Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**COLLEGE OF SOCIAL WORK**
Name of the head of the Institution	**Dr. LIdwin Dias**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**91222002615**
Mobile no.	**9969439319**
Registered Email	**nn@cswnn.edu.in**
Alternate Email	**cswnnprincipal@gmail.com**
Address	**COLLEGE OF SOCIAL WORK, NIRMALA NIKETAN, 38, New Marine Lines**
City/Town	**Churchgate**
State/UT	**Maharashtra**
Pincode	**400020**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Mr. ELVIS THOMAS**
Phone no/Alternate Phone no.	**91222002615**
Mobile no.	**9821096530**
Registered Email	**nn@cswnn.edu.in**
Alternate Email	**cswnnprincipal@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://cswnn.edu.in/sites/default/files/AQAR%202015%20-16%20College%20of%20Social%20Work.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://cswnn.edu.in/content/academic-calendars

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	**A**	**3.53**	**2015**	**01-May-2015**	**30-Apr-2022**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**07-Apr-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Discussion on autonomy and applying for the same	12-Apr-2016 30	250
Intensive strategic planning workshop which also included plans for quality assurance and development in teaching and learning	22-Apr-2016 2	23
Reviewing the needs of non-teaching staff and conducting workshops for them.	09-Dec-2016 1	75
Forming syllabus committee. Developing syllabus based on choice based credit system of UGC and implementing the same both at BSW and MSW level.	10-Apr-2016 80	99

L::asset('/'),'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.$instdata->upload_special_status)}}

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2017 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

? Developed syllabus based on choice based credit system

Completed and implemented new syllabus.

? Reviewed the needs of both teaching and non-teaching staff and conducting workshops for them

? Initiated a value added course on Social Entrepreneurship at UG level.

? Organised a two day intensive strategic planning workshop which also included plans for quality assurance and development in teaching and learning.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Organise a two day intensive strategic planning workshop	The two day intensive strategic planning workshop also included plans for quality assurance and development in teaching and learning.
Complete and implement the revised syllabus according to requirements of UGC.	Completed and implemented new syllabus.
To coordinate the staff development programme on methods of applying to ICSSR for research funds.	The staff development programme on methods of applying to ICSSR for research funds was conducted by Dr Gautam Gawli, Director-ICSSR
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
LMC & Management	27-Sep-2016

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2017
Date of Submission	25-Jan-2017
17. Does the Institution have Management Information System ?	No

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Part B

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CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is guided by the norms of the University of Mumbai. CBCS system as stipulated by UGC has been introduced from this academic year. The adhoc BoS of Social Work under the Mumbai University meets twice a year to look into curriculum related areas. The curricula at both the BSW and MSW levels, discuss extensively the issues of marginalized groups, especially focusing on the unorganized sector, children and women in vulnerable situations; issues of hunger and poverty and issues of inequality – both social and economic. The field practicum reflects these concerns through the agencies selected for field work placements and through the field-action projects initiated by the College from time to time. Several innovative field-action programmes enable the College to address sensitive social issues, contribute to nation building and promote praxis through integrating theory and practice. Faculty meetings are held every week to facilitate well planned curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	0	01/06/2016	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSW	Generic	04/07/2016
MSW	Generic	04/07/2016

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year		
Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	01/12/2017	0
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1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSW	FIELDWORK	172
MSW	FIELDWORK	112
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The College has always tried to incorporate the feed-back it receives from its students and alumni into its courses. The introduction of the one-month's rural block placement for MSW II has been a direct outcome of such student feedback. Every year, the students from each class fill up a Teaching Assessment Questionnaire (TAQ), which gives their feed-back on the teaching of a particular subject. In addition, they also give a general feed-back on the courses to the Principal or vice-Principal. Such feedback is incorporated into the syllabus and teaching, where possible. Major changes are considered at the curriculum review, once in five years. Every five years, an extensive review of the entire curriculum is undertaken. All faculty members participate through sub-committees that are formed according to the area of expertise. Taking into consideration the feedback received from students, from academic peers, from field work agencies, which largely employ social workers, the sub-committees suggest changes in the curriculum. Every year, subject teachers conduct an internal review based on the feedback received from students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSW	SOCIAL WORK	60	208	60
BSW	SOCIAL WORK	60	124	61
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	60	60	20	20	20

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
20	20	5	5	0	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. Various skills laboratories are conducted to help students sharpen their practice skills. In these laboratories real life situations are simulated to provide students an opportunity to practice their skills in controlled settings. This is generally used for the methods courses. Students are encouraged to attend seminars, conferences, and workshops organised in the college or at the State and/or at the National level. Additionally, resource persons are invited to the College on a regular basis to speak to the students on current issues. Various films and documentaries on social issues are also screened outside class hours to make students think and reflect on critical and current national issues. Access to electronic media (TV, Internet etc.) also helps students to keep up with current developments. Students put in 15 hours of field work each week whereby they develop problem solving skills and get opportunities for enhanced learning. Camps are another way by which teaching-learning takes place, Every year students from each class plan and organize these educational camps with the help of one or two faculty members. Camps not only provide the students an exposure to the work done by various agencies around the country, but the exercise helps the students to develop an understanding and appreciation of the values and principles of democratic functioning and team spirit. Camp objectives formulated for each class and guidelines for camps are given to all students and faculty members.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
287	20	1:14

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	16	4	0	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

No Data Entered/Not Applicable !!!
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSW	260	VI	11/04/2017	02/08/2017
BSW	260	V	20/10/2016	09/12/2016
BSW	260	IV	10/04/2017	13/05/2017
BSW	260	III	20/10/2016	28/11/2016
BSW	260	II	10/04/2017	13/05/2017
BSW	260	I	19/10/2016	28/11/2016
[View Uploaded File](#)				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Field work performance of the students is monitored continuously throughout the year through the individual and or group conferences held every week. Besides this, a formal evaluation of the students performance is made mid-term and at the end of the year, when field instructors evaluate the students on the basis of the criteria developed for each class. The criteria for evaluation and other expectations of fieldwork are clearly mentioned in the field work manual. This manual is circulated to all students and field instructors at the beginning of the year so that everyone concerned is aware of the criteria for evaluation right from the beginning. Both the student and the faculty member participate in the evaluation process. It involves the faculty member and the student writing-up their own assessments of the students performance and discussing the same at a predetermined time and date. Once this is done, the faculty members and the field instructors meet in small groups and discuss the field work performance of each student so as to standardize marks across various field work settings. During the final evaluation which is done at the end of each year, these marks are again standardized at a larger meeting when the entire faculty is present.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar of the College is prepared every year in consultation with the staff and students, and is circulated to all the constituencies of the College, including field agencies. Major events such as orientation days, regular class days, period of concurrent field work, block field placement, celebrations of festivals, seminars, camps, and examination, are scheduled into the calendar. A certain level of flexibility is kept in the calendar so that the College can also respond to crisis situations such as disasters. A commitment to democratic participation in decision-making is ensured through the manner in which all the constituencies of the college are consulted in important academic and administrative matters - right from deciding the academic calendar, to selection of field work agencies, to how to respond to disasters, to deciding about fund raising activities.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://cswnn.edu.in/sites/default/files/Prospectus2016-2017.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
260	BSW	II	58	58	100
260	BSW	IV	60	60	100
260	BSW	VI	49	46	93

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire). The institution takes feedback from the students on the Teacher Assessment Questionnaire, which also includes information about their satisfaction with the facilities provided by the college.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Industry sponsored Projects	180	YUVA Parivartan,	0	0
Minor Projects	180	World Vision India – MCI Mumbai,	0	142938
Major Projects	730	Indian Council of Medical Research	1419655	1334438
Major Projects	365	City and Industrial Development Corporation of Maharashtra Ltd. (CIDCO)	0	328586
Minor Projects	180	Don Bosco Research Center, Matunga, Mumbai	213808	209532
Industry sponsored	365	Sanjeevani- Life Beyond	370575	73161

Projects		Cancer, Mumbai		
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	SOCIAL WORK	7	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
SOCIAL WORK	29
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2016	0	0	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2016	0	0	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	9	4	20
Presented papers	2	3	1	4
Resource persons	0	1	2	13

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Street Play Performances	Community Based Organization	1	12
Street Play Competition	Amity University Panvel	1	12
Visit to the Exibition	Visit to the Exhibition of Defence and Mumbai Police at Andheri	1	10
SPSS Workshop	Research Unit of the College of Social Work	1	13

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
0	0	0	0	0

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student exchange programme	3	Hes.so University	150
International Faculty Exchange Programme	2	Hes.so University	7
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
University of Eastern Finland	15/12/2016	Sociology and cultural studies or Social Work Counseling	1
HES-SO University of Applied Sciences and Arts Western Switzerland	05/04/2016	Exchange of students for study purpose and research for Faculty	5
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
596000	408278

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing

Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar Halls	Existing
Class rooms	Existing
Laboratories	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM21	Partially	0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2553	1198500	632	121303	3185	1319803
Reference Books	126	135592	44	10209	170	145801
Journals	62	561515	62	92734	124	654249
e-Journals	6	0	6	0	12	0
Digital Database	2	36500	1	5725	3	42225
Others(specify)	1	239000	1	23250	2	262250

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	110	26	8	5	0	60	0	8	19

Added	7	0	0	5	0	2	0	0	0
Total	117	26	8	10	0	62	0	8	19

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
E content under e-PG-Pathshala Social Work Education	https://epgp.inflibnet.ac.in/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
100000	**69000**	**496000**	**339278**

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The policy of the college is to work in consultation with and request management for the maintenance of the infrastructure. Repair works, painting, replacement of old furniture comprehensive cleaning of the cswccpremises and pest control are carried out on regular basis to maintain freshness and a clean atmosphere. Special arrangement has been made for encouraging students to study and hold outdoor games in the available space in the backyard. Classrooms: All the graduate and post graduate class-rooms were expanded to accommodate increased number (60) of students in 2009-2011. Adequate seating arrangements including writing-tables are made for all students. All the classrooms are well-equipped with mike, television, mounted LCD and other audio visual equipments such as, over head projector, tape recorders for good teaching learning processes. The Internet is available for students. The multi-purpose hall of the College with collapsible doors is used as two classrooms on a day to day basis. The partitions are opened up to make space for all students when the educational or cultural activities are conducted. The space problem has increased since the year 2008 when the student teacher ratio was changed from 1: 10 to 1: 14. Hence the College uses the space optimally The College has a library space with seating arrangements for 90 students at a time. This room is furnished well with comfortable furniture for students. It has closed and open access cupboards/shelves for books. Within the space available a small room is created for the students to sit in small group of 4 or 5 to discuss assignments etc. Besides the large hall and reading room, library also has two rooms for maintaining the catalogue and other records. The building has a lift which the students with disability are helped to use. There is also a ramp at the entrance. The College has a vision centre for the visually impaired students and this centre has the software JAWS. The college has a well-equipped computer laboratory and all the students and faculty members have access to it. It is also open to a limited number of students from neighbouring academic institutions at a comparatively cheaper rate, without causing inconvenience to the in-house users.

http://www.cswnn.edu.in

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	loan scholarship from Management/Institutiont	17	550617
Financial Support from Other Sources			
a) National	Students scholarship	11	105627
b)International	0	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial coaching	11/07/2016	56	College of Social Work
Soft skills workshops	08/06/2016	220	College of Social Work
Counselling Cell	28/06/2016	23	College of Social Work

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	5	M.S.W.	SOCIAL WORK	NIL	NIL
2016	13	B.S.W.	SOCIAL WORK	NIL	NIL
2016	2	D.S.W.	SOCIAL WORK	NIL	NIL

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Christmas Day Celebration	Institute	280
Annual Day	Institute	500
Teachers Day celebration	Institute	265
Indoor games and outdoor sports day	Institute	277

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	1st Prize in Street Play Competition	National	0	1	D011, D003	1. Ms. Aishwarya Desai 2. Ms. Jidnysa Arondekar

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

? House System was introduced for all the competitions for the first time in the history of the college activities which became a booster for the students. ? Fresher's Party ? Christmas Celebration was organized by the subcommittee of the Students Council along with Carol singing Competition. ? Teacher's day celebration was organized for the teaching and non – teaching staff. ? A speech competition was held on 16th September, 2016 which had two themes " Are we really Independent?" and "What is independence according to us" ? The second edition of NEEV magazine was released on 30th January 2017 the magazine being the initiative of the students. The theme was "Unearthing the Talent" ? Sports day and Indoor Games: Indoor games were organized on 20th September 2016 and Sports day were on 15th December 2016. ? International Women's day celebration was held on 7th March 2017 on the theme "Be bold for Change." ? Annual Day was celebrated in the month of January.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Registered under Society Registration Act 1860. Registered on 7th Dec. 1987. Registered No.: 577

5.4.2 – No. of enrolled Alumni:

4

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The mission of the institution is to contribute to building a new social order, based on human dignity and social justice. Work with the preferential option for the vulnerable exploited both locally globally. It also strives to build a cadre of young, competent professionals having a global perspective and a strong value base of compassion, personal integrity, moderation, tolerance self-respect. 1.The various programmes offered by the College and the policies it adheres to in implementing these programmes, the manner in which College supports outreach and extension work, all indicates a synchronization of the thinking between the various stakeholders of the College. The policies of the College are formulated by the Principal in consultation with the faculty members. 2. Decisions about issues such as the following are taken in the IQAC and discussed with the Management as well as with the college staff: ? plans for the College regarding infrastructure development ? introduction of new programmes and short term courses ? programmes to be run at the Extension Centre ? raising funds for field action projects, extension work such as disaster intervention educational loans for students, and ? starting international collaborations and signing MoU for the same

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Regular feedback from the students CBCS system introduced as stipulated by UGC
Teaching and Learning	1.The syllabus was revised and every subject was reworked in terms of lesson plans and reading lists to comply with the CBCS format recommended by UGC 2.Skill based workshops and field visits are organised relevant to subjects taught
Examination and Evaluation	Process of re- evaluation, for college exams based on the University Pattern.
Research and Development	All the students are taking up research projects as part of their MSW programme.
Library, ICT and Physical Infrastructure / Instrumentation	Various software such as OPAC, INFLIBNET are introduced.
Human Resource Management	Faculty members are encouraged and provided travel allowance to attend seminars, workshops and present papers. Those requiring to do so are allowed to attend orientation and refresher courses.
Industry Interaction / Collaboration	Consultancy by faculty and Research unit collaboration with various industries and corporates for placement.
Admission of Students	Online admission procedure was introduced at the UG (BSW) and PG (MSW) level.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Ms. Roshni Alphanso	National Conference on women in changing IndiaSt. Aloysius	NA	2313

	College Mangalore			

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	NIL	Sexual Harassment at work place	21/07/2016	21/07/2016	0	35
2016	NIL	Office Administration Self-Management	09/12/2016	09/12/2016	0	50
2017	Oration Series on the Urbanization and Women	Oration Series on the Urbanization and Women	07/01/2017	07/01/2017	25	75

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation – Dr. Ronald	1	04/02/2017	03/03/2017	30
Orientation – Dr. Saman	1	05/01/2017	05/02/2017	30

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	16	35	35

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Interest Free Loan, Uniform for Staff	Interest Free Loan, Uniform for Staff	Laptop bank, book bank, meal support, loan scholarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)
NO

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Freny R. Gandhi , Patsy Khan , Dr. Geeta Balakrishnan	1155000	Objects of the Trust
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6.4.3 – Total corpus fund generated

1155000

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents are called for a meeting at the beginning of the academic year They are apprised about the functioning of the college responsibilities of the students and parents/guardians. Parents are contacted if help is required in relation to college activities

6.5.3 – Development programmes for support staff (at least three)

One Day workshop for Non-Teaching Staff on, 'Administrative Skill Enhancement' on Friday 9th December2016.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Initial intervention to start SPANDAN, a field action project to work on the issue of malnutrition in Palghar. 2. National Conference on Child Protection and Education was organized by the college on 29th and 30th March 2017. 3. One day workshop for administrative and support staff on developing administrative and interpersonal communication skills was organized by the IQAC on 9th Dec 2016. 4. Oration on the theme 'Urbanisation and Women' on 7th January 2017.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	SWOT analysis and	04/04/2016	04/04/2016	05/04/2016	20

Year	Title	Period from	Period To	Date	Number
	Perspective Planning				
2016	Completed and implemented new syllabus	11/04/2016	06/06/2016	20/10/2016	19
2017	Conducted National Conference on Child Protection and Education	29/03/2017	29/03/2017	30/03/2017	20
2016	Organised the Lecture for the Dr Dorothy Baker Chair on Peace and Development on the theme "Protection of Civil Rights" by Mr. Quaiser Khalid (Inspector General, Protection of Civil Rights)	21/12/2016	21/12/2016	21/12/2016	300
2016	Organised one day Workshop for administrative and support staff of colleges in Mumbai	09/12/2016	09/12/2016	09/12/2016	75
2016	Finalising the Safety Policy	01/04/2016	01/04/2016	29/04/2016	19
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Half day	24/06/2016	24/06/2016	85	36

workshop on gender and masculinity during the Orientation Week.				
Krantijyoti Savitribai Phule Lecture Series- 2017	10/01/2017	10/01/2017	188	93
Talk on Sexual harassment at work place	27/02/2017	27/02/2017	170	85
International Women's Day Celebration on the theme "Be Bold for Change"	07/03/2017	07/03/2017	205	102
Street Play on Women's Rights	08/03/2016	08/03/2016	9	3

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	No	0
Scribes for examination	Yes	1
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders		
Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Aawareness programmes and workshops on topics like Youth Motivation, Preamble of Constitution of India, Save Water-Share Water, Women Empowerment, Child Sexual Abuse, Sex/Sexuality and Gender, Women's Rights, Leadership Qualities and Grievance R	21/07/2016	28/02/2017	300

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Initiatives taken by the institution to make the campus eco-friendly (at least five) 1) A Course on Ecology in the under graduate and Post graduate programmes.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Title Organising the National Conference on Child Protection and Education 2016-2017. Objectives The objectives of this Conference were: ¨ To understand the vulnerability of children in life situations. ¨ To understand the role of education as a tool to empower vulnerable children. ¨ To identify gaps in services provided by government and non-governmental agencies with special reference to sponsorship. The Context The concept of child protection has evolved trying to integrate the different areas and phases of a child's life. Millions of children survive, have very basic needs met, but are left to drift in the vast ocean of life, providing for themselves as best as they can. Neglect, Abuse, Violence and Exploitation occur especially when children are kept away from education. The 'Rights Based Approach' is primarily concerned with issues of social justice, non-discrimination and equity. The challenge facing developing nation is mobilization of human and material resources required for the effective fulfilment of children's rights. Education is a service that many children cannot afford or access. This is more so in the case of the girl child. The lack of education and life skills, creates a situation where a child is left at the mercy of unscrupulous elements. Child trafficking for the sex trade and other humiliating work is rampant due to this reason The Practice Around 80 researchers, social work practitioners and academicians participated in this two day national conference held at the Extension Centre of the College. The sub themes of the Conference included ¨ Child Rights and Social Work ¨ Child Rights and Law ¨ Child Protection and areas of Vulnerability ¨ Child Trafficking and Abuse ¨ Children at Risk ¨ Governmental Commitment to Fulfill Protection of Rights and ¨ Role of Voluntary

Organizations in Child Protection. The role of stakeholders including the academic institutions, Government, Civil Society Organizations being vital in promoting and protecting child rights and education, the outcome of this Conference was to be able to bring the situation of the children on the political agenda. This Conference contributed substantially to create awareness and updating knowledge and attitudes of civil society organizations, academicians, government personnel from the Ministry of Women and Child Development and other departments. With experts from the field of child Rights addressing the participants of the Conference, the this Conference offered a way forward to creatively plan relevant implementation strategies and ways to address the challenges in the field of child protection and education. Obstacles faced if any and strategies adopted to overcome them. The practice did not face any obstacles. Impact of the practice. With experts from the field of child Rights addressing the participants of the Conference, this Conference offered a way forward to creatively plan relevant implementation strategies and ways to address the challenges in the field of child protection and education. Resources required. The hospitality was financed by the College of Social Work, Nirmala Niketan, Mumbai and a very reasonable registration fee was charged from the participants. Best Practice TWO 1. Title of the practice SWOT Analysis and Perspective Planning 2. The context that required the initiation of the practice As the college has applied for autonomous status, it was essential for the management, and staff to review is growth over the past 60 years and arrive at a plan for the next 15years. Perspective planning is an institutional management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the institute's direction in response to a changing environment. 3. Objectives of the practice (50 – 60 words) The objectives of the practice were to review CSWNN vis a vis its strengths, weaknesses, opportunities and threats review the validity of our vision mission statement in today's context convert the long-term objectives into short term doables, and to prepare an action plan for the next 1-2 years in addition to Vision CSWNN 2030. 4. The Practice A two day workshop was conducted for the management and teachers to arrive at a perspective plan for the next 15 years. The discussion initially centred around where we are presently as a social work educational institution where do we want to go and how do we get there. The planning process involved discussion on the following points. ? Desired Outcome ? Current situation ? Goals ? Action steps ? Time frames ? Resources ? Obstacles and contingencies ? Tracking and Measurement It also included setting benchmarks for ourselves and creating a schedule of review meetings. Tracking and Measurement included discussion on the following aspects: ? Who needs to know? ? Who needs to tell them? ? How should the plan be communicated? ? When will the plan start? ? Who is responsible for what? ? What kind of follow up information is needed? ? For whom? ? How often? ? In what form? ? Support team important to success of plan The Schedule for Day One was as follows: ? Introduction and plan for the workshop ? Working in small groups ? Presentation on History of CSWNN ? Sharing in Large groups and discussion on strategic plan The Schedule for Day Two was as follows: ? Information sharing on financial issues ? SWOC analysis in small groups ? Sharing on SWOC in large group ? Prepare Mission statement for CSWNN2030 in small groups and Plan for 2025 and 2030 ? Sharing Mission Statement and plans for 2025 and 2030 ? Winding up- The following areas were deliberated on as part of the process ? Need to plan responsibility per task ? Planning for each year is important so that review mechanisms do not become mechanical ? Need to break down long term objectives into short term tasks ? Need to consider dimensions of ? Responsibility ? Cost ? Review In what we plan, we need to look out for – ? Ease of implementation ? Financial implications ? Verifiability/Measurability Plan should be within the given limited resources of – ? money, ? time, ? people and ? skills Focus will

suffer if we try to do too much with limited resources ? Compliance • We cannot dilute compliances and need to be a compliant institution • Improve data base by starting with alpha numeric system for data management ? Challenge • Members, especially new comers, may challenge what is practised today. This is a good opportunity to seek improvement • How do we protect our identity as a Minority institution? • Digital India will bring in a lot of challenges. 5. Obstacles faced if any and strategies adopted to overcome them. The practice did not face any obstacles. It in fact gave the management and staff a very useful platform for reflection and discussion. 6. Impact of the practice. It gave the management and staff a very useful platform to discuss about the long term development of the college. 7. Resources required. The expenditure for the two day workshop was financed by the College of Social Work, Nirmala Niketan, Mumbai. Internal resources vis-à-vis expertise about strategic planning process were utilised.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://cswnn.edu.in/sites/default/files/2016-17_0.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The College is conscious that in the changing global scenario of higher education and the shift in value systems, the programmes it offers have to address issues of marketability and employability and foster global competencies among students, giving them an opportunity to be world citizens capable of using new technology and deal with new issues while having a firm foundation in the values propounded by the Constitution. The Vision and Mission statement of the College clearly states its preferential option of working for the poor. The fact that it is the only social work college in the University of Mumbai, gives it a unique character, and the flexibility and freedom to design its curriculum to match its Vision and Mission. The College aims at working with the vulnerable and exploited groups in society for their sustainable development through a participatory approach, emphasizing the values of tolerance, secularism and social justice. The curriculum comprises of core courses which are about the methods of working with people, support courses concerning administration and research, courses related to the social sciences and electives that focus on specific target groups and issue areas. The vision and mission of the College are manifest in the specific content of the courses, organization of the fieldwork practicum, research studies undertaken, as well as the extension work and outreach programmes that contribute to the nation building. The College shares its Vision and Mission with all its constituencies of the College. The teachers reiterate the vision in the various courses that are taught in the College.

Provide the weblink of the institution
http://cswnn.edu.in/content/history , http://cswnn.edu.in/content/vision-and-mission

8.Future Plans of Actions for Next Academic Year

Future plans of action for next academic year (500 words) Nirmala Niketan College of Social Work is one of the oldest social work education institutes in the country. Due to its stellar performance the college has managed to secure place in the highest score bracket in all three cycles of NAAC. Its excellent track record is one of the reasons why the college is eligible for the autonomous status in the academic arena as per the policies of the University Grant Commission (UGC). The college has already initiated the process of obtaining

autonomy b the sending the application in 2016. Since the Local enquiry committee report of the university has also given a favorable report It is currently awaiting approval of the application and granting of autonomy. With autonomy status on the horizon, the college would like to initiate several preparatory measures such as relooking at vision and mission of the college, revamping the syllabus, both at undergraduate and graduate levels, reconstituting the PhD center by provide greater institutional support for further critical research in social work. The college would also begin preparations for setting up various committees and boards as mandated by UGC. As a precursor to autonomy, college envisages a strategic planning workshop to be organized involving stakeholders from IQAC. With the teaching staff of the college at the helm, the workshop would address several aspects of the institute namely, revisiting the mission and vision of the college and working on core academic issues like the syllabus and revamping teaching-learning process via collaborations with national and international organizations. The college is also contemplating the possibility of organizing a national conference on the topic of sustainable development through participative intervention programmes. Majority of the institutes of social work education either have their own interventions in the form of field action projects or are connected to various interventions of NGOs or Governments. Therefore, such a conference will provide space for deliberations on networking with these interventions, thereby aligning them with sustainable goals set up globally and also by our government. For some years the college has also been associating with various organizations dealing with the issue of ageing. However, a need has been felt look at the concept of healthy ageing and create a space for organizations working with senior citizens to come together and deliberate on the multi-dimensionality of the subject. The college team is therefore also planning to hold second national conference in the coming year on topic of healthy ageing. The institute will attempt to seek funds from government bodies like National Institute of Social Defense for the same. The research cell of the college will also pursue the possibilities of more collaborations and research studies. The institute is hopeful that its efforts will continue for strengthening its rigor and commitment. Through a committed team and a rich legacy behind the institute the college is optimistic that autonomy will enable it to become an academically robust space that can adequately nurture future generations of critical social workers.