Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	School of Social Work

1.2 Address Line 1	School of Social Work, P.B. No.-521

Address Line 2	Roshni Nilaya

City/Town	Mangalore

State	Karnataka

Pin Code	575 002

Institution e-mail address	sswroshni@gmail.com

Contact Nos.	0824-2435791

Name of the Head of the Institution:	Dr Sophia N. Fernandes

Tel. No. with STD Code:	0824-2435791

Mobile:	+91 9448943028

Name of the IQAC Co-ordinator:

> Dr Rameela Shekhar

Mobile:

> +91 9980463719

IQAC e-mail address:

> iqac.ssw@gmail.com

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

> KACOGN11477

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)

> EC/54/RAR/009 dated- 08-01-2011

1.5 Website address:

> www.sswroshni.in

Web-link of the AQAR:

> http://www.sswroshni.in

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	88.30	2004	2009
2	2nd Cycle	A	3.42	2011	2016
3	3rd Cycle				
4	4th Cycle				

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

> 18-01-2005

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

> 2015-16

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.   AQAR 2011-12 submitted to NAAC on 14-08-2012___ (DD/MM/YYYY)
 ii.   AQAR 2012-13 submitted to NAAC on 17-09-2013 (DD/MM/YYYY)
iii.   AQAR 2013-14 submitted to NAAC on 30-07-2014 (DD/MM/YYYY)
 iv.   AQAR 2014-15 submitted to NAAC on 03-08-2015 (DD/MM/YYYY

1.10 Institutional Status

University   State [ ] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [ ] No [√]

Constituent College   Yes [ ] No [√]

Autonomous college of UGC   Yes [√] No [ ]

Regulatory Agency approved Institution   Yes [ ] No [√]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                        Urban [√]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

          Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 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)   [Mangalore University]

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

Autonomy by State/Central Govt. / University | UGC |

University with Potential for Excellence | | UGC-CPE | √ |

DST Star Scheme | | UGC-CE | |

UGC-Special Assistance Programme | | DST-FIST | |

UGC-Innovative PG programmes | | Any other (*Specify*) | |

UGC-COP Programmes | √ |

2. IQAC Composition and Activities

2.1 No. of Teachers | 06 |

2.2 No. of Administrative/Technical staff | 03 |

2.3 No. of students | 02 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 01 |

2.6 No. of any other stakeholder and

   community representatives | 01 |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | **17** |

2.10 No. of IQAC meetings held

01

2.11 No. of meetings with various stakeholders: No. 03 Faculty 02

Non-Teaching Staff Students 01 Alumni -- Others --

2.12 Has IQAC received any funding from UGC during the year? Yes √ No

If yes, mention the amount Rs. 3,00,000/- (for 5 Years)

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 02 International 01 National 01 State -- Institution Level --

(ii) Themes

- Quality initiatives in Higher Education with Special Focus on Women's Education.
- Human Rights Education for Social Work Practice.

2.14 Significant Activities and contributions made by IQAC

- Seminars organized in Collaboration with St. Agnes Autonomous College.
- Collection, collation and documentation of various activities, programmes and processes.
- Syllabus revised on the basis of the University Requirement.
- Institutional Social Responsibility activities strengthened
- Research and Extension Activities enhanced.
- Quality Circle initiative.

2.15 Plan of Action by IQAC/Outcome:

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

Plan of Action	Achievements
- To strengthen student intake - Phased admission process to enable a better selection. - An initiative to start Human Rights Education Programme in Collaboration with University of Teacher Education, Switzerland.	- Publicized college activities in the website, newspapers and, local channels due to which the intake has increased. - Two Phase admission Process - conducted for the Masters of Social Work due to which appropriate students selection was possible.

• Meeting between Management, Faculty, Student Welfare Officer and Student Council Members • Orientation to new entrants – Faculty and Students • Motivate Research Publication • Motivate students to present papers in National and International Conferences	• The First P.G diploma course in Human Rights Education Programme in Collaboration with University of Teacher Education, Switzerland initiated and a group of 11 students completed the course. • An international conference on Human rights Education was organised. • Student welfare officers along with the deans have regular meetings with students of which the important issues are discussed with the management. • Introduction and orientation of vision, mission, quality policy and objectives were given to the newly recruited members. • Faculty and students are involved in Mini, Minor and Major Research Projects. • Workshop on Research Methodology are organized for the undergraduates . • Post graduate Students have been involved during the summer vacation in Data Entry. • Undergraduate and Postgraduate students have presented papers in both National and International Conferences.

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

Management √   Syndicate ☐   IQAC √   others √

Provide the details of the action taken

- Regular submission of department reports to IQAC .
- Increased number of Faculty members attended National and International Conferences.
- Faculty members are engaged in two minor and one Major Research Projects.
- Quality Circle initiatives introduced.
- Students encouraged to enhance knowledge through film making, initiating service organization, peer group interactive learning for English language development, informal class presentations in English and Kannada, minor surveys and field study and field visits. .
- Involvement of students in social issues helps them to grow personally and professionally, imbibing them the values that are necessary to make them sensitive and responsible human being..
- The Research Ethics Committee regulates the research undertaken and the research culture of the institution. .
- Post graduate diploma in Human Rights Education in collaboration with University of Lucerne initiated.

C riterion – I

I . Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Progra	Number of programme s added during the	Number of self-financing program	Number of value added / Career
PhD	01	00	00	00
PG	03	00	02	00
UG	02	00	00	00
B .Voc	00	01	00	01
PG Diploma by	00	01	01	01
PG	02	00	02	02
Diploma	02	00	02	02
Certificate	05	00	05	05
Total	**15**	**02**	**12**	**11**
Interdiscip	03	00	00	00

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**05**

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [√]   Students [√]

(On all aspects)

Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

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

YES - Syllabus revised with a focus on employability, academic relevance and societal requirements.

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

Bachelor in Vocational Course (B.Voc. in Early Child Development and B.Voc. in Child Protection and a one year Diploma in Geriatric Care).

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	03 (UGC)	09(UGC)	--	20(Management)

2.2 No. of permanent faculty with Ph.D.

10

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
--	--	--	--	--	--	01(Management)	--	01(Management)	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

2.5 Faculty participation in conferences and   symposia:

No. of Faculty	International level	National level	State level	Local
Attended	11	15	02	--
Presented papers	08	09	02	--
Resource Persons	01	01	--	11 (Local Schools and Colleges)

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

- Use of Participatory Teaching methodologies to enhance learning.
- Hands-on training programmes to help translate theory into practice.
- Initiating peer teaching, senior-assisted and group-assisted learning to build bond among the students as well as using the resources of students to help those who need help in learning.
- MoU with Tata Institute of Social Sciences -B.Voc
- Twinning programmes as several MoUs have been signed locally, nationally and internationally.
- Several inter-departmental programmes are conducted.
- The teachers have opportunities for continued academic progress and professional development.

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

209 (UG)
202 (PG)

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

> Bar Coding, Water Mark, Candidate's photo and Name of parents in marks card,

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

> 30

2.10 Average percentage of attendance of students

> 88 %

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appea	Total no. of stud	Division								
			Distinction %		I %		II %		III %		Overall
B.A (2013 – 16 Batch)	57	50	19	33.33 %	13	22.81 %	17	29.82 %	01	1.75 %	87.71 %
B.S.W (2013 – 16	29	28	08	27.59 %	12	41.38 %	06	20.69 %	02	6.90 %	96.55 %
M.S.W (2014 - 2016	52	49	34	65.38 %	15	28.85 %		--	--	--	94.23 %
M.Sc.Counselling (2014 - 2016	10	09	05	50.00 %	03	30.00 %	01	10.00 %	-	--	90 %
M.Sc. Criminology and Forensli (2014 - 2016	10	09	08	80.00 %	01	10.00 %	--	--	-	--	90 %

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

- National and International Linkages
- Organising National and international conferences
- Feedback from Stakeholders
- Review Meetings with Faculty
- Meetings with Parents
- Individual Conferences

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	NIL
UGC – Faculty Improvement Programme	01

HRD programmes	25
Orientation programmes	01
Faculty exchange programme	05
Staff training conducted by the university	NIL
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	22
Others (Faculty Improvement Programme Conducted by the College)	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent employees	Number of Vacant positions	Number of permanent positions filled	Number of positions filled
Administrati	05	12	NIL	18
Technical	NIL	NIL	NIL	01

Criterion – III

3. Research, Consultancy and Extension

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

- Research department has been upgraded to facilitate a culture of research among the faculty members and students.
- Minor and a Major research projects are completed.
- One Major research project has been sanctioned.
- Minor research projects are taken up by faculty which is supported by the college.
- Collaborative research projects with national and international organizations initiated.
- Visits to the college by international researchers – helped in dissemination of knowledge.
- Students are encouraged to involve themselves in international researches.
- Faculty are recognized and invited by national and International institutions and organizations as resource persons.
- Faculty are members of research bodies and organizations.
- Faculty invited frequently to conduct innovative and unique orientation programmes, trainings and workshops for different sections of society .

3.2 Details regarding major projects

	Compl	Ongoing	Sanction	Submitted
Number	A Major Research by Dr Rameela Shekhar. Project entitled "An Intervention Study on the Efficacy of Counselling Skill Training to College Teachers of Mangalore Taluka" is approved and recommended by UGC –Approved- Rs.8,95,400/- Sanctioned Rs.5,34,400/-			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Compl	Ongo	Sanctioned	Received	Submi
Number	01(CP	01(S	02 (2015-	Yet to	--
Outlay in Rs. Lakhs	Rs.1,00,000/-(one Rs.40,000/-+Rs.60,000/-	Lakh Self	Only funded	-	CPE –two

3.4   Details on research publications

	Internati	National	Others
Peer Review	--	02	--
Non-Peer	--	02	--
e-Journals	--	01	--
Conference	01	01	--
Books,Chapters, Newsletters	--	04	03

3.5 Details on Impact factor of publications:

Range [NIL]   Average [NIL]   h-index [NIL]   Nos. in SCOPUS [NIL]

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	03	UGC	Rs.5,34,400/-	Rs.5,34,400/-
Minor Projects	01	CPE	Rs.40,000/-	Rs.40,000/-
	01	Awaiting International Funds	Rs.60,000/-	Rs.60,000/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--

Students research projects *(other than compulsory by the University)*	01	Awaiting International Funds	Rs.60,000/-	Rs.60,000/-
Any other(Specify)	--	--	--	--
Total			Rs.6,94,400/-	Rs.6,94,400/-

3.7 No. of books published   i) With ISBN No. `03`   Chapters in Edited Books `01`

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 `Rs.45,857/-`

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	01	03	--	--	06
	Sponsoring agencies	State Human Rights Commission and Corporate Sectors	UGC			UGC-CPE

3.12 No. of faculty served as experts, chairpersons or resource persons `17`

3.13 No. of collaborations   International `02`   National `01`   Any other `03`

3.14 No. of linkages created during this year `01`

3.15 Total budget for research for current year in lakhs :

From Funding agency `Rs.10,00,000/-`   From Management of University/College `Rs.75,000/-`

Total `Rs.10,75,000/-`

3.16 No. of patents received this year

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

3.17 No. of research awards/

recognitions   received by faculty and research fellows

Of the institute in the year 2015-16

International	National	State	University	Dist	College
Co - Investigators in International Research	Examiners for M.Phil and Ph.D		(Recognised as research guides from Mangalore University)	Institutional Ethics Committee of three Medical Colleges.	

3.18 No. of faculty from the Institution

who are Ph. D. Guides

04

and students registered under them

18

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

01

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

JRF | 01 | SRF | NIL | Project Fellows | 01 | Any other | 03 |

3.21 No. of students Participated in NSS events:

University level | 25 | State level | 07 |

National level | 01 | others | 77 |

\3.22 No. of students participated in NCC events:

University level | -- | State level | -- |

National level | -- | International level | -- |

3.23 No. of Awards won in NSS:

University level	--
State level	--
National level	--
International level	--

3.24 No. of Awards won in NCC:

University level	--
State level	--
National level	--
International level	--

3.25 No. of Extension activities organized

University forum	--
College forum	10
NCC	--
NSS	01
Any other	--

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

Extension Activities	Institutional Social Responsibility
• Health-Related Activities • Deaddiction Cell Activities • Family Service Agency & Family Counselling Centre • Aganwadi Training at Navajeevanmarg • Geriatric Care at Vishwas care for the Elderly • Symphony – The Art of Bonding	• Personality development programme for school and college students • Mental Health awareness for community, • Resistance to sexual abuse for parents and teenage girls. • Effective Parenting for parents of both School and College Students • Leadership Training for Students • Life skills training programmes for students. • Environmental Consciousness for Students • Annual Maria Paiva Couceiro Memorial Lectures

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: **Copy Attached**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms				
Laboratories		**Copy Attached - (ANNEXURE - II)**		
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> Biometric system introduced in the library
>
> Computerized the Administration and Examination systems

4.3 Library services:

	Existing		Newly		Total(2014-	
	No.	Value	No.	Value	No.	Value
Text Books	306	1,06,01	168	71,506.00	474	1,77,52
Reference	31	32,973.	27	13,600.00	58	46,573.
e-Books	02	200.00	01	129.00	03	329.00
Journals	106	1,73,75	106	1,49,361.00	212	3,23,11
e-Journals	13	52,945.	15	48,495.00	28	1,01,44
Digital	--	--	--	--	--	--
CD & Video	10	667.00	02	229.00	12	896.00
Others	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	148	01	05	03	01	Software -01	UG - 12 PG -03	
Added	02	--	--	--	--			
Total	150	01	05	03	01	01	15	

4.5 Computer, Internet access, training to teachers and students and any other programme for upgradation (Networking, new entrants to tech-Good governance etc.)

- Research Lab Updated
- Internet facility for Faculty
- Research Methodology Programmes for Faculty and Ph.D Scholars
- WIFI enabled Library
- E-journals available in the Library.

4.6 Amount spent on maintenance in lakhs :

i) ICT

8,552/-

ii) Campus Infrastructure facilities and Books

4,61,383/-

iii) Equipments

1,92,711/-

iv) Others

81,683/-

Total :

7,44,329/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation Programmes for new entrants.
- Tie up with mental health professional for therapeutic intervention to meet the needs of students in and emergency.
- Students avail of scholarships initiated by the College as well as State/Central Governments and NGOs.
- Faculty and alumni initiated scholarships.
- Life Skills and Soft skills training is a part of the regular training programmes.
- Value based workshops and training are conducted for the students.
- Women students are given orientation on safety issues.
- Communicative English and Language Lab to enhance English Language Skills among students who have difficulty in English language..
- Fora activities develop students hidden capacities to be brought out.
- Wellness / Fitness hours have been initiated with modules on laughter therapy, zumba exercises, yoga and participation in sports/games.
- Career Guidance and counselling for students and family members.
- IQAC Liaison with Alumni for Scholarship.
- Advanced learners encouraged to present papers at National and International Conferences.
- Alumni as Resource Persons to bridge the gap between the theory and practice.

5.2 Efforts made by the institution for tracking the progression

- Alumni get together in Bangalore and Mangalore Chapter
- Regular meetings with the Alumni.
- Alumni as Guest Lecturers.
- Liason with Corporate, NGOs, and various International Universities and Organisations.
- Liaisoning with Organisations that facilitate visits and learning – Post office, Banks, Hospitals, Corporate Sectors.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
233	158	15	127

33

(b) No. of students outside the state

(c) No. of international students

03

Men

No	%
97	24.81%

Women

No	%
294	75.19%

This Year(2014-15) UG & PG						This Year(2015-16) UG & PG					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
205	1	6	19	02	422	90	0	0	28	02	391

Demand ratio 272:162   Dropout 3%

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

- Attempting Competitive Examinations is encouraged
- Providing career counselling through Career Guidance Programmes.
- Workshop on Interview Preparedness.
- Inviting Alumni who are pursuing careers in civil service to address the students

No. of students beneficiaries

160

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   JRF [ ]

- **At least 60% of the students attempt NET and SLET and they are able to successfully Complete it. Students are also attempting the IAS and UPSC Exams.**

  Two students have answered the National Entrance Test to NIMHANS and One was short listed.

5.6 Details of student counselling and career guidance

- SPARSH Counselling Centre within the campus caters to students, families and community.
- Family Counselling Centre also in the campus caters to Complex Psychological issues.
- Liaison with Mental Health Professionals for Therapeutic Interventions.
- Ongoing Career Counselling and Guidance.
- Awareness about current and challenging career opportunities to students through the Placement Cell.
- Teachers are available to students to guide them with regard to academic and personal problems.

No. of students benefitted   [160]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students	Number of Students Placed
16	100	27	15

5.8 Details of gender sensitization programmes

- Gender sensitization programmes conducted regularly.
- Gender Sensitization and Prevention of Sexual Abuse, Training programmes are conducted for Post graduate students who in turn train other students.
- Kannada Article on Exploitation Against Women in a University Publication..
- Women's cell regularly conducts programme on gender issues.
- Prevention of sexual abuse programmes in other schools and for parents are conducted by Social Work students.

5.9

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

State/ University level [06]   National level [04]   District level [10]

No. of students participated in cultural events

State/ University level [30]   National level [15]   International level [--]

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

Sports : State/ University level   `06`   National level   `--`   District level   `04`

Cultural: State/ University level   `07`   National level   `--`   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from	22	46,789 /-
Financial support from	65	2,79,781 /-
Financial support from	--	--
Number of students who received International/	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level   `--`   National level   `--`   International level   `--`

Exhibition: State/ University level   `01`   National level   International level

5.12   No. of social initiatives undertaken by the students   `162`

5.13 Major grievances of students (if any) redressed: There were no major grievances

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **VISION:**
> To be a Centre of Excellence in Education, Developing Personal and Professional Competencies to build a Just, Sustainable and Inclusive Society.
>
> **MISSION:**
> To Impart General and Professional Education Fostering Love of Learning, Integrity and Social Responsibility for Holistic Development.

6.2 Does the Institution have a management Information System

> YES - Administration, Examinations and Library.

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

6.3.1 Curriculum Development

- B.Voc course in collaboration with Tata Institute of Social Sciences (TISS) has been initiated to help students to attain skill-based education.
- Add on courses for skill and knowledge enhancement of the students – Human Rights Education.
- Revision of Syllabus on the basis of recent trends and societal needs.
- Feedback from academic peers, alumni and experts in allied areas are used in the initiation, review and redesign of programmes.
- Focus on skill-based curriculum.

6.3.2 Teaching and Learning

- Participatory Teaching methodologies to enhance learning.
- Hands-on training programmes to help translate theory into practice.
- Initiating peer teaching, senior-assisted and group-assisted learning to build bond among the students as well as using the resources of students to help those who need help in learning.
- MoU with Tata Institute of Social Sciences, Mumbai for the project -B.Voc.
- Twinning programmes as several MoUs have been signed locally, nationally and internationally.
- Increase in Inter-departmental programmes.
- Teachers involvement in continued academic progress and professional development.
- Alumni and Professionals Interaction with the Students.

6.3.3 Examination and Evaluation

- The Registrar (Evaluation) updates examination reforms to all the faculty members at the beginning of every academic year.
- At the undergraduate and Postgraduate level., Credit-based Semester System is mandated by the Parent University i.e. Mangalore University.
- Each semester carries certain number of credits. Credits represent the Weightage of a course and are a function of teaching, learning and evaluation strategies.
- The relative importance of subjects of study and activities are quantified in terms of credits and also their overall relative importance.
- The subjects of study include Foundation Courses, General Studies and Interdisciplinary subjects.
- The students are required to take part in co-curricular and extra-curricular activities and their participation is compulsory as a part of the credit-based system.
- The curricula and the question papers are unitized.
- The declaration of result is based on the aggregate percentage of marks obtained as well as on Grade Point Average (GPA) earned.
- Continuous Evaluation methods are intiated to enhance students learning
- Group Presentations, Class Presentations, Book Reviews, Article Reviews and Case Discussion are components of students evaluation.
- Weekly individual and group conferences are an important part of Field practicum in social work.

6.3.4 Research and Development

- Research department has been upgraded to facilitate a culture of research among the faculty members and students.
- One Major research projects has been sanctioned.
- Minor research projects are taken up by faculty which is supported by the college.
- Collaborative research projects with national and international organizations initiated.
- Visits to the college by international researchers – helped in dissemination of knowledge.
- Students are encouraged to involve themselves in international researches.
- Faculty are recognized and invited by national and international institutions and organizations as resource persons.
- Faculty are members of research bodies and organizations working on social issues.
- Faculty invited frequently to conduct innovative and unique orientation programmes, trainings and workshops for different sections of society, students, teachers, social workers, banking, health and industry personnel.

- Biometric attendance introduced in the library to enhance reading habit of the students .
- New Books purchased
- E-Journals for Students
- WIFI enabled internet connectivity in the Library.
- Award has been given to students for the usage of Library.
- Security of students assured with the installation of surveillance cameras in classrooms and common areas of the campus.
- ICT facilities in all departments.
- Laboratories and Classrooms upgraded
- Well established Criminology, Psychology, Secretarial Practice, Clinical Social Work Laboratories.

6.3.6 Human Resource Management

- Dialogue process between Management, faculty members and staff has been strengthened.
- Faculty and Non-Teaching Staff Development Programmes initiated
- Presentations at National and International Conferences are encouraged
- Faculty encouraged to be Resource Person

6.3.7 Faculty and Staff recruitment

- Faculty and Staff recruitment is done whenever required.
- NET and Ph.D Candidates are giver preference

6.3.8 Industry Interaction / Collaboration

- Regular Visits to industry and organisation .
- Interaction Programmes with Industries and Organisation Personnel
- Faculty as members in various organisations .
- Faculty invited as Resource Persons in Govt., Non-government & Corporate Organisations
- Personnel from the Govt., Non-government & Corporate Organisations are invited as Resource Persons.

6.3.9 Admission of Students

- An Open Transparent admission process.
- A fair chance is given to every individual.
- Publicity through broadcasting in FM radio, newspapers, brochures and pamphlets, faculty briefing about the courses in appropriate forums.
- Information on the website.
- Programmes conducted for PUC students on personality development at the college premises.
- Teachers visit to the local colleges.
- Referral by Alumni.
- Workshop for graduate students.
- Faculty visits to various colleges as resource persons.
- Word of mouth .
- Children of Alumni.
- Intercollegiate Programmes.
- Principal and senior faculty members form the admission committee.
- Women Students and Students from the Marginalised Sections of the society are Encouraged
- Needy Students are given fee concessions
- SC, ST and Minority students are admitted
- Students from disadvantaged families helped by faculty
- Free Mid-day Meal Scheme
- Services provided with due diligence and confidentiality
- Written test, group discussion and panel interviews are a part of the process of admission to certain postgraduate programmes.
- Selection for the Add-on courses is based on the eligibility criteria of each course.
- Candidates for the doctoral programme are selected by the Parent University and assigned to designated guides

6.4 Welfare schemes

for

Teaching	Provident Fund(PF) , Employees State Insurance (ESI)
Non teaching	Provident Fund(PF) , Employees State Insurance (ESI)
Students	Fee Concession, Scholarship, Financial Assistance from College and other sources

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   Yes √   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Heads of
Administrative	Yes	DCE office & Charted	Yes	Senior Faculty/ Management

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

For UG Programmes   Yes   [√]   No   [ ]

For PG Programmes   Yes   [√]   No   [ ]

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

- Quick Announcement of Results
- Provision for Revaluation
- Tamper-proof Marks Cards with Bar-coding, Water-mark, Candidate's Photo, Names of both the parents.

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

- Already an Autonomous College as per the University Statutes and University has a supervisory role.
- Collaborative relationship with University
- University nominees attend Statutory Meetings
- Faculty members in different bodies of the University.

6.11 Activities and support from the Alumni Association

- Alumni Mangalore chapter conducts Regular meetings.
- Alumni are the Resource Persons for Conferences, Seminars and Classes.
- Annual get together of both Mangalore and Bangalore Chapter
- Maria Paiva Couceiro Memorial Lecture organised by Mangalore Chapter Annually.
- Student Scholarships initiated.
- Job Placements facilitated by the Alumni.

6.12 Activities and support from the Parent – Teacher Association

- Orientation Programmes are organised at the beginning of the academic year both Undergraduate and Post Graduate Courses.
- Parents Involvement in Personalise Ur Campus (PUC).
- Positive Rapport between Parents , Teachers and Management well established.

6.13 Development programmes for support staff

- Technology and Skill Development Programmes conducted
- Personal Guidance and Support given in times of need.
- Teams formed consisting of support staff and faculty which firms as a social support system.

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

- Green Audit completed and report discussed with the faculty members and students.
- The window panes of most of the buildings in the Campus are large that permit natural light and ventilation and electricity is used sparingly.
- Solar power is used in the library building, which has reduced the electricity consumption.
- Solar lights are installed on the path way to ensure as power conservation as well as safety. .
- Solar energy is one of the sources for lights, fans used in the Social Work block and library.
- Roof water is collected to prevent soil erosion and partially meet the water requirements.
- There has been an increase of water table in neighbouring wells indicating a reduction of total dissolved solids (TDS).
- There has been an increase in the yield of mangoes and other fruits from the trees in the campus.
- The green ambience of the College is largely due to tree plantation. Trees have covered nearly 2/3rd of the campus which maintains the healthy ecosystem.
- Saplings donated by Lions Club and Inner Wheel Club were planted by the students at the rear end of the Campus.
- Saplings and plants are used as mementoes to be given to the guests to inculcate the green culture among people.
- Herbal garden with medicinal plants and its uses being specified and maintained.
- Plastic cups are not used on the campus.
- The waste is segregated in all the buildings.
- Sustainable development measures pertaining to bio-gas and rain water harvesting are being utilized in the campus.
- Environmental studies are made compulsory as a part of the Foundation Course of second semester B.A. programme.
- Environment awareness is given by the NSS and Nurture Nature Club of the College.
- Faculty members and students have been a part of many of the Social action programmes against ecological destruction – Western Ghats issues – Yetthinahole --- vraksha bhandan – cutting of the trees.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have functioned in a positive impaction to give details.

- Creative Peaceful Resistance Towards Justice And Freedom
- Regular formal and informal Alumni Interaction
- Participation of students in Community-oriented activities
- Students encouraged to be involved in social issues – Domestic Workers and Girl Child.

7.2 Provide the Action Taken Report (ATR) based on the plan beginning of the year

- Annual National Conferences– SPANDANA
- International Collaborative Research
- International Conference on Human Rights Education Organised
- The two day UGC Sponsored national seminar on Quality initiatives in Higher Education was organised in collaboration with St. Agnes Autonomous College.
- Encouraged students to present paper in National and International Conferences
- Increased Number of Publications by Teachers.

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

- Samvadha (Quality Circle)
- Capacity Building Towards Community Development

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

Copy Attached – Annexure –III

7.4 Contribution to environmental awareness / protection

- Green Audit Completed.
- Environmental studies are made compulsory as a part of the Foundation Course of second semester B.A. programme.
- Environment awareness is given by the NSS .
- To tap the green ideas of the young, theme-based competitions are conducted by various Fora.
- As a part of their Rural Development project, students plant herbal medicina variety saplings, nurture the same and collect vital information too.
- Faculty members and students have been a part of many of the Social action programmes against ecological destruction – Western Ghats issues – Yetthinahole --- vraksha bhandan – cutting of the trees.
- Students conduct programmes on these issues in their field placement areas.

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:

- Rated as <u>one of the top ten</u> social work educational institutions in India. (Outlook-MDRA Ranking: Outlook Magazine 28 June 2010).

- Pioneering Institution of Social Work education in Karnataka with over five decades of existence.

- Preference given in admission to students from disadvantaged groups.

- Enhances personal and professional development of students and faculty.

- Focuses on societal development by preparing a cadre of trained professionals to work in Community, Medical, Correctional and Corporate sectors.

- Participation of alumni, parents and community members in activities.

- Qualified, committed and experienced faculty whose expertise is recognized and sought, locally and nationally.

- The college culture imbibed by all is evidenced in our response to major natural calamities and disasters.

- Adelaide Centre for Research and Publication undertakes research projects for government, non-government, academic institutions as well as international organizations.

- Transparency in admission and evaluation.

- Multi Gym facility on the campus promotes physical fitness and well being.

- Practical training is imparted through well equipped laboratories: Psychology, Criminology and Forensic Science, Information Technology and Clinical Social Work.

- Modern, well built, spacious library with new books and journals.

- Eco-friendly, green campus.

- Regular and continuous extension activities relevant to societal needs.

- Language Lab enhances English learning skills.

- Short term Certificate, Diploma and Post Graduate Diploma Courses in the evenings as add-on courses for students and an opportunity for continuous learning by others.

- Faculty and students are actively involved in the outreach programmes such as organic farming, environmental and gender issues.

- Faculty is represented in academic, government, non-government and corporate bodies.

- Alumni hold prominent positions at the state, national and international levels.

- Optimum utilization of the available resources and participatory learning.

WEAKNESS:

- Freeze on recruitment of Teaching and Non-Teaching staff by the State Government is a financial constraint for the management.
- Mushrooming of private colleges with Social Work courses.
- Opening of more Government colleges in the vicinity with minimal fee structure has resulted in reduced student intake.
- Relatively small student population limits adequate revenue generation.

OPPORTUNITIES:

- Reaching out to vulnerable and marginalized groups – street children, street vendors, domestic workers, girl child, transgender and elderly.
- Responding to disasters and natural calamities – such as Uttarkhand Disaster and Mangalore Air crash.
- Collaboration with International Universities for academic and research purposes.
- Opportunity to work with a Fulbright scholar.
- Collaboration with government, non-government and corporate bodies.
- New vocational courses with collaborations/tie-ups.
- International student exchange programmes.
- Short-term / add-on courses provide opportunities for students to develop skills alongside their degree courses.
- Video conferencing provides opportunities for face to face interaction with experts at the national and international levels.

CHALLENGES :

- Gradual withdrawal of Grant-in-aid by the State Government.
- General decline in demand for Humanities and Social Sciences.
- Lack of a feeder composite college.
- Pre-university colleges starting their Degree Colleges.
- Frozen posts - a financial burden to the management.
- Restriction on autonomous colleges by the parent university a limitation for innovation and creativity.

8. Plans of institution for next year

- Establishment of Departments of Excellence

- Increase in inter-disciplinary and twining programmes.

- Increase in the number of Certificate and Value added courses.

- Encourage interdisciplinary research in the college and outside.

Name : **Dr Rameela Shekhar**   *Name :* **Dr Sophia N. Fernandes**

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****