MADRAS SCHOOL OF SOCIAL WORK

32, CASA MAJOR ROAD, EGMORE CHENNAI – 600 008
An Autonomous Institution affiliated to University of Madras
(Accredited by NAAC with A⁺ Grade in the year 2022)

AQAR

2020 – 2021

Submitted to NAAC, Bangalore

By

IQAC Team

Madras School of Social Work

YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   MADRAS SCHOOL OF SOCIAL WORK

- Name of the Head of the institution   Dr. S. Raja Samuel

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone No. of the Principal   9444462450

- Alternate phone No.   04428194566

- Mobile No. (Principal)   9444462450

- Registered e-mail ID (Principal)   principal@mssw.in

- Address   MADRAS SCHOOL OF SOCIAL WORK, 32, Casa Major Road, Egmore, Chennai - 600008. Tamilnadu State

- City/Town   Chennai

- State/UT   Tamil Nadu

- Pin Code   600008

2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy)   16/06/2006

- Type of Institution   Co-education

- Location   Urban

- Financial Status   **UGC 2f and 12(B)**

- Name of the IQAC Co-ordinator/Director   **Dr J.Chandrasekar**

- Phone No.   **04428192824**

- Mobile No: **9444479960**

- IQAC e-mail ID   **iqac@mssw.in**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://mssw.in/iqac/#aqar

4.Was the Academic Calendar prepared for that year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://mssw.in/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**85.90**	**2004**	**16/02/2004**	**26/03/2011**
Cycle 2	**B**	**2.84**	**2011**	**27/03/2011**	**26/03/2016**
Cycle 3	**A**	**3.14**	**2016**	**05/11/2016**	**04/11/2021**
Cycle 4	**A+**	**3.4**	**2022**	**08/03/2022**	**07/03/2027**

6.Date of Establishment of IQAC   **01/06/2007**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Nil	**Nil**	**Nil**	**01/08/1968**	**Nil**

8.Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI   View File

9.No. of IQAC meetings held during the year   **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Did IQAC receive funding from any funding agency to support its activities during the year?   **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Conducting Annual Academic and Administrative Audit (AAA) as per the NAAC regulations by the External Peer members from the academic and administrative institutions under the University of Madras.

After Receiving the feedback from the stake holders, IQAC is Instrumental for designing more employability oriented courses by the different Board of Studies(BOS), Madras School of Social Work.

Getting feedback from all the stake holders for implementing quality standards in all aspects inside the campus and maintaining bench mark among social science institutions

Instrumental for Promoting more number of students' advisory sessions and workshops for enhancing their attitudes and skills as being a best resource / social worker of the country.

Maintain to continue tobacco free, Ragging free, plastic free campus and also maintain transparent admission policies for UG, PG and Research degree admission in every year. And Instrumental for preparing student appraisal, faculty appraisal and based on the outcome of such appraisal, arranging/introducing remedial and bridge courses for students and equipping/improvising the talents and skills on class room handling for the faculty members.

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Plan to organize a Faculty Development Programme on secondary research	One programme was organized on Engendering Staunch evidence building through secondary data sources
Plan to conduct new faculty orientation and induction	It was conducted in the month of July for the new faculty members who have joined
Plan to organize a workshop on Intellectual Property Rights	Organized an Online Workshop on Intellectual Property Rights in collaboration with Rajiv Gandhi Institute of Intellectual Property Management, Nagpur
Plan to conduct the AAA Internal audit	It was conducted in the Month of April 2021

13.Was the AQAR placed before the statutory body?   **Yes**

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
IQAC Meeting and Governing Body	11/03/2021

14.Was the institutional data submitted to AISHE ?   **Yes**

- Year

Part A
Data of the Institution

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• Type of Institution	Co-education
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• Name of the IQAC Co-	Dr J.Chandrasekar

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• Phone No.	**04428192824**	
• Mobile No:	**9444479960**	
• IQAC e-mail ID	**iqac@mssw.in**	

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Name of the statutory body	Date of meeting(s)
IQAC Meeting and Governing Body	11/03/2021

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
2021	30/03/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme	
1.1 Number of programmes offered during the year:	**12**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student	
2.1 Total number of students during the year:	**790**

File Description	Documents
Institutional data in Prescribed format	View File

2.2 Number of outgoing / final year students during the year:	**354**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 Number of students who appeared for the examinations conducted by the institution during the year:	**787**

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1	**319**
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	**56**
Number of full-time teachers during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3	**56**
Number of sanctioned posts for the year:	

4.Institution

4.1	**141**
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	

4.2	**20**
Total number of Classrooms and Seminar halls	

4.3	**85**
Total number of computers on campus for academic purposes	

4.4	**395**
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Response:

Pls do refer the uploaded document in the additional information.

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://iqac.mssw.in/wp-includes/images/media/QlM/CRITERION-1_Curricular_Aspects.pdf

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

8

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

319

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

14

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

10

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Please do refer the uploaded file in the additional information.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

`18`

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

`766`

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

`634`

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is `A. All 4 of the above`

obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

File Description	Documents
Provide the URL for stakeholders' feedback report	https://mssw.in/iqac/#Feedback
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://mssw.in/iqac/#Feedback
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

790

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

139

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Response:

MSSW strives to serve students from diverse backgrounds and abilities through effective teaching-learning experiences.

Based on theassessment Process, students are categorized into slow and advanced learners.

?Slow learners

Slow learners are administered different pedagogical solutions to bridge the gap. They are provided activities and tasks in accordance with their level of learning.

? Advanced Learners

Needs of the Advanced Learners are met by providing them with additional opportunities for skill development. They are guided, mentored, counseled and engaged in a learning process which leads to achieve the highest proficiency and best employment opportunities. This learner group is encouraged to opt for volunteering activities on and off the campus and are provided with opportunities at every level.

*Please do refer the document uploaded in the Additional information.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/wp-includes/images/media/QlM/CRITERION_2_Teaching-Learning_and_Evaluation.pdf

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2021	790	56

File Description	Documents
Upload any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

Response:

MSSW follows the Student Centric method of teaching as an alternative to the traditional lecturediscussion method. A committed faculty base familiar with the system and capable of sharp classroom delivery is the institution's strength. The college continually prepares faculty members to confidently adopt emerging teaching methods such as experiential learning, participative learning and problem-solving methodologies that enhance learning experiences.

- **Experiential learning: By virtue of its commitment to mission – an experiential transformative process of education and practiceoriented pedagogy involving multi-disciplinary social sciences research – the college is devoted to the application of experiential learning in its teaching-learning process. A platter of teaching methods is adopted besides classroom lectures, which includes group discussions, seminars, dipstick studies, role-plays with audio-visual aids, skill labs and other simulation-based**

training methods.

- **Participative learning Students are encouraged to participate in activities where they can use their specialized skills to prepare for a career in Social Work, Human Resource and Psychology and other related social science disciplines.**

Please do refer the file uploaded in the additional information

File Description	Documents
Upload any additional information	[View File](#)
Link for additional Information	https://iqac.mssw.in/wp-includes/images/media/QlM/2.3.1.Student_centric_methods.pdf

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Response:

ICT- enabled tools are a part of the teaching-learning processes at MSSW and have become more relevant and prominently used amidst the pandemic.

- **MSSW is a Local Chapter of SWAYAM-NPTEL in Chennai (https://nptel.ac.in/LocalChapter/statistics/2968/) to offer the online courses to the students.**
- **The institute uses an online system known as IBOSS – Education Management System in which details such as class attendance, subject allocation for the faculty, marks awarded in assignments, Seminar, Internal continuous assessments and other components are regularly entered by the individual faculty members.**
- **Moodle is used as a Learning Management System in MSSW.**
- **A series of FDP on Teaching Methodologies was conducted by the IQAC with focus on E-content development, E-resources and ICT enabled teaching.**
- **The college is equipped with smart boards in classrooms to enable online teaching whenever required**
- **Virtual classrooms have been conducted to enable learning for students in a remote manner.**
- **To engage the students, faculty use presentations on Microsoft PowerPoint, video clippings, screening of documentaries.**

- **Faculty are encouraged to instruct the students to do online MOOC courses offered by SWAYAM, NPTEL, Coursera, and Khan Academy**

Please do refer the file uploaded in the additional information

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://mssw.in/e-content/
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

49

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Response:

Academic Calendar:

The academic year is initiated at MSSW with a set of academic planning activities including the calendar. The calendar with its set of activities and entries are prepared by different departments and the respective faculty members.The academic calendar serves as the guideline for preparation of the various activities by the Departments and scheduling of the courses of the academic year.The Office of the Principal ensures that the academic calendar is shared among the faculty, different offices and students at the time of course inaugural. The calendar fully adheres to the rules of University of Madras, Collegiate Education and UGC.The calendar is prepared taking into consideration the various government holidays

Teaching Plans:

The teaching plans are prepared by the respective faculty members and are submitted to the respective HODs. The teaching plans of the different departments are assessed and monitored by the senior faculty member of the department.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

3

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

28

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

437

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

8.78

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

23

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Response:

Reforms in Examination procedures

- **Based on recommendations given by Board of Studies, Controller of Examinations and IQAC, Office of Controller of Examinations initiated the reforms in the existing procedures and process.**

- During the COVID-19 pandemic, Issue of Hall Tickets, Declaration of Results followed completely automated procedures.
- The institute uses an online system known as IBOSS – Education Management System for all examination-related procedures.
- The online system has considerably eliminated the need to maintain paper records of various evaluation activities.
- All the details of students are stored and retrieved from COE Database.

Integration of IT in Examination Processes

The COE Office uses the IBOSS software for all examination-related procedures.

- Registration and Fee payment
- Transfer of internal marks from faculty to COE Office
- Processing and publication of results
- Online feedback
- Fees payment for Arrears (if any)
- Hall Ticket
- Publication of results

To facilitate easy use of the system, orientation is arranged for both students and faculty in the following manner:

- Students' orientation/Induction
- Faculty orientation/induction

Please do refer the file uploaded in the additional information

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/continuous-internal-assessment-cia/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Response:

Outcome Based Education at MSSW

In line with the UGC recommendations to implement Outcome Based Education, MSSW has clearly stated learning outcomes of the Programmes and the Courses Programmes offered by the institution are stated and displayed on website.

Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all Programmes are made available to the College community via different sources.Please do refer the file uploaded in the additional information.

Display on College Website and Communication to stakeholders

- **External stakeholders - After the approval from the respective departments regarding the Programme Outcomes, Programme Specific Outcomes and Course Outcomes are displayed on the website.**
- **Faculty & Students - The importance of Outcome Based Education and Programme outcomes, Programme specific outcomes and course outcomes are communicated to faculty members and students.**

Assessment of Learning MSSW is using outcome-based education for developing different skills and competencies of its students. For attaining this goal, an Assurance of Learning (AOL) system has been proposed and implemented as a quality-assurance approach to improving teaching and learning outcomes and processes.

**Please do refer the document uploaded in the additional information.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	[View File]()
Upload any additional information	[View File]()
Link for additional Information	https://iqac.mssw.in/qualitative-metrics/course-outcomes-cos/

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Madras School of Social Work adopts various strategies for evaluating the attainment of POs, PSOs and COs which are clearly

stated in the Syllabi/curriculum. These are communicated to the stakeholders such as students, faculty members, alumnus, external experts including academicians, practitioners through the respective Boards of Studies. MSSW evaluates the attainment of POs, PSOs and COs and assess the adopted strategies for the attainment of POs, PSOs and COs continuously and cumulatively. The attainment of POs and PSOs are assessed with the help of direct and indirect methods. Direct methods involve direct examinations or observations of student knowledge or skills against measurable course outcomes. Attainment of POs, PSOs and COs are mapped and the matrix is included as appendix for each semester for core courses, interdisciplinary courses, elective courses, soft skills and record courses, field work and practical courses. Direct methods involve the Internal Continuous assessment and End Semester Examination.

Indirect methods are used to augment the direct methods of assessment. such as Alumni Survey and Employer Survey.This helps the college to assess the attainment of POs and PSOs and adopt suitable strategies to strengthen the programme in the succeeding years.

Please do refer the file uploaded in the additional information.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/course-evaluate/

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

331

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://iqac.mssw.in/quantitative-metrics/report-from-coe-about-pass-percentage/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://mssw.in/iqac/#Feedback

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Response:

Higher Education Institutions are not only centres of learning, but also enterprises which create, archives and disseminate knowledge. MSSW considers research as a central thought to its existence. This is clearly outlined in its 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." To achieve this vision, MSSW encourages its faculty and students to address societal needs through extension and research publications.

- **MSSW has a clearly drafted research policy focusing on social science research focusing on social work, Human resource Management, Organization Development, Development Management and Psychology. Research policy gives opportunities for faculty members to take up seed money with the support of management to carry out field-based action research in the areas of social sciences. These micro level studies are focusing more on identifying local based issues**
- **Faculty members are encouraged to attend Faculty Development**

Programme (FDP) with focus on research methodology. The major idea here is to expose faculty to newer methods in research, understanding how to bring about quality publication and ways to write articles.

Pls do refer the uploaded document in the additional information.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://mssw.in/policies/#Research-policy
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

2.05

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

49.88438

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

9

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://iqac.mssw.in/quantitative-metrics/research-projects/
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

6

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

4

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://www.tn.gov.in/announcements/announce_view/91461, https://icssr.org/
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Response:

MSSW is constantly aspiring to create an ecosystem for innovations and knowledge creation built on a stable research base.

- **MSSW- Social Entrepreneurship Incubation Centre was instituted in the premises of Madras School of Social Work in 2019. The Incubation Center aims in creating social entrepreneurship ecosystem by encouraging the students to get involved in social entrepreneurship.The objective of the Centre is to provide guidance, mentorship, physical work space and create networks among fellow social entrepreneurs as well as funding agencies. The Centre is guided by its vision and mission.The major functions before Center are to review different business proposals from students, creating a sustainable ecosystem and working space for select incubates, followed by mentoring and creation of efficient venture model.**

- **At present, the MSSW- Social Entrepreneurship Incubation Centre is home to 16 social startups.**
  - **Two social enterprises have been especially successful under the guidance of centre, namely**
    - **Nakuras (Social Entrepreneurship with Gypsy community) – has promoted the work of the tribal Narikurava artisans by creating a market ecosystem for the jewellery and handcrafted lifestyle products.**
    - **CAP (Child Aid Project) – addresses child abuse prevention needs via playbased interventions for children, young adults, parents and schools.**

Pls do refer the document uploaded in the additional information.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/eco-system-for-innovations/

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

5

File Description	Documents
Report of the events	[View File](#)
List of workshops/seminars conducted during the year	[View File](#)
Any additional information	[View File](#)

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

3

File Description	Documents
URL to the research page on HEI website	https://iqac.mssw.in/quantitative-metrics/ph-d-guide/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	[View File](#)
Any additional information	[View File](#)

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

15

File Description	Documents
List of research papers by title, author, department, and year of publication	[View File](#)
Any additional information	[View File](#)

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

6

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[https://iqac.mssw.in/quantitative-metrics/books-and-papers-presented/]()

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

1

File Description	Documents
Any additional information	[View File]()
Bibliometrics of the publications during the year	[View File]()

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

1

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	[View File]()
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

6.83

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0.13

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Response:

MSSW has always aligned its activities with this mission of community outreach and has the history of ensuring extension activities in both rural and Urban areas. Students are periodically involved in neighbourhood community activities and get sensitized on social issues.

- **MSSW has been involved in community development initiatives in the areas of Health, Education and Livelihood in Chetpet area, one of less privileged urban areas in Chennai**

Corporation.

- **The College has a Rural Extension Centre in Karalapakkam Panchayat and established community center. The Centre is established in partnership with local community members. Community empowerment programmes are periodically conducted in the community hall. Many community-based activities have been carried out in the last during the year with the help of the student trainees.**
- **Yet another key feature of our extension activities is engaging through Alumni NGOs. This engagement activity is called Footsteps of MCJ (where, MCJ refers to Mary Clubwala Jadhav, the founder of MSSW). This collaborative partnership with our alumni to engage with the community has been an eminent way to address the needs of the people and identifying their priority need areas. Footsteps of MCJ has been instrumental in reaching out to the frontline workers during the COVID-19.**

pls do refer the uploaded document in the additional information

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/extension-activities/

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

13

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	[View File](#)
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

35

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

737

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

19

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

6

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Response:

Madras School of Social Work was established in 1952 and is one among the top 3 colleges in the field of social work in India. The college is offering 2 undergraduate, 7 postgraduate, 2 M.Phil, 1 Ph.D and 2 diploma programmes. MSSW has state-of-the-art infrastructure, creating an environment for progressive learning and development.

- Campus - The college is situated in a 1.5-acre campus with 10,800 sq. ft. built-up area and is affiliated to University of Madras.

- Classrooms – All the classrooms have LCD projector/Smartboards to support the teachinglearning process along with the Learning Management System (LMS).

- Seminar Halls - Apart from the classrooms, there is an auditorium and 4 seminar halls for having lectures and other programmes like seminar, workshop, training programmes and conferences.

- Media Centre - Media Centre is fully equipped with Lecture Capturing System, audio-visual equipment, recording facilities, mixing equipment and editing software to develop e-content and to conduct training programmes in a remote mode.
- Laboratories - The Department of Psychology has 2 laboratorie, well equipped with psychological tools and assessments to cater to the practical learning of UG, PG students and M. Phil scholars.
- Computing Equipment - MSSW campus is equipped with appropriate ICT facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/ict-infrastructure/

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Response:

MSSW provides adequate facilities for the wholesome development of students in field of academic, cultural, yoga and sports activities.

Sports

- **The college features indoor games rooms for both boys and girlswith facilities for Chess, Carrom and Table Tennis and an outdoor volleyball court.**
- **Student Development Council (SDC) organizes annual Sports Day for 2 full days in MSSW. College hires the playground of University of Madras (which is situated near MSSW) for conducting sports day events.**

Cultural Activities

- **Student Development Council is responsible for a one- day Intra college competitive cultural event called DEJAVU, consisting of both on and off-stage events.**
- **The Student Development Council of MSSW encourages the student leaders to conduct social events and programmes in campus and outside to spread the messages of awareness of various social situations.**

Yoga - The college encourages students to take part in yoga sessions. International Yoga Day is observed.

Gymnasium - College has taken steps to equip a basic gym with equipment and materials for students.

Auditorium

Mssw having well constructed sound proof auditorium with all ICT

facilitites.

Open Air Theatre/Auditorium

This offers to demonstrate their skills and talents with having to seat 500 more audience with temporary seating.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://iqac.mssw.in/extended-profile/total-number-of-classrooms-and-seminar-halls/

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

18

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

60

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **MSSW has a fully computerized library with a bar-code facility. The library was computerized in the year 2002 with Auto Lib software. Currently, it features International Online Public Access Catalogue (IOPAC) (version 20.10) along with Android Mobile App (version 2.5) of Auto Lib. Hence the users can access the library catalogue 24/7, check the availability of resources, renew the resources, check the book in their account, newly added books, journals and other resources and also can get the update message from the librarian through IOPAC or mobile app.**
- **Library also provides remote access to its e-resources like e-books, institutional publications, semester exam question papers, etc. through its IOPAC.**
- **Library continuously updates its collection based on the requirements of the departments and students' suggestions. The Book Bank section helps economically needy students to borrow and retain the books for one full semester.**
- **The library also has a Digital Library section which is set up with an open-source software, DSpace.**
- **A computer is exclusively maintained for visually challenged students with NVDA (Non-Visual Desktop Access) software which reads out the text into audio format.**
- **Library orientation is given class wise to the students and research scholars regularly every year**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/institution-library-facilities/

4.2.2 - Institution has access to the following: A. Any 4 or more of the above e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	[View File](#)

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

8.27

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

260

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

IT facility

- There are 136 computers in the campus. Each department is provided with a lap-top, LCD projector and a printer.
- All classrooms, seminar halls and auditorium are equipped with ICT and Wi-Fi facilities.
- College is equipped with a Media Centre which helps teachers to record their video and develop e-content to share with the academic community.
- Website of the college is maintained by Network Centre of the college through a service provider. All information about the college is made available on the college website.

- College has an active social media presence on Facebook account and YouTube,
- There is an exclusive Computer Centre with 40 computers for

academic use by students.

- Campus management for all the departments from admission, accounts, attendance, mark entry, certificates, etc. were handled with the software iBoss and recently switched over to iStudio for better functioning.
- College has purchased e-books, e-journals and database.
- MSSW uses Moodle, an open-source software as Learning Management System.
- Robust IT policy which includes E-mail account policy, website policy, network policy, video surveillance policy, guidelines for computers, laptops, recording and uploading videos of the institution is in place.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/student-computer-ratio/

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
790	85

File Description	Documents
Upload any additional information	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	[View File](#)
Upload any additional information	[View File](#)

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing

A. All four of the above

**System (LCS) Mixing equipments and
software for editing**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://iqac.mssw.in/wp-includes/images/media/4/4.3.4_econtent_development.pdf](#)
List of facilities for e-content development (Data Template)	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

278.51

File Description	Documents
Audited statements of accounts	[View File](#)
Upload any additional information	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The administrative office of MSSW oversees maintenance of buildings, classrooms and laboratories. Headed by administrative officer, and supported by supervisor, periodic monitoring of work is ensured.

Housekeeping staff are employed to maintain hygiene, cleanliness, and infrastructure on the campus to provide a comfortable learning environment for the students.

Facilities for women include sanitary pad dispensers are placed in select washrooms. Sanitary napkin incinerator is fixed in the hostel premises to ensure environment friendly disposal.

Special provisions, including ramp and lift facility, have been maintained for differently abled people on campus.

Clean drinking water is made available using two RO machines (500 litres) on the campus.

College has two canteens apart from the hostel mess, which provides hot, hygienic meals.

Sustainable energy practicesand Disaster management practices on campus

Parking facility is well organized.

The campus maintenance is monitored through surveillance camera.

Feedback is sought from the students in a prescribed format and through the library committee meetings every year.

Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The administrative officer and his team are involved in the maintenance of infrastructure facilities and regular maintenance of civil works.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/support-facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

30

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

462

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://iqac.mssw.in/quantitative-metrics/capability-enhancement-schemes/
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

780

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students'

A. All of the above

grievances Timely redressal of grievances through appropriate committees

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

73

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

75

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

1

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Response:

Students are the prime stakeholders at MSSW. MSSW facilitates a meaningful learning experience and holistic progression for its students. An active student council called Student Development Council promotes cultural, intellectual and social life of students and following facilities are available for the students

- **Student Development Council (SDC) – is one of the most important student bodies at MSSW and works for the improvement of both the student community and the institution. Student members actively participate, organize and share the responsibilities of the Council with mutual respect for others. In addition to the primary activities of the Council including promoting student leadership and work for student welfare, the Centre is involved in developing and promoting the tradition of service and to inculcate a sense of social responsibility among the students.**

Students are given adequate representation of students on academic & administrative bodies/committees of the institution in the following

- **Placement Cell**
- **IQAC**
- **Extension Centre**

Pls refer the attachment for more details

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/sports-cultural-activities/

5.3.3 - Number of sports and cultural events / competitions organised by the institution

20

File Description	Documents
Report of the event	[View File](#)
List of sports and cultural events / competitions organised per year	[View File](#)
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Response:

- **The Alumni Association is registered in the name "Alumni Association of Madras School of Social Work" (AAMSSW) under Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975). The association was registered on the 24th Day of January 2020.**

- **AAMSSW is an active forum which predominantly focuses on bringing the MSSWians together as a family. AAMSSW is self-reliant, and self-motivated, striving to keep up the legacy of Madras School of social work.**

AAMSSW has focused on the following areas to strengthen the Institution

- **Faculty Development**
- **Course Content Development**
- **Knowledge Development Sessions**
- **Alumni Scholarship Scheme**
- **Illustrious Alumni Award**
- **Campus Recruitment and Placement**
- **Internship**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/alumni-association/

5.4.2 - Alumni's financial contribution during the year

C. 5 Lakhs - 10 Lakhs

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Response:

Governance of the Institution

The governance of the college is executed through proper systems and organizational structure.

- **The apex body is the Society for Social Education and Research (SSER) Managing Committee.**

- **Governing Body guides the institution in achieving the vision and mission. Governing Body and Academic Council make all policy decisions related to administration, infrastructure and academic matters.**

- **College Committee decides on all matters related to general administration of the institution especially under the Tamil**

Nadu Private Colleges Act, 1976.

- **Principal heads the institution supported by the Dean who takes care of the administration.**

- **Board of Studies regularly reviews and suggests changes in the syllabus based on the emerging needs.**

- **HODs and Programme Heads plan and implement the department activities along with the faculty.**

- **IQAC looks into the different qualitative initiatives of the college based on stakeholder feedback.**

Pls do refer the uploaded document for more details.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://mssw.in/about-mssw/#vision-mission

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Response:

The institution practices decentralization and participative management.

· The "Principal of Subsidiarity" helps in decentralization and participative management of the institution.

This instills a sense of ownership and promotes team work among the staff in carrying out their roles and responsibilities.

· The administration of the college is decentralized by delegation of powers to various authorities both in administration and academic aspects. Everyone is involved in the collective decision making by meeting at regular interval that helps in planning and implementing of all activities in the college.

· The college operates based on the values of excellence, diversity, student-centered, transparency, accountability, community engagement and collaboration. Staff and management

collaborate in developing plans for the institution aligning with the vision.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://mssw.in/administration

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Response:

Strategy Development and Deployment – Institutional Strategic/ Perspective plan is effectively deployed MSSW under able leadership of Principal and management has constantly strived to expand with a plan of delivering effective services in new emerging areas. These plans are drafted by decision making bodies and achieve fruition based on planning and allocation of resources every year. These plans focus on the following areas:

1. Starting new programmes based on emerging demands of society and industry
2. Renovation of existing infrastructure of MSSW
3. Expanding existing infrastructure of the campus to meet institutional needs
4. Improving digital infrastructure to enable better learning through innovative ICT and other innovative methods for student community
5. Collaboration with organizations, corporate and alumni for training of students
6. Collaboration with organizations, industry, alumni, and other stakeholders for mobilization of funds
7. Application for grants from government and non-government sources for training and research activities

Pls do refer the uploaded document for more details

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/policy/
Upload any additional information	[View File](#)

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Response:

MSSW is run under the aegis of Society for Social Education and Research.

- **Governing Body guides MSSW in achieving vision and mission. It institutes scholarships, fellowships, studentships, medals, prizes, and certificate courses. They approve the new programmes that are recommended by Academic Council. It recruits Teaching Faculty and Principal in accordance with policies. Annual budget is approved by it before submitting to UGC.**
- **College Committee consists of Chairman, Principal, management representatives, university nominee and two faculty members. It decides on all matters related to general administration of MSSW under Tamil Nadu Private Colleges Act, 1976. It is involved in appointment of teaching and non-teaching staff, defines their duties and conditions of service, regularly reviews, and approves policy changes.**
- **The Academic Council meets every semester to review, deliberate and approve syllabus changes proposed by Board of Studies. It further advises Governing Body on such matters from time to time.**
- **Principal convenes meeting of HODs and Programme Heads once a month during which all major academic, examination and student related matters are discussed, planned, and executed.**
- **Board of Studies meets every semester to propose changes in syllabus through the internal and external board which is send for further approval to Academic Council.**

File Description	Documents
Paste link to Organogram on the institution webpage	https://mssw.in/organogram/
Upload any additional information	View File
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/policy/

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Response:

MSSW has effective staff welfare measures in place. Some of the existing general staff welfare measures include:

1.Employee Provident Fund (EPF) / ESI - As per the guidelines of the Central Government of India, EPF and ESI schemes are extended for all teaching and non-teaching staff.

2.Service Gratuity - Service gratuity shall be paid to all employees who are eligible by the existing norms.

3.Earned Leaves encashment facility every year as per norms

4.Maternity leave for women staff

5.Life Insurance cover

6.Free Tea twice Day and availability of subsidized food in college mess

7.Marriage Gift — Rs.5,000/- for self and Rs.3,000/ for Son/Daughter

8.Annual Staff picnic

9.Monthly birthday celebration of faculty

10.Gifts to staff on Teacher's Day

11.Annual Salary increment

12.Medical camps

Faculty are encouraged to attend conferences, workshops, refresher courses and seminars and to publish books and papers in journals. Reimbursement of the publication charges is done for those faculty who publish in SCOPUS and Web of Science.They are motivated to register and complete Ph.D. Departments are encouraged to take up minor research projects with the seed money allocated by the management and best performers are encouraged with monetary incentives.

Management provides support to administrative staff through various welfare measures

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/financial-support/

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

46

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

41

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Response:

MSSW ensures monitoring of financial management practices through a clear system of internal and external audits. Tally software is used for accounting and the IBOSS ERP is used for online payment of fees and monitoring the same by the section.

An annual financial audit that is done at two levels: one by an internal auditor at regular intervals of every quarter and the second by an external auditor who does annual financial audit. The finance director monitors the internal audits and places the details before the office bearers of the society.

The annual audit is a detailed exercise involving complete scrutiny of the bills and statements independent of the internal audit. The audit is placed before the Managing Committee and accepted in the Annual General Body meeting of the society.

The procedures for accounting are clearly stipulated in the Accounting Manual. Apart from these regular audits the Regional Joint Director and the Office of the Joint Director for Collegiate Education conduct annual audit of the Aided section accounts. The audit objections are communicated officially by the RJDCE and an official reply of explanation or compliance is sent.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://iqac.mssw.in/qualitative-metrics/financial-audits/](#)

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

15.84

File Description	Documents
Annual statements of accounts	[View File](#)
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	[View File](#)
Any additional information	[View File](#)

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Institution has constantly been striving to provide better services and support to the student body. Towards meeting this

goal, MSSW has been mobilizing funds from various stakeholders like Alumni, Corporates and individuals and philanthropists. Majority of these funds mobilized are either in the form of scholarships for deserving disadvantageous students and as merit awards during the annual college day. Every department, committee and cell submit a budget which is reviewed and upon approval the departments plan and execute their activities.

The major source of income is from student fees, interest earned through banks, UGC grants, research and consultancy grants received from government, non-government and corporates. Funds and grants received from alumni association, organizations, individuals and philanthropists.

MSSW has developed an appeal letter to mobilize funds from philanthropists, industrialists and high networth individuals. The appeal letter is circulated through email. Apart from this the Chairman and Secretary meet industrialists to appeal for scholarships, through which 3 major corporate entities have instituted scholarships at MSSW.

The Parent-Teacher association of the college too puts out appeals to parents to come forward to support the fees of students in addition to their own ward's fees.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/mobilization-policy/

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Response:

IQAC has been very active in implementing training programmes and other quality enhancement and sustenance measures to

institutionalize quality assurance strategies which has resulted in incremental improvements is several areas. Two practices institutionalized because of IQAC initiatives include:

1.Student Feedback Mechanism: IQAC ensures timely collection of student feedback. There are several channels of student feedback on teaching-learning process and infrastructure at MSSW.

- Direct feedback to Principal through email or other written forms.
- Feedback dropped into the complaints/suggestion box kept in the main building.
- Feedback through elected representatives of the Student Development Council.
- Feedback surveys on each course and the course teacher conducted at the end of each semester.
- Feedback on Curriculum through student members in Internal Boards of Studies.

IQAC informs and educates the students on the above channels of feedback during the Student Induction programme conducted at the beginning of each academic year.

Enhanced Quality in Faculty Research Competence: IQAC has been conducting a series of Faculty Development programmes focussing exclusively on Research and Data Analysis. These programmes have been initiated based on faculty input.Such research-focused FDP have led to the promotion of a research culture within the campus

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/internal-quality-assurance-cell-iqac/

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Response:

IQAC has spearheaded the improvement of teaching-learning processes through obtaining feedback from all stakeholders including students, parents, alumni, industry experts and academic peers. Annual academic audits are conducted with the help of

external academic peers who visit all departments and provide a comprehensive assessment of the teaching learning process implemented by the departments.

- Student Satisfaction Survey: This survey is conducted at the end of every semester with all enrolled students. A questionnaire consisting of 17 items covering the faculty competencies as well as course progression and curriculum design is given online and students can give feedback anonymously.
- Learning Management System: In this digital age, online mode of managing the teaching and learning process has assumed significance. IQAC at MSSW has been engaged with the need to leverage the power of online platforms to facilitate teaching -learning process.

IQAC also felt the need to introduce a Learning Management System, which will facilitate seamless blending of on-campus and online teaching learning processes. Faculty and students were trained in the use of the LMS platform and faculty have adopted its use.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/iqac-methodologies/

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://mssw.in/about-mssw/#annual-reports/
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

MSSW has consistently focused on promoting gender equity and sensitization in both curricular and cocurricular activities.

- **Women's Cell displays sensitivity to identify the need to create awareness among students and faculty.**
- **Joined as an institutional partner for advocacy and awareness on gender-based violence during the 16 days campaign from 25th November to 10th December 2020.**
- **Various health camps were organized in the community and college.**
- **One day sensitization programme on Inter-generational bonding was organized for the school students in and around Chennai.**
- **Women & Politics – Political Participation of Women, a discussion was organized along with a citizens group 'Shakti' on 26th February 2021.**
- **One day sensitization programme on Inter-generational bonding was organized for the school students in and around Chennai. Women & Politics – Political Participation of Women, a discussion was organized along with a citizens group 'Shakti' on 26th February 2021.**
- **MSSW encourages faculty to undertake research and studies on women-related topics. Accordingly, Dr. Enoch was awarded a minor project by UGC on 'Status of Women Victims in the Criminal Justice System'.**
- **Course on Women and Development enable the students to examine the social systems that affect women in meeting**

growth and special needs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	[https://iqac.mssw.in/qualitative-metrics/gender-equity-sensitization/](#)

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Response:

MSSW keenly aligns itself to the Swachh Bharat Abhiyan, one of the most significant cleanliness campaigns by the Government of India.

MSSW facilitates several techniques for the management of degradable and non-degradable waste. Zerowaste on the campus has acquired immense focus in MSSW.

- **Solid Waste Management**
    - **Solid waste on the campus is segregated at source.**
    - **Provision for health and hygiene – sanitary pad dispenser is kept in select toilets.**

Namma Green Campus Project

- **With a view to making our campus zero-waste campus, MSSW have partnered with an organization called Namma Ooru Foundation (NOF) which specializes in making campuses zerowaste.**

Liquid Waste Management

- Liquid waste from the different points of generation like the canteen and toilets etc. are let out as effluent into a proper drainage facility and to avoid stagnation.

E-waste Management

All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.

Waste Recycling System of MSSW in Association with ITC

- The institution has tied up with ITC's WOW initiative programme where they come to colleges and collects the used papers and recycles it.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

A. Any 4 or all of the above

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**
5. **Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly A. Any 4 or all of the above
and barrier-free environment: Ramps/lifts
for easy access to classrooms and centres

Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

Response:

MSSW attracts students from all over India, providing equal opportunities to young men, Women, Transgender, differently abled and marginalized sections of the student population.

The curricula offered in the college Institution efforts in providing an inclusive environment.

Some of these courses include:

- **Course on Women and Development, Social Work with families and Senior citizens, Disaster Management & Environmental Social work, social work profession, Social Work with individuals, Dalit and Tribal Empowerment.**

- **Psychology papers offer greater understanding of gender as a social construct.**

- **Social Entrepreneurship programme grounded on addressing both social and environmental problems through innovative**

business solutions and sustainable development.

MSSW celebrates Community Day with a marginalized social group every year. Since 2016, MSSW has engaged with communities such as bonded labours from Irular community, Gypsy community, folk artists and rag pickers of Kodungaiyur community providing them with lunch and household items.

- **Equal Opportunity Cell (EOC) of MSSW creates equal opportunity for students belonging to marginalized sections including those from SC/ ST and OBCs, minority communities, etc.**
- **MSSW has given space for the transgender community to run a shop inside the campus to help them with livelihood. They sell eatables to the public and to students.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

Response:

Madras School of social work has been a pioneer in upholding constitutional values, rights, duties, and responsibilities. Constitutional obligations are integral to the founding principles of MSSW. All the courses cover the constitutional rights and responsibilities in the curriculum. Apart from the curriculum, various practical methods are followed for sensitizing our students, faculty members and other employees on Constitutional values.

MSSW and International Justice Mission (IJM) have been partnering since February 2018 to abolish the bonded labour system. Several join initiatives have been organized.

Anti-Human trafficking club at MSSW and Anti-bonded labour day observation. The Anti-Human trafficking club of MSSW was presented with "Champion of Justice Award" in February 2021 by Tamilnadu Police.

MSSW celebrates Community Day with a marginalized social group every year. Since 2016, MSSW has engaged with communities such as bonded labours from Irular community, Gypsy community, folk artists and rag pickers of Kodungaiyur community providing them with lunch and household items.

NSS wing of MSSW organises programmes on Independence Day and Republic Day every year.

Bonded labour System Abolition day was observed on 9th Feb. 2021.

National Constitution Day was celebrated by NSS unit of MSSW on 26th Nov. 2020

Certificate Course on Social Status and Legal Rights of Women was organised for post graduate students on 6th June 2020.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	[View File](#)
Any other relevant information	[View File](#)

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Response:

- **The NSS Unit of Madras School of Social Work celebrates the Independence Day on 15th August at open air auditorium in the campus. Principal hoists the national flag with staff and students in attendance.**
- **On September 5th Teacher's Day is celebrated by holding various competitions for the faculty members, followed by entertainment from students.**
- **World Alzheimer's Day is celebrated on September 2nd every year through creating awareness Alzheimer's disease and Dementia.**
- **On 31st October, National Unity Day is observed with the students taking the oath towards practicing secularism in their daily life.**
- **World Mental Health Day is celebrated on 21st October by the Department of Psychology through various awareness programs.**
- **The Harvest festival of state is celebrated as 'Community day' during the second week of January with specific theme for every year.**
- **Every year on 26th January, Republic Day is celebrated with great enthusiasm and patriotic fervour at the open-air auditorium, MSSW.**
- **NSS unit of MSSW observed the following days.**
    - **National Constitution Day on 26th November.**
    - **India's 75 years of Independence on 12th March 2021.**
    - **World kidney day on 11th March 2021**
    - **Martyr's Day on 29th Jan. 2021**
    - **Yoga Day on 21st June 2020**

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

https://iqac.mssw.in/qualitative-metrics/naac/

IQAC - MSSW

File Description	Documents
Best practices in the Institutional website	https://iqac.mssw.in/qualitative-metrics/naac/
Any other relevant information	https://iqac.mssw.in/wp-includes/images/media/QlM/7.2.Best_Practices.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Response:

Distinctive Practices of MSSW

Connect with Community during Pandemic:

- **Community connect was stepped up during pandemic.**
  - **Medical camp on 3rd July 2020 in collaboration with the Greater Chennai Corporation.**
  - **Health camp for residents of Chetpet Slum.**
    - **Counselling services, relief to families in the**

form of dry groceries, health camps and
volunteering for the work of Government and
NGOs.

- Volunteering for the affected community and taking concerted action to alleviate the sufferings of elderly, women, differently-abled, children and the homeless people.
- Role plays and awareness campaigns to teach slum dwellers about the safety protocols during the pandemic.
- Health sessions on Gynecology services, ophthalmology services and general checkups in which more than 250 patients have benefitted.

- Connect with indigenous Community:
  - As an initiative of community connect, MSSW closely works with indigenous communities to empower them with entrepreneurial skill. Nakuras is an E-commerce social enterprise that offers handcrafted lifestyle products created by tribal artisans of the Narikurava community in Tamil Nadu to consumers all across the country. The Narikurava artisans are gifted with the talent and traditional skills to craft exquisite jewellery designs in styles that are unique to their culture and heritage. MSSW has been instrumental in opening up a market ecosystem to this artisan community.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Response:

Pls do refer the uploaded document in the additional information.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://iqac.mssw.in/wp-includes/images/media/QlM/CRITERION-1_Curricular_Aspects.pdf

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

8

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	[View File](#)

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

319

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

14

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

10

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Please do refer the uploaded file in the additional

information.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

18

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

766

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

634

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System	
1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	**A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	https://mssw.in/iqac/#Feedback
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - The feedback system of the Institution comprises the following	**A. Feedback collected, analysed and action taken made available on the website**

File Description	Documents
Provide URL for stakeholders' feedback report	https://mssw.in/iqac/#Feedback
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

790

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

139

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Response:

MSSW strives to serve students from diverse backgrounds and abilities through effective teaching-learning experiences.

Based on theassessment Process, students are categorized into slow and advanced learners.

?Slow learners

Slow learners are administered different pedagogical solutions to bridge the gap. They are provided activities and tasks in accordance with their level of learning.

? Advanced Learners

Needs of the Advanced Learners are met by providing them with additional opportunities for skill development. They are guided, mentored, counseled and engaged in a learning process which leads to achieve the highest proficiency and best employment opportunities. This learner group is encouraged to opt for volunteering activities on and off the campus and are provided with opportunities at every level.

*Please do refer the document uploaded in the Additional information.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://iqac.mssw.in/wp-includes/images/media/QlM/CRITERION_2_Teaching-Learning_and_Evaluation.pdf</u>

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2021	790	56

File Description	Documents
Upload any additional information	<u>View File</u>

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

Response:

MSSW follows the Student Centric method of teaching as an alternative to the traditional lecturediscussion method. A committed faculty base familiar with the system and capable of sharp classroom delivery is the institution's strength. The college continually prepares faculty members to confidently adopt emerging teaching methods such as experiential learning, participative learning and problem-solving methodologies that enhance learning experiences.

- **Experiential learning: By virtue of its commitment to mission – an experiential transformative process of education and practiceoriented pedagogy involving multi-disciplinary social sciences research – the college is devoted to the application of experiential learning in its teaching-learning process. A platter of teaching methods is adopted besides classroom lectures, which includes group discussions, seminars, dipstick studies, role-plays with audio-visual aids, skill labs and other**

simulation-based training methods.
- Participative learning Students are encouraged to participate in activities where they can use their specialized skills to prepare for a career in Social Work, Human Resource and Psychology and other related social science disciplines.

Please do refer the file uploaded in the additional information

File Description	Documents
Upload any additional information	[View File](#)
Link for additional Information	https://iqac.mssw.in/wp-includes/images/media/QlM/2.3.1.Student_centric_methods.pdf

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Response:

ICT- enabled tools are a part of the teaching-learning processes at MSSW and have become more relevant and prominently used amidst the pandemic.

- MSSW is a Local Chapter of SWAYAM-NPTEL in Chennai (https://nptel.ac.in/LocalChapter/statistics/2968/) to offer the online courses to the students.
- The institute uses an online system known as IBOSS – Education Management System in which details such as class attendance, subject allocation for the faculty, marks awarded in assignments, Seminar, Internal continuous assessments and other components are regularly entered by the individual faculty members.
- Moodle is used as a Learning Management System in MSSW.
- A series of FDP on Teaching Methodologies was conducted by the IQAC with focus on E-content development, E-resources and ICT enabled teaching.
- The college is equipped with smart boards in classrooms to enable online teaching whenever required
- Virtual classrooms have been conducted to enable learning for students in a remote manner.
- To engage the students, faculty use presentations on Microsoft PowerPoint, video clippings, screening of

       documentaries.

- **Faculty are encouraged to instruct the students to do online MOOC courses offered by SWAYAM, NPTEL, Coursera, and Khan Academy**

Please do refer the file uploaded in the additional information

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://mssw.in/e-content/
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

49

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Response:

Academic Calendar:

The academic year is initiated at MSSW with a set of academic planning activities including the calendar. The calendar with its set of activities and entries are prepared by different departments and the respective faculty members.The academic calendar serves as the guideline for preparation of the various activities by the Departments and scheduling of the courses of the academic year.The Office of the Principal ensures that the academic calendar is shared among the faculty, different offices and students at the time of course inaugural. The calendar fully adheres to the rules of University of Madras, Collegiate Education and UGC.The calendar is prepared taking

into consideration the various government holidays

Teaching Plans:

The teaching plans are prepared by the respective faculty members and are submitted to the respective HODs. The teaching plans of the different departments are assessed and monitored by the senior faculty member of the department.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

3

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)
Any additional information	[View File](#)

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

28

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	[View File](#)
Any additional information	[View File](#)

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

437

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

8.78

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

23

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Response:

Reforms in Examination procedures

- **Based on recommendations given by Board of Studies, Controller of Examinations and IQAC, Office of Controller**

- of Examinations initiated the reforms in the existing procedures and process.
- During the COVID-19 pandemic, Issue of Hall Tickets, Declaration of Results followed completely automated procedures.
- The institute uses an online system known as IBOSS – Education Management System for all examination-related procedures.
- The online system has considerably eliminated the need to maintain paper records of various evaluation activities.
- All the details of students are stored and retrieved from COE Database.

Integration of IT in Examination Processes

The COE Office uses the IBOSS software for all examination-related procedures.

- Registration and Fee payment
- Transfer of internal marks from faculty to COE Office
- Processing and publication of results
- Online feedback
- Fees payment for Arrears (if any)
- Hall Ticket
- Publication of results

To facilitate easy use of the system, orientation is arranged for both students and faculty in the following manner:

- Students' orientation/Induction
- Faculty orientation/induction

Please do refer the file uploaded in the additional information

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/continuous-internal-assessment-cia/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

Response:

Outcome Based Education at MSSW

In line with the UGC recommendations to implement Outcome Based Education, MSSW has clearly stated learning outcomes of the Programmes and the Courses Programmes offered by the institution are stated and displayed on website.

Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all Programmes are made available to the College community via different sources.Please do refer the file uploaded in the additional information.

Display on College Website and Communication to stakeholders

- **External stakeholders** - After the approval from the respective departments regarding the Programme Outcomes, Programme Specific Outcomes and Course Outcomes are displayed on the website.
- **Faculty & Students** - The importance of Outcome Based Education and Programme outcomes, Programme specific outcomes and course outcomes are communicated to faculty members and students.

Assessment of Learning MSSW is using outcome-based education for developing different skills and competencies of its students. For attaining this goal, an Assurance of Learning (AOL) system has been proposed and implemented as a quality-assurance approach to improving teaching and learning outcomes and processes.

**Please do refer the document uploaded in the additional information.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	[View File](#)
Upload any additional information	[View File](#)
Link for additional Information	https://iqac.mssw.in/qualitative-metrics/course-outcomes-cos/

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Madras School of Social Work adopts various strategies for evaluating the attainment of POs, PSOs and COs which are clearly stated in the Syllabi/curriculum. These are communicated to the stakeholders such as students, faculty members, alumnus, external experts including academicians, practitioners through the respective Boards of Studies. MSSW evaluates the attainment of POs, PSOs and COs and assess the adopted strategies for the attainment of POs, PSOs and COs continuously and cumulatively. The attainment of POs and PSOs are assessed with the help of direct and indirect methods. Direct methods involve direct examinations or observations of student knowledge or skills against measurable course outcomes. Attainment of POs, PSOs and COs are mapped and the matrix is included as appendix for each semester for core courses, interdisciplinary courses, elective courses, soft skills and record courses, field work and practical courses. Direct methods involve the Internal Continuous assessment and End Semester Examination.

Indirect methods are used to augment the direct methods of assessment. such as Alumni Survey and Employer Survey.This helps the college to assess the attainment of POs and PSOs and adopt suitable strategies to strengthen the programme in the succeeding years.

Please do refer the file uploaded in the additional information.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/course-evaluate/

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

331

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://iqac.mssw.in/quantitative-metrics/report-from-coe-about-pass-percentage/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://mssw.in/iqac/#Feedback

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Response:

Higher Education Institutions are not only centres of learning, but also enterprises which create, archives and disseminate knowledge. MSSW considers research as a central thought to its existence. This is clearly outlined in its 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." To achieve this vision, MSSW encourages its faculty and students to address societal needs through extension and research publications.

- **MSSW has a clearly drafted research policy focusing on social science research focusing on social work, Human resource Management, Organization Development, Development Management and Psychology. Research policy gives opportunities for faculty members to take up seed money with the support of management to carry out field-based action research in the areas of social sciences. These micro level studies are focusing more on**

- **identifying local based issues**
- **Faculty members are encouraged to attend Faculty Development Programme (FDP) with focus on research methodology. The major idea here is to expose faculty to newer methods in research, understanding how to bring about quality publication and ways to write articles.**

Pls do refer the uploaded document in the additional information.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://mssw.in/policies/#Research-policy
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

2.05

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for

advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

49.88438

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	[View File]()
List of projects and grant details	[View File]()
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

9

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://iqac.mssw.in/quantitative-metrics/research-projects/
List of research projects during the year	[View File]()

3.2.3 - Number of teachers recognised as research guides

6

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	[View File](#)
Institutional data in Prescribed format	[View File](#)

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

4

File Description	Documents
Supporting document from Funding Agencies	[View File](#)
Paste link to funding agencies' website	[https://www.tn.gov.in/announcements/announce_view/91461, https://icssr.org/](#)
Any additional information	[View File](#)

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Response:

MSSW is constantly aspiring to create an ecosystem for innovations and knowledge creation built on a stable research base.

- **MSSW- Social Entrepreneurship Incubation Centre was instituted in the premises of Madras School of Social Work in 2019. The Incubation Center aims in creating social entrepreneurship ecosystem by encouraging the students to get involved in social entrepreneurship.The objective of the Centre is to provide guidance, mentorship, physical work space and create networks among fellow social entrepreneurs as well as funding agencies. The Centre is guided by its vision and mission.The major functions before Center are to review different business**

- proposals from students, creating a sustainable ecosystem and working space for select incubates, followed by mentoring and creation of efficient venture model.
- At present, the MSSW- Social Entrepreneurship Incubation Centre is home to 16 social startups.
  - Two social enterprises have been especially successful under the guidance of centre, namely
    - Nakuras (Social Entrepreneurship with Gypsy community) - has promoted the work of the tribal Narikurava artisans by creating a market ecosystem for the jewellery and handcrafted lifestyle products.
    - CAP (Child Aid Project) - addresses child abuse prevention needs via playbased interventions for children, young adults, parents and schools.

Pls do refer the document uploaded in the additional information.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/eco-system-for-innovations/

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

5

File Description	Documents
Report of the events	[View File](#)
List of workshops/seminars conducted during the year	[View File](#)
Any additional information	[View File](#)

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory	A. All of the above

Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

3

File Description	Documents
URL to the research page on HEI website	https://iqac.mssw.in/quantitative-metrics/ph-d-guide/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	[View File](#)
Any additional information	[View File](#)

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

15

File Description	Documents
List of research papers by title, author, department, and year of publication	[View File](#)
Any additional information	[View File](#)

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

6

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/books-and-papers-presented/

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

1

File Description	Documents
Any additional information	[View File](#)
Bibliometrics of the publications during the year	[View File](#)

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

1

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	[View File](#)
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

6.83

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0.13

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	View File
List of facilities and staff available for undertaking consultancy	View File
Any additional information	View File

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Response:

MSSW has always aligned its activities with this mission of community outreach and has the history of ensuring extension activities in both rural and Urban areas. Students are periodically involved in neighbourhood community activities and get sensitized on social issues.

- **MSSW has been involved in community development initiatives in the areas of Health, Education and**

Livelihood in Chetpet area, one of less privileged urban areas in Chennai Corporation.

- **The College has a Rural Extension Centre in Karalapakkam Panchayat and established community center. The Centre is established in partnership with local community members. Community empowerment programmes are periodically conducted in the community hall. Many community-based activities have been carried out in the last during the year with the help of the student trainees.**

- **Yet another key feature of our extension activities is engaging through Alumni NGOs. This engagement activity is called Footsteps of MCJ (where, MCJ refers to Mary Clubwala Jadhav, the founder of MSSW). This collaborative partnership with our alumni to engage with the community has been an eminent way to address the needs of the people and identifying their priority need areas. Footsteps of MCJ has been instrumental in reaching out to the frontline workers during the COVID-19.**

pls do refer the uploaded document in the additional information

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/extension-activities/

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

13

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	[View File](#)
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated

programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

35

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

737

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

19

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

6

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Response:

Madras School of Social Work was established in 1952 and is one among the top 3 colleges in the field of social work in India. The college is offering 2 undergraduate, 7 postgraduate, 2 M.Phil, 1 Ph.D and 2 diploma programmes. MSSW has state-of-the-art infrastructure, creating an environment for progressive learning and development.

- **Campus - The college is situated in a 1.5-acre campus with 10,800 sq. ft. built-up area and is affiliated to University of Madras.**

- **Classrooms – All the classrooms have LCD projector/Smartboards to support the teachinglearning process along with the Learning Management System (LMS).**

- **Seminar Halls - Apart from the classrooms, there is an auditorium and 4 seminar halls for having lectures and other programmes like seminar, workshop, training programmes and conferences.**

- **Media Centre - Media Centre is fully equipped with Lecture Capturing System, audio-visual equipment, recording facilities, mixing equipment and editing software to develop e-content and to conduct training programmes in a remote mode.**
- **Laboratories - The Department of Psychology has 2 laboratorie, well equipped with psychological tools and**

assessments to cater to the practical learning of UG, PG students and M. Phil scholars.

- **Computing Equipment - MSSW campus is equipped with appropriate ICT facilities.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/ict-infrastructure/

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Response:

MSSW provides adequate facilities for the wholesome development of students in field of academic, cultural, yoga and sports activities.

Sports

- **The college features indoor games rooms for both boys and girlswith facilities for Chess, Carrom and Table Tennis and an outdoor volleyball court.**
- **Student Development Council (SDC) organizes annual Sports Day for 2 full days in MSSW. College hires the playground of University of Madras (which is situated near MSSW) for conducting sports day events.**

Cultural Activities

- **Student Development Council is responsible for a one- day Intra college competitive cultural event called DEJAVU, consisting of both on and off-stage events.**
- **The Student Development Council of MSSW encourages the student leaders to conduct social events and programmes in campus and outside to spread the messages of awareness of various social situations.**

Yoga - The college encourages students to take part in yoga sessions. International Yoga Day is observed.

`Gymnasium - College has taken steps to equip a basic gym with`
`equipment and materials for students.`

`Auditorium`

`Mssw having well constructed sound proof auditorium with all`
`ICT facilitites.`

`Open Air Theatre/Auditorium`

`This offers to demonstrate their skills and talents with having`
`to seat 500 more audience with temporary seating.`

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://iqac.mssw.in/extended-profile/total-number-of-classrooms-and-seminar-halls/

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

`18`

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

`60`

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- **MSSW has a fully computerized library with a bar-code facility. The library was computerized in the year 2002 with Auto Lib software. Currently, it features International Online Public Access Catalogue (IOPAC) (version 20.10) along with Android Mobile App (version 2.5) of Auto Lib. Hence the users can access the library catalogue 24/7, check the availability of resources, renew the resources, check the book in their account, newly added books, journals and other resources and also can get the update message from the librarian through IOPAC or mobile app.**
- **Library also provides remote access to its e-resources like e-books, institutional publications, semester exam question papers, etc. through its IOPAC.**
- **Library continuously updates its collection based on the requirements of the departments and students' suggestions. The Book Bank section helps economically needy students to borrow and retain the books for one full semester.**
- **The library also has a Digital Library section which is set up with an open-source software, DSpace.**
- **A computer is exclusively maintained for visually challenged students with NVDA (Non-Visual Desktop Access) software which reads out the text into audio format.**
- **Library orientation is given class wise to the students and research scholars regularly every year**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/institution-library-facilities/

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	[View File](#)

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

8.27

File Description	Documents
Audited statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

260

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

IT facility

- **There are 136 computers in the campus. Each department is provided with a lap-top, LCD projector and a printer.**
- **All classrooms, seminar halls and auditorium are equipped with ICT and Wi-Fi facilities.**
- **College is equipped with a Media Centre which helps teachers to record their video and develop e-content to share with the academic community.**
- **Website of the college is maintained by Network Centre of the college through a service provider. All information about the college is made available on the college website.**

- **College has an active social media presence on Facebook account and YouTube,**
- **There is an exclusive Computer Centre with 40 computers for academic use by students.**
- **Campus management for all the departments from admission, accounts, attendance, mark entry, certificates, etc. were handled with the software iBoss and recently switched over to iStudio for better functioning.**
- **College has purchased e-books, e-journals and database.**
- **MSSW uses Moodle, an open-source software as Learning Management System.**
- **Robust IT policy which includes E-mail account policy, website policy, network policy, video surveillance policy, guidelines for computers, laptops, recording and uploading videos of the institution is in place.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/student-computer-ratio/

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
790	85

File Description	Documents
Upload any additional information	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	[View File](#)
Upload any additional information	[View File](#)

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	A. All four of the above

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/wp-includes/images/media/4/4.3.4_econtent_development.pdf
List of facilities for e-content development (Data Template)	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)
278.51

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The administrative office of MSSW oversees maintenance of buildings, classrooms and laboratories. Headed by administrative officer, and supported by supervisor, periodic monitoring of work is ensured.

Housekeeping staff are employed to maintain hygiene, cleanliness, and infrastructure on the campus to provide a comfortable learning environment for the students.

Facilities for women include sanitary pad dispensers are placed in select washrooms. Sanitary napkin incinerator is fixed in the hostel premises to ensure environment friendly disposal.

Special provisions, including ramp and lift facility, have been maintained for differently abled people on campus.

Clean drinking water is made available using two RO machines (500 litres) on the campus.

College has two canteens apart from the hostel mess, which provides hot, hygienic meals.

Sustainable energy practicesand Disaster management practices on campus

Parking facility is well organized.

The campus maintenance is monitored through surveillance camera.

Feedback is sought from the students in a prescribed format and through the library committee meetings every year.

Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The administrative officer and his team are involved in the maintenance of infrastructure facilities and regular maintenance of civil works.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/support-facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

30

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	[View File](#)
Upload any additional information	[View File](#)

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

462

File Description	Documents
Upload any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

5.1.3 - The following Capacity Development and Skill Enhancement activities are	**A. All of the above**

organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

File Description	Documents
Link to Institutional website	https://iqac.mssw.in/quantitative-metrics/capability-enhancement-schemes/
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

780

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

73

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

75

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

1

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Response:

Students are the prime stakeholders at MSSW. MSSW facilitates a meaningful learning experience and holistic progression for its students. An active student council called Student Development Council promotes cultural, intellectual and social life of students and following facilities are available for the students

- **Student Development Council (SDC) – is one of the most important student bodies at MSSW and works for the improvement of both the student community and the institution. Student members actively participate, organize and share the responsibilities of the Council with mutual respect for others. In addition to the primary activities of the Council including promoting student leadership and work for student welfare, the Centre is involved in developing and promoting the tradition of service and to inculcate a sense of social responsibility among the students.**

Students are given adequate representation of students on academic & administrative bodies/committees of the institution in the following

- **Placement Cell**
- **IQAC**
- **Extension Centre**

Pls refer the attachment for more details

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/sports-cultural-activities/

5.3.3 - Number of sports and cultural events / competitions organised by the institution

20

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Response:

- **The Alumni Association is registered in the name "Alumni Association of Madras School of Social Work" (AAMSSW) under Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975). The association was registered on the 24th Day of January 2020.**

- **AAMSSW is an active forum which predominantly focuses on bringing the MSSWians together as a family. AAMSSW is self-reliant, and self-motivated, striving to keep up the legacy of Madras School of social work.**

AAMSSW has focused on the following areas to strengthen the Institution

- **Faculty Development**
- **Course Content Development**
- **Knowledge Development Sessions**
- **Alumni Scholarship Scheme**
- **Illustrious Alumni Award**
- **Campus Recruitment and Placement**
- **Internship**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/alumni-association/

5.4.2 - Alumni's financial contribution during the year	**C. 5 Lakhs - 10 Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Response:

Governance of the Institution

The governance of the college is executed through proper systems and organizational structure.

- **The apex body is the Society for Social Education and Research (SSER) Managing Committee.**

- **Governing Body guides the institution in achieving the vision and mission. Governing Body and Academic Council make all policy decisions related to administration, infrastructure and academic matters.**

- **College Committee decides on all matters related to general administration of the institution especially**

under the Tamil Nadu Private Colleges Act, 1976.

- **Principal heads the institution supported by the Dean who takes care of the administration.**

- **Board of Studies regularly reviews and suggests changes in the syllabus based on the emerging needs.**

- **HODs and Programme Heads plan and implement the department activities along with the faculty.**

- **IQAC looks into the different qualitative initiatives of the college based on stakeholder feedback.**

Pls do refer the uploaded document for more details.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://mssw.in/about-mssw/#vision-mission

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Response:

The institution practices decentralization and participative management.

• The "Principal of Subsidiarity" helps in decentralization and participative management of the institution.

This instills a sense of ownership and promotes team work among the staff in carrying out their roles and responsibilities.

• The administration of the college is decentralized by delegation of powers to various authorities both in administration and academic aspects. Everyone is involved in the collective decision making by meeting at regular interval that helps in planning and implementing of all activities in the college.

• The college operates based on the values of excellence,

diversity, student-centered, transparency, accountability, community engagement and collaboration. Staff and management collaborate in developing plans for the institution aligning with the vision.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://mssw.in/administration

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Response:

Strategy Development and Deployment – Institutional Strategic/ Perspective plan is effectively deployed MSSW under able leadership of Principal and management has constantly strived to expand with a plan of delivering effective services in new emerging areas. These plans are drafted by decision making bodies and achieve fruition based on planning and allocation of resources every year. These plans focus on the following areas:

1. Starting new programmes based on emerging demands of society and industry
2. Renovation of existing infrastructure of MSSW
3. Expanding existing infrastructure of the campus to meet institutional needs
4. Improving digital infrastructure to enable better learning through innovative ICT and other innovative methods for student community
5. Collaboration with organizations, corporate and alumni for training of students
6. Collaboration with organizations, industry, alumni, and other stakeholders for mobilization of funds
7. Application for grants from government and non-government sources for training and research activities

Pls do refer the uploaded document for more details

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/policy/
Upload any additional information	[View File](#)

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Response:

MSSW is run under the aegis of Society for Social Education and Research.

- **Governing Body guides MSSW in achieving vision and mission. It institutes scholarships, fellowships, studentships, medals, prizes, and certificate courses. They approve the new programmes that are recommended by Academic Council. It recruits Teaching Faculty and Principal in accordance with policies. Annual budget is approved by it before submitting to UGC.**
- **College Committee consists of Chairman, Principal, management representatives, university nominee and two faculty members. It decides on all matters related to general administration of MSSW under Tamil Nadu Private Colleges Act, 1976. It is involved in appointment of teaching and non-teaching staff, defines their duties and conditions of service, regularly reviews, and approves policy changes.**
- **The Academic Council meets every semester to review, deliberate and approve syllabus changes proposed by Board of Studies. It further advises Governing Body on such matters from time to time.**
- **Principal convenes meeting of HODs and Programme Heads once a month during which all major academic, examination and student related matters are discussed, planned, and executed.**
- **Board of Studies meets every semester to propose changes in syllabus through the internal and external board which is send for further approval to Academic Council.**

File Description	Documents
Paste link to Organogram on the institution webpage	https://mssw.in/organogram/
Upload any additional information	View File
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/policy/

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Response:

MSSW has effective staff welfare measures in place. Some of the existing general staff welfare measures include:

1.Employee Provident Fund (EPF) / ESI – As per the guidelines of the Central Government of India, EPF and ESI schemes are extended for all teaching and non-teaching staff.

2.Service Gratuity – Service gratuity shall be paid to all employees who are eligible by the existing norms.

3.Earned Leaves encashment facility every year as per norms

4.Maternity leave for women staff

5.Life Insurance cover

6.Free Tea twice Day and availability of subsidized food in college mess

7.Marriage Gift — Rs.5,000/- for self and Rs.3,000/ for Son/Daughter

8.Annual Staff picnic

9.Monthly birthday celebration of faculty

10.Gifts to staff on Teacher's Day

11.Annual Salary increment

12.Medical camps

Faculty are encouraged to attend conferences, workshops, refresher courses and seminars and to publish books and papers in journals. Reimbursement of the publication charges is done for those faculty who publish in SCOPUS and Web of Science.They are motivated to register and complete Ph.D. Departments are encouraged to take up minor research projects with the seed money allocated by the management and best performers are encouraged with monetary incentives.

Management provides support to administrative staff through various welfare measures

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.mssw.in/quantitative-metrics/financial-support/

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

46

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	[View File](#)
Upload any additional information	[View File](#)

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

41

File Description	Documents
Summary of the IQAC report	[View File](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View File](#)
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

Response:

MSSW ensures monitoring of financial management practices

through a clear system of internal and external audits. Tally software is used for accounting and the IBOSS ERP is used for online payment of fees and monitoring the same by the section.

An annual financial audit that is done at two levels: one by an internal auditor at regular intervals of every quarter and the second by an external auditor who does annual financial audit. The finance director monitors the internal audits and places the details before the office bearers of the society.

The annual audit is a detailed exercise involving complete scrutiny of the bills and statements independent of the internal audit. The audit is placed before the Managing Committee and accepted in the Annual General Body meeting of the society.

The procedures for accounting are clearly stipulated in the Accounting Manual. Apart from these regular audits the Regional Joint Director and the Office of the Joint Director for Collegiate Education conduct annual audit of the Aided section accounts. The audit objections are communicated officially by the RJDCE and an official reply of explanation or compliance is sent.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/financial-audits/

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

15.84

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Institution has constantly been striving to provide better services and support to the student body. Towards meeting this goal, MSSW has been mobilizing funds from various stakeholders like Alumni, Corporates and individuals and philanthropists. Majority of these funds mobilized are either in the form of scholarships for deserving disadvantageous students and as merit awards during the annual college day. Every department, committee and cell submit a budget which is reviewed and upon approval the departments plan and execute their activities.

The major source of income is from student fees, interest earned through banks, UGC grants, research and consultancy grants received from government, non-government and corporates. Funds and grants received from alumni association, organizations, individuals and philanthropists.

MSSW has developed an appeal letter to mobilize funds from philanthropists, industrialists and high networth individuals. The appeal letter is circulated through email. Apart from this the Chairman and Secretary meet industrialists to appeal for scholarships, through which 3 major corporate entities have instituted scholarships at MSSW.

The Parent-Teacher association of the college too puts out appeals to parents to come forward to support the fees of students in addition to their own ward's fees.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/mobilization-policy/

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First

Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Response:

IQAC has been very active in implementing training programmes and other quality enhancement and sustenance measures to institutionalize quality assurance strategies which has resulted in incremental improvements is several areas. Two practices institutionalized because of IQAC initiatives include:

1.Student Feedback Mechanism: IQAC ensures timely collection of student feedback. There are several channels of student feedback on teaching-learning process and infrastructure at MSSW.

- **Direct feedback to Principal through email or other written forms.**
- **Feedback dropped into the complaints/suggestion box kept in the main building.**
- **Feedback through elected representatives of the Student Development Council.**
- **Feedback surveys on each course and the course teacher conducted at the end of each semester.**
- **Feedback on Curriculum through student members in Internal Boards of Studies.**

IQAC informs and educates the students on the above channels of feedback during the Student Induction programme conducted at the beginning of each academic year.

Enhanced Quality in Faculty Research Competence: IQAC has been conducting a series of Faculty Development programmes focussing exclusively on Research and Data Analysis. These programmes have been initiated based on faculty input.Such research-focused FDP have led to the promotion of a research culture within the campus

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/internal-quality-assurance-cell-iqac/

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Response:

IQAC has spearheaded the improvement of teaching-learning processes through obtaining feedback from all stakeholders including students, parents, alumni, industry experts and academic peers. Annual academic audits are conducted with the help of external academic peers who visit all departments and provide a comprehensive assessment of the teaching learning process implemented by the departments.

- Student Satisfaction Survey: This survey is conducted at the end of every semester with all enrolled students. A questionnaire consisting of 17 items covering the faculty competencies as well as course progression and curriculum design is given online and students can give feedback anonymously.
- Learning Management System: In this digital age, online mode of managing the teaching and learning process has assumed significance. IQAC at MSSW has been engaged with the need to leverage the power of online platforms to facilitate teaching -learning process.

IQAC also felt the need to introduce a Learning Management System, which will facilitate seamless blending of on-campus and online teaching learning processes. Faculty and students were trained in the use of the LMS platform and faculty have adopted its use.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mssw.in/qualitative-metrics/iqac-methodologies/

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state,	A. Any 4 or all of the above

national or international agencies (such as ISO Certification)	

File Description	Documents
Paste the web link of annual reports of the Institution	https://mssw.in/about-mssw/#annual-reports/
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

MSSW has consistently focused on promoting gender equity and sensitization in both curricular and cocurricular activities.

- Women's Cell displays sensitivity to identify the need to create awareness among students and faculty.
- Joined as an institutional partner for advocacy and awareness on gender-based violence during the 16 days campaign from 25th November to 10th December 2020.
- Various health camps were organized in the community and college.
- One day sensitization programme on Inter-generational bonding was organized for the school students in and around Chennai.
- Women & Politics – Political Participation of Women, a discussion was organized along with a citizens group 'Shakti' on 26th February 2021.
- One day sensitization programme on Inter-generational bonding was organized for the school students in and around Chennai. Women & Politics – Political Participation of Women, a discussion was organized along with a citizens group 'Shakti' on 26th February 2021.
- MSSW encourages faculty to undertake research and studies on women-related topics. Accordingly, Dr. Enoch was awarded a minor project by UGC on 'Status of Women

Victims in the Criminal Justice System'.

- Course on Women and Development enable the students to examine the social systems that affect women in meeting growth and special needs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://iqac.mssw.in/qualitative-metrics/gender-equity-sensitization/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Response:

MSSW keenly aligns itself to the Swachh Bharat Abhiyan, one of the most significant cleanliness campaigns by the Government of India.

MSSW facilitates several techniques for the management of degradable and non-degradable waste. Zerowaste on the campus has acquired immense focus in MSSW.

- Solid Waste Management
  - Solid waste on the campus is segregated at source.
  - Provision for health and hygiene – sanitary pad dispenser is kept in select toilets.

Namma Green Campus Project

- With a view to making our campus zero-waste campus, MSSW

have partnered with an organization called Namma Ooru Foundation (NOF) which specializes in making campuses zerowaste.

Liquid Waste Management

- **Liquid waste from the different points of generation like the canteen and toilets etc. are let out as effluent into a proper drainage facility and to avoid stagnation.**

E-waste Management

All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.

Waste Recycling System of MSSW in Association with ITC

- **The institution has tied up with ITC's WOW initiative programme where they come to colleges and collects the used papers and recycles it.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geotagged photographs of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution	
7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions/awards** 5. **Beyond the campus environmental promotional activities**	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

Response:

MSSW attracts students from all over India, providing equal opportunities to young men, Women, Transgender, differently

abled and marginalized sections of the student population.

The curricula offered in the college Institution efforts in providing an inclusive environment.

Some of these courses include:

- Course on Women and Development, Social Work with families and Senior citizens, Disaster Management & Environmental Social work, social work profession, Social Work with individuals, Dalit and Tribal Empowerment.

- Psychology papers offer greater understanding of gender as a social construct.

- Social Entrepreneurship programme grounded on addressing both social and environmental problems through innovative business solutions and sustainable development.

MSSW celebrates Community Day with a marginalized social group every year. Since 2016, MSSW has engaged with communities such as bonded labours from Irular community, Gypsy community, folk artists and rag pickers of Kodungaiyur community providing them with lunch and household items.

- Equal Opportunity Cell (EOC) of MSSW creates equal opportunity for students belonging to marginalized sections including those from SC/ ST and OBCs, minority communities, etc.
- MSSW has given space for the transgender community to run a shop inside the campus to help them with livelihood. They sell eatables to the public and to students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

Response:

Madras School of social work has been a pioneer in upholding

constitutional values, rights, duties, and responsibilities. Constitutional obligations are integral to the founding principles of MSSW. All the courses cover the constitutional rights and responsibilities in the curriculum. Apart from the curriculum, various practical methods are followed for sensitizing our students, faculty members and other employees on Constitutional values.

MSSW and International Justice Mission (IJM) have been partnering since February 2018 to abolish the bonded labour system. Several join initiatives have been organized.

Anti-Human trafficking club at MSSW and Anti-bonded labour day observation. The Anti-Human trafficking club of MSSW was presented with "Champion of Justice Award" in February 2021 by Tamilnadu Police.

MSSW celebrates Community Day with a marginalized social group every year. Since 2016, MSSW has engaged with communities such as bonded labours from Irular community, Gypsy community, folk artists and rag pickers of Kodungaiyur community providing them with lunch and household items.

NSS wing of MSSW organises programmes on Independence Day and Republic Day every year.

Bonded labour System Abolition day was observed on 9th Feb. 2021.

National Constitution Day was celebrated by NSS unit of MSSW on 26th Nov. 2020

Certificate Course on Social Status and Legal Rights of Women was organised for post graduate students on 6th June 2020.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and	A. All of the above

conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Response:

- **The NSS Unit of Madras School of Social Work celebrates the Independence Day on 15th August at open air auditorium in the campus. Principal hoists the national flag with staff and students in attendance.**
- **On September 5th Teacher's Day is celebrated by holding various competitions for the faculty members, followed by entertainment from students.**
- **World Alzheimer's Day is celebrated on September 2nd every year through creating awareness Alzheimer's disease and Dementia.**
- **On 31st October, National Unity Day is observed with the students taking the oath towards practicing secularism in their daily life.**
- **World Mental Health Day is celebrated on 21st October by the Department of Psychology through various awareness programs.**
- **The Harvest festival of state is celebrated as 'Community day' during the second week of January with specific**

theme for every year.

- **Every year on 26th January, Republic Day is celebrated with great enthusiasm and patriotic fervour at the open-air auditorium, MSSW.**
- **NSS unit of MSSW observed the following days.**
  - **National Constitution Day on 26th November.**
  - **India's 75 years of Independence on 12th March 2021.**
  - **World kidney day on 11th March 2021**
  - **Martyr's Day on 29th Jan. 2021**
  - **Yoga Day on 21st June 2020**

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

https://iqac.mssw.in/qualitative-metrics/naac/

IQAC - MSSW

File Description	Documents
Best practices in the Institutional website	https://iqac.mssw.in/qualitative-metrics/naac/
Any other relevant information	https://iqac.mssw.in/wp-includes/images/media/QlM/7.2.Best_Practices.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Response:

Distinctive Practices of MSSW

Connect with Community during Pandemic:

- Community connect was stepped up during pandemic.
  - Medical camp on 3rd July 2020 in collaboration with the Greater Chennai Corporation.
  - Health camp for residents of Chetpet Slum.
    - Counselling services, relief to families in the form of dry groceries, health camps and volunteering for the work of Government and NGOs.
    - Volunteering for the affected community and taking concerted action to alleviate the sufferings of elderly, women, differently-abled, children and the homeless people.
    - Role plays and awareness campaigns to teach slum dwellers about the safety protocols during the pandemic.
    - Health sessions on Gynecology services, ophthalmology services and general checkups in which more than 250 patients have benefitted.
- Connect with indigenous Community:
  - As an initiative of community connect, MSSW closely works with indigenous communities to empower them with entrepreneurial skill. Nakuras is an E-commerce social enterprise that offers handcrafted lifestyle products created by tribal artisans of the Narikurava community in Tamil Nadu to consumers all across the country. The Narikurava artisans are gifted with the talent and traditional skills to craft exquisite jewellery designs in styles that are unique to their culture and heritage. MSSW has been instrumental in opening up a market ecosystem to this artisan community.

File Description	Documents
Appropriate link in the institutional website	https://mssw.in/iqac/#Institutional-Distinctiveness
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Preparing the faculty to offer more courses in MOOCs platform,
- encouraging the faculty to publish more papers in Scopus, Web of sciences.
- strengthen the departmental outreach programmes by using the all-stake holders of the college.
- Strengthening academic remedial programme and personal mentoring programme in a more outcome based and same will be the factor for getting more weightage in all sort of accreditation assessment process.
- Revisiting and restructured the existing curriculum for competing with market demands and stake-holders' expectations for the coming academic year.
- Improve the quality of teaching and learning environment by offering more Faculty development Programmes in that line.