



## **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**

**(2016-17)**

# Madras School of Social Work

## The Annual Quality Assurance Report (AQAR) of the IQAC (2016-17)

### 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](http://www.mssw.in)

Contact Nos.

044-28192824

Name of the Head of the Institution:

Dr.S.RAJASAMUEL

PRINCIPAL

044-28192824

Tel. No. with STD Code:

Mobile:

9444462450

Name of the IQAC Co-ordinator:

DR.P.AMUTHALAKSHMI

Mobile:

9282112019

IQAC e-mail address:

iqac@mssw.in

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

1.4 Website address:

www.mssw.in

Web-link of the AQAR:

www.mssw.in

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

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <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

2007

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

2016-17

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

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

SOCIAL WORK

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

UNIVERSITY OF MADRAS

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

any other (*Specify*)

-

UGC-COP Programmes

-

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

2.1 No. of Teachers	<input type="text" value="3"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="9"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="3"/> Faculty <input type="text" value="6"/>
Non-Teaching Staff Students	<input type="text" value="-"/> Alumni <input type="text" value="1"/> Others <input type="text" value="-"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="-"/>

### 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 "Neuro Linguistic Programming" conducted on 18th June 2016, handled by Ms. Kavitha Damodharan, Creative Director - Mind Master's Leadership Academy, Certified NLP Master Trainer and Coach-School of Excellence, conducted a session on Communication and its importance in today's corporate world. She also highlighted the importance of achieving Peak performance in our professional life by using a series of Activities.). The second half session was conducted by Dr. Keshav, Mentalist and Psychologist, on the theme "Mind Power and Mc GURK Effect". 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 Advanced teaching/learning methods through the use of technology conducted on 11<sup>th</sup> February 2017 by Dr. Ravindra Dastikop, Assistant Professor, Department of Computer Science and Engineering, SDM College of Engineering and Technology, Dharwad, Karnataka
- Prepared NAAC visit schedule, updated Self-study report 2015-16, conducted Pre-NAAC meetings regularly and Coordinated with Pre-NAAC Mock visit on 23<sup>rd</sup> September 2016.

- 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, Département of Social Work, University of Delhi, Member Co-ordinator, Dr. Sophia Fernandes, Principal, School of Social Work (Autonomous), Roshini Nilaya, Member, 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.
- Students’ feedback compilation for the odd and even semesters of the academic year 2015-16 was done on 28<sup>th</sup> March 2016.
- Details regarding grading of Social work colleges required by Outlook magazine was collected and sent to the editor.
- AQAR Report for 5 years (2010 – 2015) was submitted online on 6.10.2016.
- Self study Report for the NAAC visit was prepared on 24.9.2016.
- The IQAC committee meeting held on 11 .1.2017. The **Committee** members comprised of Ms. Himani Datar, Honorary Secretary –Guild of Service, Dr.Revathi Balu, Retd Professor, Tata Institute of Social sciences, Mr. Nainaraj, Alumini Representative, Mr. Kaviarasu, Student Representative, Ms. Samhita Das, and Student Representative. The meeting was conducted to discuss about the NAAC Criteria and recommendations given by Peer team visit held on 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> October 2016. The members gave suggestions for quality enhancement of the college.

#### 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
1.Faculty development Programme	<ul style="list-style-type: none"> <li>• Faculty development programme on "Neuro Linguistic Programming" conducted on 18th June 2016, handled by Ms. Kavitha Damodharan, Creative Director - Mind</li> </ul>



<p><b>2.NAAC Visit</b></p> <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>	<p>Master's Leadership Academy, Certified NLP Master Trainer and Coach-School of Excellence, conducted a session on Communication and its importance in today's corporate world. She also highlighted the importance of achieving Peak performance in our professional life by using a series of Activities.). The second half session was conducted by Dr. Keshav, Mentalist and Psychologist, on the theme "Mind Power and Mc GURK Effect".</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Faculty development Programme on Advanced teaching/learning methods through the use of technology conducted on 11<sup>th</sup> February 2017 by Dr. Ravindra Dastikop, Assistant Professor, Department of Computer Science and Engineering, SDM College of Engineering and Technology, Dharwad, Karnataka</li> <li>• Prepared NAAC visit schedule, updated Self-study report 2015-16, conducted NAAC meetings regularly.</li> <li>• Organized and Coordinated with Pre-NAAC Mock visit on 23<sup>rd</sup> September 2016.</li> <li>• 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.</li> <li>• Students' feedback compilation for the odd and even semesters of the academic year 2016-17 was done on 28<sup>th</sup> March 2017</li> <li>• Details regarding grading of Social work colleges required by Outlook magazine was collected and sent to the editor.</li> <li>• AQAR Report for 5 years (2010 – 2015) was submitted online on 6.10.2016.</li> </ul>
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<p><b>6. IQAC Committee Meeting</b></p>	<ul style="list-style-type: none"> <li>• Self study Report for the NAAC visit was prepared on 24.9.2016.</li> <li>• AISHE (All India Survey for Higher Education) was submitted for the year 2016-17.</li> <li>• Compilation of Annual Report 2016-17.</li> <li>• The IQAC committee meeting held on 11 .1.2017. The <b>Committee</b> members comprised of Ms. Himani Datar, Honorary Secretary –Guild of Service, Dr.Revathi Balu, Retd Professor, Tata Institute of Social sciences, Mr. Nainaraj, Alumini Representative, Mr. Kaviarasu, Student Representative, Ms. Samhita Das, and Student Representative. The meeting was conducted to discuss about the NAAC Criteria and recommendations given by Peer team visit held on 3<sup>rd</sup>, 4<sup>th</sup> &amp; 5<sup>th</sup> October 2016. The members gave suggestions for quality enhancement of the college.</li> </ul>
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2.15 Whether the AQAR was placed in statutory body      Yes      No

Management       Syndicate       any other body

Provide the details of the action taken

<p>The Principal reviews the document and does the needful</p>
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## 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	6		5	-
UG	1	1	1	-
PG Diploma	1	1	-	-
Advanced Diploma	-	-	--	-
Diploma	-			-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	9	2	6	-
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
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.

NIL

## **Criterion – II**

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

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
46	44	2	-	-

2.2 No. of permanent faculty with Ph.D.

15

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

5

18

3

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 take 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

184

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 2016**

DEPARTMENTS	TOTAL NO. OF STUDENTS				
	APPEARED	PASSED	PASS %	F.C.	OS
MSW (Aided)	106	97	91.51	66	31
MSW (SF)	83	80	96.39	59	21
M.A.-DM	78	54	69.23	44	10
M.A.-HROD	81	64	79.01	26	38
M.A.-HRM	84	75	89.29	39	36
M.Sc. (Counselling Psychology)	51	41	80.39	20	21
B.S.W	118	102	86.44	48	53
B.Sc. (Psychology)	142	122	85.92	56	66

**Even Semester Results – April 2017** (will be available only in June 2017)

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	5
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	10

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 I MGNREGS

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	1	1
Outlay in Rs. Lakhs	102500	Nil	NIL	Nil

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	3	-
Non-Peer Review Journals	12	2	-
e-Journals	-	3	-
Conference proceedings	1	15	-

#### 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	2014-16	U.G.C-	155000-	1,65,279
Interdisciplinary Projects	-	-	-	-
Industry sponsored	2015-16	ONGC, IOC,KAMARAJAR PORT TRUST,BHEL,NLC,TUBE INVESTMENTS	19,00,310	19,00,310
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	--
Total	-	-	-	20,02,810

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

SIP Academy – ABACUS Project – 3 Lakshs

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		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:

Dr Santanam, SDS Institute of Behavioural Sciences.

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	4 Research fellows.			

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. MADM(Development Management) was a part of the programme - Chennai Floods: Rebuilding in Action’ – the department’s initiative taken during Chennai Floods and following are the interventions taken by the department:

- Medical Camp to identify and treat persons affected by water borne diseases and related ones.
- Diabetic Screening Camp
- Special Lecture on Youth Motivation & Development.
- Street Play to sensitize people on Cleanliness & Sanitation.

3. BSW Department involved students in many extension activities such as surveys conducted on to promote teaching methods and education through Art, the Pradhan Mantri Awaz Yojna in coordination with Nalanda Foundation and Elite Foundation.

BSW 2<sup>nd</sup> year students took part in their extension activity that was assigned at the STI department of Madras Medical College. Their activity was specifically assigned to the counselling sector of the latter.

Street Play conducted at Chennai Port Trust on the ill effects of Alcohol and Tobacco, for the truck drivers in support of Deepam Educational Society for Health

## **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	1.5Acres/6208 .51 sq.ft	-		
Class rooms	20	-		
Laboratories	2	-		
Seminar Halls	1	-		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	1	-		
Value of the equipment purchased during the year (Rs. in Lakhs)	1	Rs.13,26,684	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	750	Rs.3,50,878	15,831	Rs.25,83,878
Reference Books	995	Rs.3,35,900	77	Rs.2,00,000	1072	Rs.5,35,000
e-Books	-	-	-	-	-	-
Journals	48	-	2	-	50	Rs.50,000
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	95	Rs.10,000	-	-	95	Rs.10,000
Others (specify)	-	-	-	-	-	-

### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
<b>Existing</b>	88	1	3modem	Wi-Fi. 1no.	1	8	20 for Depts. 1 for Ph.d room	UGC NET/SET 2nos
<b>Added</b>	8	-	-	-	-	-	-	-
<b>Total</b>	96	1	3	1	1	8	21	2

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 Softskills programme.
- SOS Skype round was conducted for Placement of students in MSSW.

4.6 Amount spent on maintenance in lakhs:

i) ICT	2, 04,265
ii) Campus Infrastructure and facilities	3, 63,928
iii) Equipments	193201
iv) Others	25,179
<b>Total:</b>	<b>22, 82,687</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
260	429	6	26	nil

#### (b) No. of students outside the state

19

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	316	43		416	57

Academic Year 2016						
General	SC	ST	OBC	MBC	Physically Challenged	Total
162	26	4	140	27	1	368

Demand ratio 1:6

Dropout % 1% in P.G & 1% in BSW and 13.4 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

100+



5.5 No. of students qualified in these examinations

NET	<input type="text" value="-3"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="NA"/>	CAT	<input type="text" value="NA"/>
IAS/IPS etc	<input type="text" value="NIL"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

**\*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
17	74	43	8

5.8 Details of gender sensitization programmes

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

## 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	28	3,26,627
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## **Criterion – VI**

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

6.1 State the Vision and Mission of the institution

#### **VISION**

**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 one Air-conditioner (1.5 tonn)
- Added one Projector
- Two 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
- 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

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

- **Alumni Sponsorship details:**

From 2009, Rs.8 lakhs has been given as Scholarship. In 2015 - 2016, sum of Rs.95, 000 has been given as Scholarship.7 students belonging to PG & UG courses benefitted. Scholarship fund is fully sponsored by the Alumni. Scholarship Executive Committee comprising senior Alumni members administers the fund

- **Activities of Alumni Association 2017**

- The Annual Get together of Alumni Association was held on January 26, 2017. Around 350 registered for the function. The new office bearers of the Alumni Association were selected. Mr. Sridhar (1981 batch), Mr.Narayankumar (1993 batch) & Mr.J.Jayanth (2007 batch) were elected as President, Secretary and Treasurer of the Alumni Association.
- During the month of March 2017, Mr. Umaphy S, Head HR, Life cell International Pvt. Ltd delivered a lecture on "HR in your DNA". 63 participants attended including students & alumni members.

- **Guest Lectures delivered by the Alumni:**

- In March 2016, Mr.Nainaraj, CEO, Options& Solutions (Alumnus 1980 Batch) delivered a lecture on the topic "Corporate Social Responsibility".
- In April 2016,Mr.Balaji, HR Director, SAARC @ Dorma India ( Alumnus 1992 Batch) delivered a lecture on the theme " Once upon a time- Story Telling Techniques".
- In May 2016, Mr.Bharathan Prahalad, Global Head, Human Resources TPF Software (TSI)( Alumnus PMIR 1990 Batch) delivered a lecture on the theme "Clique Maintenance – Handling Gen XYZ Workforce"
- In June 2016, Dr.Raj Mohan, Behavioural Scientist, Bodhi Consulting (Alumnus 1974 Batch) delivered a lecture on the theme "Personal Branding through practicing Personal Values: A Path to your growth".
- In July 2016, Dr.Lalitha, PhD (Texas University) (Alumnus 2003 Batch) delivered a lecture on the titled " Social Work Opportunities in US"
- In July 2016, Mr.Ramaswamy ,IR Consultant ( Alumnus 1978 Batch) delivered a lecture on " Trends in Industrial Relations & Union Management"
- In August 27, 2016. Mr. Radhakrishnan (Alumnus 1982 Batch) delivered a lecture on "Organization Culture – The differentiator"
- In September 24, 2016, Ms.Leelavathy (Alumnus 1991 Batch) delivered a lecture on "Holistic Approach to health, gender with Value Based Education".

- In October 2016, Mr. Mr. K. Sanjeevi Kumar (Associate Director HR – Mylan), delivered a lecture on “Industrial relations - concept, scope and objectives”.

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

PTA had its General Body meeting on 15<sup>th</sup> August 2016 and the Election was held. The parents actively participated in the democratic election process and elected the office bearers.

- 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**

- Launch a 2 year full-time University affiliated M.A. Course in Social Entrepreneurship
- Launch a 1 year Diploma in HRM in partnership with a professional organization.
- 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