

The Annual Quality Assurance Report (AQAR) of the IQAC

2008-2009

Part – A

1.Details of the Institution

1.1 Name of the Institution

COLLEGE OF SOCIAL WORK

1.2 Address Line 1

NIRMALA NIKETAN

Address Line 2

38, NEW MARINE LINES

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400020

Institution e-mail address

nn@cswnn.edu.in

Contact Nos.

022-22002615; 022-22067345

Name of the Head of the Institution:

Dr. MARY ALPHONSE

Tel. No. with STD Code:

022-22002615; 022-22067345

Mobile:

09892874410 (Dr. Geeta Balakrishnan)
09820327249 (Prof. Anjali Kanitkar)

Name of the IQAC Co-ordinator:

Mrs. FARIDA LAMBAY

Mobile:

09820098085

IQAC e-mail address:

iqaccsw@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

MHCOGN10106

1.4 NAAC Executive Committee No. &Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no.is available in the right corner-bottom
of your institution's Accreditation Certificate)

March 31, 2007/RA/007

1.5Website address:

www.cswnn.edu.in

Web-link of the AQAR:

http://www.cswnn.edu.in/naac/aqar_2008_09.pdf

1.6Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	5 Stars	75+	2001	2001-2006
2	2 nd Cycle	A+	930/1000	2007	2007-2012

1.7Date of Establishment of IQAC: DD/MM/YYYY

07/04/2004

1.8AQAR for the year(for example 2010-11)

2008-2009

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

i. AQAR2007-2008 submitted to NAAC on 25/06/2008

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ ☒

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 ☐

1.11 Type of Faculty/Programme

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

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

Others(Specify)

SOCIAL WORK

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

UNIVERSITY of MUMBAI

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	No
UGC-CE	No
UGC-Special Assistance Programme	No
DST-FIST	No
UGC-Innovative PG programmes	No
UGC-COP Programmes	No
Any Other (Specify)	No

2. IQAC Composition and Activities

2.1No. of Teachers	5				
2.2No. of Administrative/Technical staff	1				
2.3No. of students	0				
2.4No. of Management representatives	1				
2.5No. of Alumni	0				
2.6 No. of any other stakeholder and community representatives	0				
2.7 No. of Employers/ Industrialists	0				
2.8 No. of other External Experts	1				
2.9 Total No. of members	8				
2.10No. of IQAC meetings held	4				
2.11 No. of meetings with various stakeholders:	No. 7				
Faculty	2	Non-Teaching Staff	2	Students	-
Alumni	1	Others	2 (with field work organisations)		

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. International National State Institution Level

(ii) Themes

Themes: Capacity Building and Motivation, Child Protection, Teaching and Assessment Skills.

Topics: 1. Education for Culture of Peace 2. Safe Childhood: Role of Government and Private Sector
3. Voice Culture and Speaking Skills for Teachers

2.14 Significant Activities and contributions made by IQAC

1. Coordinated the transfer of BSW Annual Program to Semester System
2. Coordinated commencement of PG Diploma Course in Therapeutic Intervention in Psychosocial disorders, affiliated to Mumbai University.
3. Coordinated commencement of Diploma Course in Social Work, affiliated to Mumbai University
4. Coordinated International Exchange Programme
5. Coordinated the Intervention during the Mumbai Terrorist Attack
6. Conducted Workshops and seminars for students and staff members
7. Coordinated the Fund Raising effort, Klub Nostalgia in January, 2009.
8. Coordinated expansion of premises.

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	Outcome / Achievements
To introduce Semester System for BSW followed by MSW	A modified BSW Course under the Semester system was introduced
Introduce PG Diploma Course in Therapeutic Intervention in Psychosocial disorders, affiliated to Mumbai University	PG Diploma Course in Therapeutic Intervention in Psychosocial disorders, affiliated to Mumbai University was introduced in 2008-2009
Introduce Diploma Course in Social Work, affiliated to Mumbai University	Diploma Course in Social Work, affiliated to Mumbai University was introduced in 2008-2009
Upgrade Computer Education	Mandatory Computer Education was introduced for BSW I, II, III and MSW I. Course on Graphics was introduced.
Initiate Distance Education Courses in collaboration with IGNOU	Three courses were launched from October 2008 <ul style="list-style-type: none"> • PG Diploma in Rural Development • Diploma in HIV and Family Education • Certificate in Human Rights
Extend International Exchange Program to more Universities in other countries	International Exchange Program extended to – <ul style="list-style-type: none"> • York University, Toronto, Canada • Anglia Ruskin University, UK • Gavle University, Sweden

* Refer Annexure I for the Calendar of Academic Year 2008 - 2009

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

Management ☒ Syndicate ☐ Any other body ☐ Local Managing Committee

Provide the details of the action taken

As the plan for 2008-2009 was to make renovations, reduce space in the dining room and include an additional classroom on the ground floor, this was taken up by the management. The LMC suggested that fees charged by College for facilities should be revised. This would be put across to the University for approval. The LMC also suggested that College should undertake research projects by collaborating with international organisations and groups, should make efforts to build its global image by inviting international experts to College, and go in for fund raising to support field action projects and also build its corpus fund.

Other suggestions of the LMC were to approach more corporate groups for research funding, charge students and recruiting agencies for placement services provided, prepare a profile of graduating students for recruitment purposes, process information on recruitment of students through college and start preparing separate budgets for programmes of extension centre of the College. All the suggestions were taken up for action by the College.

The immediate action taken was get the approval of Mumbai University for the Modified BSW Course under the semester system and introduce the course; to arrange for additional classes and facilities to be added on the ground and third floor of the college building and to organise a fund raising musical show.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	--	--	--
PG	1	--	--	--
UG	1	--	--	--
PG Diploma		1	1	--
Advanced Diploma	--	--	--	--
Diploma	1		--	--
Certificate	5		1	--
Others			--	--
Total	9	1	1	--

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

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

**ELECTIVE
OPTION**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	--
Annual	3

1.3 Feedback from stakeholders*

Alumni ☐

Parents ☐

Employers ☐

Students ☒

(On all aspects)

Mode of feedback:

Online ☐

Manual ☒

Co-operating schools (for PEI) ☐

***Refer Annexure II for Teaching Assessment Questionnaire (TAQ)**

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

A modified BSW Course under the Semester system was introduced.

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

PG Diploma Course in Therapeutic Intervention in Psychosocial disorders, affiliated to Mumbai University was introduced in 2008-2009

Diploma Course in Social Work, affiliated to Mumbai University was introduced in 2008-2009

2. Teaching, Learning and Evaluation

2.1 Total number of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
19	13	06	--	1

2.1 Total No. of permanent faculty

19

2.2 No. of permanent faculty with Ph.D.

05

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
1	1	0	0	0	0	0	0	01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest faculty: 41
Visiting faculty: 12.
Temporary faculty: 1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	4	5	3
Presented papers	3	-	1
Resource Persons	-	5	-

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

Student centred methods being an integral part of the pedagogy adopted by the faculty members, the thrust on use of creative methods of teaching and use of technology was emphasised. The experiential and participative methods used especially in the skills laboratories enhanced the learning experiences of students. Student-teacher interaction and simulation exercises helped nuanced learning in 'methods subjects' in social work education, namely work with individuals, families, groups and communities as well as research and administration. The workshop on speaking skills during 2008-2009 helped teachers in voice modulation and voice control in the process of lecturing.

2.7 Total No. of actual teaching days during this academic year

180 days per year as per University Rules

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

Institution follows examination and evaluation reforms of Mumbai University.

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

Three in BoS

One in Academic Council

Nineteen in Syllabus Review Sub-Committee

2.10 Average percentage of attendance of students

>85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BSW	38	1(2.6%)	21(55.2%)	16(42.10)	--	100%
MSW	43	2 (4.6%)	25(58.1%)	13(30.2%)	--	93%

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

Being senior and experienced members of the faculty, the IQAC team contributed significantly to the teaching learning processes. In-house seminars and workshops on curricular aspects as well as teaching techniques were regularly organised. Faculty meetings held every week of the academic year ensured coordination and communication between all stakeholders of the College. IQAC members carried out the responsibility of handholding the younger members of the faculty team. The IQAC contributed to the preparation and finalisation of the modified BSW syllabus under the Semester system and meticulously planned and organised the teaching calendar. The IQAC also formulated the Teaching Assessment Questionnaire (TAQ) to obtain student feedback on specific points related to coverage of content by teachers, use of technology and clarity in explanation of concepts.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	One
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	ICSSR

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 (Grant)	15	1	3	0
Technical Staff (Non Grant)	9	0	1	0
Administrative Staff (Non Grant)	11	0	0	1

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC encouraged faculty members to undertake minor and major studies and participate in the studies undertaken by the Research Unit. During 2008-2009, the IQAC also coordinated with the Research Committee to modify the Research Manual for the MSW course.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Two			Two
	Exploration of Women's Daily Lives & Participation in the Formal Labour Market in Mumbai			Yes
	Action Research on Prevention of Unintentional Injuries Among Children (0-14 years) in Mumbai			Yes
Outlay in Rs. Lakhs	Ongoing from 2007-08			

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Four	Two		Four
	Evaluation of Cooperatives and Micro-Finance Initiatives of YUVA (Youth for Unity and Voluntary Action)			Yes
	A Process Evaluation of the Communication of Health Messages Affecting Malnutrition Through Traditional Art Forms.			Yes
	Potential for Change: Needs Assessment Study with Holy Cross Hospital, Kalyan		0.48	Yes
	Rapid Appraisal of the READ Mumbai Programme in Mumbai		2.67	Yes
	Empowerment of Women in Maharashtra through Micro Finance Programme funded by MAVIM (Maharashtra Arthik Vikas Mahamandal)		2.38	

	Completed	Ongoing	Sanctioned	Submitted
		An Impact Evaluation of the Bhonga Shalas conducted by Vidhayak Sansad	1.02	
		Assessment of the Rotary Club of Bombay Mid-Town Assisted Agricultural Program in Thane District	2.57	
Outlay in Rs. Lakhs	9.12			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	06	
Non-Peer Review Journals	--	--	02
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:NA

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	One to Two years	Department of Economics & Department of Psychology, California State University, San Marcos (FCRA), Safe Kids Foundation (India).	--	--
Minor Projects	One to Two years	YUVA, Impact India Foundation, Pratham, Vidhayak Sansad.	3.69	3.69
Interdisciplinary Projects	-	Holy Cross Hospital, Maharashtra Arthik Vikas Mahamandal (MAVIM)	2.86	2.72
Industry sponsored Mahico, Rotary	-	Rotary Club of Bombay Mid-Town	2.57	2.57
Projects sponsored by the University/ College	-	-	-	-
Students research projects (<i>other than compulsory by the University</i>)	-		-	-
Any other(Specify)	-	-	-	-
Total	-	-	9.12	8.98

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 organized by the Institution

Level	International	National	State	University	College
Number					3
Sponsoring agencies					College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

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

2
2

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

1

3.20No. 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: **NA**

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: **NA**

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 continued its extension intervention and institutional responsibility in several ways during the academic year 2008-2009.

Students were placed in more than 45 agencies for field work. These included children's institutions, women's organisations, communities and non-governmental organisations. Students spent 15 and more hours each week in the field and worked on issues related to women, children, people with disability, elderly and human rights.

Anubhav Mumbai, a project of the college working with student and non student youth of suburban colleges in Mumbai since 1998 worked on sensitising them on issues related to social justice, environmental justice, gender equality, secularism and democracy. Two Anubhav students attended the youth study course organised by Anubhav Shiksha Kendra. The theme chosen for the year was Save the Earth. Anubhav was also involved in launching the Maharashtra Youth Parishad.

AROEHAN, a rural development project initiated in 2006, reached out to 226 hamlets in 28 blocks through micro-planning activities. The project centred its activities on three programmes i.e a) Girls gaining Ground (GGG) programme b) Agricultural technology for sustainable development and c) social audit of the Employment Guarantee programme. The project reached out to 500 adolescent girls under the GGG project by training village level facilitators. GGG worked with the objective of educating girls about raising marriageable age, delaying the first pregnancy and increasing the space between two pregnancies.

SWAYAM, a project of the College working on disaster management, organised 34 training programmes on First Aid, Disaster Preparedness, and Management and prevention of epidemics for various groups. SWAYAM, along with the Indian Navy participated in the Mumbai Marathon and highlighted the issue of coastal security as a part of its campaign for security awareness.

CHIRAG, a project of the College working on community care and support for people infected or affected by HIV AIDS, was started in 2005 after the International Conference on the theme organised by the College. By 2008, CHIRAG reached out to more than 7000 patients in JJ Hospital and others in the slum communities of Bhandup and Dharavi. Seven women received loans to start their independent livelihood programmes.

The faculty, students and representatives from other colleges organised a peace march after the Bomb Blast in Mumbai on 8th Oct, 2008.

In response to the terror attacks in Mumbai on 26th November, 2008, the Maharashtra Government approached College to conduct a needs assessment Survey of the victims. The College also coordinated several meetings with citizens groups and partnered with them for resource mobilisation. Intervention included helping victims secure compensation, open bank accounts, avail medical services and local resources. Staff and students also made home visits to encourage victims to restart their lives.

The College responded to the problems faced by people in Orissa after the Communal Violence in Kandhamal and the natural flood disaster in Bihar. Though the College mobilised relief materials for Bihar, the unpredictable political situation prevented students from going there. The College sent Rs two lakhs from its Disaster Fund to each of these regions. Two faculty members however spent one week with the affected groups in Kandhamal, and reached out to women and children in relief camps.

On February 16, 2009, a public lecture was organised as part of the Dr Dorothy Baker lecture series, and the main speaker was Dr Shanta Sinha, Chairperson of the National Commission for Protection of Child Rights.

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	1664.2 sq. mts			
Class rooms	06 in Main campus and 03 in Extension Centre	--		Nine
Laboratories	One computer Laboratory	--		One
Seminar Halls	Two	--		Two
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	<ul style="list-style-type: none"> Pro Audio 100W Momo Amplifier (1), Slim Microphone With Stand, Philips Class Room Speakers (12), Monitor Speaker with Volume Control (1), Monitor Speaker with Volume Control (1), G E 2850 Overhead Projector(1) Student Mike ER 11/EM(2) 	<ul style="list-style-type: none"> Philips Speakers for Class Rooms (5), Additional Wiring (2) 	UGC	Same as Existing + Newly created
Value of the equipment purchased during the year (Rs. in Lakhs)	0.77	0.22		0.99

4.2 Computerization of administration and library

The Library was computerised during this year and the software TALLY was used for accounting purposes.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	196	101053	262	93205	458	194258
Reference Books	-	-	04	3340	04	3340
e-Books	-	-	-	-	-	-
Journals	75	51765	-	60298	68	112063
e-Journals	07	-	-	-	07	-
Digital Database	01	5000	-	5000	01	10000
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	66	24	-	-	-	7	35	-
Added	6	6	-	-	-	-	-	-
Total	72	30	-	-	-	7	35	-

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

Mandatory Computer Education was introduced during 2008-2009 for BSW I, II, III and MSW I. Additionally, a course on Graphics was also introduced. Teachers were trained in the use of computers, and Statistical Package for Social Sciences (SPSS), and administrative staff was also trained in the use of Tally.

Teachers are helped by the staff in the computer laboratory to prepare computer aided teaching learning material if needed. Such help is also rendered by the staff of the audio-visual Unit.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0
ii) Campus Infrastructure and facilities	0
iii) Equipments	0
iv) Others	2.41
Total :	2.41

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Services

Several faculty committees are formed every three years to carry out tasks related to student support, women's development, field work, research, term paper, grievance, camps, etc. The IQAC works in close coordination with the committee in-charge of the special cell for SC/ST/ OBC students to give them pertinent information about procedures for availing government scholarships as well as loan scholarships provided by the College. It also coordinates with the Admission Committee, Examination Committee, Students' Council, Placement Cell, Women's' Development Cell, etc and associated faculty members in enhancing students' awareness about facilities provided by the hostel, library, computer laboratory, audio visual unit, placement cell, and also about mechanisms for prevention of harassment and grievance redressal. Information about services for students with disability such as availability of writers and that of special software JAWS and about the provision of extra time during examinations is also made given.

5.2 Efforts made by the institution for tracking the progression

Though the College does not have a formal method of tracking student progression, it keeps a record of students' request for transcripts and migration certificates.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (Short Term Courses)
139	106	2	242

(b) No. of students outside the state(BSW+ MSW)

37

(c) No. of international students (BSW+MSW)

2

(d)Men (BSW + MSW)

No	%
67	27

Women (BSW+MSW)

No	%
178	73

Number of BSW+BSW Students last Year (2007)						Number of BSW+MSW Students this Year (2008)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
178	16	18	20	1	233	169	28	21	25	2	245

Demand ratio: BSW – 1: 1.78, MSW – 1:4.81

Dropout %: BSW – 2 %, MSW – 2%

5.4Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations: **No records available**

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

5.6 Details of student counselling and career guidance

The counsellor meets students for issues related to adjustment difficulties, urban living-related stress, career and future concerns. An assessment survey was conducted to ascertain perception of students to approaching the counsellor, receiving counselling help, and their willingness to refer peers to the counsellor. Thirty eight percent of the students found it useful to have a counsellor in the college.

No. of students benefitted

>75

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
>15	<15	15	

5.8 Details of gender sensitization programmes

Two full day workshops were conducted for community care coordinators and animators on understanding the issue of domestic violence from a rights based perspective on 14th and 21st Aug, 2008.

Sessions on domestic violence and challenges facing women's empowerment were conducted by faculty members and they attended a program on Gender based discrimination at TISS, and a National Conference on Gender and Caste: Interface and Issues organised by UWDC in Jan, 2009. The WDC of the College organised Women's day programme on Gender and Caste on 4th March 2009.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events: **Nil**

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events: **Nil**

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	61	4.98
Financial support from government	39	3.42
Financial support from other sources	16	1.32
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives: **Nil**

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

Field work being a core component in social work education, students are placed in more than 45 organisations, and each student needs to put in 15 hours of work per week . They take up several initiatives in the field work organisations in coordination with the field contact person, field instructor and staff members.

This year, students participated in the Lok Melava conducted by AROEHAN, Mumbai Marathon in coordination with the Indian Navy, and in the Sneha Sammelan organised by CHIRAG. Students also played an active role in the intervention of the College after the Terrorist attack in Mumbai.

5.13 Major grievances of students (if any) redressed: **No major grievances**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision Statement:

To contribute to the building up of a new social order in India based on human dignity and social justice. It is with a preferential option to work with the vulnerable and exploited groups in society towards their development and empowerment.

The College strives to relate the educational content of the courses to contemporary social reality such that the requisite knowledge, skills, attitudes and values are inculcated in students and they develop a keen sense of social responsibility and commitment to nation building.

As an academic institution, the College strives to build a cadre of professional social workers equipped with a keen intellectual ability to analyse the complexities of contemporary society and effectively intervene as catalysts of social change at multiple levels in society. In view of the changing social reality in the context of globalization, the College aims at creating among its students sensitivity to regional, national and global issues and a critical perspective about national and international dynamics affecting marginalized populations. The College also aims that this cadre of professionals shall build their life on a strong value foundation such as compassion, personal integrity, tolerance, moderation and respect towards self and others, to usher in a society where human rights, social justice and dignity are valued above all.

The Mission of the College:

The mission of the College is to build a cadre of qualified, committed personnel who will be trained to become aware of social ills so as to mitigate them and promote an egalitarian, participatory and democratic society. The College will develop dialogical and interactional training to disseminate information about social situations in India and other countries, and build values of social justice and human rights in classroom teaching and through field practice. The College, through innovative field action projects will demonstrate the complementarity of knowledge, skills and attitudes essential to professional social work. The College through all its programmes and projects will make a commitment to praxis and promote knowledge-building through an ongoing process of critical inquiry – in classroom teaching, in field action, in research and other extension work.

6.2 Does the Institution has a Management Information System

The College keeps records of students' profile, attendance, field work records, workshops and seminars, scholarships, performance in internal and external evaluation, teachers' leave, research studies, assets, appraisals, etc

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

6.3.1 Curriculum Development

The BSW course was modified to follow the Semester system. This was an initiative of the College, before the Mumbai University adopted the semester system. The post graduate Diploma Course in Psycho-Social Development was recognised by the Mumbai .The BoS, Mumbai University appreciated the efforts to develop the Child Rights Course and made modifications in the same.

6.3.2 Teaching and Learning

English laboratory was continued for the BSW I students. A new pattern of field work was tried out for the BSW I students. They were divided into six groups and placed in five agencies. Field work included group tasks and guidance was given by the instructor in groups. First Aid Course was introduced for BSWII conducted by the Bombay City Ambulance.

6.3.3 Examination and Evaluation

The College worked on getting exemption from appearing for the Statistics Examination for students with visual impairment.

Marking system for field work was changed to include 10 marks for camps which would be a part of professional development.

6.3.4 Research and Development

The Research Unit undertook more than seven studies during 2008-2009. The team conducted workshops on proposal writing, literature review and qualitative research for MSW students and for interested organisations and alumni.

6.3.5 Library, ICT and physical infrastructure / instrumentation

In 2008-2009, in order to make space, renovations were undertaken on the ground floor and second floor of the building. Additional rooms were obtained on the third floor and the language laboratory was set up in two of these rooms.

6.3.6 Human Resource Management

A workshop on Stress Management was conducted for 27 non teaching staff on April 8, 2008. An educational exposure tour was also organised to Goa and 19 staff members benefitted from this programme.

6.3.7 Faculty and Staff recruitment

The College did not adopt any new strategy in staff recruitment.

6.3.8 Industry Interaction / Collaboration

Due to increase in number of students, more field work organisations were identified and contacted and external supervisors were appointed to help with the field instruction.

6.3.9 Admission of Student

Quota for Catholic Minority students was followed. Minority quota was filled up by those who obtained upto 2/3rd of the last score obtained by the open category. All the reserved category candidates were grouped together to prepare the merit list.

6.4 Welfare schemes for

Teaching	Interest free loans
Non teaching	Interest free loans for the staff and for their children's education
Students	Interest free educational loans, 50% travel for students in rural placement

6.5 Total corpus fund generated

Rs.50,000/-

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done? **No (NAAC Accreditation done in 2007)**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

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

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The AGM of the Alumni association was held during the year, where the discussion included conducting a follow up of the following: issuing life membership identity cards, initiating a data base of members, need for membership drive, undertaking a review of roles and responsibilities of committee members, building a corpus fund for the association, and strengthening the e-group and settling accounts. The Alumni association mobilised a meeting to review the contribution of the alumni to the field of social work, as well as ethical and professional challenges faced. A talk was organised on the new administrative policy and public private partnership, by Ms Simantini Dhuru and Mr Kishore Jadhav. The association mobilised Rs 65,000 from alumni within India and abroad.

6.12 Activities and support from the Parent – Teacher Association

Though the college does not have a parent teacher association, a few parents came forward to help by way of providing monetary help to deserving students.

6.13 Development programmes for support staff

A stress management programme was organised for the support staff and 27 members benefitted from the programme. An educational exposure tour to Goa was organised for all non teaching members.

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

The management takes initiative to make the campus eco-friendly, by planting trees and plants, and segregating waste.

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

First aid training was introduced for BSW I students.

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

A modified BSW Course under the Semester system was introduced. PG Diploma Course in Therapeutic Intervention in Psychosocial disorders, affiliated to Mumbai University was introduced in 2008-2009. Mandatory computer education was introduced for BSW I, II, III and MSW I and the College introduced a Course on Graphics. Three following courses were launched from October 2008, under the aegis of IGNOU: PG Diploma in Rural Development ; Diploma in HIV and Family Education; Certificate in Human Rights. The College explored the possibility of collaboration with international universities.

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

Best Practice 1.

Introduction of New Courses, affiliated to Mumbai University

Context:

The College started short-term courses in the year 2004 – 2005, keeping in mind the growing need for professionalism felt by practitioners from different fields within the social and developmental sectors. Short-term courses run by the College covered a range of issues.

The College initiated these courses for all those who are interested in social work. We have made an effort to formulate the syllabi catering to the requisites of working people. Timings of the courses are also structured based on the convenience of students.

In 2008-2009, a one year course on Therapeutic Skills for Helping Professionals was introduced. The existing course on Diploma in Social Work was also revised with the introduction of seven papers instead of three, which was duly approved by the University Academic Council.

The NAAC peer team in its exit report after the reaccreditation of the College in 2007 also suggested starting new courses.

Practice:

In 2008-2009, the College introduced new courses under the aegis of Mumbai University.

- Post Graduate Diploma course in Therapeutic Skills for Helping Professionals Diploma in Social Work.
- Diploma in Social Work with the introduction of seven papers instead of three.

Evidence of Success:

The courses were started during the current academic year. In the future, these courses would lead to an increased understanding among learners about social issues as well as about use of therapeutic skills in working with people with psychological problems. All three courses are affiliated to Mumbai University.

Problems encountered:

No obstacles were faced when initiating these courses.

Resources required: Experienced faculty members with the right perspective and pedagogic methods; field work placements to give hands on experience students.

Best Practice 2

Language Laboratory for students

Context:

Students studying in the BSW programme need help to hone language skills. A near equal number require training to improve spoken English, or Hindi/Marathi.

Practice:

The language laboratory offered a one month intensive coaching by a professional in English language skills, and students also attended remedial classes throughout the year in English/Hindi or Marathi.

Evidence of Success:

This increased their confidence and ability to communicate with client groups as well as other stakeholders. Innovative teaching methodologies were used and students engaged in lively group activities.

Problems encountered: No obstacles were faced in this practice.

Resource required: Teachers with an understanding of the vision and mission of the College and with skills to impart remedial teaching in English, Hindi and Marathi using appropriate teaching methods.

7.4 Contribution to environmental awareness / protection

Project Anubhav Mumbai worked throughout the year on conducting awareness on issues related to the environment. The Theme for the year was Save the Earth.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Strengths of the College are its field action projects and developmental intervention keeping in mind the vision and mission of the founder members. The management wholeheartedly supports the intervention of the College in all its concerns.

8. Plans of institution for next year

The plan for the next year is to organise a State Level Workshop on Human Rights Violations and Marginalised Groups in Maharashtra; to start work on acquiring space for a Boys' hostel in Mumbai; to organise a workshop on Time Management for non-teaching staff members; to participate as a partner in the Urban Link Workers' Scheme, in collaboration with Avert Society, India; to develop a plan of action for the second phase of Project CHIRAG; and to undertake several programmes under the Women's Development cell of the college.

Name ANJALI KANITEAR

Anjali Kanitear

Signature of the Coordinator, IQAC

Name GEETA BALAKRISHNAN

Geeta Balakrishnan

Signature of the Chairperson, IQAC

Annexure I

Academic Calendar of the Year 2008-2009

CALENDAR 2008 -		
June 9, 2008	Monday	Reopening of the College for faculty
June 28, 2008	Saturday	Parents Meeting
June 30, 2008	Monday	Inauguration of all classes – Orientation begins
July 14, 2008	Monday	Lectures begin
July 17, 2008	Thursday	Fieldwork begins for all
July 23, 2008	Wednesday	Election of Student's Committee Members of the College & Nominations for Students Council.
July 30, 2008	Wednesday	Welcome party for MSW I & BSW I
Aug. 07, 2008	Thursday	Last day for Assignment topics to be given
Aug. 13, 2008	Wednesday	Celebration of Independence Day (FAEA)
Aug. 20, 2008	Wednesday	Election of Secretary of the Student's Council Members of the College. (University) and General Body Meeting.
Aug. 27, 2008	Wednesday	Cultural Competition.
Sept. 04, 2008	Thursday	Teachers Day Celebration
Sept. 10, 2008	Wednesday	Cultural Competition
Sept. 17, 2008	Wednesday	Indoor Sports Competition
Sept. 24, 2008	Wednesday	Indoor Sports Competition
Oct. 01, 2008	Wednesday	Celebration of Id (Students Council & FAEA)
Oct. 04, 2008	Saturday	Last day of Fieldwork for the First Term
Oct. 08, 2008	Wednesday	Last day of Classes for the First Term
Oct. 14 – Oct. 25, 2008	Tuesday	Terminal Examination Begin
Oct. 26 – Nov. 15, 2008		Diwali Vacation
Nov. 17 – Nov. 23, 2007		College reopens for the Second Term Camps for BSW I, II, III and MSW I, II
Nov. 24 – Nov. 29, 2008		Civil Defense Course, Workshops
Dec. 03, 2008	Wednesday	Visit of the DHM General Council

OF EVENTS 2009

Dec. 04, 2008	Thursday	Sports Day
Dec 05 – Dec.22		Continuous Field Work for all Students
Dec. 08, 2008	Monday	Institute Day, Non-Instructional Day
Dec. 23, 2008	Tuesday	Christmas Party
Dec. 24, 08 – Jan 01, 09		Christmas Break
Jan. 02, 2009	Friday	College re-opens. Field Work.
Jan. 07, 2009	Wednesday	1st. Screening of College Day Programme
Jan. 14, 2009	Wednesday	2nd. Screening of College Day Programme
Jan. 17, 2009	Saturday	College Annual Day
Jan. 28, 2009	Wednesday	Republic Day Celebration
Feb.04. 2009	Wednesday	Student's Council Activities (Education)
Feb. 11, 2009	Wednesday	Student Council Activities (FAEA)
Feb. 14, 2009	Saturday	Last day of Field work for all Classes
Feb. 18, 2009	Wednesday	Student's Council Activities (Education)
Feb. 23 – 24, 2009		Integrated Practice Seminars MSW II
March 2 – 3, 2009		Integrated Practice seminars BSW III
March 4, 2009	Wednesday	Women's Day
March 07, 2009	Saturday	Last day of Classes for BSW I & II Farewell Party
March 14, 2009	Saturday	Last day of Classes for BSW III & MSW I & II Submission of Research & T.P. Project by MSW II before 12.00 noon. Valedictory Function – BSW III & MSW II at 4.00 pm. Last day of Classes for BSW I & II
March 23, 2009	Monday	Annual Exam for BSW I & II
April 30, 2009	Thursday	Last working day for Faculty
May, 2009		Block Field Work

Annexure II

Teaching Assessment Questionnaire (TAQ)

COLLEGE OF SOCIAL WORK

NIRMALA NIKETAN

Class: _____

Year & Month: _____

Teaching Assessment Questionnaire

(Please indicate your choice which best describes your opinion, in the table given below)

I. Class-room Teaching

1. In view of my future education/career, the importance of this paper for me is:

- 1) very high
- 2) high
- 3) moderate
- 4) low
- 5) very low

1	2	3	4	5	6

7	8	9	10	11	12	13

2. Regarding discipline, the teacher's control of the class is:

- 1) very tactful and effective
- 2) fairly effective
- 3) somewhat effective
- 4) rather ineffective
- 5) ineffective

1	2	3	4	5	6

7	8	9	10	11	12	13

3. While lecturing, the professor's voice (loudness, pronunciation, speed of delivery) is:

- 1) very clear and well modulated
- 2) easy to follow
- 3) satisfactory
- 4) follow with great effort
- 5) impossible to follow

1	2	3	4	5	6

7	8	9	10	11	12	13

4. As far as I can judge, my impression is that the knowledge that the teacher brings to this course is

- 1) excellent
- 2) good
- 3) fair
- 4) insufficient
- 5) very insufficient

1	2	3	4	5	6

7	8	9	10	11	12	13

5) The professor's attitude to the students is one of:

- 1) disrespect
- 2) indifference
- 3) tolerance
- 4) acceptance
- 5) respect and appreciation

1	2	3	4	5	6

7	8	9	10	11	12	13

6) The professor's overall organization and presentation of this course is:

- 1) disorderly and confusing
- 2) sometimes clear and sometimes not clear
- 3) moderately clear
- 4) well organised
- 5) excellent in the organization and presentation

1	2	3	4	5	6

7	8	9	10	11	12	13

7) The professor's treatment of the syllabus consists mainly of:

- 1) Lectures mostly unrelated to the syllabus
- 2) Lectures sometimes unrelated to the syllabus
- 3) Lectures repeating what is in the text book
- 4) Useful explanations of the text / available material
- 5) Very enlightening explanations

1	2	3	4	5	6

7	8	9	10	11	12	13

8) In using variety of teaching methods other than standard lecture method, the teacher is :

- 1) very resourceful
- 2) resourceful
- 3) open to suggestion
- 4) not resourceful
- 5) unwilling to use any other method

1	2	3	4	5	6

7	8	9	10	11	12	13

9) Regarding questions by students in class, the professor

- 1) encourages them
- 2) is ready to answer them if asked
- 3) answer them but superficially
- 4) avoids them
- 5) does not allow them

1	2	3	4	5	6

7	8	9	10	11	12	13

10) The professor's method of teaching has made me

- 1) highly disinterested in the subject
- 2) somewhat disinterested
- 3) sit passively in class
- 4) interested in the subject
- 5) take an active part in class discussion

1	2	3	4	5	6

7	8	9	10	11	12	13

11)With regard to guidance outside the class, the professor seems to be

- 1)very approachable and welcoming
- 2)available but formal
- 3)not available adequately
- 4)avoiding contact
- 5) very reluctant to meet

1	2	3	4	5	6

7	8	9	10	11	12	13

12.The content of examination questions in the section / paper set by the professor has been

- 1)highly comprehensive and balanced
- 2)comprehensive and balanced
- 3)somewhat comprehensive and balanced
- 4)non-comprehensive and unbalanced
- 5)highly non-comprehensive and unbalanced

1	2	3	4	5	6

7	8	9	10	11	12	13

13.After the college examination results are declared, the professor is

- 1) always ready to discuss the assessment
- 2) generally ready to discuss the assessment
- 3) sometimes ready to discuss the assessment
- 4) rarely willing to discuss the assessment
- 5) never willing to discuss the assessment

1	2	3	4	5	6

7	8	9	10	11	12	13

14. With reference to current events, recent discoveries and contemporary points of view, is so far as they are related to topics in the syllabus, the professor

- 1) incorporates these in her / his teaching whenever possible
- 2) is willing to discuss them if asked
- 3) is too concerned with not wasting time
- 4) is reluctant to discuss them
- 5) is opposed to discussing them

1	2	3	4	5	6

7	8	9	10	11	12	13

15) My overall rating of this professor as a teacher of this course is

- 1) very poor
- 2) poor
- 3) fair
- 4) good
- 5) excellent

1	2	3	4	5	6

7	8	9	10	11	12	13

BSW II

III. Field Work Setting

Name of the Agency:

.....

Name of the Field Instructor:

.....

Name of the Faculty Advisory:

.....

16. In a field setting my Field Instructor is

- 1) highly knowledgeable and resourceful
- 2) knowledgeable
- 3) somewhat familiar
- 4) not familiar
- 5) strange to the setting

17. The Field Instructor's handling of field problems / agency problems is
- 1) always skilful and tactful
 - 2) sometimes skilful
 - 3) lack skills
 - 4) somewhat insecure
 - 5) highly insecure
18. The instruction in the field work is
- 1) highly relevant
 - 2) relevant
 - 3) somewhat relevant
 - 4) irrelevant
 - 5) highly irrelevant
19. The individual conferences are
- 1) not held at all
 - 2) rarely held
 - 3) somewhat regularly held (frequent lapses)
 - 4) regularly held
 - 5) very much regular and punctual
20. The attitude of the Field Instructor towards the student is
- 1) critical and withdrawn
 - 2) indifferent
 - 3) tolerant
 - 4) acceptance and respect
 - 5) highly encouraging and understanding
21. With regard to professional growth of the student in the field, the role of the Field Instructor was
- 1) very minimal and affected the growth negatively
 - 2) minimal but it did not affect the growth negatively
 - 3) somewhat helpful
 - 4) actively helped the growth
 - 5) very effective and contributing to the growth
22. The overall rating of the Field Instructor regarding field instruction
- 1) excellent
 - 2) very good
 - 3) good
 - 4) poor
 - 5) very poor

23. Overall impressions of the College, its curricular and co/extra curricular programmes and facilities:

N.B: Type the Evaluations back to back...for next year to avoid waste of paper.