

Madras School of Social Work

Annual Quality Assurance Report (AQAR) of the IQAC for the year 2012-13

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1 Name of the Institution

Madras School of Social Work

1.2 Address Line 1

32 Casa Major Road

Address Line 2

Egmore,

City/Town

Chennai

State

Tamil Nadu

Pin Code

600 008

Institution e-mail address

www.mssw.in

Contact Nos.

044-28192824

Name of the Head of the Institution:

Dr.Fatima Vasanth, Principal

Tel. No. with STD Code:

044-28192824

Mobile:

9840829441

Name of the IQAC Co-ordinator:

Dr.J.S.Gunavathy

Mobile:

9444739024

IQAC e-mail address:

iqac@mssw.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

TNCOGN 12054

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/55/RAR/099

1.5 Website address:

www.mssw.in

Web-link of the AQAR:

www.mssw.in

1.6 Accreditation Details

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

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

2007

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

2012-13

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

- i. AQAR _____ (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University NA ☐ State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☒ No ☐

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

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

Others (Specify)

Social Work

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

University of Madras

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

Autonomy by State/Central Govt. / University

✓

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

3

(IQAC Coordinator, Additional IQAC Coordinator (Aided Stream) & Additional IQAC Coordinator (Self-financed Stream))

-

2.2 No. of Administrative/Technical staff

-

2.3 No. of students

1

2.4 No. of Management representatives

(Principal)

-

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

4

2.10 No. of IQAC meetings held

5

2.11 No. of meetings with various stakeholders:

No.

Faculty

2*

Non-Teaching Staff Students

Alumni

Others

* Semester-wise all faculty meeting

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)

NIL

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

Total Nos.

--

International

National

State

Institution Level

(ii) Themes

NA

2.14 Significant Activities and contributions made by IQAC

- UGC-Autonomy Review Coordination (December 2012);
- Faculty development programme on "Effective training & learning skills for educating Gen Y learners" (21-7-2012) for faculty members of the College;
- Semester-wise students' feedback;
- Data compilation for 'UGC Gender Sensitivity in the Campus' Survey, Outlook-MDRA Social Work Colleges Survey and Report on e-learning in the Campus were done by the IQAC during 2012-13. The annual report of the College for 2011-12 was also brought out by the IQAC.

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
UGC-Autonomy Review Coordination (December 2012)	UGC Expert Committee for Extension of Autonomy Status of the College visited the College on 21 & 22 December, 2012. The UGC Expert Committee comprised of Prof. K.C.Kaistha, Formerly Head of Sociology Department, Punjab University as Chair person, Dr.E.P.Imbichikoya, Principal, Farook College (CPE), Kozhikode, Dr.J.Chandra Prasad, Principal, DNR College (Autonomous), Bhimavaram as members, Ms.Bagyalakshmi, Assistant Director, Directorate of Collegiate Education Office as Nominee of State Government, Dr.Chitra Krishnan, Professor & Head, Department of French & other Languages, University of Madras as University Nominee and Dr.G.Srinivas, Joint Secretary, University Grants Commission, South Eastern Regional Office, Hyderabad as the Member Secretary. The Committee recommended for extension of Autonomy.
Faculty development programme	Faculty Development Programme on Effective Training and Learning Skills for Educating Gen Y Learners on 21.7.2012 by Ms. Sangeetha Punnen, Human Resources, NHS, Chennai.
Semester-wise students' feedback	Done
Documentation	'UGC Gender Sensitivity in the Campus' Survey; Outlook-MDRA Social Work Colleges' Survey; 'E-learning in the Campus' Survey; Annual report of the College for 2011-12.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The Principal reviews the document and does the needful.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	ALL
Trimester	NIL
Annual	NIL

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

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐
 Others – Open House meetings, Committee meetings ☒

**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.

Yes. During 2012-13, BSc (Psychology) and M.Phil (Psychology) and University recognized PG Diploma in Human Resources and Industrial Relations were introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others	Principal	Programme Coordinator
40	35	2	-	-	1	2

2.2 No. of permanent faculty with Ph.D.

16

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty	Visiting Faculty	Temporary Faculty
4	13	-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	3	4
Presented papers	12	20	1
Resource Persons	2	2	8

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

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

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

185

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

- Evaluation scheme is printed in the syllabus handbook that is handed over to all students. It is described to the students during the orientation sessions for each semester.
- The College adheres to the declared examination schedules except in case of contingencies
- External question paper setting.
- Double valuation of manuscripts and provision for third valuation if required.
- Instant examinations for final semester
- E-governance
- Timely publication of results

- Robust internal continuous assessment comprising of tests, in-class assignments and take home assignments.
- Equal weightage for internal assessment and end semester evaluation with Separate minimum pass for both internal and external components.
- Maintenance of question bank in the Library

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

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

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

ODD SEMESTER (November 2012 exams)

Year	Title of the Programme	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
	Aided Stream						
I year	MSW (Shift – I)	48	9.52	90.48	-	-	87.5
II year	MSW (Shift – I)	49	15.22	84.78	-	-	93.88
	Self-financed Stream						
I year	MSc (CP)	26	40.9	59.1	-	-	84.62
II year	MSc (CP)	28	44.4	55.6			96.43
I year	MA (HRM)	42	50	50	-	-	85.71
II year	MA (HRM)	44	58.2	41.8	-	-	97.73
I year	MSW (Shift – II)	42	19	71	-	-	90
II year	MSW (Shift – II)	42	43.9	56.1	-	-	97.61
I year	MA (Dev Mgt)	22	25	75	-	-	90.91
II year	MA (Dev Mgt)	31	27.6	72.4	-	-	93.55
I year	MA (HR & OD)	42	11.8	82.2	-	-	80.95
II year	MA (HR & OD)	37	14.8	85.2	-	-	91.89
	PGDip HR & IR	37	28	72	-	-	67.57
	BSW	37	18.2	78.2	-	-	62.16
	BSc (Psy)	33	18.2	81.8			66.67

EVEN SEMESTER (April 2013 exams)

Year	Title of the Programme	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
	Aided Stream						
I year	MSW (Shift – I)	48	27.91	72.09	-	-	89.58
II year	MSW (Shift – I)	49	26.53	73.47	-	-	100
	Self-financed Stream						
I year	MSc (CP)	26	37.5	62.5	-	-	92.31
II year	MSc (CP)	28	57.2	42.8			100
I year	MA (HRM)	42	50	50	-	-	95.24
II year	MA (HRM)	44	57.2	42.8	-	-	95.45
I year	MSW (Shift – II)	42	45.2	54.8	-	-	85.7
II year	MSW (Shift – II)	42	14.6	85.4	-	-	97.6
I year	MA (Dev Mgt)	22	57.2	42.8	-	-	95.45
II year	MA (Dev Mgt)	31	53.3	46.6	-	-	96.77
I year	MA (HR & OD)	42	30	70	-	-	71.43
II year	MA (HR & OD)	37	45.8	54.2	-	-	94.59
	PGDip HR & IR	37	30.0	66.7	3.3	-	81.08
	BSW	37	23.3	63.3	13.4	-	81.08
	BSc (Psy)	33	16.6	76.6	6.8		90.91

M.PHIL Programme

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Aided Stream						
M.Phil (Social Work)	4	-	100			50
Self-financed Stream						
M.Phil (Psychology)	6		100			100

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

- Students' Feedback;
- Faculty Development Programmes

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>No. of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	1
Staff training conducted by the university	2
Staff training conducted by other institutions	25
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Aided Stream				
Administrative Staff	5	4	-	-
Technical Staff	-	-	-	-
Self-financed Stream				
Administrative Staff	3	-	-	-
Technical Staff	1	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

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

3.2 Details regarding major projects

NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 A Details regarding industry sponsored projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	-	-	-
Outlay in Rs. Lakhs	12,31,000	-	-	-

3.4 Details on research publications

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

3.5 Details on Impact factor of publications: NA

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	2012-13	Corporates	12,31,000	-do-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
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 <input type="text"/>	CAS	DST-FIST <input type="text"/>
DPE		DBT Scheme/funds <input type="text"/>

3.9 For colleges

Autonomy

☒

CPE

☐

DBT Star Scheme

☐

INSPIRE

☐

CE

☐

Any Other (specify)

☐

3.10 Revenue generated through consultancy

12,31,000

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	3	2	-	5
Sponsoring agencies	-	UGC, corporate			

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

15

3.13 No. of collaborations

International

1

National

-

Any other

-

3.14 No. of linkages created during this year

-

3.15 Total budget for research for current year in lakhs :

NIL

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

NIL

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

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

Total	International	National	State	Univ	Dist	College
1		✓ (ICSSR Phd Fellowship)				

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

4
2

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

2

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

JRF

--

 SRF

--

 Project Fellows

--

 Any other

1*

(ICSSR Doctoral Fellowship)

3.21 No. of students Participated in NSS events:

University level	<table border="1"><tr><td>12</td></tr></table>	12	State level	<table border="1"><tr><td>15</td></tr></table>	15
12					
15					
National level	<table border="1"><tr><td>-</td></tr></table>	-	International level	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					

3.22 No. of students participated in NCC events: NIL

University level	<table border="1"><tr><td></td></tr></table>		State level	<table border="1"><tr><td></td></tr></table>	
National level	<table border="1"><tr><td></td></tr></table>		International level	<table border="1"><tr><td></td></tr></table>	

3.23 No. of Awards won in NSS:

University level	<table border="1"><tr><td></td></tr></table>		State level	<table border="1"><tr><td></td></tr></table>	
National level	<table border="1"><tr><td>1</td></tr></table>	1	International level	<table border="1"><tr><td></td></tr></table>	
1					

3.24 No. of Awards won in NCC:

NIL

University level	<table border="1"><tr><td></td></tr></table>		State level	<table border="1"><tr><td></td></tr></table>	
National level	<table border="1"><tr><td></td></tr></table>		International level	<table border="1"><tr><td></td></tr></table>	

3.25 No. of Extension activities organized

University forum	<table border="1"><tr><td></td></tr></table>		College forum	<table border="1"><tr><td>25</td></tr></table>	25		
25							
NCC	<table border="1"><tr><td></td></tr></table>		NSS	<table border="1"><tr><td></td></tr></table>		Any other <table border="1"><tr><td></td></tr></table>	

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

- On 15th August 2012, the students of BSW in collaboration with International justice Mission (IJM) conducted a flash mob on bonded labors at Express Avenue, Chennai.
- On 30th August 2012, students visited the NGO named SEERS- Socio Economic Education and Rehabilitation Society. They conducted programs and distributed gifts to the elderly and children.
- On 18th July 2012, Students conducted a seminar on Environmental Protection- Educating by Example-Each one plant one. Participants from schools and collages participated.
- During May 2013, Students conducted awareness program on HIV/AIDS along with foreign students in association with IAPA (International Alliance for Prevention of AIDS).

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	-	-	-
Class rooms	11			
Laboratories	1			
Seminar Halls	2			
Indoor auditorium	1			
Conference Hall	1			
Library	1			
Computer Centre	1			
No. of important equipments purchased (\geq 1-0 lakh) during the current year & its value:				
Computer & LCD	89 computers	3 computers + 1 LCD	UGC Autonomy & XIIth Plan Merged Scheme	Rs.240000

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12324	16,90,000	783	3,21,000	13107	20,11,000
Reference Books	924	2,01,000	25	40,000	949	2,41,000
e-Books	NIL	-	-	-	-	-
Journals		-	-	-	-	-
Digital Databases	NIL	-	-	-	-	-
CD & Video	NIL	-	-	-	-	-
Others (Specify)	NIL	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	89	-	5 modem	Wi-fi 2 nos	1	2	10	UGC NET / SET 2 Nos.
Added	3	-	-	-	-	-	-	-
Total	92	-	5 modem	Wi-fi 2 nos	1	2	10	UGC NET / SET 2 Nos.

Others:

Printers - 34	PPT pointer – 3 nos	Router (wi-fi) – 13 nos	Server (I no)	Scanner – 2 nos
LAN switch (12 nos)	External HDD (ITB) – 2 nos	3G Data Card – 1 no	LCD Projector – 13 nos	--

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

- SPSS training is given to the students.
- The Library & Information Centre has conducted a workshop on e-resources for faculty members.

4.6 Amount spent on maintenance in lakhs :

i) ICT – Computer Maintenance	214850
ii) Campus Infrastructure and facilities	1997280
iii) Equipments	279584
iv) Others	2043240
Total :	4534954

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 student support services. The student support services are made known in the College prospectus, College Calendar, College Website, College Assembly etc. Other forums include Students' feedback, Black Box, Green Box, Students' Development Council, Open House Meetings. Further, the institution adopts an open door policy.

5.2 Efforts made by the institution for tracking the progression

Students' feedback, Black Box, Green Box, Students' Development Council, Open House Meetings.

5.3 (a) Total Number of students

UG	PG	M.Phil	Ph. D.	Others
149	421	10	4	-

(b) No. of students outside the state : 113

(c) No. of international students : NIL

(d) Gender-wise distribution :

Men		Women	
No	%	No	%
232	38.10%	377	61.90%

(e) Community-wise distribution

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
153	34	13	203	1	403	238	50	17	304	1	609

(f) Demand ratio 1:6 ; Dropout %: 1%

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

The College has

- The UGC NET / SET Coaching Centre. This centre not only conducts classes but also gives study materials.
- Civil Service Study Circle.
- “Career Corner” in the Library is well-stocked with learning material for competitive examinations.

No. of students beneficiaries

100+

5.5 No. of students qualified in these examinations*

NET	10+	SET/SLET	-	GATE	NA	CAT	NA
IAS/IPS etc	1	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

- UGC Counselling & Career Guidance Cell
- One – on – one faculty-student mentoring facility
- Interface with alumni and field practitioners.

No. of students benefitted

100+

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- UGC-Equal Opportunity Centre
- Women's Cell
- Projects and research studies on gender issues
- Lectures / awareness programmes on gender concerns
- Incorporation of gender issues in the curriculum.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	31	143661
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 ☐

*The College puts an educative stall in the Annual Government Trade Fair.

☐

5.12 No. of social initiatives undertaken by the students

Note: Social sensitivity and initiative is a integral part of the curriculum. Each Department conducts at least 2 major events per year.

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

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

Mission

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

6.2 Does the Institution have a Management Information System?

- The Principal reports to the College Committee and the Governing Body during its meetings.
- 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 labs
- Field visits.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- Research & Consultancy committee sources and scrutinizes several research project proposals received from the members of faculty, government agencies and corporate houses and NGO's. The committee, thanks to its field linkages, provides opportunities for the students to get field research 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 Committee is formed every year with student and faculty representatives from each department along with the Principal and librarian of the college and periodic meeting is conducted.
- 'Library Week' is celebrated every year with various competitions for students. Student coordinators are identified for each competition to coordinate the events. Prizes and certificates are distributed to the winners and coordinators
- Series of 'Quiz' programme on current affairs is conducted under the banner of 'Q-Labs' and prizes for winners and runners are distributed during the college assembly
- MSSW library is a registered member of INFLIBNET, hence access to online resources through NLIST programme is in place from 2010 onwards
- Moreover, to make use the online resources available in open access, MSSW library has created a website www.mssw-virtuallibrary.org and given links to various free web directories, subject gateways, e-journals and e-books.
- Journal Article Indexing is done in MSSW library. 26,000 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
- 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

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6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	No	--
Administrative	Yes	Government Authorities	No	--

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

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☒ No ☐

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

The Controller of Examinations Office and the Examination Committee strive for continuous improvement of the examination system.

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

Not Applicable. The College was conferred autonomous status on 5-7-2006.

6.11 Activities and support from the Alumni Association

The Alumni Association is vibrant. It works in close association with the College and supports all its activities. The alumni members serve on Boards of Studies, Academic Council, Board of Management. They also patronise the College in its academic activities by serving as resource persons for seminars etc, mentoring student initiatives, facilitating placement activities, sponsoring events and so on. They also fund deserving candidates. Alumni day is celebrated on 26th January every year.

6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher Association (PTA) serves as a platform to make education more effective. PTA Day is commemorated on 15th August every year. The PTA takes active interest in celebrating teacher's day. Further, it supports the college in all its activities. It also serves as a forum to represent and seek clarifications in the students' interest.

6.13 Development programmes for support staff

- Need based capacity building programmes
- Team-building initiatives

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

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

Criterion – VII

7. Innovations and Best Practices

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

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

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

The Academic Calendar has been adhered to.

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

- Robust curriculum;
- Inclusive administration

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

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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

- Commemorate Diamond Jubilee Celebrations of the College;
- Continuously improve all curricular, extra-curricular and co-curricular initiatives.

Name:Dr.J.S.Gunavathy

Sd/- _____

Coordinator, IQAC

Name: Dr.Fatima Vasanth

Sd/- _____

Chairperson, IQAC
