

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

For the Period 1st July 2017 to 30th June 2018

Of

Dhanaji Nana Chaudhari Vidya Prabodhini's

**Loksevak Madhukarrao Chaudhari College of
Social Work, Jalgaon. (Maharashtra)**



(NAAC Accredited 'A' Grade Institute)

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

*An Autonomous Institution of the University Grants Commission P. O. Box. No.
1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India*

The Annual Quality Assurance Report (AQAR) of the IQAC
For the Period 1st July 2017 to 30th June 2018
Dhanaji Nana Chaudhari Vidya Prabodhini's
College of Social Work, Jalgaon (Maharashtra)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Dhanaji Nana Chaudhari Vidya Prabodhini's
Loksevak Madhukarrao Chaudhari College of Social
Work, Jalgaon

1.2 Address Line 1

78/5, Shankarrao Nagar, Near Talele Colony,

Address Line 2

Old Khedi Road, Jalgaon

City/Town

Jalgaon

State

Maharashtra

Pin Code

425001

Institution e-mail address

cswjal@gmail.com

Contact Nos.

0257-2221302

Name of the Head of the Institution:

Dr. Yashawant G. Mahajan (As Officiating Principal)

Tel. No. with STD Code:

0257-2221302

Mobile:

09823234134

Name of the IQAC Co-ordinator:

Dr. Rakesh P. Chaudhari

Mobile:

09822768902

IQAC e-mail address:

cswjal@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

MHCOGN20783

1.4 Website address:

www.dncvp.org
www.lmccsw.edu.in

Web-link of the AQAR:

<http://www.lmccsw.edu.in/AQAR2015-16.doc>

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

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.02	2015	5 years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC: DD/MM/YYYY

11/01/2014

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

2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR AQAR 2015-16 submitted to NAAC on 14-12-2016 (DD/MM/YYYY)
 ii. AQAR AQAR 2016-17 submitted to NAAC on 10-01-2018 (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

Social Work, Faculty - Humanities (Mental, Moral & Social Sciences)

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

North Maharashtra University,
Jalgaon

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

Autonomy by State/Central Govt. / University	State Govt.		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	College is a Participatory Institute for Unnat Bharat Abhyan a project of MHRD
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	-
2.4 No. of Management representatives	02
2.5 No. of Alumni	-
2. 6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	02

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

No.

17

Faculty

08

Non-Teaching Staff

02

Students

04

Alumni

01

Others

02

2.12 Has IQAC received any funding from UGC during the year?

Yes

☐

No

☒

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

03

International

☐

National

01

State

☐

Institution Level

02

(ii) Themes

1. Water Crisis: Global Social & Economical Problem (National Conference)
2. Preparation of AQAR report and documentation after NAAC Accreditation (for Teaching & Non-teaching Staff)
3. Research Proposal Presentation Workshop for Students (University level)
4. Curriculum planning for BSW IIIrd & IVth sem. and MSW II IIIrd & IVth sem. syllabus (60:40 Pattern) for NMU for Academic year 2018-19 and working out credit based syllabus system

2.14 Significant Activities and contributions made by IQAC

- The IQAC of the institution takes various steps to bring in significant impact in the academic ambience of the institution. It promotes the faculties to engage themselves in to various professionally progressive academic activities.
- IQAC is constantly evaluating teaching learning process through feedbacks.
- Strengthening the campus placements process to provide job opportunities for the students.
- Regular Interaction with class representatives and class coordinators for maintaining and sustaining quality education as directed by IQAC
- Value Addition Programmes / career oriented training programmes for students to improve their Professional acquaintance.
- More stress to be given on research orientation of students and teachers.
- Faculty development programme organized by Staff Academy on "Role and Functions of IQAC for Academic development " held in July 2018
- The annual report of the College for 2017-18 was done by IQAC
- Students feedback and evaluation was conducted for the all semesters of the academic year 2016-17

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To prepare new academic calendar for the session 2017-18	The Academic Calendar was prepared and executed accordingly
Faculty development Programme	Total 04 programmes were organized for faculty development for teaching and nonteaching staff.
Orientation Programme for Teaching Staff	<ul style="list-style-type: none"> • Orientation Programme is organized to update and enlarge self-ideas and knowledge regarding academic achievements. • An orientation programme was conducted at the beginning of the academic year i.e. June 2017 for all the teaching staff at College and created an opportunity for staff to get themselves focused and clarified on new revised syllabus of BSW & MSW which is implemented from June 2018.
Semester-wise students Assessment and Feed Back	<ul style="list-style-type: none"> • Students Assessment and Feed Back evaluation was conducted for all semesters of the academic year 2017-18.
Administration of various evaluation System in the college.	<ul style="list-style-type: none"> • Collation of student evaluation of staff report. • Collation of report on performance based assessment of staff. • Collation of report on parents, Alumni, and Field work Agencies.
To focus upon core values while organizing programmes.	All the core values were focused upon while organising various programmes in the college.
To organize National seminars.	<i>One National Seminar held on</i> <ul style="list-style-type: none"> • <i>Water Crisis: Global Social & Economical Problem (24th Dec 2017)</i>
To prepare and submitted the proposal for Unnat Bharat Abhiyan {UBA} of MHRD to become a part of this programme and conducted outreach programmes.	The college has been identified and declared as a Participatory Institute for the Unnat Bharat Abhiyan (UBA) a Dream Project of MHRD This is great opportunity to the students and faculties to conduct various community outreach programmes in the villages through Field work.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR is highlighted in the officials' meeting and College Development committee (Local Management council)

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	01 MSW	NIL	--	--
UG	01 BSW	NIL	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	03 1. NGO Mgt. 2. HRM 3. Child Counselling	NIL	03	03
Others	--	--	--	--
Total	5	NIL	03	03

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options/ **Semester and Credit System**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02(BSW - 3 Years, 6 Semester) (MSW - 2 Years, 4 Semester)
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The North Maharashtra University has initiated the process of changing the syllabus of UG and PG i.e. BSW & MSW which is implemented from June 2017 in 60:40 semester pattern hence there is revision and restructuring of syllabi accordingly, 05 of the faculty members of our college (01 BOS member, 01 Chairman for MSW Syllabus and 03 are members) are directly involved as a member of sub-committee constituted by Board of Studies (Social Work) for updation whereas few others are indirectly involved in reconstruction of syllabi. Our faculties play an excellent role in curriculum design. In this academic year MSW IIIrd & IVth sem and BSW II year i.e. IIIrd & IVth sem Syllabus restructured.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
15	15	00	00	00

2.2 No. of permanent faculty with Ph.D.

08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	--
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	College Level
Attended Seminars/	04	15	--	15
Presented papers	04	15	--	--
Resource Persons	--	--	--	15

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Teaching programmes and methods were well planned in advance before beginning of the academic session. Institute prepared 'Annual Academic Calendar' with all its activities in consultation with teachers. It was circulated among the staff. Timetables for daily teaching were prepared. Teaching Plans of the different subjects were prepared by each faculty members concerned and was shared with the Principal.
- Experiential learning through observational field visits, study, tours and rural camps.
- Individual and group conferences and discussions for effective teaching learning.
- Field Visits
- Students performed role plays, street plays and prepared posters on various themes relevant to their curriculum.
- Extra-curricular activities like guest lectures, participatory students' activities etc contribute to the teaching and learning processes.

2.7 Total No. of actual teaching days

291

during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

None

2.9 No. of faculty members involved in curriculum Restructuring / revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

BOS Member
01

Faculty
Member- **04**

Members -**10**

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass & ATKT %
UG - BSW-I	42	--	20%	21.42%	2.42%	57.14%
BSW-II	37	3.7%	--	86.19%	02.38%	11.76%
BSW-III	41	2.94%	53.65%	39.02%	--	4.87%
PG - MSW-I	85	--	60.00%	28.23%	--	10.58% (1 student Fail)
MSW-II	71	25.35%	28.16%	28.62%	12.67%	05.63% Fail

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Provided suggestions for improving admissions of students.
- Recommended latest technological aids for teaching –learning to the faculty (LCD/OHP etc, wi-fi, free internet etc.)
- Encouraged the Faculty for undertaking research.
- Encouraged the Faculty in taking part in Workshops/Seminars/Conferences.
- Recommended initiation of Remedial coaching.
- Helping students in improving computer skills.
- Monitoring of the academic calendar for smooth functioning
- Senior faculty and administrative heads discuss future plans of the institution and prepare a road map for quality assurance and enhancement.
- The IQAC monitor and evaluate the teaching learning process for all the components regularly through it formal and informal feedback system.
- The discussions in the IQAC meetings and suggestion given are shared in the faculty meetings.
- College Annual Report Preparation for submission to Governing body of college and University.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme (Short Term Course)	01
HRD programmes	00
Orientation programmes	03
Faculty exchange programme	Nil
Staff training conducted by the university	01
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	Nil
Others(Staff Academy)	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	01	00	00
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Absolute autonomy was accorded to the principal investigators.
- Monetary resources were made available/ released without any administrative delay.
- Ensured that adequate infrastructure and human resources were available for research.
- Flexi-Time, reduced teaching load, special leave etc. were given to teachers involved in research.
- Provided support in terms of technology and information needs, whenever required.
- Facilitated timely auditing and submission of utilization certificates to the funding authorities.
- Workshops on research methodology for the students were organized by the Research Boards.
- Supported publication work of the Institute.
- Guidance is provided by the IQAC and research cell for organizing conferences, seminars and workshops at National/ State Level to keep the updates in research area.
- The staff is motivated to present their research work in the conferences, seminars and also to publish their research work in the research journals/ proceedings.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	NIL	NIL	NIL
Outlay in Rs. Lakhs	1,50,000/-			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	31	-
Non-Peer Review Journals	-	03	-
e-Journals	-	00	-
Conference proceedings	02	04	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College (three Projects)	Two Years	North Maharashtra University, Jalgaon Under VCRMS scheme Three Research Projects are Sanctioned.	1,50,000	1,50,000
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	150000/-	150000/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences/
Workshop organized by
the Institution

Level	International	National	State	University	College
Number	Nil	01	Nil	01	01
Sponsoring agencies	-	1. NMU Jalgaon	-	Student Welfare Dept. NMU Jalgaon	--

3.12 No. of faculty served as experts, chairpersons or resource persons

Experts (03),
Chairpersons (02),
Resource persons (03)

3.13 No. of collaborations

International

Nil

National

Nil

Any other

Nil

3.14 No. of linkages created during this year

02

3.15 Total budget for research for current year in lakhs:

From funding agency

Nil

From Management of University/College

Nil

Total

Nil

3.16 No. of patents received this
year

Type of Patent		Number
National	Applied	NA
	Granted	-
International	Applied	NA
	Granted	-
Commercialised	Applied	NA
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

04

17

3.19 No. of Ph.D. awarded by faculty from the Institution

01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: **NA**

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC: **NA**

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The College promotes instituting neighbourhood community network by encouraging students' active participation in the various activities through Nature Club, JAGAR (Extension Programme), NSS and field work programme.

- Swacha Bharat Mission programmes (In Adopted village, College campus, and in City and fieldwork agencies)
- 21st June International Yoga Day
- Workshop on Gender Sensitization
- Programs related to Unnat Bharat Abhiyan
- Beti Bachao Beti Padhao Mission awareness programme
- Digital India Awareness programme
- NSS day Programme
- Awareness programme of 'Less Cash to Cash Less'
- 'Swayam Siddha' and 'Tejaswani' programme for girls students to protect self.
- Health Check Up Camps (Eye Check, Haemoglobin, Vaccination etc.)
- Adolescent health awareness program
- Sarv Shiksha Abhiyan- Awareness Campaign
- Self Help Group – Workshop for women awareness.
- Tree Plantation and Nature Conservation programmes.
- Survey on Total Sanitation Program
- Awareness Campaign of water harvesting in adopted village.
- Street plays on various Govt. Schemes for rural development
- Village Up-liftment Programme
- Blood Donation Camp.
- Participation in Survey with ASER

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2787 sq.mts	-	-	-
Class rooms	06	-	-	-
Laboratories/ ICT	01	-	-	-
Seminar Halls	01	-	-	-
No. of important equipment purchased (≥ 1-0 lakh) during the current year.	01	Printer	College Management	03
Value of the equipment purchased during the year (Rs. in Lakhs)		Invertor Ac Software package –Rs. 80000/- Office Furniture- Rs. 205000/-	College Management	
Others	--	--	--	--

4.2 Computerization of administration and library

Computerization of administration and library with: - MIS, OPAC, LAN, WI-FI
Administration: - Software of the Master Software Pvt .Ltd. used in student admission and student records

Administrative procedure –CMS Software

Finalisation of Accounts – Tally Software

- Library: - The Library operations have been automated with the help of an integrated library software package, LIB-MAN. Circulation Services are executed through this software. The bibliographic information is accessible through OPAC (Online Public Access Catalogue). CC TV has been established in the library for security purpose.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books (Total)	6024		315		6340	
Reference Books	137		1	1000	138	
e-Books	3135000+	--	--	--	3135000+	--
Journals	39	17060	--	--	39	17060
e-Journals	6000+	--	--	--	6000+	--
Digital Database	NLIST	5000	--	--	NLIST	5000
CD & Video	100+	--	--	--	100+	--
Others (specify)	500	donated	01	900	501	Donated and other

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments / Library	Others /Staff room
Existing	18	07	512mbps	Wi-Fi 03	Yes	05	04	02
Added	03	03	--	--	--	--	--	--
Total	21	10	01	Yes	Yes	05	04	02

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- College is a Wi-Fi enabled campus which helps management, staff and students to extensively use the internet for their various purposes.
- The college structured and started Basic Computer Operating Course (self-financing) for development of students.
- The collage has one ICT Lab where students are allowed to browse for the academic requirements.
- The Library is also connected with INFLIBNET to provide subscribe based online N-LIST

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,05,000/-
ii) Campus Infrastructure and facilities	2,57,000/-
iii) Equipments	80,000/-
iv) Others	2,70,000/-

Total : 8,12,000/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updated information to the students through publication of yearly Prospectus and through website.
- Academic Calendar of events was prepared and periodically reviewed during the College Council meetings. Institute formed about 30 different boards for implementation of its academic and co-curricular programmes
- Apart from syllabus requirements, special efforts were made where in experienced persons from the field were invited to interact with students on themes like Preparation of Project Proposals, Management of NGOs, Accessing Govt. and Non Govt. Funding Agencies etc.
- The college has established Student Welfare Department for Student Support Services to help students on their various needs. This Department helps the college in effectively organizing various programme at the beginning of the academic year students are given detail orientation about educational programme, scholarships and endowments, prizes and awards, government scholarships, Individual Guide system (Mentoring), welfare programmes and facilities such as Canteen, library, Job Placement, functions of various cell, career Guidance and Placement counselling their objectives and role.
- Placement & Training Cell organizes various training programmes to mould the students with core competency and employability. Mock Interviews were arranged by Placement Cell. 16 students got placement order by interviews arranged by Placement Cell.
- IQAC collates feedback from students on various support services available in the college which were duly considered for enhancement of quality of such support services in the college. Feedback on such programmes is made available to the management through IQAC for quality sustenance and improvement.
- A Grievance Redressal Cell is constituted to address the grievances of the students and parents through feedback.

5.2 Efforts made by the institution for tracking the progression

- Regular meetings of the internal Boards reviewed the progress of the activities and suggested measures so as to abide by the Institute's commitment to quality in education and accountability.
- Continuous analysis of academic and non-academic performance of the college.
- Social Work Practicum review at committee levels
- Comparative analysis of the results with university and other college results.
- Personal guidance, on both academic and non-academic matters, is made available to the students through mentoring, which is offered in the College at multiple levels. Besides the course teachers, each class has a class incharge and each student has a mentor, whom the students can approach for academic and personal counselling

5.3 (a) Total Number of students – **300**

UG	PG	Ph. D.	Others
123	177	-	-

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women	No	%
	199	66.33%		101	33.66%

	Last Year						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG – BSW	30	20	48	30	00	128	34	17	46	26	00	123
PG- MSW	37	31	34	56	00	158	44	32	38	62	01	177
TOTAL	67	51	82	86	00	286	78	49	84	88	01	300

Demand ratio

UG	1:2.57	PG	1:2.85
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Dropout %

UG	6.85	PG	9.37
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5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NET/SET Coaching Classes, Workshops on Life Skill Development and Career Counselling, Campus Interviews.

240

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	01	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	04

5.6 Details of student counselling and career guidance

The college has Counselling cell (Mental health awareness cell) & career guidance and placement cell (CGPC), One –on-one faculty student mentoring facility, Interface with alumni and field practitioners. With the help of these cells Faculty Individual Mentors/Guidance, professional counsellor and on call counselling services mechanism has been a great support to students who were in need of guidance during their personal and academic issues and stressful situations.

Counselling cell (Mental health awareness cell): The student counselling assistance to students with psychological, academic and social concerns. These services are provided on appointments that seek to enable students to function effectively and improve their wellness quotient. Students with serious psychological problems are referred to a psychiatrist or a clinical psychologist for further evaluation. The centre also conducts workshops for staff and students on counselling and life skills. One day workshop was held on Life Skill Development and Career Counselling.

In **Career Guidance** a special cell CGPC started its Training Process in various sessions for all the students on Verbal ability, Quantitative ability, sessions to handle Group Discussion, writing CV and tackling interview. At the end of the 4th semester majority of the students take guidance from respective specialization faculty for selection their BPT placement which we help them for future career in the field. Placement Brochure was published. Campus Interviews were organized for various Organizations.

No. of students benefitted

Personnel Counselling: 03

Carrier Guidance: **104** students of BSWIII & MSWII year

5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	64	16	04

5.8 Details of gender sensitization programmes

Women's Forum of college organised various programmes with collaborations N.S.S., Student welfare Department: seminars and workshops on women & identity, Empowerment of women, Violence against women-vulnerabilities and strategies, self-defence for women. The centre also organised a national campaign for gender equality Beti Bachao Beti Padhao. At the beginning of every academic year all students are given an orientation on gender sensitization.

The Women Forum and Yuvati Sabha play a vital role in sensitizing various issues of social relevance particularly on gender as part of their program for First Year UG and PG students.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ **University level** National level International level

No. of students participated in cultural events

State/ **University level** National level International level

1.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ **University level** National level International level

1.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	172	13,20,315/-
Financial support from other sources (University)	1) Earn & Learn – 04 2)Economically Backward Students-08	26500/- 28325/-
Number of students who received International/ National recognitions	-	-

1.11 Student organised / initiatives

Fairs : State / University level National level International level

Exhibition: State / **University level** National level International level

5.12 No. of social initiatives undertaken by the students

20

5.13 Major grievances of students (if any) redressed: **NIL**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

“To up bring the groom the youths into the ambassadors of social-cultural change, by strengthening their faith in the democratic values and by enriching their personalities with the scientific outlook having local as well as global consciousness.”

MISSION

“The institution is dedicated to the careful nurturing of the youths into the pillars of a vibrant democracy in India. It also aims at enacting the role of a catalyst in the socio-cultural and economic changes by sensitizing the yours towards the regional, national and global issues”.

6.2 Does the Institution has a management Information System

The Institute does not have very formal MIS, however most of the systems are computer embedded, online and atomized.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Board of studies look in to the framing of syllabi and approved by academic council/Board. As per North Maharashtra University, Jalgaon norms restructuring of curriculum development is systematically implemented once in 3 years after a careful review of the curriculum in practice. From academic year 2017-18 restructuring and framing new syllabus for BSW and MSW. For the restructuring the said syllabus BOS (Social work), constituted the subcommittees in which our faculties play effective role as one member of BOS, one Chairman of subcommittee constituted for MSW and 4 faculties are members of subcommittee for BSW and MSW. The above subcommittee submitted new syllabus of IInd year BSW & MSW IInd year to BOS (social work) of NMU, Jalgaon and it is implemented from Academic year 2018-19.

6.3.2 Teaching and Learning

During the College Council meetings, experiences of the faculty who attended national and international seminars and events were shared amongst the faculty so as to improve the quality of teaching. A series of seminars, workshops and such other academic events were organized to provide opportunities for intellectual stimulation and to provide platforms to share knowledge, skills and expertise. Similarly, faculty interfaces were arranged with senior faculty from other universities. IQAC and Faculty members are continuously adopting innovative teaching and learning pedagogy, working field assignments. Innovative teaching and learning practices – case studies, assignments, Group discussions, PowerPoint presentations, in-class assignments, home assignments with this - Guest lectures, Skill lab, Field visits Remedial classes are held for the students requiring additional help. Well-equipped library for both faculty and students. Excellent collection of rare and latest books and journals.

6.3.3 Examination and Evaluation

The college conducts examination as per university rules and norms. From 2014-15 the pattern of exam is 60:40 i.e. Internal theory exam is of 40 marks and university exam is of 60 marks. With this theory exam (Internal) Field work and assignments evaluations are adopted as per standardize norms and criteria. Continuous assessment, remedial mechanism and moderation of field work. So has to orient and help to students college level examinations are conducted on the university pattern for theory papers. Midterm evaluations and self-evaluation by the students regarding social work practicum are the innovation of the college.

6.3.4 Research and Development

- Organising various orientation programmes on Research Methodology for students
- Encouraging teaching staff members to undertake various research projects like monitoring schemes by networking with funding & Research agencies , Has established Research cell for guiding Research scholars
- Participation of faculty and students in various seminar/ Workshops/ Orientation programme / Refresher Course & Various Deliberation
- Organising Various programmes in the college by inviting field experts
- Ph.D. work of faculties and students at college is continuously supervised from the beginning of the entrance test till the Viva Voce examination. Guidance is prescribed for smooth conduct of research with necessary infrastructure in the college campus.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Unique Library Software (LIB-MAN) is being used for maintenance of Library. Data Entry (Books, Journals, Membership), Transaction (Issue, Return, Renewal and Fine Collection).
- Digital Library is maintained with software to upload and upgrade the various e- resources (Books, Journals and database). Our Library subscribes to the UGC N-List programme.
- Formation of Library committee
- Updating the system and software in the Library
- Maintaining Wi-Fi facility for Internet
- Orientations to each class about the facilities in the library
- Orientation about the E- resources in the library to the staff members. The entire campus has access to Wi-Fi.

6.3.6 Human Resource Management

The college has a well written policy on appointment of staff, training and development, compensation and handling grievances. Secretary and Correspondent of the college is providing leadership and able administration to carry out various requirements of effective Human Resource management in place. The Institute continued to conduct some in-house programme for development of Human Resource such as ...

- Principal ,IQAC in-charge take formal and informal reviews
- Use of Bio Matrix, CCTV Cameras, Social Networking Sites, SEVARTH for effective functioning.
- Using various Feedback Mechanisms to improve overall functioning is our routine.
- Regular LMC meetings for reviewing the functioning, all the committees also plan their activities quite in advance.
- Making what's up groups of each class with possible students for fast communications, having a page of our college also gives opportunity to keep in touch with the current students and alumni
- Staff Welfare Scheme has started functioning and organized one staff picnic and one programme of get-together
- Minimal or no grievance matters indicates smooth functioning of the college administration.

6.3.7 Faculty and Staff recruitment

No new recruitment as full time staff.

University and state government rules are followed for faculty recruitment.

6.3.8 Industry Interaction / Collaboration

- Observation visits
- Field work
- Research Projects
- Collaboration for various activities and programmes is sought.
- Resource person for guest lectures, seminars etc in an attempt to bring the industries and the NGOs to the campus and interact with the staff and students.

6.3.9 Admission of Students

To ensure transparency in the admission process, for the BSW/MSW courses, applications are invited in advance. The complete list of applicants according to merit is hosted on the notice board. The selected candidates' lists are displayed on the notice boards of the College, indicating the norm-total marks and reservation category. Admission to every course is conducted under the supervision of the Admission Committee.

The seats of BSW shall be filled up according to merit (percentage of marks at H.S.C. or equivalent level) and Reservation policy & rule of North Maharashtra University, Jalgaon and Government of Maharashtra. While seats of MSW shall be filled up through Common Entrance Test and above all norms.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Various welfare programme under Staff Welfare Scheme • First aid and medical assistance
Non-teaching	<ul style="list-style-type: none"> • As per Government / University Norms
Students	<ul style="list-style-type: none"> • Cash award to rank-holders from the college funds/donors • Poor Students' Aid Fund • Eklavya Vidyadhan Karja Yojna • Aid under Earn-and -Learn Scheme • Health Check-up Camp of the first year UG and PG students • Maharashtra Chief Minister Fellowship Program

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	IQAC, Academic Planning Committee ,Feedback Committee, CDC
Administrative	Yes	CA	Yes	Principal / Office Superintendent

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Semester cum credit based system has been introduced.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University has been conducting meetings and seminar for promotion of autonomy in the affiliated institutes.

6.11 Activities and support from the Alumni Association

Our college Alumni Association is registered under societies registration act. It works in close association with the college and supports all its activities. Alumni's meeting is conducted once in a year. An interaction session is conducted with alumni who are working in reputed Industries/NGOs. Involvement of Alumni in College Development process Following are the activities supported by the alumni --
Block Placement, Study Tour, Placement, Training, Village Camp, Social Work Practicum.

6.12 Activities and support from the Parent – Teacher Association

The parent – teacher association (PTA) serves as a platform to make education more effective. **Activities undertaken during the years:-** Organizing parents meet, Agency Supervisors meet.

Objectives of the Activities:- To make students & parents aware of the spirit of university examination. To ensure that the students & Parents feel relatively comfortable in Social Work Practicum and Theory. To enable the students, parents, Agency Supervisors to come to know about the weaker areas of students where more efforts are needed. To imbibe confidence in them about their approach to Field Work.

6.13 Development programmes for support staff

College organises Training for support staff through:-

- Team – building initiatives
- SWOT Analysis workshop was organized to take review and augment development process in which
- The non-teaching staff participated whole heartedly. University & Director, Maharashtra State Social Welfare Department Pune Organised various programme for administrative work and other work. The Support Staff attended the programme.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The College has created a field action project called 'Nature Club'. College undertook various activities through NSS and Nature Club to create environment consciousness among students. Such activities also helped the Nagpur Municipal Corporation during festivals like the Ganeshotsav. Besides, such activities also helped to the keep campus clean and eco-friendly.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

- The college has been recognized by MHRD as a Participatory Institute for their dream project 'Unnat Bharat Abhiyan'
- Certificate Course in "Child Counseling, Human Resource Management, NGO Management" as a paraprofessional courses.
- 05 day intensive Orientation training programme based on Social Work Education for the fresher's i.e. BSW & MSW First year.
- Conduct Various research work, Surveys with association with various state/National GOs, NGOs & Industries
- Industry/ NGO Interaction. Healthy interaction and MoUs with industry / NGOs / Social Agencies for resource sharing, project work, training activities, guidance, and guest speakers.
- Students are exposed to various life situations like rural, tribal, urban slums through residential camps and concurrent practice learning.
- Activities of Mental Health Awareness Cell (Counseling Centre)
- Many gender sensitization, legal awareness & skill development programmes were organized by women Forum in the community, for the students and with vulnerable groups
- Issue Base Annual Magazine
- Training / Seminars in "Communicative Skills and Functional English"
- Gender sensitization programmes organized by the YUVATI SABHA
- Mentoring and Counselling students on their personal & academic problems.
- Encouraged E-Learning, through additions to the E- resource.
- Exposure, Field Visits, case studies.
- Special Awareness Campaign
- The strength of college lies in its decentralized administrative structure. This enables the quick and efficient decision-making. There is a high level of transparency at the administrative level.
- Conducted University level Workshops for the students on the theme of "Research Methodology Presentation" on 05- Jan. 2017. The programme was organised by student welfare department with collaboration of NMU Jalgaon.
- All students and staff members were given orientation about OPAC / INFLIBNET and Library Functioning by the Library Department and were encourage to use internet.
- The Active Carrier Guidance and Placement Cell (CGPC) and carrier counselling cell has organized 10 activities for students support and progression

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The college has been recognized by MHRD as a Participatory Institute for their dream project '**Unnat Bharat Abhiyan**' through which we can organized various community outreach programme in the selected villages We firmly believe that the success-story has been that outcome of the Team work of the Teaching – Nonteaching staff, carried out under the able guidance of the liberal, considerate and pragmatic management. Therefore, a very 'down to earth' action plan was chalked out, the results of which are as given below –

- To prepare new academic calendar for the session 2017-18:
The Academic Calendar was prepared and executed accordingly
- Faculty development Programme: Total 04 programmes were organized for faculty development for teaching and nonteaching staff.
- Orientation Programme for Teaching Staff:
 1. Orientation Programme is organized to update and enlarge self-ideas and knowledge regarding academic achievements.
 2. An orientation programme was conducted at the beginning of the academic year i.e. June 2017 for all the teaching staff at College and created an opportunity for staff to get themselves focused and clarified on new revised syllabus of BSW & MSW which is implemented from June 2018.
- Semester-wise students Assessment and Feed Back:
Students Assessment and Feed Back evaluation was conducted for all semesters of the academic year 2017-18
- Administration of various evaluation System in the college:
 - 1) Collation of student evaluation of staff report.
 - 2) Collation of report on performance based assessment of staff.
 - 3) Collation of report on parents, Alumni, and Field work Agencies.
- To organize National seminars: One National Seminar held on
Water Crisis: Global Social & Economical Problem (24th Dec 2017)
- To prepare proposal for Unnat Bharat Abhayan: Proposal was prepare and submitted to MHRD. And our proposal was sanctioned and we are recognized as participatory institute for UBH.
- There were various programmes of guest lecture, seminar, endowment lectures were conducted at the college level as planned at the beginning of the academic year.
- The college has taken a serious effort to motivate students to come in large numbers for various special programmes like remedial classes and co-curricular and extra-curricular activities.
- A review meeting is organised at the end of various college programmes to analyse and find out areas of improvement. It helps the college to organise various events of the college with greater efficiency and effectiveness.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

JAGAR (The College Extension Programme):

The meaning of Marathi Word JAGAR is to Awaken the society. The College has organized JAGAR an extension programme, an integral part of Social Work education. The College aspires to focus on the overall personality development of the students along with the academic excellence. It is one of the best practices used to realize the goals of the College - the empowerment of urban, rural and tribal society and bringing about social changes.

Nature Club:

The goal of Nature club is to instil eco-friendly values and develop skills and tools necessary to understand and appreciate the symbiotic relationship among humans, their culture and their bio-physical surrounding and thereby reaffirm an environmental ethics built on interdependence and interrelationship with the mother earth. The ultimate aim is 'Green consciousness for green learning and green living' More specifically, it aims at radically transforming current consciousness and thereby promoting and enhancing green consciousness among students, staff and various stakeholders by showcasing models of green behavior and practices

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Paper on environment in the curriculum
- Nature-club initiatives College has got a Nature Club which organized various programmes on environmental awareness throughout the year to make student community aware of the issues pertaining to environment
- The College management, staff and students are conscious about environmental concerns, cleanliness in campus which is very much reflected in a manner in which the campus, building and garden are maintained.
- The electricity, water resources are used optimally. Student and staff members make conscious efforts to make campus clean and green.
- Electricity conservation through Solar Power System our Institute established its own 3kv Solar Power System on Roof of college building.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The SWOC analysis of overall college functioning was undertaken by the teaching and Non-Teaching staff members. The exhaustive exercise leads to developing insights into the areas requiring improvement and immediate attention. Measures were taken by the IQAC to bring in the necessary changes in the office and the academic ethos.

a) Strengths

- Internal Quality Assurance cell to guide and support for fulfilling the curriculum gap identified.
- Value Added Courses are conducted to impart necessary skills to the students in order to fulfil organizational and industrial expectation.
- Content beyond the syllabus are prepared by every staff in order to fill the curriculum gap between Industry and Institute.
- Highly committed, dedicated and qualified staff.
- Have increasing number in campus placements

b) Weakness

- Lack of departmental collaborations with the industries.

c) Opportunities:

- Introduce new Skills Development Courses.
- Generate more funds for Major, Minor Research Projects.
- Increase collaborations with the reputed institutions at National / International level.
- Establish more linkages with the reputed Industries to create placement opportunities.

d) Threats (Challenges):

- Generate Funds for Infrastructure Development.
- To organise collaborative activities.

8. Plans of institution for next year

1. To prepare new academic calendar for the session 2018-19.
2. To prepare repository of teaching material /notes /compendium material, if possible prepare our own Open educational resource.
3. To organize skill labs, extension activities through field action projects.
4. To further improve the results, reduce the drop outs at entry points.
5. To organize national and international seminars.
6. To organize various extension and collaborative activities through various field action projects.
7. To strengthen the placement activities
8. To establish recognized Research and Development Centre.
9. To establish special wing for Vocational Training.
10. To organize various activities for students support programs through college.
11. JAGAR activities to focus on core values and networking.
12. To organize library orientation programmes for the students.
13. To execute the Minor/Major Research Projects and also prepare new proposals and organize opinion polls on current issues.
14. To organize various programmes in collaboration with Alumni Association.
15. To undertake programmes and activities based on emergent needs.
16. To obtain feedback from all the stakeholders.
17. To focus on core values while organizing programmes.
18. To implement the suggestions as given by the PEER team, NAAC, Bangalore that visited the College on 26th, 27th, 28th Oct. 2015 for Assessment and Accreditation.

Name: Dr. Rakesh P. Chaudhari

Name: Dr. Umesh D. Wani

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
