXCEL, WORD, PPT, Adobe Photoshop etc.
- The ED cell of our College has arranged orientation programme on Learn wise Software for the students. The programme will be taught through online and handled by Anna University ED HUB representatives.
- Library & information centre has conducted a workshop on E-resources for faculty members and students.
- IQAC has conducted a Faculty Development Programme on "Advanced Learning through the use of technology" for faculty members.
- The Certificate programmes on "Development Communication" and "Human Rights" was conducted for the first year MSW students.
- B.Sc. Psychology students are given training on computing skills and Soft skills programme.
- SOS Skype round was conducted for Placement of students in MSSW.



4.6 Amount spent on maintenance in lakhs:

i) ICT	3.34,532
ii) Campus Infrastructure and facilities	3,43,367
iii) Equipments	14,58,584
iv) Others	249860
<b>Total:</b>	<b>23,86,343</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph. D.	Others
268	505	6	26	nil

(b) No. of students outside the state

22

(c) No. of international students

Nil

Men	No	%	Women	No	%
	-			-	

No	%
-	

Demand ratio 1:7

Dropout % 1% in P.G & 1% in BSW and 12.4 in B.Sc.

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

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

**\*Note:**As all passed out students' do not report their achievements to the college, actual numbers may vary.

5.6 Details of student counselling and career guidance

The college has

- U.G.C Counselling & career guidance cell.
- One –on-one faculty student mentoring facility.
- Interface with alumni and field practitioners.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
24	112	26	10

5.8 Details of gender sensitization programmes

5.9 S  
5

- U.G.C Equal Opportunity centre
- Women's Cell
- Projects and Research studies on gender issues
- Lectures/ Awareness programmes on gender concerns such as Consent & Violence on Women by *Dr. Sharadha Srinivasan*, Associate Professor, University of Guelph, Canada & *Dr. Swarna Rajagopalan & Ms. Sudaroli*, Trustee, Prajnaya Trust.
- Incorporation of gender issues in the curriculum.
- Project Puthri was conducted for female children

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	29	368,324
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## **Criterion – VI**

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

#### **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 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 organisations.**
- **Playing an active role in advocacy and policy formulations and access to contemporary knowledge resources.**

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

- Need- based contemporary courses
- Field linkages
- Skill labs & Focus on employability
- Participatory and experiential learning
- Membership in professional bodies
- Subject experts' representation in Boards of studies & Academic council
- Internal boards of studies (with student representatives)

### 6.3.2 Teaching and Learning:

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

### 6.3.3 Examination and Evaluation

- E-governance – Online ICA Marks, Attendance, Exam Registration, Hall tickets and Online Publication of Results for students through iBoss software.
- Inclusion of certificate courses in the mark sheet

### 6.3.4 Research and Development

- Research & consultancy committee sources and scrutinizes several research project proposals received from the members of faculty, government agencies and corporate houses and NGO's. The committee, thanks to its field linkages, provides opportunities for the students to get field research exposure and experience.
- The college has initiated a journal called the “Journal of the Madras School of Social Sciences” (ISSN 0975-4040), a half –yearly publication of social science and social work articles.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has been renovated with the following infrastructural improvements such as new flooring, New Fans and lights, Repainted & repaired furniture, brightens up the reading space with students drawing, and replaced the Notice boards.
- Added two reading tables
- Added two Air-conditioner (1.5 tonn)
- Added one Projector
- Four computers have been upgraded and one new computer has been added.
- Bar-code scanner has been replaced with the new one.
- Replaced a new inverter with the existing one.
- Added one External Hard-disk and UPS.
- Library committee is formed every year with student and faculty representatives from each department along with the Principal and librarian of the college and periodic meeting is conducted.
- ‘Library Week’ is celebrated every year with various competitions for students. Student coordinators are identified for each competition to coordinate the events. Prizes and certificates are distributed to the winners and coordinators.
- Series of ‘Quiz’ programme on current affairs is conducted under the banner of ‘Q Labs’ and prizes for winners and runners are distributed during the college assembly
- MSSW library is a registered member of INFLIBNET, hence access to online resources through NLIST programme is in place from 2010 onwards

- Moreover, to make use the online resources available in open access, MSSW library has created a website [www.mssw-virtuallibrary.org](http://www.mssw-virtuallibrary.org) and given links to various free web directories, subject gateways, e-journals and e-books.
- Journal article indexing is done in MSSW library. 26000 journal articles were indexed. Hence students find it very easy to search the articles especially from the back volumes of journals. This service is greatly used by the research scholars and students especially for their research.

#### 6.3.6 Human Resource Management

- Induction
- Faculty development programme
- Faculty appraisal
- Exit interview

#### 6.3.7 Faculty and Staff recruitment

- Well-qualified staff selected through a stringent process
- Faculty with NET / SLET only selected. HoD are with PhD are given preference and selected.
- Recruitment through employment exchange database or open advertisements.

#### 6.3.8 Industry Interaction / Collaboration

- Observation visits
- Field work
- Projects
- Resource person for guest lectures, seminars etc

#### 6.3.9 Admission of Students

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

#### 6.4 Welfare schemes for

Teaching	As per Government / University Norms
Non teaching	
Students	

#### 6.5 Total corpus fund generated: Nil

6.6 Whether annual financial audit has been done -Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	IQAC
Administrative	Yes	NAAC	Yes	IQAC

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

For UG Programmes      Yes           

For PG Programmes      Yes           

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

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

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

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

6.11 Activities and support from the Alumni Association

**Knowledge Development Session**

- ✓ Mr.N.Prasad, Executive Vice President- HR, Tube Investment of India&Mr.AnanthKaliyaperumal Regional Director. CHALICE , spoke to students on the theme **Employability and Career Orientation** in the month of June 2017.
- ✓ Mr.Michael Rajesh Alumnus 1996 Head HR of Dalmia gave a lecture on **Decoding Campus Interview** in the month of September 2017
- ✓ Mr.Peeyush Arya , Partner Human Capital Deloitte and his team had an interesting interaction with students on **“Future of Work and Work Place”** in the month of November 2017

**Scholarship:**

- ✓ Mr.Gopinath, Consultant – Simho Consulting gave a scholarship of Rs.15,000/- to a 2nd year BSW Student Ms.Akalya
- ✓ Mr.Boominathan (1982 Batch) has donated Rs.1,00,000/- towards Alumni Scholarship Fund

**Internship & Placement:**

The Alumni members continue to support the students for Internship and Placement. The organization such as TAFE, Kelsa have offered paid internship to students.

**Alumni Chapter: Bangalore & Hosur**

The Alumni Association successfully formed Bangalore Chapter in the month of December. Mr.Venkataramana ,President HR- landmark Retail, alumnus hosted the meet and offered to mentor the Bangalore Chapter. Mr.Dasarathan alumnus 2000 Batch will be the president of the chapter who will coordinate the activities.

**Financial Assistance:**

- ✓ The Alumni Association rendered financial assistance of Rs.88,000/- ( Eighty Eight Thousand) to Late Prof.Bala Muthu Murugan( alumnus 2006)on his sudden demise and offered to help his family .
- ✓ The Association also mobilized fund from the members of aamsswof Rs.3,65,000/- ( Three Lakh Sixty Five Thousand) to help Late. Prof.P.K.Visweswaran to meet his medical expenses .

**Website:**

The Alumni Association launched new website for the association [www.aamssw.com](http://www.aamssw.com) which will provide information to the alumni members of the activities carried out by the association, office bearers, job posting etc.

**Student Alumni Fund:**

The Association is extremely grateful to the Management and the Principal in making students the members of the Alumni Body.

**Annual Get-together:**

The Alumni Association celebrated the annual Alumni Get-together on January 26, 2018 around 450 alumni members participated. There was wide media publicity to the events.

**Alumni Excellence Award:**

The Alumni Association have initiated an Alumni Excellence Award to the illustrious alumni who have contributed significantly to the Society. The Award winners are as follows :

1. **Late Prof.T.K.Nair (1961-1963)**  
Former Principal MSSW for Elderly Care



2. **Mr.NarasimhamRaydurgam,(1963-1965)**  
Chairman – Apex Committee on Vocational Rehabilitation & Rehabilitation Social Work of RCI
3. **PadmashriDr.ShanthiRenganathan ( Batch 1971-1973)**  
TT Ranganathan Clinical Research Foundation (TTK Hospital)
4. **Mr.Vijayakumar(1973-1975)**  
Director Education NAWA
5. **Mr.BapaVidyakar,(1974-1976)**  
Founder – UdhavumKarangal

The Award was Sponsored by Dr.Palan, Alumnus ,Malaysia.

#### **Alumni Accomplishments:**

- ✓ **The** Alumni members have made big impact in their respective fields. Few alumni members are recognized by the national and international forums.
- ✓ Ms.Anuradha Krishnamoorthy (Alumnus 1996) and Dr.Malvikalyer(Alumnus 2016) were conferred Nari Shakthi Puraskar Award 2017 by Govt of India.

#### **New Executive Members:**

There is no change in the office bearers of the Alumni Association.Mr.Sridhar (Alumni 1981) is the President of Alumni Association and few new members are included in the Executive Committee.

#### 6.12 Activities and support from the Parent – Teacher Association

- The office bearers raised funds and personally contributed towards students’ scholarship. Eight students received the scholarship. The total amount is Rs. 2,10,000/-
- PTA also joined in the Teachers’ Day celebration and gave them a small gift in appreciation of their service.
- PTA members participated in the NAAC Review meeting.
- PTA Organized an Interactive Session on ‘Higher Study Opportunities Abroad’ for the students. The Resource person was Dr. Paul Chellakumar.
- PTA has sponsored a Photocopying Machine for the students’ use
- Best Outgoing Student of the Department award is given to the students with the Cash Prize of Rs.1000/-, Trophy and the certificate.

#### 6.13 Development programmes for support staff

- Need based capacity building programmes
- Team – building initiatives

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

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

## **Criterion – VII**

### **7. Innovations and Best Practices**

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

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

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

The academic calendar has been adhered to

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

- Robust curriculum
- Inclusive administration
- Admissions of the students purely based on Merit

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

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted?

Yes

No

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

The college has a socially relevant and sensitive curriculum

## **8.Plans of institution for next year**

- Start an Entrepreneurship Incubation centre for Social Projects
- Encourage students to prepare for Civil Services
- Take up Consultancy projects.
- Increase the number of Certificate Courses offered.

*Name: DR. AMUTHALAKSHMI*

*Name: DR.S.RAJA SAMUEL*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

\*\*\*

### **Annexure I**

#### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission