



# **MADRAS SCHOOL OF SOCIAL WORK**

( An Autonomous Institution affiliated to the University of Madras )

32, Casa Major Road, Egmore, Chennai-600008

**Re - accredited by NAAC With "A" Grade**

## **ANNUAL REPORT – 2016 – 2017**

## **UGC – NETWORK RESOURCE CENTER**

**Mr. S. Xavier Vivek Jerry,  
Asst. Professor & Co-ordinator,  
UGC – Network Resource Center,  
MSSW.**

## **Introduction:**

This year, the center has taken up a lot of initiatives for the better functioning of the college. The activities of the center could be mentioned under two main heads. One is the Workshop on Social Surfing for the students and the other one was introduction of Office Automation System.

## **Workshop on Social Surfing:**

Workshop on Social Surfing was organized by UGC-Network Resource Center on 19.08.2016, Friday from 2:00pm to 3:30pm in the college auditorium. Ms. Arnika and Mr. Vikram from Center for Social Research, New Delhi were the resource persons.

The workshop was focused on online safety, optimum use of counter speech and the need for gender sensitive cyber etiquette. There were a few activities during the workshop through which the importance of communication and the use of social media for social cause were emphasized. Activities, Video Clips and PPTs were used during the workshop. The students were also made aware of the new security settings that are available in Facebook.

134 Students from various departments of the college, a few faculty members and Asst. librarian participated in the workshop. Certificates were distributed to all the participants. The Workshop was co-ordinated by Mr. S. Xavier Vivek Jerry, Co-ordinator, UGC – Network Resource Center, MSSW.

### **Office Automation System:**

The Office Automation System was launched this year in collaboration with Apple G Pvt. Ltd. It covers all the modules from Admission to Alumni. The following are some of the facilities rolled out this year.

1. Online Student Admission
2. Online fee Payment
3. Department Module
4. Examination Module
5. Student Logins
6. Employee Logins
7. Hostel Module
8. File Management System
9. SMS Facility
10. Online Student Feedback.

All the above mentioned modules were tested and implemented successfully.

### **Facilities:**

The following are the facilities provided by the center:

1. Computer Lab
2. Wi-Fi connectivity
3. Educational Apps – Google Classroom

### **Other Initiatives & Works:**

1. The college website is maintained by the co-ordinator.
2. Facebook account was created for the college to reach the Students, Parents, Alumni and the general Public.

**Members of the Center:**

1. Mr. S. Xavier Vivek Jerry, Asst. Professor & Co-ordinator.
2. Mr. S. Balaji, Computer Engineer.

**Conclusion:**

The center is trying its best to help students, faculty members and other staff to work efficiently with the help of available tools and techniques.