

**The First Annual Quality Assurance Report (AQAR) of the IQAC****Academic Year 2012-13 (1<sup>st</sup> July 2012 to 30<sup>th</sup> June 2013)****Part – A****I. Details of the Institution**

1.1 Name of the Institution

BPHE Society's Centre for Studies in Rural Development  
Institute of Social Work and Research

1.2 Address Line 1

CSRD Campus

Address Line 2

Station Road

City/Town

Ahmednagar

State

Maharashtra

Pin Code

414001

Institution e-mail address

csrd.iswr@gmail.com

Contact Nos.

0241-2346328

Name of the Head of the Institution:

Dr. Suresh Ramdas Pathare

Tel. No. with STD Code:

0241-2346328

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9850652670

Name of the IQAC Co-ordinator:

Dr. Jaimon Varghese

Mobile:

8055082463

IQAC e-mail address:

csrd.iswr@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN 12800

1.4 NAAC Executive Committee No. &amp; Date:

EC/61/RAR/79 dated 15/09/2012

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

www.csrd.edu.in

Web-link of the AQAR:

csrd.edu.in/iqac/ISWR\_AQAR\_2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	71	2006	2011
2	2 <sup>nd</sup> Cycle	B	2.48	2012	2017
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

24/08/2006

1.8 AQAR for the year:

2012-13 (1/7/2012 to 30/6/2013)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR \_\_\_\_\_ N.A \_\_\_\_\_ (DD/MM/YYYY)  
 ii. AQAR \_\_\_\_\_ N.A \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ N.A \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ N.A \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College  Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify) **Social Work, Faculty of Mental, Moral & Social Sciences**

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

Savitribai Phule Pune University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

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

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff  Students  Alumni  Others\*   
 \* Parents' meeting

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- 1) Regular collection of feedback from students and giving suggestions to the teachers to improve the quality of their teaching.
- 2) Designing and launching of need based value addition academic programmes.
- 3) Ensuring usage of interactive, modern teaching – learning process.
- 4) Ensuring continuous evaluation of students.
- 5) Training students for developing skills for research work.
- 6) Encouraging and facilitating faculty members and students for expanding the field extension activities.
- 7) Maintaining physical infrastructure and learning resources as per the requirement.
- 8) Supporting co-curricular, extra-curricular activities for overall personality development of the students.
- 9) Maintaining smooth functioning of the organisation and efficient and transparent governance by frequent faculty level meetings.
- 10) Conducting faculty and institutional development seminars and trainings
- 11) Strengthening NGOs & field work agencies for supporting the students' field based training.

## 2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
1) Ensuring usage of interactive and participatory teaching – learning process. 2) Motivating and training students and young faculty members for excellence in research work. 3) Improve the language and communication skills of the students 4) Encouraging and facilitating faculty members and students for expanding the field extension activities. 5) Maintaining smooth functioning of the organisation and efficient and transparent governance by frequent faculty level meetings. 6) Conducting regular faculty and institutional development seminars and trainings 7) Encouraging and training faculty members to improve the quality of teaching, Field work and to undertake research and extension projects 8) Preparing and pursuing the proposal for partnering with the government and nongovernmental organisations for capacity building of the community based organisations and field practitioners 9) Encourage and train the faculty members to participate in national and international conferences, present papers and publish their research based knowledge	1) New LCD projectors and sound systems installed in three class rooms 2) Conducted Seven Days Workshop on Research Methodology in Social Sciences on 27 <sup>th</sup> Dec. 2012 to 3 <sup>rd</sup> January 2013 3) Organized English and Marathi language workshops for students to develop basic language skills 4) Field extension activities in 10 villages and 29 NGOs and Companies; Strengthened Child Guidance & Counselling Centre for field placement 5) Conducted 27 staff meetings to discuss institutional matters 6) Conducted 7 workshops for institutional development and strategic planning 7) Two out of three research projects got sanctioned and undertaken 8) Collaboration with Z.P for training Panchayat Samiti Officers and elected members of grampanchayat; training the Asha (accredited social health activist), organizing workshops for capacity building of CBOs and NGO's like CORO, Mumbai, MAVIM, Ahmednagar, Central Social Welfare Board, Mumbai, etc. ; Two days Training Programme for Counsellors of Family Counselling Centres on 30 <sup>th</sup> & 31 <sup>st</sup> January 2013

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

AQAR was placed before Management & review of the activities was taken by Management.

## Part – B Criterion wise report

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	MSW	Nil	MSW	-
UG	-	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	DDM*	Nil	DDM*	DDM*
Certificate	-	CBC**	CBC**	CBC**
Others	-	-	-	-
<b>Total</b>	2	1	3	2

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

\* DDM – Diploma in Disaster Management

\*\* CBC – Certificate in Basic Counselling

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

#### Semester & Credit

(ii) Pattern of programmes::

Pattern	Number of programmes
Semester	MSW (4 semesters – 2 years)
Trimester	0
Annual	DDM (1 year)
Other (Short Term)	CBC (6 months)

1.3 Feedback from stakeholders: Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools

\* Field work agency supervisors' annual meeting

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

Yes. The syllabus of MSW Programme of Savitribai Phule Pune University is undergoing revision. The salient features are as follows.

- 1) Adoption of Choice Based Credit System (CBCS) and Grading System in line with National policies and International practices.
- 2) Updating the content of syllabus with inclusion of contemporary issues, strategies and development programs.
- 3) Providing in-built flexibility to Institutes and students through
- 4) Incorporating new electives.
- 5) Focussing on concurrent i.e. continuous evaluation throughout the programme.
- 6) Internal evaluation is to contribute 50 per cent of the overall performance appraisal of the students.

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

- The MSW Non-Grant Division which was activated new
- Specialization namely, Family and Child Welfare was started.
- Master of Arts in Mass Relations (MAMR) announced to be activated from the next academic year 2013-14.



**Criterion – II****2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty\*

Total	Asst. Professors	Associate Professors	Professors	Others
10	7	2	1	0

2.2 No. of permanent faculty with Ph.D. :

03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	1	0	0	0	0	0	0	4	1

2.4 No. of Guest (a) and Visiting faculty (b)

1

2

3

and Temporary faculty (c)

*a**b**c*

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	-	-
Presented papers	2	2	-
Resource Persons	-	2	7

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

The teaching learning processes adopted by the institute is structured considering the Students' background, nature of the academic programmes offered and the expectation and the expectation of the employing organisations. The Institute is committed to develop students' overall personality and to make them responsible citizens and leaders in social service. Innovative processes adopted by the institution in Teaching and Learning include Induction, Orientation program, Observation visits, Case Studies, Field Based Assignments & Mini research, Skill workshops, Media workshops, Rural Camp, PRA and Micro-Planning training, Study Tours, class-room practice based exercises for developing research skills and methodological understanding.

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

199

## 2.8 Examination/ Evaluation Reforms initiated by the Institution

Group assignments and presentations, Individual Assignment, Internal Marks Improvement, Additional Field Work & Research Guidance, Moderation, Providing Photocopy of assessed answer scripts and re-evaluation.

	a	b	c
2.9 No. of faculty members involved in curriculum Re-structuring/revision/syllabus development as member of Board of Study(a)/Faculty(b)/Curriculum Development workshop(c)	2	9	9

2.10 Average percentage of attendance of students	85
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2.11 Course/Programme wise distribution of pass percentage : *(Result of All University Affiliated Programmes)*

Title of the Programme	Total no. of students appeared*	Division				
		Distinction %	I %	II %	III %	Pass %
MSW	56	--	66.07	30.36	1.79	100.00

\* Only the final year students

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

IQAC facilitates academic planning, monitoring and execution, organizing seminars, workshops, and improvisation in evaluation systems thereby contributes to teaching-learning process. A system of semester wise written feedback from students is in place. The feedback received from students is shared with concerned faculty and it is used for improving the teaching learning Process. General discussions are held in faculty meeting on areas to be improved. Suggestions given by Visiting Faculty, Alumni, Students (via suggestion box), Internal & External experts on viva panel are shared, discussed in IQAC and faculty meeting.

**2.13 Initiatives undertaken towards faculty development:**

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops*, etc.	12
Others	-

*\* Faculty development workshops & Research Methodology Workshop*

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	2	2	-	2
Library Staff	3	2	-	-
Support Staff	7	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC facilitated faculty members to identify core domain and prospective areas for research. All the notifications, announcements and call for Expression of Interest (EOI), proposals for research, training or consultancy projects are circulated among the faculty members.
- Faculty members and students are encouraged to take up research projects or get involved in ongoing research projects. The Institute publish an Institutional Journal by name “New Horizons in University Education: A journal of social development and social justice” (ISSN-2249-586-X). The Volume-II, Issue-I (Jan-July 2012) of the journal was published. The faculty members are encouraged to publish research articles/papers in it as well as other Research Journals.
- IQAC ensures that the required infrastructure facilities are made available to students and faculty to support research like separate section for research in the library, Computer lab with internet facility, access to online and offline journals, etc. A separate section for research scholars is maintained and books, journals, newspapers, magazines, e-resources and other reading material are made available to do research.
- To update the research methodology knowledge of the young faculty members and the research scholars, IQAC took initiative for conducting Seven Days Workshop on Research Methodology in Social Sciences with the support from Indian Council of Social Science Research (ICSSR) of western zone, Mumbai during 27<sup>th</sup> Dec. 2012 to 3<sup>rd</sup> January 2013.
- The faculty members are encouraged to participate in seminars and conferences. They are provided financial assistance and/or duty leave for attending Conference and Seminars and present research based papers.

**Initiatives to promote research climate amongst students:**

- The students were required to do research project as a part of their MSW curriculum. IQAC encourages the faculty members to groom students by providing guidance and continuous support to complete their research. The students are engaged to participate in various research projects undertaken by the institute or faculty members.

## 3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	1
Outlay in Rs. Lakhs	0	8.076	0	17.86

## 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	0	0	0
Outlay in Rs. Lakhs	2.16	0	0	0

## 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	2	-
e-Journals	-	-	-
Conference proceedings	2	-	-

## 3.5 Details on Impact factor of publications: Nil

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (in Rs. Lakhs)	Received (in Rs. Lakhs)
Major projects (01)	2	UGC	8.076	-
Minor Projects (01)	1	Add. Principal Chief Conservation of Forests, (Research, Education and Training)	2.16	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	1	ONGC	1.00	1.00
Projects sponsored by the University/ College	-	-	-	-
Students research projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	11.236	1.00

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books   
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NA

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

3.9 For college: Nil Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy (Rs.)

Level	International	National	State	University	College
Number	1	-	2	1	-
Sponsoring agencies	SPPU/ONGC	-	2**	SPPU***	-

\* Partial assistance from Savitribai Phule Pune University

\*\* (1) Indian Council of Social Science Research, (ICSSR), Western Regional Centre Mumbai; (2) Maharashtra State Social Welfare Board, Mumbai

\*\*\*Department of Adult, Continuing and Extension Education, Savitribai Phule Pune University

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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



3.19 No. of Ph.D. awarded by faculty from the Institution\*  
\* Till date

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: **75**

University level\*  State level

National level  International level

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

University level  State level

National level  International level

3.23 No. of Awards won in NSS: **Nil**

University level  State level

National level  International level

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

University level  State level

National level  International level

## 3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="12"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="8"/>	Any other <input type="text" value="-"/>

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

**Extension Activities**

The outreach and extension work is undertaken by the Institute through students and faculty together. Several rural development, extension activities and field action projects have been undertaken by the Institute which include, Social awareness building programmes, Social Forestry, Agriculture and water management programme, Rural Health & Sanitation, Food For work, Watershed Development Programme, Child care and family welfare etc.

Some of the major extension activities of the institute during the reporting period are:

**1. Village Extension programmes:** The institute worked with 08 neighbouring villages and 02 urban slum clusters where faculty and students implemented extension activities. As a part of extension activities the institute initiated village development programmes in partnership with the village Panchayats. The activities were initiated with micro-planning exercise with active involvement of villagers.

- i. Awareness on old age pension, Save Girl Child and HIV/AIDS organized in association with civil hospital in Shendi and Pokhardi Village.
- ii. Training program on Mother and Child Health was organized in Pokhardi and Madadgaon Village
- iii. Programmes for Adolescents and School Children: Poster making, Quiz Contest and Essay Writing Competition was organized in Takali Kazi, Mehekari and Madadgaon Village in association with District Adolescent Reproductive and Sexual Health (ARSH) programme.
- iv. Career Guidance Programme was organized for 11<sup>th</sup> and 12<sup>th</sup> Std, junior college students in Bansibhau Mhaske High School and Junior college, Taklikazi village.
- v. SHG formation on the occasion of Makar Sankranti festival was organized in Takali Kazi village and Sanjaynagar Slum.
- vi. Awareness on Personal Hygiene and Sanitation organised in Madadgaon Village.
- vii. Awareness Programme for Youths in Collaboration with Nehru Yuva Kendra, Ahmednagar in Pargaon and Sonewadi Village.
- viii. Training session on Vermi culture, Organic farming and income generation activities for SHG in collaboration with PRITVI oragnisation in Dhangarvadi and Sonewadi villages.
- ix. Health Camp in Sanjaynagar slum and Balbhavan.



- x. Celebration of important Days in villages: Independence Day, Teacher's Day, Mahatma Gandhi Jayanti, International AIDS Day, Republic Day, International Women's Day
2. **Child Guidance and Counselling Centre (CGCC):** The institute has a community outreach centre at Anandsadan, Chitale Road, near Gandhi Maidan in the heart of the city. The objective of this center is to conduct educational, cultural, sports and personality development programmes for the disadvantaged children. The programme started with a general survey in Indira Nagar, Kothi and Chitale road neighbourhoods. The parents of these localities expressed their concern about the education and guidance for their children and the Institute decided to address these needs by providing educational guidance in the afternoon hours. School dropout children as well as school going children attended this programme. Non formal classes are offered from two locations i.e. the CSRD campus and at Anandsadan (Gandhi maidan), where the school going children were assisted to complete their homework and the out of school children were given non formal classes to acquire basic literacy.
3. **Meljol Aflatun Project** is a child right based intervention being organized in all the fieldwork villages in collaboration with Meljol, Mumbai. All the faculty members and the students were involved in this programme. The objective of the programme was to create awareness and commitment for child rights and right based approaches in dealing with child care and protection issues.
4. **Extension Programs by National Service Scheme:**  
The Institute has sanction of a NSS unit for 150 students. NSS Unit of the Institute undertook the following activities.
  - i. Awareness on HIV/AIDS Day on the occasion of International AIDS Day
  - ii. Awareness on female Feticide (Rally)
  - iii. Awareness and Lecture on De-addiction
  - iv. Blood Donation Camp
  - v. Seminar on domestic violence
  - vi. Road safety week
  - vii. Cleanliness Drive (Shramdan) for community
  - viii. Youth Week celebration ( Quiz, Poster, Rangoli, Poem, Social Song, Essay, Street Play Competition)

**Criterion – IV****4. Infrastructure and Learning Resources**

## 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (acres)	1.62	-	-	1.62
Class rooms (No.s)	6	-	-	6
Laboratories (No.s)	-	-	-	-
Seminar Halls (No.s)	2	-	-	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year *	-	01	-	01
Value of the equipment purchased during the year (Rs. in Lakhs) **	18.8652	14.3588	Management Contribution and Subsidy from Ministry of New and Renewable Energy	33.224
Others***	Yes	-	-	-

(\* Wind solar power generating equipment

\*\* Including Computer and Books

\*\*\* Others include Gents Hostel, Recreation Hall, Sports facilities, faculty rooms, library, ladies room, office rooms, etc.)

## 4.2 Computerization of administration and library

**1) Computerisation of Administration:**

- The Institute has computerised most of the administration activities like admission, scholarships, salary of the staff members, etc. All the admissions are online. Website is used to receive application forms, announce the selection for admission and inform various calendar activities.
- The institution has computerised its finance management systems. The Institute uses Tally 9.2 multi-user software for maintaining its accounts in a systematic manner.

**2) Computerisation of Library:**

The library services are being computerized. The library has OPAC software for bibliographic compilation. Library users are able to search for books, journals and articles author wise, title wise and topic wise. Printing and photocopying facilities are provided in the library. There is UGC sponsored INFILIBNET online services available for the students and the faculty members providing access to online journals and e-books.

### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	9567	4,39,105.58	60	28,603	9627	4,67,708.58
Reference Books						
e-Books*	75000+	5,000	9000	5000	84000+	5,000
Journals	15	6,544	-	-	15	6544
e-Journals*	3000+	5000	1000	5000	4000+	5000
Digital Database	NLIST	5000	NLIST	5000	NLIST	5000
CD & Video	150	3000	25	500	175	3,500
Others (specify)**	900	-	60	-	960	-

\* INFILIBNET-NLIST is UGC sponsored online resource

\*\* Others includes Ph D and Master level thesis of students

### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others*
Existing	15	1	-	12	1	2	-	4
Added	3	-	Broad band (4 mbps)	0	0	3	-	2
Total	18	1	Broad band (4 mbps)	12	1	5	-	6

\* Others include LCD projectors, digital display board, solar and wind equipment

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

Yes, faculty, staff and students are being trained and facilitated to update and upgrade their skills to cope up with the upgraded technology. Whenever new systems or technology is upgraded staff members are trained by expert professionals on its application and uses. Those who are trained in SPSS, EXCEL also encourage other staff to update their knowledge.

### 4.6 Amount spent on maintenance in lakhs:

i) ICT	.37262
ii) Campus Infrastructure and facilities	.59044
iii) Equipments	.22390
iv) Others	.708
Total:	1.25776

**Criterion – V****5. Student Support and Progression**

## 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the beginning of the academic year students are given detail orientation about educational programme, government scholarships, facilities such as Hostel, Canteen, library, Job Placement, mentorship, career counselling.

## 5.2 Efforts made by the institution for tracking the progression

The Institute through its alumni network, personal contacts of faculty has endeavoured to create data bank of their progression and current status during Golden Jubilee Year (2011). Data bank has been updated every year. Placement records are maintained and updated after receiving information from students.

## 5.3 (a) Total Number of students

UG (DDM & CBC)	PG (MSW)	Ph. D.	Others
35	148	--	--

## (b) No. of students outside the state

59

## (c) No. of international students

0

Men	Nos	%	Women	Nos	%
	105	57.37		78	42.62

(Total students includes students of University affiliated Programmes and Institute level Prog.)

Last Year							This Year					
General	SC	ST	OBC	Physically Challenged	Total		General	SC	ST	OBC	Physically Challenged	Total
53	41	6	20	0	120	MSW	51	42	18	36	01	148
-	-	-	-	-	-	DDM	7	4	6	2	--	19
-	-	-	-	-	-	CBC	9	2	3	1	1	16

Demand ratio 1:2      Dropout % 0.02

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

The Institute has made some efforts of consultation and guidance for NET/SET/ MPSC competitive examinations. Institute has kept track of issue of student's transcripts who pursue higher education in the country, abroad and professional courses.

## No. of students beneficiaries

25

5.5 No. of students qualified in these examinations: 03

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

5.6 Details of student counselling and career guidance

Under the University guidelines, a students' welfare officer has been appointed at the Institute who gave counselling and guidance to the needy students. She was also responsible to coordinate all the students' support services. The institute also has a separate career guidance and placement cell. It arranged career guidance activities for the students, such as, preparation of students' job placement, printing of placement brochure, arranging sessions on how to prepare resume and appear for interview, arranging counseling sessions informing students about various career options available in Social Work, arranging for campus recruitment by inviting prospective companies and organizations to the Institute, etc. The cell also organizes special guidance sessions under the students' welfare scheme of the University for the first year students for skill and competence building. Special personality development programme for girl students of the Institute was another scheme under the students' welfare department which prepared the girl students to improve their personality suitable for job placement after the studies.

No. of students benefited

5.7 Details of campus placement: (*Placements of MSW students*)

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	40	13	40

### 5.8 Details of gender sensitization programmes

- During the general orientation programme for MSW I year students in the first week of July 2012, sessions were organised by the students' welfare officer regarding sexual harassment prevention on the campus. A special lecture was organized on "Status of Women in Indian society" for MSW students by Adv. Pradnya Hendre.
- One Day Workshop on Girls Personality Development was organized on 10<sup>th</sup> March 2013 under the scheme of Students Welfare office of the University. During this programme, apart from career guidance, girl students were made aware of their rights for equal opportunity, participation, right against discrimination and protection from exploitation and violence. They were made aware of the various measures provided by the Institute and the University to protect their rights, such as, students' welfare office, women's helpline, anti harassment cell etc.
- The institute has constituted an internal complaint committee to prevent sexual harassment of women at the workplace. The names of the committee members with the contact details are displayed on the campus at the prominent places.

### 5.9 Students Activities

5.9.1. No. of students participated in Sports, Games and other events *includes research, case study etc.*

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support:

	Number of students	Amount in Rs.
Financial support from institution	01	10,000
Financial support from government	93	18,69,238
Financial support from other sources (Minority Scholarships by Govt. credited directly to students accounts)	-	-
Number of students who received International/ National recognitions	-	-

**5.11 Student organised / initiatives**

Conference: State / University level

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National level

-

International level

--

5.12 No. of social initiatives undertaken by the students

11

5.13 Major grievances of students (if any) redressed:

1. Provision of hot water in the hostel: Solar water heating system was installed in the boys' hostel.
2. Internet enabled computer lab: computers with broad band connection were installed in the computer laboratory.
3. Provision of purifying system for safe drinking water in the hostel: new purifier with cooler was installed in the hostel.
4. For the convenience of the specially abled, the library was shifted to the ground floor.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

- 1) **Vision:** “Not things, but men; I dare you; Ye shall know the truth”
- 2) **Mission:** “To provide equal opportunities of quality education for creating responsible citizenship, effective leadership and well-informed personnel to undertake responsibilities in the fields of community development and participate in the process of nation building”

#### 6.2 Does the Institution has a management Information System

Yes.

The Institute has the MIS to manage information on academic and administrative aspects of the institution. The Institute maintains a website and information for the students, parents and other stakeholders is regularly updated there. Yearly academic calendar is uploaded on the website. Biometric system is installed for the record of staff members attendance, leave, etc.

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

##### 6.3.1 Curriculum Development

- The Institute offered University and Institute level programmes to cater to the needs of the society.
- The curriculum of the University Programmes is designed and revised by the University. The curriculum is revised after every five years. The faculty members regularly participated in the syllabus revision meetings and workshops and provided valuable suggestions for improving the curriculum based on the feedback obtained from stakeholders and the trends in social work profession and practice.
- Based on the changing needs, of the society the syllabus of the Institute level Programmes is also updated on periodic basis.
- The Institute developed ‘Value Addition Programme’ based on the expectations of the students and the civil society organisations. They were offered to the students over and above prescribed syllabus to improve their employability. The modules covered under ‘Value Addition Programme’ are, language lab, certificate course in Counselling and Certificate course in NGO management.



### 6.3.2 Teaching and Learning

- IQAC and Faculty members are continuously adopting innovative teaching and learning pedagogy, working field assignments, research methodology and skills workshop, field based presentation, research/action research in the field, training, etc.
- Considering the interdisciplinary nature of the courses and the background of the learners the methods of training are participatory and learner-focused. The teaching methods involve classroom teaching, field work experience, group discussions, case studies, role plays, and self-learning assignments.
- Teaching is organised in such a way that students learn as much about social work profession as getting to oneself and become sensitive to social realities. Throughout the teaching programme, opportunities are provided to expand the understanding of self and society. Regular and one to one interaction with faculty members is an important feature of training at CSRD.

### 6.3.3 Examination and Evaluation

- The institute conducts examination as per university rules and norms. Field work and assignments evaluations are adopted as per standardized norms and criteria. Continuous assessment, remedial mechanism and moderation of field work are in place.
- Internal Evaluation is concurrently done based on Classroom attendance and participation, presentations, assignments, projects, case study, field work and internal examinations. The faculty members give feedback to students regarding the student's performance.
- The external evaluation is done by Savitribai Phule Pune University. As per the directives of the University the Institute has appointed 'College Examination Officer' for the smooth execution of the examination. University has taken many quality improvement initiatives like decentralisation of 'Central Assessment Programme (CAP)', appointment of inspection squad for ensuring examination discipline and appointment of external observer and senior supervisor. Student can apply for photocopy of the answer sheet from University. Further, a student can apply for revaluation of paper to the University. This ensures transparency in the system.

### 6.3.4 Research and Development

Identification of the emerging areas for research and continue to undertake Govt, NGO's and CSR projects as per Research Cell plans.

The Institute strongly believe that research is complementary to teaching-learning and therefore focuses on it.

- **Ph. D Research Centre:** Institute has been an approved Research Centre under faculty of Mental, Moral and Social Sciences of Savitribai Phule Pune University and has applied for the renewal of recognition. The Institute has two approved Ph D guides
- **Research Projects:** The Institute undertook research projects based on the need of the society and involved faculty members and students in the same. The faculty members were encouraged to undertake major and minor research projects of UGC and ICSSR. The Institute undertook one major research project and two minor research projects during the reporting year. Another proposal for a major research project was prepared and sent for approval. Further, research projects were part of the curriculum at masters' level and faculty members provided guidance to the students regarding the same. The Institute appointed Academic and Research Co-ordinator to facilitate the research activities of the faculty members and the students. The students were also encouraged to participate in research competitions, 'Avishkar' organised by the University.
- **Institute's Research Publications:** The Institute published a Research Journal by name 'New Horizons in University Education – A Journal of Development and Social Justice'.
- **Research Conferences and Workshops:** The Institute organized conferences and workshops on research for faculty members and students. The Institute organised an international conference on Spirituality and Social Work and one week research methodology workshop sponsored by ICSSR during the reporting year. The Institute encouraged the faculty members and students to present and publish research papers in various conferences and journals.
- **Research Grant:** The institute obtained research grants from state level and national level agencies, such as, UGC, ICSSR, Savitribai Phule Pune University.
- **Infrastructure:** The Institute provided necessary infrastructure and learning resources including ICT for research. The library has e-resources for research.
- **Research Assistance:** Institute has appointed an academic research coordinator to assist and help the faculty members and students in their research projects.

### 6.3.5 Library, ICT and Physical infrastructure / instrumentation

- **Library:** The Institute has a library and is spread over the area 1258 sq. ft. The set up consist of circulation counter and stacking area, newspaper section, research and reference, librarian's office, journal and periodical section, and separate reading section. The library is equipped with OPAC software for searching for books. The library has collaborative arrangements with other libraries like IMS library and Ahmednagar College Main Library.

- **ICT:** The Institute has a well equipped computer lab. The Institute has 18 computers and all are connected in network and have 4 mbps broadband internet facility. The classrooms and seminar halls are equipped with LCD projectors with computers.
- **Physical Infrastructure:** The Institute has adequate physical infrastructure spread across 1.62 acres of land. The Institute has adequate infrastructural facilities for academic, co-curricular & extra-curricular activities. The Institute is housed in a four-storied building accommodating classrooms, Tutorial rooms, seminar halls, computer labs, Learning Resource Centre (Library), Administrative Office, Staff Rooms, rest rooms etc. The Institute has separate girls' and boys' hostel, canteen, sport facility and vehicle parking facility. The Institute has wind solar backup for continuous electricity power supply.

#### 6.3.6 Human Resource Management

The vision of the Institute is 'Not Things But Men'. The Institute considers 'people' as its asset and undertakes many initiatives for their development.

- The Institute encourages faculty and staff members to participate in Faculty / Staff Development Programmes, Seminars, Workshops and Conferences.
- The Institute encourages faculty members to do research and write research papers. The faculty members are motivated to present or publish their research paper in various national/international conferences/journals. The Institute sponsors the participation of faculty members in such Programmes.
- The Institute facilitates all the government prescribed allowances under the 6<sup>th</sup> pay commission such as, leave provisions, salaries, increments, and incentives, such as provident fund, gratuity and health insurance to all the staff members.
- The Institute provides access to computer and internet free of charge to staff.
- Loan facility to its staff through B.P.H.E. Credit Cooperative society is available.
- Accommodation to the faculty members who request for the same in the campus is provided.
- The job description for every staff is developed to increase the work efficiency and clarity of tasks to perform. Teaching faculty are preparing teaching plan in advance. Teaching, Non –Teaching and Research Cell staff members were motivated to attend seminars, workshops and present papers.

### 6.3.7 Faculty and Staff recruitment

Faculty and staff members are recruited following proper selection procedure laid down by University and the norms given by Department of Social Welfare, Govt. of Maharashtra

### 6.3.8 Industry Interaction / Collaboration

- The Institute has established a network of non-governmental, voluntary and grassroots level civil society organisations including industries at the local, state and national level, which facilitate the exposure of students to social work practice in the field, field based orientation, concurrent and block field work placement.
- The Institute has taken up various research activities in collaboration with national
- The Institute has tie-ups with the industries for placement activities. The Institute has collaboration with various industries and organisations in relation with the campus recruitment of the final semester students of the Institute.
- The Institute has undertaken various collaborative projects under the Corporate Social Responsibility initiatives of various industrial houses like Crompton and Kirloskar.
- Human Resource managers from Industries have been invited for Guest Lectures, Seminars, Workshops, Conferences etc. Further, industrial visits are also organised for students.
- The Institute also maintains links with the industries through alumni.

### 6.3.9 Admission of Students

- 1) Website, Radio, Newspapers, Magazines, Banner, Handbills, etc. have been used for promotion of various courses of the Institute.
- 2) Students are admitted on merit base considering the government and the University norms regarding the admission of various categories of the population.
- 3) The admission test consists of written test (aptitude test), group discussion and personal interview.
- 4) Orientation and special coaching regarding entrance test is conducted by the Institute for the minority, Scheduled caste and Scheduled tribe students to ensure equal opportunity for the marginalised sections of the society in the programmes of the Institute
- 5) Separate office for counselling the new aspirants for admission is opened during the admission season (May-June) every year. The prospective students are given orientation regarding various courses of the Institute and are facilitated to fill up the online application forms for admission to various courses of the Institute.
- 6) Separate Gents and Ladies Hostel facility is provided to the students at the time of admission, so that, they would undergo the series of admission procedure such as written test, group discussion and interview.
- 7) The Institute provides Financial Assistance to Students like instalment facility, government scholarships, earn and learn scheme, support in getting educational loan from banks etc.

## 6.4 Welfare schemes for

Teaching	Provident Fund, Gratuity, Loan Facility, Support in Health Insurance, Duty Leave, First Aid, Call on Doctor, Security
Non Teaching	Uniform, Provident Fund, Gratuity, Loan Facility, Support in Health Insurance, Earned Leave, First Aid, Call on Doctor, Security
Students	Insurance, Scholarships, Instalment Facility, Pure and Cool Drinking Water, Earn and Learn Scheme, Sports, Canteen, Mess, Hostel, First Aid, Regular medical check up, Call on Doctor, Security

## 6.5 Total corpus fund generated

## 6.6 Whether annual financial audit has been done

 Yes  No 

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Director
Administrative	Yes	CA	Yes	Director

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

- The Institute has appointed 'College Examination Officer' for the smooth execution of the examination. Since the Institute is autonomous with regard to examination, the examination department of the Institute under the supervision of the Chief Examination Officer identifies the approved paper setters, invigilators, senior and junior supervisors, external observers, evaluators and moderators and conduct the examinations following all the university guidelines and submit the result to the University. All the rules regarding revaluation are followed.

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

The University has promoted autonomy in the affiliated colleges in various ways. The Institute has obtained autonomy in terms of setting question papers and conducting examination under the rule that the course conducted by the Institute is offered to less than 4 affiliated institutions of the University.

### 6.11 Activities and support from the Alumni Association

- The association extends support in organising 'Alumni Meet' every year which gives an opportunity to alumni to interact with faculty, students and other alumni. The association conducts alumni meetings on regular basis. The association also maintains database of alumni and updates it on regular basis. The association obtains feedback from the alumni and gives opportunity for alumni to participate in the quality improvement.
- The Institute involves alumni in various academic, co-curricular, extra-curricular and extension activities for the benefit of students, such as concurrent, block and job placements. Alumni are the chief correspondents for the conduct of study tour to different parts of the country. Alumni are invited as guests of honour for various functions of the Institute such as welcome day, farewell day, Institute Day, women's day, social work day, etc.
- The Annual meeting of Alumni Association was held on 18th August 2012. The alumni of 1994 batch announced award of Rs. 25,000/- to the student getting Gold Medal in University.

### 6.12 Activities and support from the Parent – Teacher Association

Parents Teachers Association helps to build a positive relationship amongst the parents and institution for overall quality enhancement. It also supports the Institute to organize Parent - Teachers Meet every year which helps to understand parents' expectations and suggestions. Annual parents' meeting was held on 17 August 2012.

### 6.13 Development programmes for support staff

The Institute encourages staff to take part in the Development Programmes. The Institute provides fees and duty leave for such participation. Mr. Vikas Kambale, Administrative staff of the institute was deputed to attend three days Training of Accountants of Social work Colleges training programme at Yashwantrao Chavan Development Administration (YASHADA), Pune during 1-3 Oct. 2012.

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

- Installation and maintenance of 5 KW wind solar power back up system to keep the campus green.
- Efforts are made to make green and eco-friendly campus, carbon neutrality, waste management, manure and vermi-culture, tree plantation and beautification.

## Criterion – VII

### 7. Innovations and Best Practices

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

1. Activation of MSW non grant division with additional need based specialisation of Family and Child Welfare.
2. *Green Campus*: Installation of Wind Solar Power back up system in the campus for the increasing use of green energy, preparation of vermi compost pits, herbal garden, introduction of LED and CFL lights to replace the old ones, weekly cleaning and gardening drive by the NSS team, preparation of new lawns in the Institute, etc.
3. Conversion of classrooms into smart classrooms with LCD projector, computer and sound system
4. Shifting learning resource centre from second floor to the ground floor making it accessible to all particularly the specially abled.
5. Installation of digital display board in the entrance lobby to give important notices to the students, public and the staff.
6. Introduction of CCTV for security and monitoring of the campus

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

- 1) Introduced new courses – Certificate Course in Counselling and Certificate Course in NGO Management
- 2) Promotion and expansion of field action projects, such as, Child Guidance and Counselling Centre.
- 3) Identification of new agencies and villages for field placement of students
- 4) Filling up of the vacant positions for assistant professors
- 5) Activation of non grant division of MSW upon the demand
- 6) Increased involvement of alumni by inviting them for guest lectures and experience sharing, alumni meet, inviting them as chief guest for welcome day, farewell day and other activities of the Institute.
- 7) Introduced new teaching plan.
- 8) Language Skill lab: In view of relevance and importance of English language, the Institute has organized Basic English classes for students. The Non-Maharashtrian students are given training in basic Marathi.
- 9) The institute has initiated efforts to strengthen extension and training unit with the objectives to develop/ reinforce the competence and capacity of the personnel working in government and non-government organizations who are engaged in implementing and/or facilitating rural development programmes such as training the village health workers “Asha” organizing workshops for capacity building of CBOs and NGO’s supported by CORO, Mumbai, MAVIM, Ahmednagar, Central Social Welfare Board, Mumbai, etc.
- 10) Continuation of international conference on spirituality and social work

## 7.3 Give two Best Practices of the institution

- 1) Promoting Sustainable and green campus
- 2) Introduction of new specialisation of Family and Child Welfare

## 7.4 Contribution to environmental awareness / protection

- 1) Use of green energy and propagation of the innovation in green energy to all the visitors, parents, alumni and associates of the Institute
- 2) Preparation and maintenance of new green lawn in the backyard of the campus
- 3) Preparation of vermi composting, herbal garden and tree plantation in the field work villages
- 4) Social awareness campaign in the field work villages regarding Nirmalgram project for open defecation free villages

7.5 Whether environmental audit was conducted? Yes  No

## 7.6 Any other relevant information the institution wishes to add:

**Dr. B.P. Hiwale & Smt. Ruthbai Hiwale Awards:** CSRD-ISWR has instituted an annual award in the name of Dr. B.P. Hiwale & Smt. Ruthbai Hiwale for remembering their services to the rural area. It is a literary award given to best Poetries, Autobiographies and Shorts Stories related to rural life, rural development, social justice and social development especially related to rural living. Total 71 books (Novels, collection of short stories and Poetry) were received for the award for the current year and awards were given to the selected works.

## 8. Plans of institution for next year

- Activation of MA MR (Master of Arts in Mass Relations) course
- Continue and strengthen the value added and autonomous programmes like DDM (Diploma in Disaster Management) and the Certificate Course in Counselling
- Organise third international conference on Spirituality and Social Work with theme "Vision for just, inclusive and compassionate society".
- To establish collaboration with YASHADA, Pune to work as project training institute to implement the Vasundhara Watershed Awareness and Training Programme IWMP in the villages
- To conduct Prevention of Atrocities Act Training and Awareness Programme in collaboration with District Social Welfare Office, Ahmednagar
- To implement drought relief and rehabilitation programme in collaboration with CASA
- To take up new research projects in collaboration with national and international agencies

Name: Dr. Jaimon Varghese  
Signature of the Coordinator, IQAC

Name: Dr. Suresh Pathare  
Signature of the Chairperson, IQAC