



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	School of Social Work, Roshni Nilaya
• Name of the Head of the institution	Dr. Juliet CJ
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	08242435791
• Alternate phone No.	
• Mobile No. (Principal)	8277198609
• Registered e-mail ID (Principal)	sswroshni@gmail.com
• Address	PB No 521, Roshni Nilaya
• City/Town	Mangalore
• State/UT	Karnataka
• Pin Code	575002
<b>2.Institutional status</b>	
• Autonomous Status (Provide the date of conferment of Autonomy)	21/05/2007
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the IQAC Co-ordinator/Director	Assoc. Prof. Cecilia F. Goveas				
• Phone No.	08242435791				
• Mobile No:	9845777697				
• IQAC e-mail ID	iqac.ssw@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.sswroshni.in/eng/images/pdf/AQAR-2019-20.pdf">https://www.sswroshni.in/eng/images/pdf/AQAR-2019-20.pdf</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.sswroshni.in/eng/images/pdf/244.pdf">https://www.sswroshni.in/eng/images/pdf/244.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	88.30	2004	16/09/2004	15/09/2009
Cycle 2	A	3.42	2011	08/01/2011	07/01/2016
Cycle 3	A	3.16	2016	16/09/2016	15/09/2021
<b>6.Date of Establishment of IQAC</b>			18/01/2005		
<b>7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Provide details regarding the composition of the IQAC:</b>					
• Upload the latest notification regarding the composition of the IQAC by the HEI			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>04</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Did IQAC receive funding from any funding agency to support its activities during the year?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Workshop/Seminars/ FDPs for teaching and non-teaching faculty (IPRS, Skills in social research and seminar on global vision for academic excellence, NEP, e-content development & Happiness lab) for faculty skill enhancement and knowledge upgradation	
Skill development workshops for students on wellness, prevention of substance abuse, bullying/orientation on civil service and career guidance	
Certificate course in Forensic Psychology & Yoga for students' knowledge upgradation	
Voluntary internship at the under-graduate level	
Feedback on teaching-learning is taken from stakeholders and analyzed for improving the quality of teaching	
<b>12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:</b>	

Plan of Action	Achievements/Outcomes
Workshop on IPR (Intellectual Property Rights) to be organized	Organized a two days National Workshop on
To organize FDPs for enhancement of knowledge and skill of the faculty	Organized FDPs
Skill Development workshops for student	Organized a series of skill development workshops
Career Guidance Programmes	Orientation on Civil Service and Government Sector Career opportunities were organized
Add-on certificate course	Online certificate course on Yoga/ Certificate course on Forensic Psychology
<b>13. Was the AQAR placed before the statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name of the statutory body	Date of meeting(s)
Governing Body	29/12/2021
<b>14. Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Year</li> </ul>	
Year	Date of Submission
27/02/2020	27/02/2020

## Extended Profile

<b>1.Programme</b>	
1.1 Number of programmes offered during the year:	5
<b>2.Student</b>	
2.1 Total number of students during the year:	578
2.2 Number of outgoing / final year students during the year:	207
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	203
<b>3.Academic</b>	
3.1 Number of courses in all programmes during the year:	238
3.2 Number of full-time teachers during the year:	38
3.3 Number of sanctioned posts for the year:	33
<b>4.Institution</b>	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	180
4.2 Total number of Classrooms and Seminar halls	26
4.3 Total number of computers on campus for academic purposes	96
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	6100502

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

School of Social Work RoshniNilaya was granted autonomy in 2007. Since then, the College has enhanced upon the curriculum and updated syllabi of various courses with the aim of making the programmes relevant to local, national and global needs. Given the country's socio-economic landscape and the impending needs of its vast population, the Programme Specific Outcomes and Course outcomes ensure that these needs are reflected in the various courses offered

by the College.

Some of the courses at the different levels of need are:

#### Global needs

Today, there is a growing trend in use of Information Technology, Environmental Conservation, Women's empowerment, Mass Communication, sanitation and hygiene etc., and therefore a dire need for students to have knowledge and skills in these areas. The college has introduced these areas of study in 115 courses across all the programmes in 2020-2021. In BA programmes, courses like Linguistics, Life-skills, Abnormal Psychology and Accounting Practices develop awareness and competency in the above-mentioned areas. In BSW Programme, courses like Early Childhood development, Mass Communication, Health care, etc., develop understanding of concepts of holistic health, lifestyle and communication awareness. PG students acquire skills and techniques in Social case work, Counselling Psychology, Behaviour Dysfunction, Cyber Forensics, Criminal Profiling which afford them varied job opportunities.

#### National Needs

Fifty Nine Courses across all programmes cater to national needs which are reflected in the POs, PSOs and COs. In BA programme, courses such as Banking management, Rural Development Institution, Indian society and Constitution of India meet the national requisite of the banking sector as well as enhancing social harmony benefitting the wider society. In BSW programme, courses like Social institutions, Social welfare administration, Problems of Indian society, weaker sections, etc., help students understand the tools of social analysis and apply them to critically analyse the Indian reality. Specialisations in MSW programme offer courses in Human Resource Management, Community Organization, legal Literacy and Labour laws etc., a critical job requirement. M.Sc. CFS offers courses in crime scene investigation, legal science, rehabilitation programmes, police science and administration which accelerates development and adoption of high-quality, technically sound forensic standards, a current need at the national level.

#### Local needs

Fourteen courses across all programmes meet local needs, for e.g., Social Work practicum in all semesters of BSW and MSW programmes. In these courses, students are placed in various Government and NGOs, Educational institutions, hospitals and rural communities to assess the needs of communities and provide required support. In return, students get exposure to the functional aspects of agencies and communities.

MSC Counselling offers internship and case studies by providing counselling services in educational institutions, counselling centres and hospitals.

Internships in Forensic Science laboratories, Police stations, Detective agencies and correctional institutions and working with victims of various crimes provides students much required exposure and skills development in the M.Sc. CFS programme.

Thus, at both, UG and PG levels, the College offers numerous courses where outcomes give students a cutting edge in their knowledge, skills and attitude.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	Nil

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

02

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

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

123

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

03

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

5

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

School of Social Work has integrated cross-cutting issues relevant to Professional Ethics, Gender, Human Values and Environment and



Sustainability into the curriculum. Fifty courses addresses these cross-cutting issues across all the five programmes.

*Professional Ethics:* Professional ethical principles are actively integrated into the curriculum. Social Case work, Criminology and Law of Crimes and Procedures, Basic Counselling, Life Skills Education, and other courses, foster professional ethics among the students. Fieldwork practicum/Internship also acts as an integral aspect to inculcate conscious, responsible behaviour in learners thus fostering high ethical standards in the Social work professional practice.

*Gender:* As part of the UG foundation course, students study gender equity to understand the needs, rights, benefits and opportunities of all 3 genders focusing on fairness, justice and equivalent treatment. The students are made aware of the significance of gender equity and women's issues to enable them to take initiatives towards gender equity.

Courses such as Contemporary Challenges of Indian Society, Rural Developmental Institution, Social Action & Human Rights, Organizational Behaviour, and areas of counselling focus on gender-related issues, gender sensitization, women empowerment, women Self Help Groups, women's rights, rights of the LGBTQ, etc.

*Human values:* Education is an essential process through which values can be inculcated, School of Social Work with its motto "Love is made fruitful in service" instills values across the curriculum irrespective of the discipline. The curriculum offers wide variety of courses such as Human Rights, Positive Psychology, and Life Skill Education which inculcates human values among the learners. Teachers impart values as a part of the teaching-learning process. For example, the course on Positive Psychology motivates students to uphold the seven virtues like wisdom, courage, humanity, transcendence, justice and moderation, as well as the 24-character strengths. The Life skill education course endorses values of punctuality, honesty, self-awareness, empathetic understanding, civic responsibility etc., among the students.

*Environment and Sustainability:* The UGC mandatory course on Environmental Studies for undergraduate students emphasizes on understanding the environment, its resources, its degradation, constitutional provisions for environmental conservation in India, and social responsibility towards the conservation of the environment. Other courses such as Environmental Economics focus on equipping students with relevant knowledge to promote awareness

and show concern for the environment. The course encourages learners to think across and beyond boundaries and to participate sincerely in environmental protection. The institution further imparts environment consciousness both on campus and through extension services.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	No File Uploaded

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

06

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	No File Uploaded

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

99

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	No File Uploaded

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

354

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 1.4 - Feedback System

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://www.sswroshni.in/eng/images/pdf/237.pdf">https://www.sswroshni.in/eng/images/pdf/237.pdf</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - The feedback system of the Institution comprises the following**

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://www.sswroshni.in/eng/images/pdf/237.pdf">https://www.sswroshni.in/eng/images/pdf/237.pdf</a>
Any additional information	<a href="#">View File</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

###### 2.1.1 - Enrolment of Students

###### 2.1.1.1 - Number of students admitted (year-wise) during the year

240

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

### 2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

81

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

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

School of Social Work, Roshni Nilaya strives to provide general and professional education for the holistic development of students thus imparting the idea of social responsibility in order to create a just, sustainable and inclusive society. The college provides opportunities to students, especially those coming from varied socio-economic backgrounds, first-generation learners and from the vernacular medium, through the creative and innovative teaching methods which are helpful for slow as well as advanced learners.

Student learning levels are assessed / determined based on the first Continuous Internal assessment test. Students are then categorized as those who require extra attention (slow learners) and those who have done well in the test and are capable of even independent / self-study (advanced learners). Accordingly, the following is carried out:

#### For Advanced Learners

Students who are advanced learners, who have fared well in the examinations, are encouraged for their further improvement to achieve not only higher grades in the ensuing exams, but towards overall development as well.

- Counselling facilities are provided to upgrade their skills

and knowledge

- Given additional reference material
- Encouraged to make a class presentations
- Lead group discussions and peer teaching
- Participate actively in class to promote healthy learning
- Encouraged to participate in seminars, workshops to enhance learning
- Opportunities to present papers and take up an internship
- Encouraged to write short stories and write-ups for college magazines to enhance writing skills

For Slow learners:

- Remedial / coaching classes for four hours per semester are undertaken by concerned subject teachers after regular class hours. Such students' academic track record is maintained in departments.
- Coaching classes entail:
  - Exercises such as group discussion, chart presentation, writing assignments which encourage and give the students scope for improvement.
  - Seeking help from classmates who have a better academic record.
  - Providing reading materials to help them get a better understanding of the subject.
  - Exposure visits to give a practical understanding functionality and applying theory into practice.

Students coming from the vernacular medium who have language problem difficulty in comprehension are given special attention. For example:

- Books in Kannada are provided.
- Book bank facility is provided for them in the college library and departmental library.
- Translations are made to the vernacular for their convenience.
- Revision classes are held before the commencement of internal and end semester examinations.
- Students are provided and guided to working out model question papers as preparation for examination.

Students are encouraged to articulate and express themselves in English while making class presentations and attend spoken English

classes provided in the college in order to improve their language skills. This enhances their self-confidence.

All the activities and efforts are made by the faculty towards fostering love of learning among all students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Year	Number of Students	Number of Teachers
01/06/2021	578	38

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

### 2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

Student-centric methodology such as experiential learning, participative learning, and problem-solving methodologies are adopted in the college to make learning more effective and participatory. Teachers submit the lesson plans and the various methodologies that would be adopted at the beginning of the academic year for greater learning outcomes. The following activities have been adopted by the faculty:

#### Experiential Learning

- Internship programme for improving the chances of employability
- Mock Parliament to develop the skills of group discussion
- Debates to foster creative thinking
- Mock interviews to familiarise students with the process of interview
- Guest lectures by alumni in their respective fields
- Poster making to present ideas in a creative manner

- Power point presentations, audio-visual teaching aids
- Knowledge factory to generate knowledge through research and presentation
- Community outreach programmes
- Laboratory sessions

### Participative Learning

- Panel Discussion for a comprehensive understanding of relevant topics
- Photo Journalism to collect, edit and present information
- News photograph analysis to enable critical thinking and judgement in the selection and analysis of news photographs
- Group discussion to develop listening and communication skills
- Presentations and guided seminars
- Magazine/ Newspaper review
- Preparation of theme-based quiz for better understanding of the subject
- Peer group learning where peer-learning circles of advanced learners assist slow learners
- Review movies and documentaries
- Participatory Rural Appraisal (Resource Mapping)
- Webinars

### Problem Solving Methodologies

- Case Studies to identify and analyze issues and problems
- Brainstorming to generate creative ideas
- Project-based learning
- Mind mapping to diagnose individual case, community institution, or any social evils from their inception

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

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The institution encourages the use of technology as an aid for teaching - learning since they have been found to be helpful in communicating information more effectively to students. Approximately 90 percent of faculty make use of ICT in their teaching. The college provides opportunities to the faculty to

undergo various training programmes to enhance and upgrade their knowledge on the use of ICT tools. Peer-enabled learning is also encouraged for the effective use of ICT tools.

The ICT tools that are used in the college can be categorised as hardware and software with supporting infrastructure and network communication facility.

#### Hardware:

The institution has ensured that 86 percent of the classrooms are equipped with LCD projectors with CPUs which enable the faculty to deliver their lectures using PPT, documentary videos, screening of movies and animation.

#### Software:

With respect to software the institution has invested in several software/Facility.

- Auto-Lib software in the Library
- Softwares- Tense Buster and Linguaphone in the Language Lab
- Microsoft Office 2016 and Microsoft WINHOME 10
- Annual subscription to INFLIBNET -NLIST
- Software - Adobe Premiere Pro 2020 and Adobe Photoshop 2020

#### Infrastructure:

- A Language Lab
- LAN facility- Ethernet hub and WI-Fi modems
- Computer Laboratory
- Research Lab
- Media Center

#### Network communication:

- The campus is WIFI enabled and staff has free access to the internet to enable them to prepare for their lectures.
- The students have access to WIFI in the Library and computer laboratory which helps them to enrich their knowledge. Apart from faculty using ICT tools for teaching, the students are encouraged to use ICT tools, e-books, e-journals for



learning.

- Every faculty has an institutional email ID, which enables them to make use of the G Suite.
- Google classrooms and Google Forms are used for teaching-learning evaluation process.
- The Media Center has facilitated e-content development.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.sswroshni.in/eng/facilities/ict-enabled-facilities">https://www.sswroshni.in/eng/facilities/ict-enabled-facilities</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

36 : 578

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The institution plans and prepares the academic calendar, which is an official duty of the college. This is done at the end of every academic year for the forth coming academic year. The calendar is prepared by a team comprising the Principal, Vice Principal, Registrar and the faculty in-charge of preparing the academic calendar who is usually the head of a department. The calendar is prepared separately for the UG and PG programmes taking into consideration the commencement of the academic year and is organised in such a way to ensure the systematic completion of the teaching - learning - evaluation process of the various programmes. It takes into consideration the annual calendar of the parent University and accommodates traditional College events related to cultural activities and celebration of important days. The academic calendar

is printed in the College calendar, which is an official document of the institution. The Calendar also carries other information pertaining to the functioning of the institution. The printed copy of the College calendar is distributed to the faculty, students, administrative and supportive staff at the beginning of the academic year.

Important activities and programmes indicated in the academic calendar are:

- Dates for Continuous Internal Assessment (CIA) tests, End semester examinations and submission of related components of CIA,
- Dates of central valuation,
- Central, state government and institutional holidays,
- Scheduled dates for faculty meetings, Board of Studies meetings, Board of Examiners meetings, Academic Council meetings,
- Faculty development programmes,
- Dates for proposed celebrations of cultural events, important days, annual sports day, retreats, orientation programmes etc.

The academic calendar enables teachers prepare the teaching - evaluation plan of the courses assigned to them and ensures completion of teaching of the given syllabus accordingly. It gives the College freedom to plan co-curricular and extra-curricular activities and programmes. The faculty (UGC) maintain a work diary referring to the academic calendar and this is submitted to the Principal on a monthly basis.

It is the duty of the heads of departments to ensure that

- Faculty adhere to the teaching plan and that teaching of whole syllabus is completed on time
- conduction of tests and other activities are adhered to as per the calendar and
- that students also follow all relevant details

Apart from this the handbook also contains details of:

- The teaching and non- teaching staff
- Various committees and cells functioning in the college
- Hostel facilities
- Library rules and regulations
- Rules pertaining to student attendance and internal assessment
- Information regarding grievance redressal cell, counselling

**services**

- Prizes and scholarships for the students

The handbook helps students keep track of the days when they are absent and the reasons for the same as well as their involvement in co- curricular and extracurricular activities.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full-time teachers against sanctioned posts during the year**

38

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	No File Uploaded

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

10

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

288

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

## 2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	No File Uploaded

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

18

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

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

#### Learning Environment:

The examination process of School of Social Work tries to extract the Implicit, Explicit and tacit Knowledge through the process of internalizations, externalization and socialization in teaching and learning.

Continuous Internal Tests and Exams are conducted to test the learning abilities, application of knowledge, creative thinking and problem-solving skills of students. Emphasis is laid on

understanding and creating a learning environment leading to real life application.

#### Continuous Internal Assessment:

At the UG level, subjects with a total mark of 150 have Continuous Internal Assessment (CIA) of 30 marks, End semester examination for 120 marks. Subjects with total score of 100 have CIA of 20 marks and 80 marks for end semester examination. The CIA marks for practical, electives and foundation course is 10 and 40 for the end semester examinations. The PG programmes have 30 marks of CIA and 70 for end semester examinations.

Apart from written tests, students are encouraged to take-up Field visits, Study tours, Project work, Assignment, Open book test, Quiz, book review, participation and paper presentations in seminars and conferences as part of the Continuous evaluation process.

#### Examination Process:

It starts with issuing a notification for Registration of students for the examinations and payment of examination fee. Announcement of the examination time table is displayed on the College notice board and on the college website.

All the subjects under the UG programmes have question banks which are prepared at the beginning of every semester. The Undergraduate programmes follow a uniform question paper pattern. The paper setters are given the question bank and on the basis of this question bank, the question papers are set. Two sets of question papers for all UG and PG programmes are set by internal and external examiners and the scheme of valuation is also prepared for the same. Final proof reading of the question papers is done by the chairperson of the Board of Examinations. During the process of valuation, the presence of the chairperson of the respective subjects is mandatory to make sure that all the entries are made correctly by the examiners during valuation.

The answer scripts of the UG programme are valued by the internal and external examiners but the review of the answer scripts is done only by the external examiners. This is done to maintain fairness and transparency. Double valuation system is followed for post graduate courses. The answer scripts are valued by both internal and external examiners and average marks assigned by both the examiners is awarded to the student. If the difference in the marks awarded by the two examiners is more than 15 percent, then the answer script is

further valued by the board of examiners. The marks given by the board of examiners is awarded to the student.

Provision of personal viewing, photocopy and revaluation is made available to the students. Results are announced within a month from the last date of the examination. Tabulation of marks, generation of mark statements and consolidated marks sheets with CGPA is a computerized process.

The institution adopted a Continuous Comprehensive Evaluation (CCE) Approach for an effective ongoing personal and professional development of the learners and to develop a comprehensive sense of applicability by testing the theory with current realities with appropriate task tools.

Some of the Examination reforms are:

- Appointment of Controller of Examinations:

The college at its Governing Body meeting in December 2020 has renamed the designation of Registrar (Evaluation) as Controller of Examinations.

- Bilingual education: Our medium of Instruction is Bilingual which includes English and the State language Kannada. Question papers at the U.G. level are printed in English as well as Kannada.
- Re-examination: For the benefit of those students who were unable to attend Term exams, the marks of which were included in the internals due to unavoidable circumstances, provision was made for re-examination, but entire Syllabus was considered.
- Provisions during Pandemic-COVID-19 - Provisions were made for answering the End Semester Examination in Centres outside the State of Karnataka in their native places and also outside the country so that the students do not miss out the opportunity of completing their course. All the Final year UG and PG programme students were given an opportunity to answer the lower examinations in which they had not cleared. Students who were unable to appear for the final semester examination due to COVID 19 were given an opportunity to write the end semester examination as freshers.

The examination reforms were initiated with the intention of ensuring maximum opportunity to students to complete their course/ Program while keeping transparency, fairness and the best interest

of the students in mind.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sswroshni.in/eng/images/pdf/364.pdf">https://www.sswroshni.in/eng/images/pdf/364.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The course outcomes of the UG and PG programmes aim to impart general and professional education for the holistic development of the students and make them socially responsible.

The programme / course offerings are structured in such a way following the principles of Bloom's taxonomy. The courses in the first semester are basic courses, the levels increasing with each semester. In the final semester, the students are exposed to project work / internships, etc.

The first semester course requires the students to remember the basic tenets of the course which are the foundation of any programme. The students' progress in the middle semesters increases their level of understanding the nuances of the programme and the courses. Application and analysing the information learnt thus far is done through Practical sessions and field work. Finally, the level of evaluating and creating is imbibed in the last two semesters through project work, field visits and internships for the PG programmes.

The students after learning the language courses are able to understand and appreciate literature and think creatively and communicate effectively and efficiently. They are made sensitive towards major social issues and problems through both theoretical and practical understanding of the same through exposure visits and outreach programmes. They develop a spirit of enquiry through project work assigned in different courses.

Through internships and field works, students are able to analyse the problems in real life situations. Reasoning skills and knowledge base are enhanced by understanding the various concepts/theories of social sciences and their practical knowledge required for higher

education and career options. Field based learning helps them to gain practical understanding of how different organizations function and help them to become well rounded individuals.

Students are able to comprehend their theoretical skills and knowledge in understanding and dealing with problems of individuals, groups and communities in their filed work practicum.

Students at the Post Graduate level inculcate the spirit of enquiry, critical thinking and reasoning to equip them with entrepreneurship, employability and life skills to meet the demands of the job market.

The Course outcomes are prepared by the faculty of various departments for their courses in consultation with the members of their respective Board of Studies.

Each department with the aim of attaining the above mentioned Course outcomes frames its syllabi. Measuring these outcomes is done through tests and end semester examinations administered by the department faculty and the college.

The Course outcomes are given at the end of the syllabus for each of the courses made available on the college website. The programme outcomes are briefed to the students at the time of admission. Orientation regarding the syllabus, programme specific outcomes and course outcomes are given by the teachers in charge of the respective course during the beginning of every semester.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Link for additional Information	<a href="https://www.sswroshni.in/eng/images/pdf/110.pdf">https://www.sswroshni.in/eng/images/pdf/110.pdf</a>

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

The college adopts different methods to assess the attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes.

The methodology of assessment is planned by the Registrar (Evaluation) in consultation with the faculty members of the different departments. The components of assessment are communicated



to the students at the beginning of the academic year.

The different methods of measuring Programme Outcomes, Programme Specific Outcomes and Course Outcomes are

#### Examination

Regular class tests, surprise tests are conducted to assess the level of understanding of the subjects taught. A term exam and end semester examinations comprising of theory and practical is organised in each semester to measure the level of knowledge and skills acquired necessary for pursuing higher studies or for job attainment. Viva voce and field work reports help in measuring the attainment of practical knowledge.

Students are assessed on continuous basis through quiz, seminar, open book exams, assignments, projects, collage, poster making, newspaper analysis, book review which help to assess the analytical, creative and reasoning skills of the students.

#### Stakeholders Feedback

Feedback is taken from (a small representation) all the major stakeholders- students, parents, alumna, employer and teachers on curricular aspects.

#### Higher Studies and Placement

The attainment of course outcomes is reflected in the number of students who are keen on pursuing higher studies and also the number of students finding placements in various sectors in campus and non-campus selections. Assessment of skills is also measured on the basis of students being self-employed.

The institute gives importance not only for academic development but also sees to the overall development of the students. They are provided with opportunities to organise activities, take leadership role and participate in co-curricular and extracurricular activities. Students are assessed and given credits based on their participation and performance in various co-curricular and extracurricular activities like sports, NSS, NCC, Red Cross and cultural activities which help in measuring their leadership skills.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

189

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<https://www.sswroshni.in/eng/images/pdf/372.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The Institution is committed engaging faculty members and students in research, innovation, and extension activities. It has taken a step forward towards research and associated activities through a well-equipped Research Department, conducting technical seminars, workshops, and training sessions relating to recent advancements in technology in various fields to enhance the knowledge of the students in the emerging fields of research. The research is governed by the research promotion policy as uploaded on the college website. The College has adequate research facilities with modern

equipment and adequate space to accommodate research scholars.

The Research Centre (Social work) is affiliated to the Mangalore University. Two of our Social Work faculties are recognized as PhD guides from Mangalore University. Eighteen research papers have been published in peer-reviewed journals this year. Adelaide Journal of Social Work (ISSN 2349-4123) started in 2014 is operational. Students are encouraged to present empirical papers at conferences.

The College strictly follows Mangalore University regulations to check plagiarism. Many of our faculties have published books and chapters in books bearing ISBN and ISSN. A few teachers have generated and amount through consultancy services, with 70:30 sharing basis, which is a strong motivation for other teachers too.

Ongoing MoUs with national and internationally renowned institutions help in engaging in collaborative academic work, sharing knowledge during technical events, participating in doctoral committees, and sending project proposals to various funding agencies. Faculty can avail of on-duty leave to attend and present papers at conferences. Many of our faculty have served as resource persons. The students are given utmost freedom to approach the faculty for support in research and work in the research department. The Institution provides opportunities to students to publish researches and review papers during their final year in national and international journals. The open elective choice offered in the curriculum of the affiliating university also aids in offering expertise in interdisciplinary areas thus motivating the students to pursue interdisciplinary projects.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.sswroshni.in/eng/images/pdf/162.pdf">https://www.sswroshni.in/eng/images/pdf/162.pdf</a>
Any additional information	<a href="#">View File</a>

### **3.1.2 - The institution provides seed money to its teachers for research**

**3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)**

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	No File Uploaded

## 3.2 - Resource Mobilization for Research

### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	<a href="#">View File</a>

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

02

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

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

0

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

## 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

School of Social Work, Roshni Nilaya evokes a keen sense of respect for the environment and service to all sentient beings. The Institution has created an ecosystem for innovations and other initiatives for the creation and transfer of knowledge. Learning at our Institution aims at developing a personal paradigm devoted to the mastery of essential life skills for success, service, life-long

learning and, respect for the planet. We provide a lively ecosystem that encourages and boosts innovation and entrepreneurship in the faculty and the students. Innovation eco-system was initiated and established through various collaborative foundations like networking, knowledge generation and partnerships. We are continuously involved in Collaborative Research, Development and Innovation as part of our unrelenting approach for knowledge and skill advancement. The Institution has conducted a workshop on "Intellectual Property Rights (IPR) and Innovation in Social Sciences" in collaboration with the Karnataka State Council for Science and Technology.

A National level Psycho-educational workshop "Scintilla 2020" on the theme 'PLAY' to foster acceptance, build competence and enhance skills through play was also organized. Industrial and field visits and several other workshops and conferences were effectively conducted to provide hands-on training for the students by eminent professors, researchers and scientists. This networking has provided an opportunity for the Institute to move forward, and think with a greater vision. We also offer several certificate courses catering to the needs of industries to add an incremental qualification for our students to have successful careers.

MOUs with renowned national and international universities and industries have been an important innovative strategy to provide more opportunities for the students for higher studies and career growth. These linkages have proven beneficial to our students who utilize the facilities available in the partnering institutions. Recognizing the fundamental role of education in fostering an ecosystem of innovation and an innovative mindset, the Institution motivates the students to prepare wall-papers, posters and exhibits to transfer knowledge on recent issues.

The fora and clubs at the UG and PG departments have conducted webinars such as "Empowerment through NLP" which have shaped the students to be more conscious and responsible individuals.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.sswroshni.in/eng/more/achievements/1315-mr-joyson-alex-crasta-participated-in-a-national-web-workshop-on-interface-of-intellectual-property-rights-and-innovation-in-social-sciences">https://www.sswroshni.in/eng/more/achievements/1315-mr-joyson-alex-crasta-participated-in-a-national-web-workshop-on-interface-of-intellectual-property-rights-and-innovation-in-social-sciences</a>

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

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

#### 3.4.2.1 - Number of PhD students registered during the year

03

File Description	Documents
URL to the research page on HEI website	<a href="https://www.sswroshni.in/eng/research-publications/research-center">https://www.sswroshni.in/eng/research-publications/research-center</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	No File Uploaded

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

0

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	No File Uploaded

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

08

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

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

0



File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

### 3.5 - Consultancy

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

0.149

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	No File Uploaded

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

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The quality of education is enhanced through need-based extension services as reflected in the quality policy of the college. The Institution has always led and been at the forefront while responding to any adverse environmental or social mishaps across the country. The extension services have been part and parcel of the institution and provide strength and direction leading it closer to the vision, mission and motto of the college. Such programmes helped in imbibing and exercising the core values of the institution which holds service as its focus. As a result, our college is distinguished by its social orientation.

Student volunteers and faculty provided psycho-social assistance and counselling during the pandemic. NSS and Youth Red Cross volunteers involved themselves in awareness programmes through collages, videos, poems, and posters on Fight against Corona during the lockdown which was circulated in their neighbourhood and friends via multimedia platforms. Students distributed sanitizers and self-prepared cloth masks in and around their homes during the lockdown. Edibles were distributed to police personnel in different locations of Mangaluru City in May 2020. Students volunteered in the Covid War room at Mangaluru City Corporation as well as underwent online training organized by the National Institute of Disaster Management, Ministry of Home Affairs, Government of India. All this was possible through concerted efforts of students and faculty which reflect humane and altruistic acts.

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

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

2

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

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

32

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

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

466

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

**3.7 - Collaboration****3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

89

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

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

2

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Established in 1960, School of Social Work, Roshni Nilaya has completed 61 years. Situated in the heart of the city of Mangaluru, it has maintained a green campus with well-developed infrastructure. The need for infrastructural facilities is assessed based on the introduction of new courses, increase in the intake of students, diversification of courses, introduction and upgradation of technology. The Principal, the Secretary of the Institute and the heads of departments foreseeing the needs discuss the major infrastructural requirements at the end of every academic year. A cost analysis is done by technically competent persons. The infrastructural needs and the budget are then placed before the

Management Committee. Based on the economic and technical feasibility and the actual need, new infrastructure creation or enhancement is initiated.

The Administration block houses the Principal's and Vice Principals' offices, college office, Auditorium, SC/ST Cell & Record Room, classrooms, psychology and criminology laboratories, Sparsh counselling centre, staff rooms and restrooms with well-furnished requisites as well as documentation room. This block has intercom facilities for the staff rooms and office as well as Wi-Fi facilities.

Social Work Block comprises the Registrar's office, Audio Visual Room, Seminar Hall, Computer, Language and Nutrition labs with Wi-Fi coverage, class rooms, Manah-Swasthya, office for evening courses (value-added courses), photocopy center, staff rooms with intercom facility, strong room, and restrooms for boys and girls.

Adelaide Library Block accommodates the M.Sc CFS laboratory, staff rooms, washrooms, Board Room, Extension Service Office, Computer Service Room, Maria Paiva Hall, Media Center and research laboratory with Wi-Fi facility, Multi Gym, NSS office, NSS storage room, Kannada and Hindi Departments.

The Family Service Agency block accommodates the Childline, Family service agency and Family counselling center with Internet connectivity.

#### *Class rooms and other facilities*

- The institution has a total of 22 LCD Projectors and 2 LED TV screens
- There are 19 Classrooms with LCD projectors, and 27 staff rooms with computer and internet connectivity
- A seminar hall (seating capacity of 130) and Maria Paiva Hall (seating capacity of 150) equipped with computers, LCD projectors, Smart boards and audio system to facilitate conduct of meetings, seminars, workshops and conferences
- An indoor auditorium with multimedia facility (seating capacity of 150)
- An Amphitheatre (seating capacity of 200)
- An Air-Conditioned Board Room with Video conferencing facility
- One Media Center
- Rooms for NSS, Sports and Gym
- Three Hostels for ladies (two on-campus and one-off campus)
- A Guest Room which is well furnished

- Solar Panel with 10 kWh for uninterrupted power supply

**UG/PG Labs:** The laboratories are well equipped with commendable infrastructure having specialized equipment and test materials that aid in practical demonstration. Laboratories are about 50 sq. ft each with sufficient seating arrangements.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sswroshni.in/eng/facilities">https://www.sswroshni.in/eng/facilities</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

#### Fine arts and cultural activities

- The College has a seminar hall, an auditorium, open Stage (Amphitheatre) with Audio-Visual facilities, lighting facilities and other necessary types of equipment for conducting various cultural events.
- Professional trainers are arranged by the Management for training the students in cultural activities.
- The College has a Music band.
- The College Students' Council (UG) conducts Inter Collegiate Cultural Fest 'Expressions', Fresher's Day, and Inter Departmental Competitions to encourage students to exhibit their talents and excel in Fine Arts. Staff (core committee team) and a student representative from all departments organize and conduct the fine arts activities every year.
- The students are encouraged to participate in various intercollegiate cultural competitions at the regional, state and national level and they have been bringing laurels to the college.

The college strives to form physically robust individuals and teams. The college has the following facilities-

- 0.5 acres of playgrounds
- Basketball court with fiberboard (renovated in 2018; 28 x 15 Sq. mts)
- Multicourt for Ball Badminton and Volleyball included Fencing (renovated in 2018; 22x10 Sq. mts.)
- Chess (since 1980) Table Tennis (2.74x1.52 Sq. mts)

- Shuttle badminton court (13.4x6.1 Sq. mts)
- Facilities for Kabaddi and coaching for wrestling
- Throwball court (since 2019; 24x12 Sq. mts)

The college in partnership with Iron Den Pre-school Multi Gym, Mangalore provides basic fitness training as well as training for participation in state, national and international level for female sportspersons in bodybuilding, powerlifting and weightlifting. There is provision for indoor sports activities like chess & carrom in Roshni Nilaya ladies hostel.

The college is in alliance with the Fisheries College, Mangalore for utilizing the following facilities

- Swimming pool
- Grounds for football and softball

#### Privileges for Sports Students

- Outstanding Sports students are given fee concession.
- Special permission is granted to attend training sessions.
- Students are encouraged to participate in regional, state, all-India inter-university, national, and international sports competitions.
- Eight well-qualified and outstanding sports coaches train the college sports team in various sports and games like Basketball, Wrestling, Weight lifting, Power lifting, Body building, Kabaddi and Badminton and sports model competitions.
- Refreshments for sports students after coaching.

#### Yoga

- Yoga is taught to Sports students in the Seminar hall (rainy days) or outdoor auditorium (Amphitheatre) by the Physical Education director.
- The college has provision for mats and cushions. Each session can accommodate 30 students.
- International Yoga Day is celebrated every year in collaboration with other organizations.
- Yoga experts are invited to the college periodically.
- The college offered Yoga Online Certificate Course in 2020-2021.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.sswroshni.in/eng/sports/facilities">https://www.sswroshni.in/eng/sports/facilities</a>

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

22

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

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

1561718

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 4.2 - Library as a Learning Resource

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

The Library of the School of Social Work, Roshni Nilaya was established in 1960. It is a temple of learning where the undergraduate and postgraduate students, research scholars, faculty, alumni, staff, and students from other colleges are involved in purposeful professional reference work.

The new Library block Adelaide Library was inaugurated on 31st May 2010. Spanning a total area of 15,955 sq.ft. it comprises all





4. Back Volumes, Dissertations, Project Reports and Ph.D. Theses  
5. The library has a 'Career Corner' which holds resources to prepare for competitive examinations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sswroshni.in/eng/facilities/library">https://www.sswroshni.in/eng/facilities/library</a>

**4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

184360

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)**

**4.2.4.1 - Number of teachers and students using the library per day during the year**

9

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	No File Uploaded

### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The institution updates IT infrastructure (hardware & software) for academic, research and administrative services. The office and every department have a computer system, printer, internet connection and Wi-Fi facility. The Institute has a computer lab with 25 computers, language lab with 13 computers and a research lab with two computers.

#### Management Information System

The Institution uses a management information system concerning administrative and educational activities. The salary of aided staff is done through Human Resource Management System. The scholarships received by meritorious and backward class students through government and other private donors are streamlined and computerized. Students' admission application is available on the college website and the fee receipts are computerized. The accounts and other office functions are all computerized and regulated. The database of library books, journals, and magazines is computerized. A bar code scanning system is in place to monitor student's library usage. The examination system is fully computerized in the Registrar's (Evaluation) Office. The results are declared on the website. The attendance of the staff is through a biometric system. All the autonomy payments are done through Public Financial Management System (PFMS).

#### Technology up-gradation

The BSNL Wi-Fi facility of 100 Mbps Leased Line installed in the Social Work Block and Administrative Block has been upgraded to 200 Mbps. There are three different connections for the various blocks of the college- two of BBNL and one BSNL connection.

#### ICT Facilities

- A total of 121 computers are available for use on the campus.
- The Language Lab has computers and software for Communication skill development and a tense buster.
- 19 controlled Wi-Fi access points and a 40 Mbps optical fiber connected network are available on the campus.
- Free Wi-Fi access is provided for the staff and, students can use the free Wi-Fi facility in the library.
- The library is computerized with Auto Lib Software.
- Microsoft Campus Agreement License has been continuously extended since 2007.
- Higher Education for Person with Special Needs (HEPSN) software (Talking Library Project) for training visually impaired students (since 2013).
- SPSS software is used for doing statistical analysis of research projects.
- The campus security is strengthened with surveillance cameras.
- All classrooms, seminar hall and Auditorium are equipped with LCD projector and surveillance cameras.
- The college also provides a facility for video conferencing.
- Roshni Diamond Jubilee Memorial Media Center with a basic lecture capturing system facilitates producing educational programmes and generating e-content materials through softwares - Adobe Premiere Pro 2020 and Adobe Photoshop 2020.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sswroshni.in/eng/images/pdf/248.pdf">https://www.sswroshni.in/eng/images/pdf/248.pdf</a>

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
578	74

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

<b>4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus</b>	<b>A. 750 Mbps</b>
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File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing**

**B. Any three of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

#### **4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)**

**3939923**

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

**4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.**

**School of Social Work, Roshni Nilaya strives to meet the growing needs of the Institution with the support of the Management (Institute of Social Service, ISS), making available adequate physical infrastructure and constantly upgrading facilities to provide, maintain and utilize physical, academic and support facilities-laboratories, library, sports facilities, computers, classrooms etc. The infrastructure budget is allocated every year**

for the proper maintenance of the same.

#### Established Systems and Procedures

- The Principal discusses with the Management (ISS) and presents a report regarding physical, academic, and support facilities for approval and implementation.
- The HODs, faculty, non-teaching staff, and other service personnel are given responsibility to maintain the facilities under their supervision.
- An annual audit & stock-taking of the physical, academic, and support facilities is undertaken for assessment and evaluation.
- A detailed report is submitted by the Heads of Departments to the Principal which aids in planning for the next academic year.

#### Maintenance of Physical facilities

- Maintenance officer - the maintenance officer is in charge of the physical infrastructure of the college. They are responsible for maintenance related to electrical, carpentry, painting etc. of the classrooms and the entire campus throughout the year. Major repair works are carried out during summer vacation. Routine checkups on chambers, sanitation areas etc. are under taken.
- Technical requirements and other infrastructure facilities are maintained regularly by staff.
- Annual Maintenance Contract (AMC) for air-conditioners, generators and other equipment which are cleaned calibrated and, maintained regularly.
- Fire extinguishers and First Aid Kits are maintained regularly and their refilling is done before the date of expiry.
- Support Staff - Cleaning and maintenance of classrooms, seminar halls, laboratories, staff rooms, library, and corridors are done daily.
- Cleaning System - Classrooms and corridors are swept and mopped regularly to maintain cleanliness. In addition, gardeners, sweepers, electricians and mechanics take responsibility for the infrastructural maintenance. Cleaning of the toilets is done every day and special care is taken in using a disinfectant to keep away germs and viruses. The College campus is regularly cleaned with the help of these staff.
- Outsourced Security Service - The security of the campus is outsourced. A security guard is on duty round the clock.

- CCTV: CCTV cameras have been installed in all the rooms of almost all the blocks as a part of security measures for both students and employees.

#### Maintenance of Academic facilities

##### Laboratories:

- Laboratories have been maintained efficiently for conducting smooth practical sessions. Equipment have been repaired and replaced to keep the lab in good working conditions.
- For any kind of maintenance or repair, the laboratory staff in charge reports to the Head of the Department, and she/he forwards it to the Principal and the repair work is carried out by the concerned service person.
- The instruments and equipment are serviced by the suppliers from whom it is purchased when required.
- The maintenance register of the same is kept in the laboratory. A separate maintenance register is kept with details of maintenance entries i.e. name of instrument, date, and description of maintenance.

##### Library:

The library is administered by a qualified Assistant librarian and two library assistants maintaining different sections of the library. Grilled windows and proper lock and key mechanisms ensure the safety of the resources.

- All books in the library are arranged according to their classification.
- The Library support staff help in maintaining the books and the other infrastructure in the library.
- Damaged books are bound, scanned and digitalized in the central library.
- The annual stock taking and maintenance of the library books is carried out during the summer vacation by the faculty of respective departments.
- On request from each department, a list of required books is prepared and procured during the academic year.
- A nominal penalty is levied for delay/damage/loss of the library books.
- The departmental library is taken care of by the heads of departments.

##### Computers:

A Computer lab is maintained by ensuring the proper maintenance of the computer systems, installed UPS's and air conditioners.

- South Info Computer Servicing Company is in charge of the regular maintenance of computers, timely updating of software programs and networking on the campus.
- Minor technical problems in computers are handled by the concerned lab faculty.
- Computer hardware technicians are outsourced for maintenance and repair of computers within the campus.
- The use of information and communication technology facilities for teaching and learning is recorded in the logbook.
- Free Wi-Fi access is provided for staff in their respective departments and students, in the library and computer lab

#### Sports:

The physical education director maintains the stock register of sports equipment and an annual internal stock audit is done by the faculty of other disciplines by 31st March every year. Following the stock checking, all damaged sports equipment are disposed and replaced with new equipment at the beginning of the academic year. After the end of monsoon the grounds are cleaned and all the courts are marked by the student volunteers under the supervision of the Physical Education Director.

#### Water Purification System:

Purified water is provided for the students in every block with some water purifiers having provisions for hot water. Water Purifiers are regularly maintained by the servicing agencies taking into consideration the health of everyone on the campus.

#### Sanitation:

Ample numbers of clean and hygienic wash rooms are provided for staff and students on the campus. Separate washrooms are provided for male and female students, staff, and the physically disabled. They are maintained and cleaned daily by the support staff.

The equipment, apparatus and all consumables of various laboratories and centers were not stock checked and verified for the academic year 2020-2021 owing to the pandemic.



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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

16

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

05

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

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities**  
**Soft Skills**  
**Language and Communication Skills**  
**Life Skills (Yoga, Physical fitness, Health and Hygiene)**  
**Awareness of Trends in Technology**

C. Any 2 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

311

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

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of outgoing students who got placement during the year</b>	
24	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
<b>5.2.2 - Number of outgoing students progressing to higher education</b>	
28	
File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year</b>	
<b>5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year</b>	
7	
File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>5.3 - Student Participation and Activities</b>	
<b>5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year</b>	
22	

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

### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Student Council is a well-organized body of students. It is a group of elected and unanimously elected students working together with ample support from the faculty within the framework of a constitution to provide a means for student expression and assistance in college affairs and activities. It opens up opportunities for student experiences in leadership and for student/faculty/community relations to develop abilities within the youth so as to contribute leadership for the Community, State and the Nation.

Any student that is academically attuned, regular to college, proactive, enterprising and more drawn towards college activities is welcome to be a part of the Students' Council after meeting certain criteria. The objective of the Students' Council is to build awareness, create good leadership qualities, for a more informed, concerned, and active citizenry of tomorrow. The students take responsibility to organize and host programmes in a professional manner.

Elections are held at the beginning of the academic year and the tenure is for one year. The elections are as per the constitution adopted by the College in alignment with the Lyngdoh Committee recommendations. The Students' Council in the UG level consists of five Cabinet Posts reserved for female and final year students only and six class representatives from the BA and BSW programmes. As per strong suggestions received from the UG students, only the post of sports secretary was open to male students in the 2020-2021 Student's election.

The Students' Council in the PG level consists of three Cabinet Posts from the MSW department and two representatives each from the M.Sc departments. Only the post of Convenor is reserved for a female student.

A senior faculty designated as the Election Officer is responsible for conducting the elections in a fair, transparent and democratic manner. The Students' Council is under the supervision and guidance

of the Student Welfare Officer. The Investiture ceremony signifies the reliance that the college consigns on the newly invested office bearers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sswroshni.in/eng/about-us/administration/students-council/475-students-council-ug/1743-students-council">https://www.sswroshni.in/eng/about-us/administration/students-council/475-students-council-ug/1743-students-council</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

2

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Roshni Alumni Association, Mangalore was registered in August 2016. Similarly, several chapters of the Alumni Association are active in various parts of the country and abroad. The Alumni Associations are passionate about their involvement with the students of our institution, contributing towards the educational expenses of a few Post-Graduate students every year. In 2020-2021, there was no contribution made by the Roshni Alumni Association to the College Fund.

Roshni Alumni Association Bangalore conducted interactive sessions -with Provident Fund Authority on 13th February 2020 where initiatives introduced by the PF Authority for clearing the claims, benefits, loan facilities etc were discussed. A session on "Factories Act 1948 and Line Managers Roles and Responsibilities" was conducted on 30th May 2020. The Mangalore Chapter in partnership with Uxcel, Mangalore felicitated 550 Sanitation Workers of MCC for their service to the city on 15th December 2020.

A Memorandum of Understanding was signed in September 2020 between the Institution, Bangalore and Mangaluru Alumni Associations and a Centre for Leadership and Social Development in memory of Dr. Olinda Pereira, the Founder Principal of School of Social Work, Roshni Nilaya was established.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

**5.4.2 - Alumni's financial contribution during the year**

E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The College is owned by 'The Institute of Social Service', the apex decision making body responsible for the Management of the College, registered under Mysore Societies Registration Act, 1960. The Governing Body of the Institute envisages and implements measures that ensure sharing of responsibility in governance through regular meetings and effective governance practices. The Body plans strategies to improve the quality of higher education focusing on professional excellence, holistic development and social responsibility, the core domains of its Vision and Mission. This Body approves recruitment of Principal/Staff in accordance with the policies laid down by the Management, UGC and State Government, institutes/ approves scholarships/fellowships, new programmes, infrastructure development, policy formulation in keeping with the policies of the Government and Minority status of the College.

Decision making percolates from the Management and the statutory bodies of the autonomous college through the faculty and administrative staff to the student body and all the stakeholders. Various committees set up are involved at appropriate levels in the decision-making process.

The Governing Body of the autonomous college is the decision-making body pertaining to approval of new programmes of study, annual budget of the college and academic initiatives on recommendations of the Academic Council and Finance Committee.

The Academic Council in turn makes decisions pertaining to courses of study, academic regulations, curricula, syllabi and modifications, instructional and evaluation arrangements and other procedures relevant to academic matters. Other decisions include those as laid down by the UGC for Autonomous Colleges.

The Internal Quality Assurance Cell (IQAC) is instrumental in designing, developing and deploying academic and co-curricular, faculty and student development, research, extension programmes, publications, enhancing their quality. It also undertakes measures that ensure quality sustenance in the institution.

The Deans and Head of the Departments are concerned with the appropriate functioning of their respective divisions, departments and bodies.

The College has set up Boards of Studies in each department and Finance Committee (statutory bodies mandated by the UGC for Autonomous Colleges). They contribute to the proper functioning of the college at the academic and financial levels respectively.

Several other committees have been set up to oversee the day to day functioning of the college such as Admissions Committee, College Development Core Committee/ Staff Council, Library Committee, Planning and Evaluation Committee, Academic Mentoring Committee, Student Council, etc. The role and functions of these committees ensure smooth functioning of the college in the respective domains with the Principal being the final authority on all decisions made.

Decisions made at Committee meetings pertaining to the functioning of the college in areas such as admissions, library, student affairs etc. are conveyed to the staff and students through Staff Council, Staff meetings and Student Council.

Through the student council, students give feedback on academic matters, infrastructural facilities and quality assurance measures.

Thus, the College has a governance model that is well structured and facilitates a participatory style of functioning done in a transparent and collaborative manner where all associated feel an integral part of it.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sswroshni.in/eng/images/pdf/286.pdf">https://www.sswroshni.in/eng/images/pdf/286.pdf</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

#### CASE STUDY ON DEANERY

Demands of being an Autonomous institution and the introduction of new programmes and courses of study required that more positions be created to ensure delivery of quality education. Participatory management has been an organizational practice of the college since its establishment.

With the conferring of autonomous status in 2007, there was a need for a greater level of decentralization and delegation of managerial powers and processes resulting in the inclusion of a greater number of faculty participating in administration of the College. Thus, there came into existence the concept of Deanery and appointment of faculty into Deans' positions in the institution.

As per the Strategic Plan, the Academic Mentoring Committee has been set up comprising a Dean for each of the following areas - Academics, Administration, Student Progression and Research.

The 'Roles and Functions' of persons as Deans is given below:

#### Dean - Academics:

- Curriculum development, Syllabus revision, Value added courses and Certificate Courses
- Continuous Comprehensive Assessment, Academic Audit, Creative teaching methodologies, Fora and Cells
- Schemes of MHRD, UGC, other sources
- Enhance employability, entrepreneurship, eco-centricism, gender equity
- Special courses for advanced and slow learners
- Coordination of College Annual Day and Convocation Day
- Centre for Professional Excellence (CPE), Centre for International Academic Networks (CIAN)



Dean – Research:

- Submission of Research proposals to private and public sector organisations
- Faculty engagement in Research and Publications
- Programmes of Research scholars
- Annual national/International level Conferences on Research Methodology and related topics
- Incubation Centres
- Extension services
- Ranking Surveys and Students Satisfaction Survey
- Centre for Extension Services and Incubation (CESI), Centre for Research and Publications (CRP)

Dean – Administration coordinates:

- Submission of proposals for Faculty/Institutional Development Programmes to MHRD/UGC/Private/Public sources.
- Office administration
- Campus/Infrastructure Supervision
- Monitoring Stock Register/Stock Checking/Dead Register/AMC of equipment
- Fund raising
- Centre for Information Technology (CIT)
- Promotion of e-Governance

Dean-Student Progression is in charge of the holistic development of the students for meaningful life and gainful employment:

- Monthly meeting with Welfare Officers, Physical Education Director, NSS Officers, Placement Officers and Student Council
- Departmental Annual international/national Conferences in collaboration with welfare officers
- Job/block/fieldwork placements and internships in collaboration with Placement Officer
- Co- curricular and extracurricular activities
- Grievance redressal cell, Disciplinary Action committee, Mentor and Mentee Programmes and Counselling services
- Students support services - Scholarships, hostels and facilities
- Value system
- Alumni Engagement
- Centre for Human Transformation (CHT)
- Centre for Women/Gender Empowerment and Legal Aid Clinic (CWE & LAC)
- Centre for Cultural Excellence (CCE)

Enhanced participatory management is evident from the well-defined deanery with all Deans reporting to the Principal.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for additional Information	<a href="https://www.sswroshni.in/eng/images/pdf/280.pdf">https://www.sswroshni.in/eng/images/pdf/280.pdf</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

One of the strategies recommended in the Perspective Plan was to establish a Disaster Management Cell and designate a faculty coordinator. Faculty and students of the college have been responding to various natural and human-made crises with a commitment to section 6.03 of the Code of Ethics of Social Work profession, namely, "Social workers should provide appropriate professional services in public emergencies to the greatest extent possible".

Our college has responded to the following emergencies accordingly-

- College premises were offered as 'COVID 19 War Room of Dakshina Kannada District for which the Government of Karnataka and District Health Office facilitated the college (2020).
- Grocery kits were distributed to migrants, daily wage earners, auto-rickshaw drivers, street vendors and needy families in the adopted villages of the college as well as in North Karnataka. (2020)
- Students volunteered to help with tele-counseling and patient tracking at the District Hospital and the COVID war room.
- Faculty and CHILDLINE provided tele-counseling services during COVID 19 lockdown. (2020, 2021)
- Institutional and Student level COVID-19 Task Force provided assistance during the pandemic.

Through the Disaster Management Cell, which is comprised of dedicated faculty and students, the college continues to assist

society during times of crisis.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sswroshni.in/eng/images/pdf/280.pdf">https://www.sswroshni.in/eng/images/pdf/280.pdf</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The Organogram is a reflection of the organisational structure of the College. The College is managed by the Governing Body of 'The Institute of Social Service' (R), which is the apex decision-making body headed by the President. It ensures effective policy formulation based on the orders and regulations from the Government, feedback from statutory bodies and stakeholders. The Secretary of the Institute updates and maintains the records of the Institute and is the signatory for appointment of staff of the Institute. The Treasurer of the Institute is in charge of financial administration including monitoring of financial transactions with students, staff, private and public sector institutions, preparing budgets and financial statements and ensuring the annual conduct of financial audits.

Governance of academic matters is vested with the Governing Body of the Autonomous College. This important body meets at least twice a year and makes decisions as prescribed in the UGC guidelines for Autonomous Colleges. The Academic Council and the Boards of Studies contribute to the academic innovations of the College. The Finance Committee monitors the financial administration under autonomy.

Over the years with the expansion of the College, both at the administrative and academic levels additional positions were created. The President of the Institute is the chairperson of the Governing Body of the autonomous college. The Principal administers the overall smooth functioning of the college supported by the Vice Principal. College Development Core Committee / Staff Council (CDCC/SC) assists the Principal with the day to day functioning of the college.

The IQAC headed by the IQAC co-ordinator is reposed with the task of

quality assurance and sustenance in the institution through planned programmes and activities.

Academic Mentoring Committee is a collaborative body that strengthens the IQAC through the monitoring of crucial parameters for excellence. The Dean - Academics, Dean - Administration, Dean - Research and Dean - Student Progression foster academic vibrancy and a joyful learning environment.

The Heads of the Departments ensure that the curriculum and the academic programmes of the department are administered with diligence and conscientiousness; quality enhancement is the hallmark of their functioning as they coordinate curricular, co-curricular and forum activities. The Controller of Examinations ensures the smooth conduct of examinations, evaluation of answer scripts and publication of results. The Office Superintendent in collaboration with Dean, Administration coordinates the administrative functioning of the college.

The eight Center Directors animate the Centers for Professional Excellence (CPE), International Academic Network (CIAN), Information Technology (CIT), Extension Services and Incubation (CESI), Research and Publications (CRP), Human Transformation (CHT), Women/Gender Empowerment and Legal Aid (CWE & LA) and Cultural Excellence (CCE). The committees for grievance redressal, disciplinary measures facilitate healthy campus culture.

Dean-Students' Progression channelizes student wellbeing animating the Student Council and synergizing a positive campus culture. The efficient delegation and conscientious execution of responsibilities by every stakeholder ensure academically excelling, safe and growth promoting educational environment.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://www.sswroshni.in/eng/about-us/administration/organogram/2067-organogram-2020">https://www.sswroshni.in/eng/about-us/administration/organogram/2067-organogram-2020</a>
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

### 6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	No File Uploaded

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Teaching and non-teaching staff are provided with the following welfare measures:

- All the statutory welfare measures are offered to the Grant-in-Aid Staff.
- Statutory benefits such as Employee Provident Fund (EPF) and Employee State Insurance (ESI) benefits are offered for the management staff.
- Casual Leave, Maternity/Paternity leave, On Office Duty (OOD), Yearly leave are offered for management staff.
- Additional earning opportunities are provided for the management staff via value added courses.
- Fee concession is provided for the staff to pursue value added courses.
- A twofold increment is awarded upon completion of Ph.D.
- Incentives are provided for research publications.

- Seed money is given for promoting research culture through the conduct of minor researches.
- Interest free lending facility is made available to the teaching and non-teaching staff on request.
- Free Wi-Fi facility is available on campus for the staff.
- Computers, LCD projectors and sufficient printers are available to the faculty to enhance effective teaching.
- Lecture capturing systems are offered.
- Periodical technical training is offered to the staff update Management Information System.
- Free training in SPSS was made available to the faculty.
- E-resources are accessible to the staff.
- Separate space is allotted to the staff in the Library.
- Canteen facility with separate space for staff is provided.
- Staff Picnics and celebrations are organized.
- Free Medical check up is organized for the staff.
- Employees are supported to avail bank loans through provision of salary certificates or other documents required to access other facilities.
- Study leave and special permissions are sanctioned to pursue and support their higher studies.
- Avenues for career development/progression are facilitated for teaching and non-teaching staff through organizing staff enrichment programmes.
- Staff are motivated and financially supported to attend workshops, refresher courses, exposure visits, induction programme, team building sessions and other short-term skill enhancement programmes towards career progression and development.
- Additionally, with students being an important stake holder of the institution, efforts are made to reach out to deserving students through the "Earn while you learn programme".
- Freedom to organize international, national and local workshops and seminars is given. They are permitted and encouraged to conduct trainings, serve as resource persons, and present papers at all levels of conferences and workshops based on their expertise and knowledge.
- They are permitted and encouraged to conduct trainings, serve as resource persons, and present papers at all levels of conferences and workshops based on their expertise and knowledge.
- During the pandemic, management instituted an incentive of 30-percent of net registration fees for departments to organize webinars that would be shared among the involved faculty.
- Guidance and Counseling opportunities are offered during times

of crises and need.

- Employee-friendly exit policy is practiced, giving priority to the greater well-being of the concerned staff.

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

### 6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

07

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

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

35

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

### 6.4.1 - Institution conducts internal and external financial audits regularly

School of Social Work Roshni Nilaya is a Grant -in-Aid institution managed by the Institute of Social Service with PAN No. AAAAI0215L. The TAN number of School of Social Work is BLRS08988A. The Institute is registered under the Mysore Societies Registration Act, 1960. The College receives grant towards salaries of 14.5% of Teaching and Non- teaching staff and student Scholarships from the Government of Karnataka as well as Autonomy Grant, CPE Grant etc. from the UGC. Other sources of income are research projects, short term special courses, contribution from Alumnae Association and well wishers.

- The Treasurer of the Institute is in charge of financial administration.
- The Institute maintains separate books of accounts of all the units under its control and the activities of all the books of accounts are subjected to annual audit by the appointed External Chartered Accountants Messrs. Gonsalves & Nayak, Chartered Accountants, Mangalore.
- The Chartered Accountants complete the audit of the Institute of Social Service as per the statutory requirements.
- Internal financial audit of the college is carried out by the Treasurer of the Institute.
- The salary grants of Aided Teaching and Non-Teaching staff are released after claim bills are presented to and duly verified every month by the Joint Director of Collegiate Education, Mangaluru Region.
- Revenue generated from other sources such as research projects, short term special courses, contribution from Alumnae Association and well wishers are incorporated in the Institute's account and subjected to statutory audit by the Chartered Accountants.
- The Auditor's reports were issued on 09-10-2020 and 29-07-2021. All the reports have stated that the audited accounts of the School of Social Work give a true and fair



view.

- The Financial Statement of Accounts comprising salary, fee collection and scholarships are certified by the Audit Firm and the Audit Reports are issued.
- The audited statement is presented to the Governing Body of the Institute to be approved.

The Statement of accounts and Utilisation Certificate for UGC grants are submitted directly to the UGC.

Based on the Audit and Financial Statements of all constituents, the Institute files the return of Income every Assessment Year. No internal audit was undertaken in 2020-2021 owing to the pandemic.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

00

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

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The Governing Body of the Institute of Social Service monitors the most advantageous utilisation of the financial and infrastructural resources. The Institutional strategies for fund raising and optimal utilization of resources are as follows:

- Financial and material resource gaps of the college are identified based on the internal and external audit reports.

The recommendations of the Governing Body of the Institute of Social Service (ISS), Governing Body of the autonomous college, finance committee, purchase committee of the autonomous college, Alumni Association and its chapters have been studied in preparing the financial plan of the college. The Autonomy Finance Committee reviews the annual budget and statement of accounts related to autonomy and provides guidelines on how to manage the funds effectively. Account General Audit has been conducted in November 2018 wherein it was suggested to work towards approval of sanctioned posts. Financial forecast and strategies for mobilization of funds and resources are also developed in consultation with above-mentioned bodies.

- To address the financial constraints due to decreasing number of grant-in-aid posts and developmental grants, efforts are made by the Management to pursue the process of post-approval and fund raising. The Management has identified potential philanthropists to help fund the campus's laboratory equipment and infrastructure. For resource mobilization, a series of stakeholder consultation meetings were conducted.
- Government scholarships are utilised as per the policy of the respective granting authority.
- Special proficiency awards for the students are instituted by alumni and well-wishers.
- Mid-day meal/ earn while learn/ financial assistance schemes are offered to support deserving students within the available resources.
- Additional income-generating opportunities are tapped such as skill based short-term special courses, additional academic programmes such as B. Voc., billboards for advertisement, consultancy, research projects, income generated through the use of infrastructure and MoU's with institutions and universities for academic programmes.
- The college has developed a Resource Mobilization Policy in the year 2018. The Policy aims at facilitating optimum utilisation of available financial and infrastructural resources as well as their planned augmentation or enhancement. It emphasizes efficient financial management system and sustainability.
- The Purchase committee prioritizes the financial requirements based on need, pricing and the budget allotted as well as compliance of purchase procedure.
- Accountability is ensured by using the grants for the sanctioned purpose.

- Documentation of financial transactions, Stock register and Dead register are maintained for future reference in resource mobilization.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and processes

### a) Stakeholder's feedback on curricular aspects

Feedback from stakeholders is used in the initiation, review and redesign of courses. A small representation of stakeholders gives their feedback (written) related to curricular aspects. Apart from the stakeholders namely alumni, employers, parents and students; feedback from teachers (academic peers) as a significant stakeholder give their feedback (written) related to curricular aspects and this was incorporated from 2018-2019 onwards. In 2020-2021, the outgoing batch of students' gave their feedback on curricular aspects. These are then collated and uploaded on the college website by the IQAC.

### b) Environmental concerns

Courses on Environmental studies and sustainable development are integrated into the curricula. Social responsiveness was kindled through clean campus initiatives. The college endeavoured towards being a zero waste and plastic-free campus. The majority of female students and staff have shifted from non-biodegradable sanitary napkins to menstrual cups which is eco-friendly.

The green audit was undertaken by the IQAC in 2020-2021.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The institutional reviews and implementation of teaching-learning reforms facilitated by the IQAC are

#### 1. Student's appraisal of teachers

Before the close of every academic year, the outgoing batch of students fills an appraisal form of their teachers with a focus on teaching-learning, students' progression and support as well as skill/knowledge/value enhancement. The IQAC prepares a feedback analysis report per teacher for all the programmes and submits the same to the Principal. This was undertaken this year.

This appraisal is discussed with the concerned faculty and a synthesized hard copy is handed over to the concerned faculty at the start of the next academic year. The Principal and IQAC coordinator meet the faculty member in person for clarifications on the student's feedback as required.

MoUs have been signed with organizations of different sectors for resource and knowledge sharing. On account of the COVID-19 lockdown which affected education, the IQAC organized an in-house programme conducted by the college IT Coordinator who provided hands-on training for conducting online classes. The training imparted equipped faculty to engage in online classes, conduct webinars, involve students in internships through practical online sessions by experts from prominent organizations, besides training students to handle online group and individual counselling. Thus, faculty development models were implemented with differing foci on

technology, pedagogy and course content with a shift from teacher-centred to learner-centred instruction.

#### b) Student's feedback on Teaching-Learning Process

During the Parents Resource group meetings held once annually, parents meet all the teachers and their ward's mentors and offer suggestions/feedback on the teaching learning process. This was not done owing to the pandemic.

A structured feedback format has been followed to evaluate every teaching-learning programme, be it an extension activity, guest lecture, outreach programme etc. The IQAC conducts a review of the teaching-learning environment and facilities of the College (Internal Academic audit). A few resource persons and alumni give oral feedback on the effectiveness of the teaching-learning environment, existing infrastructure and offer suggestions in areas that need to be improved. The IQAC receives all reports of departmental programmes that would be uploaded on the college website. A student satisfaction survey on Teaching-Learning Process from the UG 2018-2021 batch and PG 2019-2021 batches have been collated and uploaded on the website.

The IQAC has ensured the value and effectiveness of feedback in improving and professionalizing teaching in Higher Education.

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

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

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

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The world is striving to create gender equity as a part of achieving United Nations Sustainable Development Goals by 2030. School of Social Work, Roshni Nilaya, has always worked towards creating an inclusive, just and equitable society. Each programme incorporates content related to gender equity and sensitisation. Feminist and LGBTQs writings and gender sustainability find place in all language courses. The various courses of faculty of Humanities (Sociology, Rural Development, Economics, and Social work) includes women empowerment, dowry, gender discrimination and violence, participation of women in governance, self-help groups, sexual minorities, laws pertaining to women, gender Development Index, etc. Courses in Criminology, Psychology and Medical and Psychiatric Social Work, mental health and counselling aspects comprise correctional services, crimes and legal aspects with a special focus on women.

Apart from curricular inclusion, the Institution ensures to provide practical and relevant opportunities for students, staff and its stakeholders to gain appropriate knowledge, skills and attitude towards gender equity. As per the Supreme Court guidelines, Women's Cell has been actively functioning to address the needs and issues of staff as well as students. To ensure and enhance leadership among women students, all the cabinet posts are reserved for final year women students.

Further, film making workshops are continuously organised for

students. Critical thinking and research on gender related issues such as commercial sex workers, women and crime, transgenders, pregnant women, dowry, child marriage, gender discrimination, gender role attitudes, quality of work life among female employees by students have led to presentation of papers and publication of the same. Students are trained and perform street plays and role plays depicting gender and women empowerment issues.

Therefore, gender sustainability is meticulously incorporated while planning and implementing curricular and non-curricular aspects throughout the academic years by all the departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sswroshni.in/eng/events-news/for-a-activities/ug-common-news/2063-webinar-on-household-waste-management">https://www.sswroshni.in/eng/events-news/for-a-activities/ug-common-news/2063-webinar-on-household-waste-management</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment**

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Being an Institute of Social Service, umpteen numbers of initiatives are taken up strategically on and off the campus.

**Solid waste Management:** NSS unit of the Institute often conducts 'Clean College Campus' or 'Shramadhan'. Solid waste is segregated at the source by having three different trash bins for wet wastes, dry wastes, and another for plastic/papers. Degradable wastes such as dry leaves are used for plants and trees on the campus. Municipal

waste, plant material, sewage, green waste and food waste produced especially in the hostel kitchen and the canteen are used for Biogas, Pot compost, vermicompost, pipe compost, and also for bio-enzyme-manure in the campus. Whereas, non-biodegradable wastes such as plastic and papers are segregated and disposed off for recycling. The Institute seeks to become a zero-waste and plastic-free zone.

Students are made aware of waste management especially to reduce the use of plastic and choose other eco-friendly alternatives instead, such as cloth bags, paper, etc. While organizing conferences, seminars, and any such programmes, plastic products such as water bottles, files, mementos, etc. are strictly prohibited by the organizing departments.

Students and staff are also involved in research activities on topics related to waste management. Students are motivated and trained periodically to practice segregation of waste at source in college and their homes.

*Liquid waste management:* To lower the liquid waste output, the kitchen and other liquid waste are reused and recycled by way of redirecting them to plants and trees on the campus. Students are often educated about the optimum utilization of water resources on the campus.

*Biomedical waste management:* Most of the female staff and students have switched to menstrual cups to reduce bio-medical waste and maintain menstrual hygiene. A survey was conducted among the female students to overcome the myths and misconceptions related to the use of menstrual cups. Used sanitary pads are disposed of separately through Mangalore City Corporation garbage collection.

*E-Waste Management:* E-wastes on the campus is mostly reused or sent for recycling to Pollution Control Board. Nonfunctional old gadgets are exchanged with the companies while buying new gadgets like computers, printers, etc.

*Waste Recycling System:* Vermi Compost, Bio-Gas Plant, Liquid waste management system and Pot Compost methods are the functional recycling systems on the campus.

*Chemicals and radioactive waste management:* Chemicals in small quantities are purchased and utilized during Criminology practical (PG) classes. A few expired chemicals are stored separately in air-tight bottles away from sunlight for future disposal. None of the chemicals are radioactive in nature.



File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy undertaken by the institution**

<p><b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Environment audit</b></li> <li><b>4. Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<p><b>A. Any 4 or all of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="86 698 552 757">File Description</th> <th data-bbox="558 698 1465 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 766 552 898">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="558 766 1465 898" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 907 552 1003">Certification by the auditing agency</td> <td data-bbox="558 907 1465 1003" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1012 552 1108">Certificates of the awards received</td> <td data-bbox="558 1012 1465 1108" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1117 552 1176">Any other relevant information</td> <td data-bbox="558 1117 1465 1176" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>		File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>	Certification by the auditing agency	<a href="#">View File</a>	Certificates of the awards received	<b>No File Uploaded</b>	Any other relevant information	<b>No File Uploaded</b>
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Certificates of the awards received	<b>No File Uploaded</b>										
Any other relevant information	<b>No File Uploaded</b>										
<p><b>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</b></p>	<p><b>A. Any 4 or all of the above</b></p>										

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The Institute provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic, and other diversities. The Institution seeks to contribute to the vision of a humane, just and sustainable society. The service is based on the values of respect for all human beings, freedom, and equality. The ambience of the Institute nurtures a homely atmosphere - a healthy teacher-pupil relationship of respect and understanding based on freedom with responsibility.

In curricular aspects, Foundation Course is made mandatory to all undergraduate students with the subjects; Constitution of India, Human Rights and Gender Equity to inculcate human and ethical values amongst the students. Similarly, these aspects of an inclusive environment are dealt intensively even at the postgraduate level.

National festivals such as Republic Day and Independence Day are celebrated every year on the campus. All staff and students participate for the cause of the nation and inspiring speeches are conducted to promote national integrity. International and National commemorative days such as Yoga Day, Hindi Diwas, NSS Day, Women's Day, Ambedkar Jayanthi, Basava Jayanthi, Youth Day, Transgender's Day are highlighted in Academic Calendar and observed with special programs or activities to sensitize and promote peace and harmony. There are different grievance related cells in the Institute such as Grievance Redressal Cell, Disciplinary Actions Committee, Adjudication committee, SC/ST Cell, Women's Cell, and Anti-Ragging committee to deal with various issues of students.

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

#### 7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The Institution endeavors to contribute towards and develop a social and economic order based on the values of Freedom, Equality, and Justice. To fulfill the constitutional and institutional purpose, the college organizes various activities and programs every year. Activities focus on sensitizing students and employees to the constitutional obligation; values, rights, duties, and responsibilities of the citizens. Annually, November 26th is observed as Constitution Day by inviting eminent persons within or outside the Institution for inspiring and motivating students on constitutional values and ethics. Similarly, Independence Day and Republic Day are organized to uphold the spirit of freedom, equity, solidarity, and integrity. Students are reminded of the struggle of freedom, to respect the National Flag and Anthem through inspirational speeches and are encouraged to participate in various programs organized during these events.

As part of a mandatory Foundation Course at the undergraduate level, the Constitution of India, Human Rights, Gender Equity and Environmental Studies are taught. Hence, students acquire knowledge on the aspects of human dignity, equality, social justice, human rights, freedom and rule of law as enshrined in the Indian Constitution. Environmental Studies is part of curricular teaching sensitizing the students on the preservation of the environment. Students are also sensitized to adopt green practices, conservation of natural resources, alternative sources of energy, and renewable energy. Students participate in cleanliness and plantation drives such as Swachh Bharat Abhiyan to commemorate Gandhi Jayanthi on the 2nd of October, beach cleaning, Vanamahotsava, etc. as responsible citizens.

A fair, just, and inclusive election process is facilitated by the Election Officer to form the student cabinet and class representatives every academic year, democratically. Electoral Literacy Club is functional to create awareness on the election and related processes and to register new names on the Electoral roll. Voters pledge is being organized for the students, teaching and non-

teaching staff. Aided staffs take part during election processes as polling officers or other such roles facilitated by the Election Commission, Government of India.

The Institution has its own ethics policy and an Institutional Ethics Committee has been formed and functioning to monitor matters related to ethics in academic research by students and faculty. This enables the researchers to safeguard the interest and integrity of the research participants by following privacy and confidentiality protocol.

The Department of criminology organizes Traffic Awareness campaigns and, Crime Prevention Month is observed in collaboration with Mangalore City police. Drugs awareness sessions through skits, street plays and rallies are organized to bring awareness among students and the public in association with Narcotic Anonymous Bureau.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

To promote international and national solidarity and integration amongst students and faculty, the Institution observes International and National commemorative days and festivals. The academic calendar highlights all the significant dates.

With the motive of promoting gender equity International Women's Day is observed with great enthusiasm and spirit. Women empowerment documentaries are screened, women achievers are honoured and most importantly, boys take up a major role in organizing various activities. On World Social Work Day on 20th March, theme-based messages are delivered by students during college assembly. Youth Red Cross Unit of the college conducts awareness talks and activities to commemorate World Red Cross Day (May 8). World Environment Day and International Mother Earth Day are commemorated by organizing a plantation drive or 'Vanamahotsava' to encourage green initiatives and to protect our natural Eco-system. International Yoga Day is observed on 21st June to promote the development of physical, mental, and spiritual well-being. Various forms of Yoga are demonstrated by students and staff.

To encourage patriotism and devotion to our nation, Republic Day is observed on January 26th and Independence Day on 15th August. The National Flag is hoisted by eminent guests followed by a motivational speech by chief guests, principal and student representatives. The National Anthem is also sung everyday at the end of assembly. Students' cabinet organizes meaningful Teachers' Day on 5th September which is observed as an occasion to appreciate the efforts and hard work of all teachers.

Under the initiation of the Hindi Department, Hindi Diwas (September 14) is celebrated with awareness and cultural activities

to promote our national language and linguistic spirit. The National Service Scheme Unit of the institute observes NSS day on 24th September to encourage and spread the motto 'not me, but you' which signifies the service to humanity. A guest speech and wide varieties of service-oriented activities such as cleanliness drive, street play, are organized.

National festivals like Eid Milad and Christmas are enthusiastically celebrated to encourage cultural and ethnic diversity.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

<https://www.sswroshni.in/eng/images/pdf/104.pdf>

File Description	Documents
Best practices in the Institutional website	<a href="https://www.sswroshni.in/eng/images/pdf/104.pdf">https://www.sswroshni.in/eng/images/pdf/104.pdf</a>
Any other relevant information	Nil

## 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

In keeping with the Mission of the Institution, towards fostering social responsibility for holistic development, the College has engaged in capacity building for collective adaptation. Communitarianism was the priority and the thrust area was Citizenship education. In response to issues of social concern, the college collaborated with the Mangalore City Police and other agencies in a unique 'Arivu-Neravu', outreach programme for nearly 500 children from various orphanages and child care homes in March

2021. Several outreach programmes were organized namely bike rally focusing on road safety, traffic awareness walkathon, street plays as part of the national road safety week, awareness about traffic rules, campaign against noise pollution, awareness about children's rights, sensitization of police officials about issues related to gender, women and children as well as police-public interface issues. Apart from outreach programmes, as a part of Post Promotional Course for Police Sub-Inspectors of Western Range, Karnataka, the college organized four days training sessions for Police Sub-Inspectors in October 2021.

The College was conferred an award of recognition by Mangaluru Police Commissionerate for the active participation and social responsiveness towards Crime Prevention in the City of Mangaluru.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

- ERP (Enterprise Resource Planning) software to be installed.
- New courses to be introduced.
- To establish Student Support and Progression centres.
- To establish Incubation centres.
- To introduce Entrepreneurship Skill development programmes.
- To undertake Village adoption programmes.
- To undertake School adoption programmes.