



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	<b>MADRAS SCHOOL OF SOCIAL WORK</b>
• Name of the Head of the institution	<b>Dr.S.Raja Samuel</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone No. of the Principal	<b>9444462450</b>
• Alternate phone No.	<b>04428194566</b>
• Mobile No. (Principal)	<b>9444462450</b>
• Registered e-mail ID (Principal)	<b>principal@mssw.in</b>
• Address	<b>MADRAS SCHOOL OF SOCIAL WORK, 32, Casa Major Road, Egmore, Chennai - 600008. Tamilnadu State.</b>
• City/Town	<b>Chennai</b>
• State/UT	<b>Tamilnadu</b>
• Pin Code	<b>600008</b>
<b>2.Institutional status</b>	
• Autonomous Status (Provide the date of conferment of Autonomy)	<b>16/06/2006</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

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

- Name of the IQAC Co-ordinator/Director **Dr . A. Enoch**

- Phone No. **04428192824**

- Mobile No: **9176269347**

- 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
<b>Cycle 1</b>	<b>B++</b>	<b>85.90</b>	<b>2004</b>	<b>16/02/2004</b>	<b>26/03/2011</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.84</b>	<b>2011</b>	<b>27/03/2011</b>	<b>26/03/2016</b>
<b>Cycle 3</b>	<b>A</b>	<b>3.14</b>	<b>2016</b>	<b>05/11/2016</b>	<b>04/11/2021</b>
<b>Cycle 4</b>	<b>A+</b>	<b>3.4</b>	<b>2022</b>	<b>08/03/2022</b>	<b>07/03/2027</b>

**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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**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**      **2**

- 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)**

**IQAC organized a five days Faculty development programme on "Outcome Based Education" from 27th June 2022 to 1st July 2022 with Dr.C.James, Dean - IQAC, and Dr.S Hudson Oliver, Additional IQAC Coordinator from Scott Christian College, Nagercoil as Resource Persons**

**Organized Student Induction Programme for the newly admitted students on 4th August 2022**

**The Internal Quality Assurance Cell (IQAC) & Research and Development Cell of Madras School of Social Work jointly organized a Workshop on "Advanced Qualitative Research" from 19th to 23rd December 2022 with Dr.Shuba Kumar, Social Scientist and Dr.Rani Mohanraj, Psychologist, Socio-behavioural researcher and Trainer from SAMARTH as Resource Persons**

**Conducted the Annual Academic & Administrative Audit on 27th April 2023**

**Ranked as one of the top 50 Colleges in NIRF 2023 & secured 4th Rank in INDIA TODAY - MDRA BEST COLLEGES RANKING - 2023 (Social Work)**

**Secured 6th Rank in Outlook ICARE Rankings 2023**

**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
Participating in NIRF Rankings 2023	Ranked as one of the top 50 Colleges in NIRF 2023
Participating in India today rankings	secured 4th Rank in INDIA TODAY - MDRA BEST COLLEGES RANKING - 2023 (Social Work)
Student Induction Programme	Organized Student Induction Programme for the newly admitted students on 4th August 2022
Submission of AQAR for the year 2021 - 2022	AQAR was submitted on July 2023
Faculty Development Programmes for the faculty members	organized a five days Faculty development programme on "Outcome Based Education" from 27th June 2022 to 1st July 2022 with Dr.C.James, Dean - IQAC, and Dr.S Hudson Oliver, Additional IQAC Coordinator from Scott Christian College, Nagercoil as Resource Persons
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Training Programme for Non-Teaching Staff	orgnaized a orientation programme about iStudio ERP on 11th and 18th November 2022
Conduct of Academic and Administrative Audit	Conducted the Annual Academic & Administrative Audit by the external experts on 27th April 2023
Participating in Outlook ICARE Rankings 2023	Secured 6th Rank in Outlook ICARE Rankings 2023 (Social Work)

**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 Executive Committee	13/02/2023

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

- Year

## Part A

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<b>14. Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>				
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<b>2021 - 2022</b>	<b>14/02/2023</b>				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>Response: MSSW is committed to accomplish its vision of 'To be a global leader in Education, Research and Intervention in social work and allied disciplines'. It takes effort to fulfil its mission of creating outstanding professionals by providing transformational educational experience. MSSW follows the CBCS pattern for its programmes as prescribed by Tamil Nadu State Council for Higher Education and University of Madras. Curricular inputs at postgraduate level are offered as core, interdisciplinary, elective and course completion courses along with the field work components. A hallmark of MSSW curricula is a blend of theory and practice. MSSW's programme curriculum introduced innovative curricula that includes credit based courses and helps students to connect knowledge to life outside the institution and cater to local, national and global developmental needs. All the programme offers an opportunity for community engagement. The institution offers the field practicum as a one of the best practice of the institution to promote multidisciplinary or interdisciplinary approach and it gives students the opportunity to take on professional roles in order to learn skills, render services and participate in the provision and development of social work services. The hands - on experience reinforces the student's identification with the purposes, values and ethics of the profession; fosters the integration of empirical and practice-based knowledge, and</p>					

promotes the development of professional competence. Fieldwork gives on opportunity to understand the role of multidisciplinary for the development of the community at local/State/National level of the country. Value-Added Courses are offered outside curricula as a part of Student Enrichment Programmes and through these platform students have given on opportunity to choice any discipline which serves to attain the goal of the students. Having considered the above dimensions the institution is ready to adapt the New Education Policy provided by University of Madras.

#### **16.Academic bank of credits (ABC):**

The University of Madras is in the process of initiating.

#### **17.Skill development:**

Response: At MSSW, institutional values of social sensitivity and community outreach are at the core of all curricular and co-curricular activities. MSSW attracts students from all over India, providing equal opportunities to young men, women, Transgender, differently abled and marginalized sections of the student population. Curricula offered in the college reflects efforts in providing an inclusive environment. MSSW has engaged with indigenous and marginalized communities such as bonded labours, gypsies, folk artists and rag pickers. MSSW has been a pioneer in upholding constitutional values, rights, duties and responsibilities. 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. Zero-waste on the campus has acquired immense focus in MSSW. Recognition for Humanitarian Service through MCJ Award and MCJ Lecture. The prestigious Mary Clubwala Jadhav Award for Humanitarian Service has been instituted to recognize outstanding contributions made by individuals or organizations in the field of social service. It sensitizes the student community to have a humanitarian focus in their personal and professional lives. Use of indigenous art forms to sensitize people on issues in vernacular languages

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

The Institution has designed and developed the Professional Skills courses that focus broadly on ethical and morality responsibility; importance of relationships, reaching out to people and physical, mental and social wellbeing.

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

Response: MSSW programmes aim at enabling students to demonstrate necessary attributes on disciplinary knowledge, communication skills, critical thinking and problem solving with multi-cultural competence with lifelong learning. Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for programmes are developed in a framework of knowledge, values and skills of Generalist Social Work practice. Knowledge outlined in POs-PSOs-COs by including courses with focus on theory, interdisciplinary areas and range of electives. Curriculum designed to progress from the basic to advanced level as per Bloom's Taxonomy include broad spectrum of topics ranging from local issues to global concerns. Skills/competencies outlined in POs-PSOs-COs include domain-specific, technical and soft skills

**20.Distance education/online education:**

Response: On line education in 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 Institution uses an online system known as iStudio - Education Management Systems 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. 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. Moodle is used as a Learning Management System in MSSW. The cloud-based open-source solution has been effectively used in the college by faculty and students. A series of FDP on Teaching Methodologies was conducted by the IQAC with focus on E-content development, E-resources and ICT enabled teaching. These enabled the faculty to effectively use the eresources during the pandemic period. 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. While Class sessions have been hosted on Zoom and Google Classroom, other platforms like Google Meet and CiscoWebex Meet have been used by the faculty to conduct virtual sessions with the students. The faculty and students effectively adapted to the nuances of remote teaching - learning on these different platforms with due support available any time they needed the same. To engage the students, faculty use presentations on

Microsoft PowerPoint, video clippings, screening of documentaries. The electronic media is largely relied upon to enhance the teaching learning process. Faculty are encouraged to instruct the students to do online MOOC courses offered by SWAYAM, NPTEL, Coursera and Khan Academy. TedEx sessions are used by faculty in classrooms to open multiple perspectives on different topics so that students critically appreciate diverse thoughts and develop their own insights on contemporary developments in different areas.

## Extended Profile

### 1. Programme

1.1 14

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 2. Student

2.1 866

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2 370

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3 864

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

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

<b>3.Academic</b>	
3.1 Number of courses in all programmes during the year:	<b>455</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.2 Number of full-time teachers during the year:	<b>65</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3 Number of sanctioned posts for the year:	<b>65</b>
<b>4.Institution</b>	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	<b>183</b>
4.2 Total number of Classrooms and Seminar halls	<b>19</b>
4.3 Total number of computers on campus for academic purposes	<b>159</b>
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	<b>451.97</b>
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Design and Development</b>	
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:**

MSSW's programme-curricula is designed and developed to establish a connection with the society. As a social work institution, curriculum inculcates concepts of human values, social sensitivity and ethical standards contributing to supporting human lives and focusing on sustainable development.

Reflection of the curricula relevance in the POs-PSOs-CO.

MSSW programmes aim at enabling students to demonstrate necessary attributes on disciplinary knowledge, communication skills, critical thinking and problem solving with multi-cultural competence with lifelong learning.

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for programmes are developed in a framework of knowledge, values and skills of Generalist Social Work practice.

Knowledge outlined in POs-PSOs-COs by including courses with focus on theory, interdisciplinary areas and range of electives.

Curriculum designed to progress from the basic to advanced level as per Bloom's Taxonomy.

Include broad spectrum of topics ranging from local issues to global concerns.

Skills/competencies outlined in POs-PSOs-COs include domain specific, technical and soft skills.

Industry-Institute Interface/Development practicum/Immersion programmes expose students to real-time research, advocacy programmes and development and entrepreneurial projects.

Focus on attaining employability in relevant field.

Values assimilated in POs-PSOs-COs emphasize on multidimensional, pluralist and humanitarian approach to human rights, gender rights, inclusive growth and development.

Integrated intense and hands-on field work experiences to develop

a holistic understanding.

Thus, MSSW stresses on a curriculum that provides learning experiences for developing critical perspectives on social issues.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/13h6Tgg_tyGidGYjcNhJw3v4w_QJ807aF/view?usp=sharing">https://drive.google.com/file/d/13h6Tgg_tyGidGYjcNhJw3v4w_QJ807aF/view?usp=sharing</a>

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

3

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

454

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

## 1.2 - Academic Flexibility



**1.2.1 - Number of new courses introduced across all programmes offered during the year****81**

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System****14**

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

**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

**MSSW integrates cross-cutting social issues relevant to Gender, Human values, Environment, Sustainability and Professional Ethics as an indispensable part of the curriculum. Through focus on multiple dimensions, students get an opportunity to enrich the curriculum and complete their education with inculcation of strong values.**

- **Gender Issues**
  - Curriculum focus
  - Women & Development course
  - Disaster Management & Environmental Social work courses
  - Courses in psychology
  - Women Entrepreneurship course
- **Human Values**
  - Curriculum focus

- Community extension
- Multi-skill development
- Sustainable Development
  - Curriculum focus
  - Skill development
- Professional ethics
  - Curriculum focus

**Note: 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**21**

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**794**

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**539**

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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	<a href="https://mssw.in/igac/#Feedback">https://mssw.in/igac/#Feedback</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="https://drive.google.com/file/d/1RMld4Xk93VEi2FzMPWGB17K1ac4gUxtC/view?usp=sharing">https://drive.google.com/file/d/1RMld4Xk93VEi2FzMPWGB17K1ac4gUxtC/view?usp=sharing</a>
Any additional information	<a href="#">View File</a>

#### 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

**411**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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)

294

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 the assessment 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1KaJ_aBfrJVtwjMzEmeYOmKEv0jjuwCzN/view?usp=sharing">https://drive.google.com/file/d/1KaJ_aBfrJVtwjMzEmeYOmKEv0jjuwCzN/view?usp=sharing</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2023	866	65

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 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 lecture discussion 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 practice oriented pedagogy involving multidisciplinary 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	<a href="#">View File</a>
Link for additional Information	<a href="https://drive.google.com/file/d/1p6wUFY6hd5ACYxkAfrfyD5KW9maFoU21/view?usp=sharing">https://drive.google.com/file/d/1p6wUFY6hd5ACYxkAfrfyD5KW9maFoU21/view?usp=sharing</a>

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 iStudio - 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 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	<a href="https://docs.google.com/document/d/1zPOJdE TRJwS_S544jU9dh8t2vC0rEJNq/edit?usp=drive_link&amp;oid=117971182647879957200&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1zPOJdE TRJwS_S544jU9dh8t2vC0rEJNq/edit?usp=drive_link&amp;oid=117971182647879957200&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

<b>2.3.3 - Ratio of students to mentor for academic and other related issues</b>	
<b>2.3.3.1 - Number of mentors</b>	
60	
File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>
<b>2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution</b>	
<p><b>Response: Academic Calendar:</b> 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 by taking into consideration the various Government holidays.</p> <p><b>Teaching Plans:</b> 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.</p>	
File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>
<b>2.4 - Teacher Profile and Quality</b>	
<b>2.4.1 - Number of full-time teachers against sanctioned posts during the year</b>	
65	

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

31

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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

488.77

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

45



File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

14

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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:

1. Invigilation for the faculty members was increased from Rs.150 to Rs.300
2. Valuation amount was increased for both Internal and External faculty members
3. Students with severe illness were given a separate room for writing exams.
4. In view of UG students request to raise the ceiling of marks to enable the to go to foreign universities, higher ceiling limit of 80-85 marks was given for extraordinary performance.
5. As per the request of faculty members to enable left handers and for needy students to write the exam, furniture with right ergonomics was provided.

The COE office uses the I Studio software for all examination -related Procedures.

- Registration and Fee Payment
- Transfer of Internal Marks from Faculty to COE office

- Processing and Publication of Results
- Students Orientation/Induction New Faculty Orientation/Induction

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://drive.google.com/file/d/1XvoYxUf25fR9Ss4jaTdG3Uisqt0iohho/view?usp=sharing">https://drive.google.com/file/d/1XvoYxUf25fR9Ss4jaTdG3Uisqt0iohho/view?usp=sharing</a>

## 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. • 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 improve 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)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://drive.google.com/file/d/1QFT-BAx5-hF4oMzVk0XjBrOmzi2Rd54A/view?usp=sharing">https://drive.google.com/file/d/1QFT-BAx5-hF4oMzVk0XjBrOmzi2Rd54A/view?usp=sharing</a>

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

**Response:** 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	<a href="#">View File</a>
Paste link for additional Information	<a href="https://drive.google.com/file/d/1iSLTOD0IxDnYUGL39Pfah-TJUiQV73Dh/view?usp=sharing">https://drive.google.com/file/d/1iSLTOD0IxDnYUGL39Pfah-TJUiQV73Dh/view?usp=sharing</a>

<b>2.6.3 - Pass Percentage of students</b>	
<b>2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution</b>	
<b>343</b>	
File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://drive.google.com/file/d/16_lugROQcXvJCMqdCSaEHwzoJjqCYSaV/view?usp=sharing">https://drive.google.com/file/d/16_lugROQcXvJCMqdCSaEHwzoJjqCYSaV/view?usp=sharing</a>
<b>2.7 - Student Satisfaction Survey</b>	
<b>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</b>	
<a href="https://mssw.in/iqac/#Feedback">https://mssw.in/iqac/#Feedback</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Promotion of Research and Facilities</b>	
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	
<p><b>Response:</b></p> <p>Higher Education Institutions are not only centres of learning, but also enterprises which create, archive 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 members and students to address societal needs through extension and research publications.</p> <ul style="list-style-type: none"> <li>MSSW has a research policy on social science that specifically focuses on research in the areas of Social</li> </ul>	

Work, Human Resource Management, Organization Development, Development Studies, Social Entrepreneurship and Psychology. This enables faculty members to utilise seed money with the support of management to carry out field-based action researches. These micro level studies are focused on identifying local based issues such as slum relocation, psychosocial care for the women and children, health challenges, community-based entrepreneurship etc.

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

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

### 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)

#### 1.12

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

**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	<a href="#">View File</a>
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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)**

17.40

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.2.2 - Number of teachers having research projects during the year**

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://drive.google.com/file/d/1-ms2pU2FpEP1yL5TJDpOAPG9GX08unwC/view?usp=drive_link">https://drive.google.com/file/d/1-ms2pU2FpEP1yL5TJDpOAPG9GX08unwC/view?usp=drive_link</a>
List of research projects during the year	<a href="#">View File</a>

**3.2.3 - Number of teachers recognised as research guides**

9

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

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

1

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="https://docs.google.com/document/d/1bC2YbX8NL2ryosb-bWI00pl7Cl0oPkhX/edit?usp=sharing&amp;oid=117971182647879957200&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1bC2YbX8NL2ryosb-bWI00pl7Cl0oPkhX/edit?usp=sharing&amp;oid=117971182647879957200&amp;rtpof=true&amp;sd=true</a>
Any additional information	<a href="#">View File</a>

### 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 Centre 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 Centre 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.

On 20th October 2022, the Social Entrepreneurship Incubation Centre inaugurated the MSSW Innovation and Entrepreneurship Development Programme Hub funded by Entrepreneurship Development Innovation Institute (EDII). The inaugural session was addressed by Mr.Muthu Raman, Additional Director, EDII.

Various initiatives conducted such as orientation program on Social Entrepreneurship for social work students in 30 colleges in Tamil Naduby, E-Leader workshop for the students and day faculty development programme on Social Entrepreneurship was organised by the MSSW-IEDP-HUB.

Note:

Kindly do refer the uploaded document for further information

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1XCIm3M56fx2DwgdIS1WpZHq9Gf6LPdDU/view?usp=sharing">https://drive.google.com/file/d/1XCIm3M56fx2DwgdIS1WpZHq9Gf6LPdDU/view?usp=sharing</a>

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

23

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for

A. All of the above



**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**

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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

5

File Description	Documents
URL to the research page on HEI website	<a href="https://mssw.in/ph-d-social-work-aided/">https://mssw.in/ph-d-social-work-aided/</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

20

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

22

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1xjeitrLT57Eugawlu9Zg3LgOKk_0Kt6G?usp=sharing">https://drive.google.com/drive/folders/1xjeitrLT57Eugawlu9Zg3LgOKk_0Kt6G?usp=sharing</a>

### 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

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

### 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
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

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

39

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

#### 1.03

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

The extension activities of the college allow the students to develop a shared way of looking at and understanding the problems within the society. The mission of MSSW is "Implementing Community outreach in our core competence areas, need and evidence-based community practice interventions and delivering training & consultancy services to Corporate, Government and Civil Society Organizations". The college 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.

A large number of activities such as Study Centre for Adolescent girls, walk for freedom to raise awareness on trafficking, Life skill training, Health Awareness programmes, Community work, Medical Camps, enlightening session on 'Bullying and its Prevention' Surveys and field visits to identify the needs and requirements of the Community have been carried out during the year 2022 - 2023.

Pls do refer the uploaded document for further information.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1aWIiU0vmOD3Sb4Slu3oSWmUDxZtR-1Kj/view?usp=sharing">https://drive.google.com/file/d/1aWIiU0vmOD3Sb4Slu3oSWmUDxZtR-1Kj/view?usp=sharing</a>

### 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

7

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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)

14

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

1072

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

93

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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)**

7

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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, 9 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 teaching learning 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 3 laboratories, 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1lXahb35ul_at76NShwXAi7zh9w43mGZGL/view?usp=sharing">https://drive.google.com/file/d/1lXahb35ul_at76NShwXAi7zh9w43mGZGL/view?usp=sharing</a>

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 girls with facilities for Chess, Carrom & Table Tennis and an outdoor volley ball 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.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1IP542KwOEMMLx5u89kScMIpmlMXwtOxa/view?usp=sharing">https://drive.google.com/file/d/1IP542KwOEMMLx5u89kScMIpmlMXwtOxa/view?usp=sharing</a>

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

19

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

104.16

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

**Response:** • 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 24.01) along with Android Mobile

App (version 1.0.8) 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 setup 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1912ijP2Kt_oyoOiHxfZRg7kx9CbTObUb/view?usp=sharing">https://drive.google.com/file/d/1912ijP2Kt_oyoOiHxfZRg7kx9CbTObUb/view?usp=sharing</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

**8.79**



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

#### 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

492

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

**Response: IT facility:**

- There are 159 computers in the campus. Each department is equipped with a Smart Board, 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, Instagram and YouTube.
- There is an exclusive Computer Centre with 37 computers for the academic use by students.
- Campus management for all the departments from admission, accounts, attendance, mark entry, certificates, etc. were handled with the software iStudio.
- 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1q8z6rJwTRXSzdYVjok15THBl5quzI5T9/view?usp=sharing">https://drive.google.com/file/d/1q8z6rJwTRXSzdYVjok15THBl5quzI5T9/view?usp=sharing</a>

**4.3.2 - Student - Computer ratio**

Number of Students	Number of Computers
<b>866</b>	<b>110</b>

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1cf97PKJAdRXlJTXc6FjHPHjXM1-dDS4z/view?usp=sharing">https://drive.google.com/file/d/1cf97PKJAdRXlJTXc6FjHPHjXM1-dDS4z/view?usp=sharing</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

#### 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)

347.81

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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.

##### Response:

- 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 to ensure environment friendly disposal.
- Special provisions, including ramp, Wheel chair 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 practices and 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.

- **The College has also facilities like Sick room and Girls Common room.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/158t11hWFr_p3LZ0wnXnd-gxcw2dsxySu2/view?usp=sharing">https://drive.google.com/file/d/158t11hWFr_p3LZ0wnXnd-gxcw2dsxySu2/view?usp=sharing</a>

## 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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

82

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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	<a href="https://mssw.in/">https://mssw.in/</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

175

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>

<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of outgoing students who got placement during the year</b>	
<b>131</b>	
<b>File Description</b>	<b>Documents</b>
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
<b>5.2.2 - Number of outgoing students progressing to higher education</b>	
<b>54</b>	
<b>File Description</b>	<b>Documents</b>
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
<b>5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year</b>	
<b>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</b>	
<b>12</b>	
<b>File Description</b>	<b>Documents</b>
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>5.3 - Student Participation and Activities</b>	
<b>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</b>	
<b>4</b>	

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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.

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 on academic & administrative bodies/committees of the institution in the following

- Placement Cell - MSSW facilitates placements for its students in different domains including Human Resources, Community Development, Counselling, Development arena or Social Enterprises. Student coordinators are actively involved in Placement Cell activities.
- IQAC - The students are also internal members of the IQAC. They give valuable feedback about the faculty and curriculum.
- Extension Centre - established by MSW (Aided) department in collaboration with MCJ-Guild of Service has students of I & II years MSW as its members.

Pls refer the attachment for more details

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1j2prylvbcm1lF-T6kBAZvvO5cUgjU9qp/view?usp=sharing">https://drive.google.com/file/d/1j2prylvbcm1lF-T6kBAZvvO5cUgjU9qp/view?usp=sharing</a>

5.3.3 - Number of sports and cultural events / competitions organised by the institution	
4	
File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
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	
<p><b>Response:</b> 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 Act27 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.</p> <ul style="list-style-type: none"> <li>• Faculty Development</li> <li>• Course Content Development</li> <li>• Knowledge Development Sessions</li> <li>• Alumni Scholarship Scheme</li> <li>• Illustrious Alumni Award</li> <li>• Campus Recruitment and Placement</li> <li>• Internship</li> </ul>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://drive.google.com/file/d/1Yadkn5rSvYn4LVyKD9xOqkXOYr3Hq5Z5/view?usp=sharing">https://drive.google.com/file/d/1Yadkn5rSvYn4LVyKD9xOqkXOYr3Hq5Z5/view?usp=sharing</a>
5.4.2 - Alumni's financial contribution during the year	E. <2 Lakhs



File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Paste link for additional Information	<a href="https://mssw.in/about-mssw/#vision-mission">https://mssw.in/about-mssw/#vision-mission</a>

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 intervals that helps in planning and implementing of all activities in the college.
- The Management recruits the Principal and Teaching Faculty in accordance with its policies
- The Principal, Teaching Faculty and Administrative staff collectively work towards aligning with the Vision & Mission of the Institution.
- 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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://drive.google.com/file/d/1-iIav7tAl_kjevGIzh0BnljEFOLbUE4H1/view?usp=sharing">https://drive.google.com/file/d/1-iIav7tAl_kjevGIzh0BnljEFOLbUE4H1/view?usp=sharing</a>

**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 the 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:

- Starting new programmes based on emerging demands of society and industry.
- Outcome Based Education to enhance student learning outcomes by developing their knowledge & skills.
- Renovation of existing infrastructure of MSSW.
- Expanding existing infrastructure of the campus to meet the Institutional needs.
- Improving digital infrastructure to enable better learning through innovative ICT and other innovative methods for student community.
- Collaboration with organizations, corporate and alumni for training of students.
- Collaboration with organizations, industry, alumni, and other stakeholders for mobilization of funds.
- Application for grants from Government and Non-Government sources for training and research activities.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1U_Vwf98S-eWnf-ZFwKD3VbmXluOs_8fE/view?usp=sharing">https://drive.google.com/file/d/1U_Vwf98S-eWnf-ZFwKD3VbmXluOs_8fE/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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 its policies. The Principal, Teaching faculty and Administrative staff collectively work towards aligning with the Vision & Mission of the Institution. 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. The Academic and administrative committees function effectively to nurture academic and administrative excellence. • 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 sent for further approval to Academic Council.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://mssw.in/organogram/">https://mssw.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://drive.google.com/file/d/1t3Z0o19oV6vwi0_L8soDU_NOctHB4cUc/view?usp=sharing">https://drive.google.com/file/d/1t3Z0o19oV6vwi0_L8soDU_NOctHB4cUc/view?usp=sharing</a>

### 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) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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.
13. 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 the 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.
14. On Duty Leave to attend conferences / Workshops.
15. Guest House Facility for Faculty and Staff.
16. Wellness Centre for Faculty, Non-teaching staff and Students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1R4zFO23kOYLGtAN06q7fCZymuADjeJtg?usp=sharing">https://drive.google.com/drive/folders/1R4zFO23kOYLGtAN06q7fCZymuADjeJtg?usp=sharing</a>

**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**

**31**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

**3**

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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.)**

**47**

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 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 iStudio 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1HTIZjXpmvQMRN1zNIJP9d8VPasdyM_dw/view?usp=sharing">https://drive.google.com/file/d/1HTIZjXpmvQMRN1zNIJP9d8VPasdyM_dw/view?usp=sharing</a>

##### 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)

0.73

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

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, 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 net worth 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	<a href="#">View File</a>
Paste link for additional Information	<a href="https://drive.google.com/file/d/1K96giIqcN0g_-LoKMhcIW3t4uTk6YBvR/view?usp=sharing">https://drive.google.com/file/d/1K96giIqcN0g_-LoKMhcIW3t4uTk6YBvR/view?usp=sharing</a>

## 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 in several areas.

Two practices institutionalized because of IQAC initiatives include:

- **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	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1qL_goxAMy1ZBUer6YxiPaP5cyk7MT3LF/view?usp=sharing">https://drive.google.com/file/d/1qL_goxAMy1ZBUer6YxiPaP5cyk7MT3LF/view?usp=sharing</a>

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.
- A learning centered approach is adopted instead of a traditional teacher or even a strictly learner centered approach. Teaching Plans are regularly shared and discussed towards contributing to an immersive classroom experience.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1CkAAgeyw4Vz8utMvzMxr7HVhijkkHHol/view?usp=sharing">https://drive.google.com/file/d/1CkAAgeyw4Vz8utMvzMxr7HVhijkkHHol/view?usp=sharing</a>

**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	<a href="https://mssw.in/aboutmssw/#_annualreports/">https://mssw.in/aboutmssw/#_annualreports/</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **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

#### **Response:**

**MSSW has consistently focused on promoting gender equity and sensitization primarily through its Gender Equity Cell (GEC) in both curricular and cocurricular activities.**

**The GEC has organized a workshop on Building healthy relationships through Psychodrama for the students to create a conducive environment with no pressure, to address the issues in relationships and handle them, and learn to build healthy**

relationships.

GEC collaborated with Save the Child Organisation to conduct an awareness program "Saving the Child - Awareness" on the challenges of girls and ways to address them. To make the campus inclusive GEC conducted a series of programs aiming to create awareness about various gender identities.

MSSW encourages faculty to undertake research and studies on women-related topics.

Breast Cancer and Sanitation Awareness programmes were organized in the community.

Curriculum focus:

Women Entrepreneurship course provides an overview of gender mainstreaming approaches and creating supportive eco-systems.

Course on Women and Development enable the students to examine the social systems that affect women in meeting growth and special needs. The course facilitates the students to develop a deep understanding on the perspectives of women and development in the Indian Society.

Gender Perspectives of Disabilities Module equips the students to understand the concepts of gender, sex, sexuality, and the intersection of gender and disabilities and to empower persons who are from such vulnerable sections.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://drive.google.com/file/d/1P9gr044WhI8Zxz6zxM368TAlbB_jjMEY/view?usp=sharing">https://drive.google.com/file/d/1P9gr044WhI8Zxz6zxM368TAlbB_jjMEY/view?usp=sharing</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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. Zero waste 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.

**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.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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 and Gender Perspectives of Disabilities. • Course on Disability and Empowerment provides a strong theoretical knowledge and intense field level training that would help the students to understand the various challenges faced by the differently-abled people and equips themselves with the necessary tools and techniques to render professional support in the best manner. . • 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.

MSSW also celebrated Christmas during the year.

MSSW has given spaces for the transgender community and Physically Challenged to run shops inside the campus to help them with livelihood. They sell eatables to the public and to students.

The College instituted Gender Equity Cell to promote Gender Diversity and Inclusion through Sensitization.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

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.



The NSS Unit of MSSW observed the following Days

- Independence Day:
- National Unity Day
- Republic Day

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Response:**

On 02.02.2023, Gender Equity Cell in collaboration with Save the Child Organization observed National Girl Child Day. The cell organised a series of programmes to observe International Womens'

Day from 10.03.2023 to 21.03.2023.

The Department of Social Work observed the following national and International days

- World Organ Donation Day on 12.08.2022
- World Sign Language Day 23.09.2022
- World Mental Health Day 10.10.2022
- World Sight Day on 12.10.2022
- White Cane Day on 15.10.2022
- International Day for Persons with Disability on 21.12.2022
- organised a seminar on 'Mental Health and Wellbeing' on the mark of 'World Mental Health Day' on 11.10.2022.
- 'World hospice and palliative care day' on 08.10.2022

The Department of Psychology observed

- World Suicide Prevention Day. on 09.09.2022
- International Womens' Day in collaboration with Yoga and Wellness Centre and Srushti Fertility Centre & Women's Hospital by organising a menstrual health camp on 08.03.2022
- World Mental Health day
- World Alzheimer's day on 21.09.2022

The NSS Unit of MSSW observed the following Days

- Independence Day
- National Unity Day
- Republic Day
- International Women's Day
- World Kidney Day
- World Tuberculosis Day

The P.G. Department of Development Studies observed the International Girl Child Day & International Day for the Elimination of Violence against Women on 17.11.2022

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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://mssw.in/wp-content/uploads/2024/04/Best-Practice-1-2.pdf>

File Description	Documents
Best practices in the Institutional website	<a href="https://mssw.in/wp-content/uploads/2024/04/Best-Practice-1-2.pdf">https://mssw.in/wp-content/uploads/2024/04/Best-Practice-1-2.pdf</a>
Any other relevant information	<a href="https://mssw.in/wp-content/uploads/2024/04/Best-Practice-1-2.pdf">https://mssw.in/wp-content/uploads/2024/04/Best-Practice-1-2.pdf</a>

## 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:

The Vision of the founder is that Madras School of Social Work is to be a global leader in Social Work field by observing with International Standards, Value-based Education, Interdisciplinary Research, and Sustainable Development. The College has developed its own methodologies to serve the downtrodden by the Action research Programme i.e., Project Field Work, it is the unique feature of the Social Work Curriculum of Madras School of Social Work. Similar to this, college has initiated the following as innovative ideas and process for other disciplines, viz.,

- Project Field Work for Social Work Discipline
- HR Coffee Club for Human Resource Discipline
- Social Entrepreneur Hub for Social Entrepreneur Discipline
- Industry-Institutue-interface for understanding the field

concepts.

- Therapeutic Counselling Exercises for Psychology Discipline
- Centre for Social Justice & Equity as a hub for social change
- Centre for Labour Studies for proactive labour initiatives
- Centre for Ageing to serve the aged population
- Gender Equity Cell for promotion of Gender Inclusion

Note: Please refer the uploaded document for further information

File Description	Documents
Appropriate link in the institutional website	<a href="https://mssw.in/wp-content/uploads/2024/04/Institutional-Distinctiveness-Updated.pdf">https://mssw.in/wp-content/uploads/2024/04/Institutional-Distinctiveness-Updated.pdf</a>
Any other relevant information	<a href="#">View File</a>

### 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 and Web of sciences.
- Strengthening the departmental outreach programmes by using all stakeholders of the college.
- Strengthening academic remedial programme and personal mentoring programme in a more outcome based approach and the same will be the factor for getting more weightage in all sort of accreditation & assessment processes.
- Revisiting and restructuring the existing curriculum for competing with market demands and stakeholders' expectations for the coming academic year.
- Improving the quality of teaching and learning environment by offering more Faculty development Programmes in that line.