



MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600008

College Off. : 28194566 / 5126 Principal : 28195125

E-Mail : principal@mssw.in Website : www.mssw.in

Date: 01.12.2020

Dear Sir/Madam,

Subject: IQAC Committee Meeting – Reg...,

Greetings from IQAC Cell of Madras School of Social Work!

We cordially invite you to attend the IQAC Committee Meeting on 15th December 2020 (Tuesday) at 11.30 am in our IQAC Room of Madras School of Social Work. We would be grateful if you attend the meeting and give your valuable inputs & Suggestions for quality enhancement of our college.

AGENDA

1. Welcome
2. Approval of the previous meeting minutes
3. Preparation for NIRF & Media Ranking Related
4. Preparation for Annual Academic & Administrative Audit (AAA)
5. AQAR Submission
6. NAAC Preparations
7. Any other Matter
8. Vote of Thanks

Thanking You

Yours faithfully

D.J.Chandrasekar
IQAC Coordinator



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Date: 16.12.2020

Minutes of the Meeting

PROCEEDINGS

Agenda 1: Welcome

Dr.S.Raja Samuel , Principal welcomed the members for the IQAC meeting and Introduced the members to the committee. He placed on record for the achievements in NIRF ranking 2020 and media ranking in the last year to the members.

Agenda 2: Approval of the previous meeting minutes

Dr.J.Chandrasekar, Coordinator, IQAC has initiated the discussion for the approval of the previous committee meeting minutes. And presented the action taken report of the last year IQAC Committee meeting and got approved from the members on the minutes of previous committee.

Agenda 3: Preparation for NIRF & Media Ranking Related

Dr.S. Raja Samuel, Principal informed that NIRF has opened for registration on 1st December 2020 onwards and deadline will be 31st January 2021. In this line, requested the members to suggest the inputs to improve further. The members had suggested that to concentrate on Teaching learning & Resources (TLR) metrics and improvise the standards related on. Finally, it was noted and will be initiated for the coming years. On Media ranking, the committee suggested to motivate the faculty members to present more publications in Scopus and Web of Science. Principal responded that already initiated reimbursement of the expenses on article processing fees but some papers are in process for publication and waiting period of such journals are quite high and accepted to increase the number of publications of the faculty members.

Agenda 4: Preparation for Annual Academic & Administrative Audit (AAA)

Dr.J.Chandrasekar Coordinator IQAC has informed the Internal and External Audit of the Annual Academic and Administrative Audit for the year 2020-2021. Due to Covid-19 outbreak the last year AAA audit was happened in the 18th and 19th November 2020, So the Programme heads were asked to give one month time in

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prior to audit for segregate the files and reports of the department. The committee accepted that to keep that audit in the month of March 2021 so that faculty members will get ample of time to ordering the files.

Agenda 5: AQAR Submission

Dr.J.Chandrasekar has informed the programme heads to send the data for the submission of current AQAR in NAAC portal. Dr.S.Raja Samuel, Principal has alerted the department heads to take GPS tagged photo for any events for coming days which is to be essential for uploading the document's proofs.

Agenda 6: NAAC Preparations

Dr S.Raja Samuel, Principal informed that NAAC validity of the college ends on November 2021, So we need to initiate the preparation process with new RAF format for uploading data and proofs. The Criterion-wise champions and co-champions are asked to gear-up the preparation process with criterion-wise meeting to facilitate the report with proofs as per the NAAC requirements.

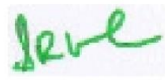
Agenda 7: Any other Matter

Dr.J.Chandrasekar requested the department heads to inform the students to take in part in all on-line competition conducted by the other colleges. And also informed to apply for scholarships in the National Scholarship portal which will be accepting application till next month in different categories. And also informed that Green Audit and Energy Audit and Infrastructure audit will be in the first month of 2021.

Agenda 8: Vote of Thanks

The meeting came to end with the formal vote of thanks given By Mrs. Sathya, Addl. Coordinator, IQAC.


D.J. Chandrasekar
IQAC Coordinator


PRINCIPAL
Dr. S. RAJA SAMUEL, M.A., Ph.D.,
Principal
Madras School of Social Work (Autonomous)
No.32, Casa Major Road,
Egmore, Chennai - 600 008.

MADRAS SCHOOL OF SOCIAL WORK
IQAC Action Taken Report for the Year 2020-2021

The outbreak of the COVID 19 pandemic is affected educational Institutions in world wide. As a part of teaching from home initiatives IQAC had conducted the online Training sessions for the faculty members who are new to such pattern. The faculty members of Madras School of Social Work already having ample of experience in attending online seminars, Webinars, Virtual sessions. Finally, HEI adopted Learning Management System for the Teaching-learning Process during the lockdown time of the pandemic as per the Government SOP. The constituents of IQAC team for the year 2020-2021 as follows.

| IQAC TEAM: Designation | Name |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------|
| Chairman - IQAC | : Dr.S.Raja Samuel |
| Coordinator - IQAC | : Dr. J.Chandrasekar |
| Addl. Coordinators | : Mrs.Sathya |
| Members - External | |
| Administrative field | : Ms. Himani Datar, Hon. Secretary – Guild of Service, Egmore, Chennai. |
| Academician | : Dr. Revathi Balu, Retd. Professor- Tata Institute of Social Sciences |
| Quality Expert | : Mr. Nainaraj, Quality / HR Consultant |
| Members - Internal | |
| | : Dr.Subashini, Dean, Administration |
| | : Dr J.S. Gunavathy, Head, Department of Social Work & Programme Head, MSW (Govt Aided) (Shift I) |
| | : Dr. C. Francis, Programme Head, MSW-(Self-Financed) - (Shift II) |
| | : Mrs. P.K. Vathani, Programme Head, BSW (Self-Financed: Shift I) |
| | : Dr.P.Mohana, Head, Department of HRM & Programme Head, MA (HRM) (Shift II) |
| | : Mrs. S. Sivaranjani, Programme Head, MA(HROD) (Shift II) |
| | : Dr. Vyjanthi Mala, Head, Department of Psychology & Programme Head MSc (CP), M.Phil. (Psy) (Shift II) |
| | : Mrs. Priya Magesh, Programme Head BSc (Psychology), (Self-Financed: Shift I) |
| | : Dr.Sarah Karunakaran, Head, Department of Development Management & Programme Head MA (Dev.Mgt) (Shift II) |
| | : Mr.Antony Stephen, Head, Department of Social Entrepreneurship Programme Head, MA(SE) (Self-Financed: Shift I) |
| | : Dr.V.Sakthi Regha, Librarian, MSSW |
| | : One Student Representative - Govt.Aided Stream |
| | : President, Student Development Council, MSSW |
| | : General Secretary, Student Development Council, MSSW |
| | :Mr. P.H.Gopalakrishnan, Administrative Officer, MSSW |
| | : Mrs. Angel Rajam, Office Assistant, MSSW |
| Secretarial Assistant | : Ms. Shanthi |

In addition to the regular works, the quality initiatives taken by the IQAC and its action taken report for the year 2020-2021 were....,

QUALITATIVE INITIATIVE 1: *FACULTY DEVELOPMENT PROGRAMME (FDP)*

As a part of work from home pattern during lock down period of covid-19 pandemic, this year started with Five Days Online-Faculty Development Programme (FDP) on Data Visualization & Presentation between 04th May 2020 to 08th May 2020 which was handled by Mr. Prabhu Ponnusamy, (CEO, Iotalytics Research and Analytics Solutions) and Mr. Ajit Kumar Jaiswal. This Programme is packed with Chart formatting, Layout, Mastering Charts, Graphical Presentations, Visualization Tools and data presentations.

Second Faculty Development Programme (FDP) on Engendering Staunch evidence building through secondary data sources was held on 12th February 2021. This Session was organized based on the faculty feedback in the last session was initiated for the exposure on secondary research during the lock down period. The recorded session is made available in ICT platform of MSSW Chennai (Official) <https://youtu.be/VgjroiUPEpY>.

Third Faculty Development Programme (FDP) was scheduled between 07th June 2021 to 11th June 2021 on the title of “Five days FDP on Outcome based Education & ICT Tools for online education and Research Publications”. The resource persons for this programme are..., Dr N.Jayasankaran, Former Vice Chancellor of SCSVMV Kanchi University addressed on the Concept of Blended Learning, Dr. Roshna Varghese addressed on measuring Course outcome and Programme outcome, Dr. Achuth Sankar S. Nair, Professor of Computer Science and Head of the Department of Computational Biology and Bioinformatics, University of Kerala addressed on New Education Policy and Importance of Outcome based Education, Dr.Binu Thomas, Assistant Professor from Marian College Kuttikkanam addressed on New ICT enabled tools for online Teaching, and Dr. Madhu S.Nair Associate Professor, Department of Computer Science Cochin University of Science and Technology (CUSAT) addressed on writing and publishing papers in international journals specifically in Scopus & Web of science Journals. The recorded session on the inaugural session followed with technical session is made available in ICT platform of MSSW Chennai (Official) <https://www.youtube.com/watch?v=JHgV01CU5qc>

QUALITY INITIATIVE 2: *FACULTY LEARNING SERIES (FLS)*

During lockdown time, our faculty members are engaged with some additional knowledge inputs in the name of “Faculty Learning Series - I on Performance Management” which was held on 25th May 2020. The Session was anchored by the Industrial Practitioner Mr.Venketraman, Senior

DGM HR , Tractors and Farm Equipment Limited (TAFE). The second Faculty Learning Series was organized in the title of “Psychometric Assessment and Thomas’ Psychometrics” on 26th May 2020. That session was addressed by Ms. Aashima Garg, Senior Manager Independent Learning Specialist & Corporate Trainer.

QUALITY INITIATIVE 3: *NEW FACULTY ORIENTATION AND INDUCTION*

The new faculty orientation and induction was inaugurated by Mr, K.A. Mathew I.A.S (Retd) on 01st July 2020 followed with Principal Address by Dr S.Raja Samuel and oriented the new faculty members with Rules & Governances and leave Procedures in Madras School of Social Work, Dr.Subashini addressed on etiquettes and culture pattern in Madras School of Social Work followed with Departmental heads orientation to them. The session was concluded with thanks note given by Dr.J.Chandrasekar IQAC Coordinator.

QUALITY INITIATIVE 4: *ONLINE WORKSHOP ON INTELLECTUAL PROPERTY RIGHTS (IPR)*

Based on the request of the faculty members, IQAC has organized an online Workshop on Intellectual Property Rights (IPR) in collaboration with Rajiv Gandhi Institute of Intellectual Property Management, Govt of India, Ministry of Commerce and Industry, Hislop College Road, Civil Lines, Nagpur University, Nagpur, Maharastra on 11th November 2020. The session was inaugurated by the Principal Dr.S Raja Samuel and handled the Technical session by Dr. Bharat N Suryawanshi, Assistant Controller of Patents & Designs, RGNIPM, Nagpur, O/o CGPDTM, DPIIT, Ministry of Commerce & Industry - Govt. of India. The programme was attended by 76 outside participants and 68 local participants.

QUALITY INITIATIVE 5: *STUDENT INDUCTION PROGRAMME (SIP):*

In accordance with UGC Quality mandate, MSSW IQAC has conducted a Three days Programme on online Student Induction Programme (SIP) between 14th to 16th September 2020 through Zoom platform. On the first day of SIP mainly focused on the New Education Policy and value education and course outline to the newly admitted students along with their parents. On second day it was started with moral education, college rules, procedures, course outcome, Library rules to the newly admitted students and the session ended with ethical part of the students’ life. On Third Day it was oriented with department wise orientation along with respective department faculty members ended with campus virtual tour. As an outset of the Student Induction Programme, the fresher can understand the importance of National Educational Policy & higher education, one’s own values, giving importance of individuality & Honour to the elders and senior citizens and make them to compete with city dwellers. The

session was highlighted with involvement in academic, curricular, co-curricular and extra-curricular events in inside and outside college.

QUALITY INITIATIVE 6: *NATIONAL INSTITUTIONAL RANKING FRAMEWORK (NIRF) SUBMISSION:*

After the deliberations in IQAC meeting for the submission of NIRF data, the IQAC Cell of MSSW has collected data from various departments, Cells & Centres as per the format and submitted to the NIRF in a required format on 28th January 2021.

QUALITY INITIATIVE 7: *ANNUAL ACADEMIC AND ADMINISTRATIVE AUDIT (AAA):*

Due to Pandemic and Nationwide lock down in the year 2020, the Annual Academic and administrative Audit for the year 2019-2020 was conducted on 18th and 19th November 2020 (originally it was scheduled on 23rd & 24th March 2020 and it was postponed due to Nationwide lock down). This Year (2020-2021) AAA Internal audit was initiated by the IQAC Cell of MSSW on 29th April 2021. After incorporating the inputs given by the internal committee members, IQAC was conducted the external audit with three members Peer Team for Annual Academic and Administrative Internal Audit (AAA) for the year 2020-2021 on 30th April 2021. Three members of external peer team comprised of 1) **Dr. S. THENMOZHI**, Professor & Head, Department of Counselling Psychology, University of Madras, Chennai – 600 005. 2) **Dr. B. DEVAMAINDAN**, Associate Professor, Management Studies, Institute of Distance Education, University of Madras, Chepauk, Chennai – 600 005 and 3) **Dr. J. M. ARUL KAMARAJ**, Assistant Professor, Department of Social Work (Aided), Loyola College, Nungambakkam, Chennai – 600 034. After the Audit, get the report from the peer-team members and shared its recommendations to the respective department for their improvements in coming days.

QUALITY INITIATIVE 8: *GREEN AUDIT, ENERGY AUDIT AND INFRASTRUCTURE AUDIT*

IQAC of Madras School of Social Work has assisted the Roopmathi and Architects for doing infrastructure Audit, Green Audit between February to April 2021. And done the energy audit by Dr.S.Chandrasekaran B.Sc B.E Chartered Electrical Engineer in the month of April 2021.

QUALITY INITIATIVE 9: IQAC COMMITTEE MEETINGS:

On 19th October 2020 the IQAC working committee was held and discussed with members to prepare MSSW for NAAC Assessment and Accreditation in the next year. Followed with consensus for organizing 5 days FDP programme on Outcome based education.

On 15th December 2020 the IQAC committee meeting was held and discussed on the matters of NIRF and Media Ranking data submission. The members deliberated with ideas for improving the qualities and targeted to place MSSW in that graded colleges list. IQAC Meeting was held in 3rd May 2021 for discussing the coming year plan and preparation.

QUALITY INITIATIVE 10: SUBMISSION THE REPORT FOR MEDIA RANKING:

IQAC has submitted its report to the Marketing & Development Research Associates, New Delhi for INDIA TODAY- Best Colleges ranking for the Year 2021 on 31st January 2021

FUTURE PLANS:

1. Development of an Institutional MOODLE programmes for MSSW students alone and it will be extended to the outside learners in coming years.
2. Strengthening ICT programmes with given exposure training to the faculty members to be self-dependent in the Teaching-Learning resource materials.
3. To initiate one more programme in Social Work Discipline with main focus on disability studies.



Dr. S. RAJA SAMUEL, M.A., Ph.D.,
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