



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ANIKET COLLEGE OF SOCIAL WORK

ANIKET COLLEGE OF SOCIAL WORK, STATION FAEEL, DEOLI ROAD,
DAYAL NAGAR, WARDHA
442001

aniketcollegeofsocialworkwardha.com

SSR SUBMITTED DATE: 12-06-2023

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Wardha city is renewed as a 'Gandhi City' and it is a Karmbhoomi of Mahatma Gandhi. Aniket College of Social Work has been established at this holy place in 1994. The college is established near Railway Station and Bus Stop of Wardha. The college offers two courses: Bachelor of Social Work and Master of Social Work. Aniket College of Social Work is affiliated with Rashtrant Tukadoji Maharaj Nagpur University, Nagpur (Maharashtra). From last 28 years the college is offering social work education to the students. More than 1000 students have been completed their Graduate and Post Graduate degrees in social work through this college.

To provide social work education is the prime motto of this college. The college is devoted to provide such a social work education which develops values of human dignity, social justice and respect towards others in a diverse society. The curriculum of social work education has been designed to develop student's holistic and ecological perspective. Research in any discipline plays an important role in the field of education. Hence, students of the final years have research project work to enlarge their research ideas in social work education.

Nowadays Professional Social Work education in India has become a challenge and highly scientific discipline due to the ever increasing problems and the developmental needs of the country. To fulfill these needs the college provides sound theoretical knowledge through classroom teaching and practical knowledge through social work practicum as it is the part of social work curriculum. The college provides affordable professional social work education focusing on quality and opportunity to all sections of society.

Vision

To transform talent into competent Professional Social Workers

Mission

- To impart value-based social work education
- To provide Social Work education for both personal and social transformation
- To connect people and imbibe human values through social work education

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Qualified, dedicated and experience teaching faculty.
- Good relation with collaborating agencies.
- Students of weaker sections are admitted as per reservation policy.

- Field work extension and practices for communities.
- College is well connected by rail, road, and state government transport facility.
- Add on courses for student's enrichment

Institutional Weakness

- Lack of autonomy in curriculum designing.
- No Funded Research Projects in assessment period.
- No Copyrights and Patents.
- Less number of placement and job opportunities in our region.
- Less number of students from outside Maharashtra.

Institutional Opportunity

- Getting NAAC accreditation with good grade.
- Opportunity of empowering rural, tribal and economically backward students.
- Social work program is included in interdisciplinary faculty. This will provide us the opportunities to start new vocational courses which the affiliating university is planning to design.
- Research grants from government and social research sponsoring agencies.
- Alumni association and support from alumni for development of the college.

Institutional Challenge

- Delay in government approvals for filling up vacant post.
- Present scenario of admission.
- Average quality of admitted students.
- Tie-ups with National and International Educational Institutes.
- Funded research projects with collaboration of government and private organizations.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institute being affiliated to RTM Nagpur University adopts to syllabi prescribed by university. However, the institute develops innovative and creative methods by using ICT tools for the effective delivery of curriculum. The identified gaps in curriculum are bridged by value added programs and life skills programs designed class wise for all classes of UG and PG. The faculty members are also encouraged to attend and participate in orientation programs/ activities organized by university. Choice Based Credit System (CBCS) implemented from Academic Year 2016-17 with elective subject in PG.

The institution adheres to the academic calendar and teaching plan for effective delivery of curriculum.

The institute also addresses and integrates issues relevant to Gender Equity, Environment and Sustainability, Human Values and Professional Ethics in addition to curriculum prescribed by University. The students are encouraged to undergo study tours and field visits in their tenure of study. The institute has structured feedback mechanism on design and review of syllabus from all stakeholders including Students, Alumni, Parents, Employers and Teachers for effective delivery of curriculum.

Teaching-learning and Evaluation

The admission process of the institution is in accordance with RTM Nagpur University guidelines. The institute admits students from various reserved categories as per the reservation policies of competent authority. The institute caters to the learning needs of students of different backgrounds and abilities. Special efforts are taken to identify slow and advanced learners by assessment on the basis of their end of each semester examination marks and initiatives are taken to satisfy their learning needs. The institution has proficient and devoted faculty members from diverse backgrounds. The institution utilizes student-centric methods and experimental learning approaches. The teachers adopt ICT tools, e-resources to enrich the learning experiences of the students.

The institution ensures student performance through outcome-based Education by calculating attainment levels of outcomes. The institute has adopted Continuous Internal Evaluation (CIE) prescribed by university to achieve academic excellence. The mechanism of internal assessment is transparent and robust covering all the learning domains. Examination related grievance are addressed at institute as well as university level by well defined in a time-bound and efficient manner.

Research, Innovations and Extension

The institute is putting the sincere efforts to promote research culture amongst the faculty and students by motivating and encouraging them to publish their work in reputed journals and conferences. To upgrade the knowledge of faculty and students institute organizes various seminars and guest lectures. Extension Activities Cell and NSS unit of the institute provides the platform for the students, faculty and staff for contributing to the society. Activities like Tree plantation, Blood donation, etc. are organized which has awards/appreciation from renowned Government and Non-Government agencies in surrounding.

The institute organizes seminar/guest lecturers to promote industry institute interaction and MoUs are signed with the industries/ corporate houses/ firms/ Agencies to develop social work allied activities.

Infrastructure and Learning Resources

The institution has infrastructure with well-equipped, classrooms, library and seminar hall as per requirement of affiliating university.

The institution motivates students to participate in various extra-curricular activities. Facilities for indoor and outdoor sports are available for the students.

Institution has library automated with software. Library has downloaded e-books and rare books for providing to the students via remote access.

The maintenance procedures are defined to take care of maintenance of infrastructure including laboratories, classrooms, and other student support facilities.

Student Support and Progression

The Institute continuously facilitates excellent mechanism for support & Progression of Students. The students are benefitted by scholarship and free-ship scheme provided by Government.

The institute provides capability enhancement and development program such as guidance for competitive examination, soft skill development, personal counselling, yoga/meditation and remedial coaching for students.

Student grievances are addressed through committees such as Grievance Redressal, Anti-Ragging & Women Internal complaint or Anti sexual harassment.

Institute arranges various training programs and block placement drives on-campus as well as off campus to provide placement opportunities for final year students.

The student council is formed every year as per directives from affiliating university. The student actively participates in sports/cultural activities organized at inter-college and intra-college competitions.

The institute maintains strong and healthy interaction with alumni through alumni meets organized every year.

Governance, Leadership and Management

The decision and policies of management and College Development Committee are implemented through Principal, IQAC Coordinator and various committees in charges. The faculty members and students have representation on decision making committees.

The strategic plan is prepared, and its effective implementation is done for attainment of Vision and Mission of the institute.

E-governance system is used for planning and development, administration, finance, student admission and examination.

Administration takes care of key attributes such as budgetary provisions, financial support, and Infrastructure development for smooth functioning of institute as well as faculty and non-teaching staff empowerment.

The institute has performance appraisal system as per affiliating university, UGC and state government norms to appraise the performance of teaching and non-teaching staff members.

Principal implements necessary action plan to improve the quality of teaching-learning process of institute under the recommendations of IQAC cell. IQAC Cell is functional and regular meetings, audits and NAAC supporting work has been carried out under the guidance of IQAC.

Institutional Values and Best Practices

The Institute takes sufficient measures to arrange the programs related to gender equity promotion, social responsibilities, national festivals, birth/death anniversaries of great personalities.

The institute has taken initiatives for Conservation of energy, water, and waste management. Institute follows green practices such as tree plantation, plastic free campus, paperless work to achieve an environmental consciousness and sustainability.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ANIKET COLLEGE OF SOCIAL WORK
Address	Aniket College of Social Work, Station Faeel, Deoli Road, Dayal Nagar, Wardha
City	Wardha
State	Maharashtra
Pin	442001
Website	aniketcollegeofsocialworkwardha.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Lokesh Bhaurao Nandeshwar	07152-295178	8483898020	-	acsw@rediffmail.com
IQAC / CIQA coordinator	Ram Savanekar	-	9881529089	-	rpsavanekar@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Maharashtra	The Rashtrasant Tukadoji Maharaj Nagpur University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	06-03-2018	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Aniket College of Social Work, Station Faeel, Deoli Road, Dayal Nagar, Wardha	Rural	0.114	832.56

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSW,Social Work	36	HSC	Marathi	60	60
PG	MSW,Social Work	24	UG	Marathi	60	60

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				16			
Recruited	0	0	0	0	2	1	0	3	10	3	0	13
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				3			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				3			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	15	1	0	16
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	1	0	10	1	0	14
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	29	0	0	0	29
	Female	31	0	0	0	31
	Others	0	0	0	0	0
PG	Male	17	0	0	0	17
	Female	43	0	0	0	43
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	35	26	14	21
	Female	33	31	32	32
	Others	0	0	0	0
ST	Male	23	23	16	13
	Female	25	29	39	34
	Others	0	0	0	0
OBC	Male	46	41	41	53
	Female	77	86	96	106
	Others	0	0	0	0
General	Male	5	4	1	1
	Female	4	5	2	2
	Others	0	0	0	0
Others	Male	11	15	12	10
	Female	23	26	29	21
	Others	0	0	0	0
Total		282	286	282	293

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Multidisciplinary/ interdisciplinary subjects were present in the syllabus of affiliating university. The college has conducted Value Added Programs to make students aware of the latest happenings in the industry and society.
2. Academic bank of credits (ABC):	Recently RTMNU, Nagpur has asked for creating login IDs of the students for ABC.
3. Skill development:	The college focuses on the skill development of the students, and for the same many capability enhancement programs are conducted.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using	During the pandemic, all the events were conducted online along with a regular teaching-learning process.

online course):	For the integration of Indian Knowledge System various days are celebrated and cultural events are conducted.
5. Focus on Outcome based education (OBE):	The college has defined various outcomes and formulated a mechanism for calculating attainment of various outcomes.
6. Distance education/online education:	During the pandemic teaching-learning process is carried out in online mode only but college is yet to take steps regarding distance/ online education.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, Electoral Literacy Club has been set in the College
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, in Electoral Literacy Club co-ordinator, co-ordinating faculty members and students are appointed by the college. The college ELC is functional and works on Electoral Literacy program in collaboration with the District Election Department
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	ELC is taking initiative for organizing innovative programs like presenting Street Plays, Posters and Songs on Electoral Literacy and Awareness. Students voluntarily participates in Voters registration and awareness programs wherever possible to them and assist District Election Administration in voter awareness campaign. Students observe problems of the people regarding voter's registration and awareness and set themes for presentation on current issues of the society.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The college students always participate in awareness drive and assist to the district election administration
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible	The college takes initiative for organizing awareness programs in college campus through presentation of Posters, Street Play and Songs on voter's awareness for the students above 18 years who are yet to be

students as voters.

enrolled as voters.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
282	286	282	293	289

File Description	Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 19

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
16	16	18	19	19

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
2.82	2.34	2.73	3.57	3.63

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

- Institute is affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur (RTMNU) and hence follows the curriculum prescribed by the RTM Nagpur University.
- Before commencement of each academic year, university gives the pathway regarding date of commencement of each semester, end of semester, tentative schedule of examination in the form of university academic calendar. The academic calendar of the institute, based on the university guidelines is then prepared and given to all the concerned.
- A faculty meeting is then conducted by the Principal to discuss the Academic Calendar, teaching load distribution, time table.
- The Time table committee follows the given Academic Calendar and load distribution, prepares the timetable for the class and various courses of the program.
- Accordingly, the students are informed about the Semester Academic Calendar through notice-board. Supervisors are allotted for Social Work Practicum of all classes and UG final year group research projects and PG final year research projects as per area and specialization of faculty and students.
- Every faculty prepares the course plan and course file to deliver lectures as per the course syllabus.
- Students' attendance for individual subject is being monitored by faculty and at the end of every month, Principal takes the reviews of attendance, syllabus coverage and planned activities of month.
- Method of continuous internal evaluation/ assessment of the student with respect to assignments, social work practicum and project etc. is adopted by the institute as per guidelines of university.
- University in its syllabus has prescribed the Concurrent Practice Learning (CPL), study tour, observation and exposure visits and village camp in the semester.
- The academic schedule prescribed is strictly adhered by all the faculties and monitored by Principal.
- University theory examinations are conducted as per university norms and after the declaration of university results, result analysis is made and documented.
- The system of feedback from the all stakeholders is also undertaken by the Institute, which is further conveyed to higher authorities for corrective actions.

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 25

File Description	Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 100

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
282	286	282	293	289

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The institute plans for the overall & holistic development of the students in the areas of gender, environment and sustainability, human values and professional ethics.

1. Gender

The institute undertakes all the required initiatives to ensure gender equity in various facets of classroom and extra classroom activities by equal representation of genders.

2. Environment and Sustainability

To create the awareness about environmental challenges amongst students and imparting fundamental knowledge about the environment, the subject 'Environmental Studies' is introduced in curriculum for B.S.W. Second Year i.e. third and fourth semester of B.S.W program by the university and the subject 'Disaster Management' is introduced in curriculum in fourth semester of M.S.W program by the university. This helps in developing an attitude of the concerned for the environment and encourages them to take care of environment and its protection. Apart from these various programs related to Environment and Sustainability like: Tree Plantation, Cleanliness Drive, Street Shows, Awareness Rallies and Environment Tour etc. have also been conducted.

3. Human Values and Professional Ethics

For effective development of Human Values and Professional Ethics, the subject 'Corporate Social Responsibility', 'Professional Development for Social Work', 'Human Resource Management', 'Human Resource Development', 'Applications of Social Work Skills' are introduced in the M.S.W course curriculum and the subject 'Psychology for Professional Growth' is introduced in the fourth semester of B.S.W. course curriculum. Also, these courses help to inculcate the multidisciplinary approach in students for better understanding of social responsibilities towards society in a successful manner.

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 100

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 282

File Description	Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 96.06

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
124	121	129	128	132

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
132	132	132	132	132

File Description

Document

Institutional data in the prescribed format

[View Document](#)

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
66	66	66	66	66

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
66	66	66	66	66

File Description	Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 17.63

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Experiential learning:

^ This blending of academic learning and field experience is achieved through a Social Work Practicum which includes, NGOs or GOs visits, Concurrent Practice Learning (CPL), real life professional social work projects, Special Rural Camps, Study Tours, activities conducted under MOUs, society academia interaction programs and assistance from experts of various fields.

Participative Learning:

Participative Learning is encouraged by: -

- Discussions: Wide varieties of social work topics are discussed in order to make the students to think broad and come up with their opinions and suggestions.
- Debates: Debates are conducted in most of the courses of social work program where students are required to come with different opinions, thought processes to develop sense of time management, teamwork and critical thinking.
- Presentations and Seminars: Students of BSW and MSW program are motivated for delivering their learned skills by way of presentations.

Problem Solving Methodologies:

- Final Year Projects: As part of curriculum, a student is normally required to undertake a field/in-house project in their final year of study. Students are encouraged and assisted to identify and solve the problems by defining scope of project clearly.

Innovation and creativity in teaching- learning process is maintained by faculty to create interest and motivate the learners. The faculty takes the help of following creative tools to stimulate creativity in young brains.

Power Point Presentations:

Faculty uses power point presentations including the video lectures on social work topics based on the syllabus and as per requirements during the sessions.

Training Program:

The institute organizes internal as well as external training program for overall development of students. The internal training programs are conducted by in-house faculty members. However, programs like aptitude and communication skills improvement etc. have been conducted in the institute through external experts.

Seminars and Guest Lectures:

Various seminars and guest lecturers are conducted in which the experts from either GOs/NGOs or academia are invited to give latest trends about scenarios in the social work and research.

Quiz:

Occasional quiz competition is organized by a faculty to make teaching learning process interesting. This is conducted using power point presentation. Questions from various specializations are put in the quiz competition to explore the diversity of the social work subjects.

Use of Applications and Tools:

Faculty members use various applications like WhatsApp, and Facebook to create students groups for the circulation of information. In recent years online classes are conducted using various applications such as Google Classroom, Zoom, Webex, etc. Google Forms are also used to collect feedback from the students.

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 92.63

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
19	19	19	19	19

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)**Response:** 60.23**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	11	10	9	8

File Description**Document**

Institution data in the prescribed format

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient****Response:**

Continuous Internal Evaluation system for evaluating the academic performance of the students is done by referring guidelines given by RTM Nagpur University. Out of the 100 Marks per course, the institute level assessment marks are awarded out of 20 Marks and end semester examination is conducted for 80 Marks by the university.

For determining the institute level 20 marks assessment, continuous internal evaluation is done in the following manner:-

For B.S.W.

Sr.No	Particular	Marks
1	Attendance	5
2	Assignment	10
3	Oral	5
Total		20

For M.S.W.

Sr.No	Particular	Marks
1	Attendance	5
2	Submission	5
3	Presentation	5
4	Oral	5
Total	20	

Frequency of the internal assessment is maintained by-

Sr.No	Particular	Frequency	Monitored by
1	Attendance	Daily	Faculty and Principal
2	Assignment	Once in a semester	Subject Teacher
3	Oral	Once in a semester	Subject Teacher
4	Presentation	Once in a semester	Subject Teacher

Transparency in internal assessment is maintained by-

1. Displaying Continuous Internal Evaluation Norms.
2. Displaying attendance of the students on notice board at the end of every month.
3. Sharing of evaluated assignments with each individual student.
4. Sharing evaluation report of subject presentation/ viva-voce seminar by panel of faculty.

Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

At Institute level:

The faculty distributes evaluated answer scripts of assignments to students and any clarifications or

grievances are addressed by the concerned faculty within a period of 3 days. The internal marks are then displayed on notice board. If any discrepancy is brought to the notice, the concerned faculty will resolve it and the necessary corrective action is initiated. If a student is not satisfied with the marks awarded even after resolved by the faculty, student may represent same to the principal.

At University level:

Students can express grievances by applying for the following evaluation procedure:

Exam Form Filling: It is sometimes observed that while filling the online exam forms of the subjects offered by the students are not correctly reflected on the screen in such cases the university provides 3 Days' time to the institute to submit such grievances of the students to the university and get redressed observed anomalies.

Correction in Name on Hall Ticket: In couple of cases, it happens that the Hall Tickets issues to the students do not carry the correct name of student concerned. In such cases the university gives 7 Days' time to get the hall ticket corrected through the institute.

Correction in Subject Offered: A similar process as in case of correction in name on hall ticket is followed in this case also.

Re-valuation &Recounting: If student is not satisfied with the marks awarded, they can apply for recounting within a week from the declaration of result through the office at the institute. The received grievances are submitted to university by the institute along with prescribed fees recovered from the students. The university declares time frame every year for submission of marks related grievances and declaration of results.

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Vision and Mission statements are displayed on the college website and various places like entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library, Seminar Hall and Canteen.

Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) have been defined by Institute. PEOs, POs and PSOs are disseminated on college website, at the entrance of the Institute, Corridor, Principal Cabin, Trustee Cabin, Library, Seminar Hall and Course Files of Teachers.

The course outcomes are written by the respective faculty member using keywords of learning levels as per guidelines given in Bloom Taxonomy. All the faculty members were maintaining COs in their course files. COs are discussed by faculty members in the classrooms during introductory lecture of respective Subject /Course.

2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words

Response:

The attainment of various outcomes like COs, POs, PSOs and PEOs is carried out in four stages namely; Planning, Implementation, Evaluation and Action Taken.

1. Planning:-

Various outcomes are defined and a correlation is established between COs and POs, COs and PSOs in the scale of 1 to 3, 1 being the slight (low), 2 being moderate (medium) and 3 being substantial (high). A mapping matrix is prepared in this regard for every Course, CO, PO and PSO in the program including the elective subjects.

2. Implementation:-

An individual faculty member use different direct tools like Class Tests, University Exam, Assignments, Seminar, Project etc., for the evaluation of Course Outcomes (COs). Principal evaluates POs and PSOs by using evaluation of COs and Indirect Tools like Surveys/ feedback from Alumni, Employer, Parents, Teachers and Students etc. PEOs are also evaluated by using Indirect Tools only.

3. Evaluation:-

Attainment of all outcomes are calculated and compared with expected level of attainment decided by subject teacher for COs and Principal for POs, PSOs and PEOs.

4. Action Taken:-

If attainment was up to the expectation then appreciation is extended to the concerned faculty member and in case of deviation from the expected attainment of outcome necessary corrective actions are initiated to improve the outcome as per expectations.

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 91.42

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
111	96	104	86	93

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
118	105	105	101	107

File Description

Institutional data in the prescribed format

Document

[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

College has been trying to create a conducive ambiance, infrastructure, resources, and confidence for the enhancement of the capability of students and teachers in research and innovations.

The College Plans and implements several activities:

- To encourage faculty members and students to publish research papers.
- To encourage faculty members and students to participate in workshops, seminars, and conferences.
- To encourage the faculty members and students to pursue higher studies.
- To encourage faculty members to undertake major/minor research projects.
- Duty leave are given to the faculty members for attending workshops, seminars, conferences, refresher, and orientation course.
- Motivates and deputes faculty for pursuing higher education.

- Encourages the faculty to become members of professional bodies and to participate in the activities organized by them.
- Encourages the faculty to undergo industrial training and visit the industry of their domain.
- Promotes and motivates the faculty to use ICT tools in their teaching-learning process.

For effective teaching-learning and research, the college has well-equipped classrooms with ICT facilities. The academic calendar is prepared at the beginning of every academic year for effective planning of annual activities. Accordingly, teaching plans are prepared and followed carefully by the faculty. The Extension Activity Cell conducted various activities in innovative ways, like Tree Plantation, Swatch Bharat Abhiyan, Beti Bachao-Beti Padhao, etc. in order to create and transfer the ideas for socio-cultural upliftment and encourage them for practical application of the knowledge of the students to enable them to become responsible citizens.

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 11

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	4	2	2	1

File Description	Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 6.79

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
41	29	24	25	10

File Description	Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 4.32

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
18	8	20	13	23

File Description	Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Under the purview of social responsibility, the institute through its NSS Unit and Extension Activity Cell, has made remarkable efforts to sensitize its students and faculty about their social responsibilities through their participation in several activities associated with social issues.

The college tries to create awareness, social responsibility and Environmental consciousness through talks, group discussions, nukkad nataks, rallies, poster making, Quiz, debates, speeches, seminars, slogan making, awareness drives, survey programmes, workshops and adult education program, mental health counselling.

List of the extension activities performed by the college under, college- neighbourhood-community network includes Health check-up camp, Aids Awareness camp, Voters Day Rallies, Road Safety Week & Yoga Day etc. Students come in closer contact with the society, community, and environment. Interaction with such a diversified social group of people helps students to gain more self-confidence and develop critical thinking skills. These programmes create environmental consciousness, sense of social responsibility, sense and awareness about one's own health and hygiene. These programmes not only help the students in their holistic development but also infuse in them leadership, equality, feeling of oneness

and cooperation and the idea of giving back to society.

In short, the aim and objectives of the college is to serve the society, either as a source of formal education for the students or as informal mode of education for the neighbouring society.

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Name of Activity	Name of Award/Recognition	Name of Awarding government/ Government Recognised bodies	Year
Tree Plantation	Appreciation Letter	Nisarg Seva Samiti	2017
Swachha Gram Abhiyan	Appreciation Letter	Gram Panchayat	2017
AIDS Awareness Program	Appreciation Letter	Civil Hospital, Wardha	2018
Child Awareness Program	Appreciation Letter	Child Line, Wardha	2018
Legal Awareness Through Street Play	Appreciation Letter	Jilha Vidhi Seva Pradhikaran, Wardha	2019
Swach Bharat Abhiyan	Appreciation Letter	Gram Panchayat, Pipri Meghe	2019
Covid Vaccination Camp	Appreciation Letter	Civil Hospital, Wardha	2020
Tree Plantation	Appreciation Letter	Nisarg Seva Samiti	2020
Voters Awareness Program	Appreciation Letter	S.D.O. (Election Department, Wardha)	2021
Animal Rights Awareness Drive	Appreciation Letter	Vegan Outreach, Director of Programs India	2021
Beti Bachao Beti Padhao Higher Education	Appreciation Letter	Child Line, Wardha	2021
Constitution Awareness Rally	Appreciation Letter	Civil Hospital, Wardha	2021
Voters Awareness Program	Appreciation Letter	S.D.O. (Election Department, Wardha)	2022
Wealth Awareness Program	Appreciation Letter	Advisor's Organisation	2022

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 115

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
25	11	33	27	19

File Description	Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 20

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

1. Classrooms

All the classrooms in the College are furnished, capacious and well ventilated. All the classrooms are equipped with Desks, bench, Platform, Fans, Tube lights, black board. As per requirement LCD Projector, Laptop/ Computers, LAN/Wi-Fi connectivity is provided to ensure the conducive environment for teaching-learning.

2. Computing Equipment

The College has 10 computer systems with licensed/ free software installed. Enough supporting equipment like scanners and printers are also available. Internet facility of bandwidth 100 Mbps is also into existence.

3. Seminar Hall and Auditorium:

College has well equipped seminar hall with adequate seating capacity, with facilities like LCD projectors, raised platforms and public-address system with internet facility to make it suitable for the big gatherings.

4. Library:

College library is enriched with books of various current as well as syllabi-based books, journals and e-journals are subscribed as per need. English, Marathi and Hindi newspapers are made available for the stakeholders.

Other Facilities:

1. Washroom and Drinking Water Facility:

Adequate Gents and Ladies washrooms are available along with water purification and cooler facility.

2. Sports and Games

The College has a spacious and well equipped indoor-sports room, where students can play games. Sufficient area is allocated to outdoor sports and games with adequate facilities.

3. Cultural

Cultural events are conducted in the seminar hall or open auditorium created in open space as and when required.

4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 49.7

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0.6	1.21	2	2.48	1.21

File Description	Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Integrated Library Management System (ILMS):

The college library is automated with Software. It is a user-friendly software developed to work under client-server environment.

The software is featured with the following 6 modules to facilitate all the essential functions of the library in a computerized environment.

1. Acquisition
2. Catalog
3. Circulation

4. OPAC
5. Serials controls
6. Administration

Subscription to e-resources:

1. e-journals: JSTOR Subscription.
2. e-ShodhSindhu: College-Level Membership
3. Shodhganga Membership: Faculty-Level Membership
4. e-books: Free e-books Available
5. Databases: Available in Hard and Soft Copy
6. Remote access to e-resource: e-library tab created on the institutional website.

Amount spent on the purchase of books, and journals:

In last 5 years 5% amount excluding salary is spent on the purchase of books, journals and other allied library activities.

Per day usage of the library:

Daily more than 40 students and 10 faculty members use the library.

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

Response:

College provides computing facility with 10 Computers with required configuration. These are distributed among the various departments for academic and administrative work. The College has high speed internet of 100 Mbps to cater the need of academics as well as allied processes.

Key Features:

- Computer Laboratory, to facilitate internet access for all the students, staff and faculty members. This facility enables users to access meaningful information available online.
- E- Governance system by use of ERPs is implemented in Administration office, Exam Section for providing efficient service to the students, staff, and faculty members.
- LCD Projectors, Smart Boards, Printers, Scanners, Wi-Fi, LAN, and Internet facility etc. are also available for effective teaching learning process.
- Digital section in Central Library with high-speed internet connection helps the students and faculty to browse videos, e-journals, e-magazines, e-newspapers etc.
- Online teaching-learning tools such as Google Classroom, Zoom, Webex are used extensively. Google Forms are used for data collection is implemented recently.
- College has open-source software which are easily available and also purchased many software to pertain academic requirement.
- College has appointed dedicated IT Infrastructure team to maintain and update the IT facilities in the College which includes maintenance of computers, LCD Projectors, Printer, Scanner, and other peripherals.

4.3.2 Student – Computer ratio (Data for the latest completed academic year)**Response:** 28.2**4.3.2.1 Number of computers available for students usage during the latest completed academic year:****Response:** 10**4.4 Maintenance of Campus Infrastructure****4.4.1 *Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*****Response:** 25.51**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0.78	0.76	0.72	0.79	0.80

File Description	Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 75.49

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
162	145	281	292	201

File Description

Institutional data in the prescribed format

Document

[View Document](#)

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description

Institutional data in the prescribed format

Document

[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 100

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
282	286	282	293	289

File Description	Document
Institutional data in the prescribed format	View Document

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 77.55

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
85	86	74	69	66

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
111	96	104	86	93

File Description	Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 10

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
1	2	2	1	5

File Description	Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 14

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	1	4	1	4

File Description	Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 6.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7	8	6	6	7

File Description	Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The College do not have a registered Alumni Association, but alumni meetings were conducted every year.

To strengthen the alumni network by bringing all graduates together to share their experiences, offer support, and provide guidance to students. Alumni are connected to each other and teachers in various parts of the world through social media sites.

Every year, the College hosts the alumni meet. The event attracts 10-15 alumni on average. During the meeting, alumni share their memories as students, experience as alumni, bond with teachers, attachment, and express their ideas for improving the College's overall success.

Alumni effectively contribute by visiting to the department to provide guidance through guest lectures, seminars, and workshops. Nowadays, they guide students using online portals also. Students interested in pursuing higher education abroad contact alumni and get guidance from alumni who have completed higher education or pursuing higher education. Teachers act as mediators between alumni and students. This extended support helps a lot to students who are pursuing higher education in foreign countries especially. Students communicate with Alumni via phone, email, and social media.

Alumni provide input through feedback forms on the college's infrastructure and other academic processes, as well as suggest gaps in the curriculum based on current industry demands.

In short, our alumni instill confidence in the students by relating their own journey, extending their support for extensive career and social responsibilities.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

Response:

The vision and mission of the institute have been developed with the active participation of all stakeholders and guidance from experts of various fields. The institute aims at becoming renowned institute of student's choice with courses aligned with recent development and need of society. The institute follows ethical practices and encourages Indian culture and value system. The institute is also committed for rural youth development and woman empowerment.

The top management including Trustees, Governing body, Local Managing Committee, Principal and faculty are involved in design and implementation of quality policy and plans.

The resolutions related to policies and plans, made during meetings of Governing body and local managing committee are communicated to the principal. These are discussed in regular meetings of Principal and Faculty and action plans are prepared. Action plan for institute based on Academic Calendar, Vision Mission of the institute, Co-curricular and Extra-curricular activities is prepared by Principal and committee in-charges. The difficulty if any in execution is conveyed to management to fulfil the needs.

Various committees at institute level are formed in each academic year. The faculties constitute the member of these committees and are authorized to take appropriate decisions according to the role of committee in academics.

Interaction with stakeholders viz. alumni, parents, employers, take place and their suggestions, feedback are taken for continuous improvement in teaching and learning process.

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

Local management committee/ College Development Committee is the apex governing body of the institute headed by the chair person responsible for policy making and budget approval. The institutional decisions are made by the principal in the consultation with management. Faculty and various committee/cell in-charges are directed by Principal.

The institute has constituted committees as per the norms of regulating authorities and also additional committees for internal coordination and monitoring of the activities. Principal monitors functioning of every committee for smooth conduction of academic and administrative activities.

The various institutional level committees formed for the smooth functioning are listed as follows:

1. IQAC
2. Anti-Ragging Committee
3. Committee for SC/ST/OBC
4. Women Internal Complaint Committee/Women Development Cell
5. Grievance Redressal and Anti Sexual Harassment Committee
6. Student Council
7. Cultural Committee
8. Sports Committee
9. NSS Cell
10. Library Committee

Services Rules, Procedures, Recruitment & Promotional Policy:-

Our Institute is affiliated to the RTMNU, Nagpur. So, we follow the statutory norms and guidance of RTMN University, Nagpur in academic as well as administrative functional areas. University through its local Inquiry Committee (LIC) conducts the inspection of academic and administrative procedures of the institution and submits the report to the university authorities. On the basis of positive LIC report university grants the affiliation.

The institute strictly follows the statutory norms and procedures in recruitment and promotion of academic and administrative staff. The recruitment and promotional policies are designed by regulatory authority and affiliating authority i.e. University. It is mandatory for the institution to follow the recruitment and promotion policy of these bodies. For recruitment institution gives advertisement for faculty positions in the newspaper which has national coverage. After expiry of period notified in the advertisement, institution receives the application and invites eligible candidate for the interview. The institute informs the University and the Vice Chancellor constitutes the selection committee for interview. The duly constituted selection committee by vice chancellor takes the interview and selects the candidates on the basis of merit and performance. So, institution has no independent role in the selection process of candidate. The institute follows the statutory norms and direction of promotional policy directed by regulatory authority and affiliating authority, Nagpur University.

The institute follows the grievance redressal mechanism as per the guidelines prescribed by RTM Nagpur University.

6.2.2 Institution implements e-governance in its operations

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Effective welfare measures for teaching and non-teaching staff and avenues for career development/progression:-

Faculty:

- Motivates and deputed faculty for pursuing higher education.
- Encouragement for the faculty for attending workshops, conferences, seminars, short-term courses, and faculty development programs.
- Encourages the faculty to become members of professional bodies and to participate in the activities organized by them along with financial support.
- Encourages the faculty to undergo industrial training and visit the industry of their domain.
- Encourages the faculty to receive research grants for their projects and provides support.
- Promotes and motivates the faculty to use ICT tools in their teaching-learning process.
- Encourages the faculty to publish of research papers in reputed Journals/conferences along with financial support.

Staff:

- Institute organizes training programs as per the need for skill development of non-teaching staff.
- They are encouraged to participate in the organization of technical events.

The other welfare provisions made for both faculty and staff as described below:

1. Provident Fund
2. Leaves (Casual, Earned, Medical, Vacation) as per University norms.
3. Maternity leaves for female faculty and staff.
4. Medical Facility/ First Aid.

Performance Appraisal System for Teaching and Non-Teaching Staff:

The college has a Performance Based Appraisal System (PBAS) for the teaching staff following UGC regulations, 2010, and four amendments thereafter. Currently, the college follows the guidelines of UGC regulations, 2018. These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

Teaching staff:

API & confidential reports are collected at the end of the academic year. The performance- Based Appraisal System (PBAS)(API) is divided into three categories.

CATEGORY- I: Teaching, Learning, and Evaluation related activities

CATEGORY- II: Co-Curricular, Extension, and Professional Development Related Activities

CATEGORY -III: Research And Development

Non-Teaching staff:

The Institute office maintains the CR (Confidential Report) file in which the Confidential Report of the performance of the non-teaching staff prepared by the Principal is maintained.

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 100

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
16	16	18	19	19

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 100

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
32	35	37	38	38

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
16	19	19	19	19

File Description	Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Strategies for mobilization and optimal utilization of resources:

Ours is an college where we receive salary grant. The Fee Regulating Authority has formed certain norms and regulations beyond which the Institute cannot charge anything. The major part of fees collected is utilized towards salary of Temporary Staff and other expenses.

The process for mobilization policy is given below:

- Institute detailed budget.
- Institutional receipts (Tuition and Development fee) are properly deposited and utilized for institute's salary and non-salary expenditure. This complete process is monitored by Accountant and Principal.
- As per the requirements of different departments, laboratories, central library, store and student support and infrastructure facilities in charge of facilities can directly write to principal for any purchase/ alteration/ new facility creation.

Mechanism of Internal and External Financial Audit:

The budget estimates and audited statements are prepared regularly. Internal and external audits are carried out to ensure effective and efficient use of financial resources. There is a proper allocation and utilization of the annual budget.

Internal Audit:

Internal financial audit is a continuous process and accountants mainly handle it. Internal audit is carried out annually.

External Audit:

Every year a group of external auditors comprising a team of chartered accountants perform the auditing of the institute's financial records and book as per guidelines of the income tax department. For external audits, Management has appointed a chartered accountant firm named as V K Ghodmare Govt. Authorized Auditor who takes care of external audits at the end of every financial year.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Criterion 1: Curricular Aspects:

- Value-added programs and life skills programs for students have been conducted every year.
- The faculty members are also encouraged to attend and participate in orientation programs/ activities organized by the university.
- Field Visits/ CPL conducted every year as part of the curriculum.
- The institute has restructured the feedback mechanisms for all stakeholders including Students, Alumni, Parents, Employer and Teachers.

Criterion 2: Teaching- Learning and Evaluation:

- The institute has admitted students from various reserved categories as per the reservation policies of competent authority.
- The institute has catered to the learning needs of students of different backgrounds and abilities.
- The institution has recruited proficient and devoted faculty members from diverse backgrounds.
- The institution utilizes student-centric methods and experimental learning approaches.
- The institution has ensured the use of outcome-based Education by calculating attainment levels of outcomes by direct and indirect assessment techniques.
- The institute has adopted and followed Continuous Internal Evaluation (CIE) prescribed by the university to achieve academic excellence.

Criterion 3: Research, Innovation and Extension:

- The institute has put the sincere efforts to promote research culture amongst the faculty and students by motivating and encouraging them.
- To upgrade the knowledge of faculty and students institute has organized various seminars and guest lectures.
- NSS Cell has organized various activities such as Tree plantation, Blood donation, Vaccination campaign etc. are organized and received awards/appreciation from renowned agencies in surrounding.
- MoUs are signed with the GOs, NGOs, Industries and educational institutes for allied activities.

Criterion 4: Infrastructure and Learning Resources:

- The institution has an infrastructure with well-equipped classrooms, a library, a seminar hall, ICT tools, and sports, and cultural facilities as per university norms.
- The institution has motivated students to participate in various extra-curricular activities.
- Institution has a central library automated with software.
- Upgradation and Maintenance of IT facilities have been carried out every year.

Criterion 5: Student Support

- The students of the institute benefitted from scholarships and a free-ship scheme provided by Government.
- Student grievances are addressed through committees such as Grievance Redressal, Anti-Ragging & Women Internal complaint, or Anti sexual harassment.
- College has arranged various training programs and helps in placement of students.
- The student actively participated in sports/cultural activities organized at inter-college and intra-college competitions.
- The institute maintained strong and healthy interaction with alumni through alumni meets organized.

Criterion 6: Governance, Leadership and Management

- The strategic plan is prepared and its effective implementation is done for attainment of Vision and Mission of the institute.
- Administration takes care of key attributes such as budgetary provisions, financial support, and Infrastructure development for smooth functioning of institute as well as faculty and non-teaching staff empowerment.
- The institute has performance appraisal system as per UGC Guidelines to judge the performance of teaching and non-teaching staff members.
- IQAC is functional and contributing in enhancing quality culture of college.

Criterion 7: Institution Values and Best Practices

- Institute follows green practices such as tree plantation, plastic free campus, paperless work, outside campus parking to achieve an environmental consciousness and sustainability.
- Institute has well defined process for solid, liquid and e-waste management, energy conservation & water conservation.

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Promotion of gender equity:

Being a progressive institute, We believe in providing equal opportunity to all the employees including students in matters related to gender sensitivity with facilities such as safety, security, counseling and common room for the students.

Security and Safety:

- Institute is very much serious about security and safety. 24*7 high security is provided by security team to all staff members and students in institute campus. Outsiders are not allowed in college premises until and unless they maintain their entry in security register.
- IDs are issued to all students and staff members and it is to be verified by security officer frequently.
- Institute is also having floor wise fire extinguishers at appropriate places.
- Anti-Ragging committee and Women Development Cell is formed to resolve student problems.
- Cultural events/festivals like Traditional Day, Navratri festival, and Fresher party etc. are conducted, which also create an awareness and make the students to understand the gender equality.
- Sanitary napkin vending machine as well destroyer is provided to maintain the hygiene of all.

Counselling:

- Faculties are appointed as mentors to the group of students who take care of growth and safety of their students.

Institutional initiatives to celebrate / organize national and international commemorative days, events, and festivals:

National and international commemorative days:

1. Independence Day

2. Republic Day
3. International Women's Day
4. Teachers Day (Dr. Sarvapalli Radhakrishnan Birth Anniversary)
5. Library Day (Dr. S. R. Ranganathan Birth Anniversary)
7. Yoga Day

Birth/ Death Anniversaries:

1. Gandhi Jayanti
2. Ambedkar Jayanti
3. Shiv Jayanti

Events:

1. Annual Sports Day
2. Annual Cultural Day
3. NSS/ Extension Activities

Festivals:

1. Diwali
2. Navratri
3. Christmas
4. Makarsankanti
5. Eid

7.1.2 The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: A. All of the above

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The Institute provides education to all students irrespective to their culture, region communal socio economy and gender. The Institute has faculty and staff members from different culture, region, and community. The Institute provides same platform to all students, irrespective to their culture, region, and community. All students participate together in all activities of the institute like Sport, Cultural and Extension activities.

The Institute organizes various activities in the campus for inculcating values for being responsible citizens as reflected in the Constitution of India. Some of the events celebrated every year are as follows:

- The Institute celebrates Independence Day on 15th August and Republic Day on 26th January every year. On this occasion, a program comprising of speeches on national importance, patriotic songs and dances used to be organized with full patriotic enthusiasm.
- Various types of Pledge taking activities, as per Government directives, are also organized from time to time in the Institute.
- The Institute also used to organize Integrity Pledge Day on 31st October every year on the birthday of Sardar Vallabh Bhai Patel as the symbol of Unity Day.
- The Institute organizes Swachh Bharat Campaign for the awareness about Swachhata in the neighbourhood on Gandhi Jayanti.
- Programs imbining Human Values and Professional Ethics are also organized regularly in the Institute under extension activity cell.
- Road Safety Awareness Programs were conducted every year in the Road Safety Week, where students take out rally to educate society about importance of helmet.

- For every election holiday was given for the students and staff to cast the vote, as well awareness of voting is also spread in neighbourhood.
- On Birth Anniversary of Swami Vivekananda, Youth Day is also celebrated.
- College celebrated Marathi and Hindi Bhasha Day every year.

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Best Practice – I

Title of the Practice: Collaboration with Government for Field Work

Objectives of the Practice

- 1.To create opportunities for students to develop basic skills in community organization like engagement, data gathering and analysis, organizing and observation.
- 2.To provide students specializing in community development to acquire advanced skills in organizing, managing conflict, involving community, consensus building, networking, and advocacy.

The Context

Students are conventionally placed in social service agencies where they get opportunities to practice methods. But we have recently come across some limitations to this approach. Viz., less number of social service agencies with qualified staff and the pressure to place students in communities without an organization's support. Moreover, the demands on social workers in terms of knowledge and skills have also changed considerably. It is in this context that we started working with Government departments and projects in addition to the welfare or development-oriented NGOs, mainly because these NGOs could not provide the whole spectrum of skills and value orientations required for the practice of community organization.

The Practice

We have identified a range of projects and programmes and government departments who have the potential to provide the above-mentioned skills to the students in a field work setting. This is done every year after taking into consideration the types of intervention made by them. The location and programme

schedules are also considered.

As the next step, the college and the concerned agency holds discussions as to the expectations about the field work placement. In some instances, we enter into a written MoU, though in most of the situations, it is done on more informal level with only a written request and written confirmation. Students are then given training, both about the theoretical and practical aspects. Tasks are assigned to them based on the objectives of fieldwork and the programmes of the agency. An agency and faculty supervisor is assigned who monitors the work and evaluates the performance of the student. Regular supervision of the faculty supervisor is ensured.

Evidence of Success:

1. Better opportunities for students to develop and enhance skills, knowledge and values
2. Networking and collaboration with government organizations which are prospective employers
3. Improved exposure to students regarding social realities and official efforts to deal with them
4. More effective implementation of programmes through increased people's participation and awareness

Problems Encountered and Resources Required:

Inherent problems in working with the bureaucratic structures – delays in reaching agreements and getting permission

Best Practice – II

Title of the Practice: Extension Activities through institute NSS Cell.

Objective of the Practice:

To promote extension activities in the neighbourhood community

The Context:

To provide the opportunities to inculcate the qualities among the students to understand social consciousness and problems of communities. These activities sensitize the students to social issues and develop belongingness to the welfare activities towards the society. NSS program Coordinator conducts regular meet ups with volunteers and plans forthcoming activities.

The Practice:

This objective is achieved through a NSS Unit of RTMNU, Nagpur. The NSS unit conducts various activities like environmental protection, cleanliness drive, tree plantation, rendering help in building of toilet pits and various awareness activities nearby college.

Evidence of Success:

It is observed by performing various activities in the neighbourhood of college and it is supported by appreciation letters received from benefited communities as well as activities covered in newspapers and local media.

Year	Number of activities conducted	Recognition Letters received
2017-18	19	2
2018-19	27	2
2019-20	33	2
2020-21	11	2
2021-22	25	4

Problems Encountered and Resources Required: It finds difficult to arrange funds and appropriate resource persons for conduction of activity on a large scale.

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Spreading Awareness About Various Scholarships Schemes of State and Central Government.

The objective of the Practice:

To increase the number of students graduating from the rural area by spreading awareness about various scholarship schemes of state and national government.

The Context:

To provide the right to education to economically backward students who stay away from the education stream because of a lack of awareness about various schemes of government related to scholarships.

The Practice:

Various activities to make students aware of scholarship schemes of state and central government have been conducted as well as students were guided about Do's and Don'ts of scholarship form filling. We have observed that, because of sessions conducted, Institute is witnessing an increase in reserve category students' admissions as well as economically backward students every year. An analysis of the same is given below.

Evidence of Success:

It is observed that students benefitting from a scholarship provided by state and central government has notable count as tabulated below:-

Academic Year	Number of Students benefitted from Scholarship
2017-18	201
2018-19	292
2019-20	281
2020-21	145
2021-22	162

Problems Encountered and Resources Required: To bring seriousness among the students of the deadlines, and documents required is a difficult task.

5. CONCLUSION

Additional Information :

College has a dream of creating a benchmark in imparting education for the empowerment of students in the field of Social Work. The College aims to produce responsible citizens through extensive training and continuous all-round developmental activities. We, at Aniket College of Social Work are committed to imbibe true national spirit and ethical values and generate/reflect the same in young generation to become responsible citizens of India.

The College involves all stakeholders by organizing parents, alumni, and employer meetings. Stakeholders are invited on various committees either to contribute in Academic or Non-Academic issues to keep students upgraded with latest happenings in respective fields. Faculty and staff also have representation on various committees where they contribute in decision making. In the nut shell, the College is working for betterment of society by involving all the stakeholders.

Concluding Remarks :

We, most cordially invite the very August NAAC Peer Team, to visit Aniket College of Social Work to evaluate and assess the College for the accreditation purpose and process.