SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

MANAVLOK SOCIAL WORK COLLEGE

MANAVLOK SOCIAL WORK COLLEGE, RING ROAD, AMBAJOGAI, DIST
BEED-431517 MAHARASHTRA
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www.manavlokcollegeofsocialwork.co.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Our source of inspiration is Dr. D. S. Lohiya alias Babuji who has been working in the field of social development especially rural development since 1972. He felt that infrastructure of Manavlok experiments' can lead to good source of social work training. **Thus Manavlok social work college, ambajogai** established in 1999, to impart quality training in professional social work among the trainees to fulfill the requirements of the developing fields of social work leading to the Post Graduate degree in Social Work (MSW) of the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

The college is located in specious campus of 8 and half acres, which provides good learning environment to students. A special attention is given towards personality development of student by providing opportunities to participate in competitions, seminars etc.

Vision

Reshaping the Society through Social Work Education.

Mission

Strengthening the skill and values of social work to encompass social development and promotion of social welfare and social justice.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Committed & supportive management and qualified & committed faculty and support staff
2. Focus on disadvantaged groups.
3. Strong outreach with adequate community linkage.
4. Participatory approach involving all stake holders.
5. research project carried out by faculties
6. research centre affiliated to Dr Babasaheb Ambedkar Marathwada University, Aurnagabad
7. five phd guide, 27 students persuing phd through research centre.
8. well equipped library
9. certicate and value added courses
10. faculties publication
11. Research journal published by the college
12. Active employment guidance cell
13. introduction of programmes related to soft skills
14. vehicle facility for field work, orientation visit, exposure visits for the students

Institutional Weakness

1. Lack of professional consultancy services.
2. Poor communication skills in English
3. No student enrolled from other states
4. No specialization available in the affiliating university
5. Less MOU with national and international level educational and research institutes.
6. no industries are available for field work placement
7. inadequate linkage with industries and institutes
8. the Academic background of the enrolled student to this course are below the global standards

Institutional Opportunity

1. The College has ample opportunities in Research, especially in social work related areas.
2. More opportunities to work with government, NGO and other Institutions.
3. Scope for consultancy with NGOs and government offices.
4. Scope for add-on & skill oriented inputs.
5. Institutional specialization in rural development with focus on entrepreneurship.

Institutional Challenge

1. Improve communication skill in English for student.
2. Mobilization of resources for infrastructure development.
3. Inculcating research culture and spirit of inquiry among the students.
4. Optimum use of Alumni Association.
5. Collaboration with other eminent academic and research istitution institutions.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

At the beginning of the academic year institute ensures effective curriculum planning by distribution of curricular, co-curricular and extracurricular activities among the faculty members. The faculty maintains classroom attendance and teaching diaries. The time table includes, theory paper, field work, individual and group conferences, dissertation etc displayed on notice board

Tuesday and Friday are the fieldwork days. Students and faculty member participate in field work and maintain attendance diary and record book. Individual and group conferences are conducted as per the time table and its record is maintained. During the pandemic academic activities had to shifted to online mode. The faculty members used virtual platform such as zoom, Google meet, teach-mint etc. for teaching, instruction, evaluation etc.

During covid-19 the field work placement was given to the student at home town/village and field instructions, report assessment, individual and group conferences were conducted by online by creating Whatsapp groups.

Certificate /value added courses: - the institution has started three certificate course and one value added course during assessment period. These certificate courses are offered once in a year. Each course is having thirty clock hours.

At the beginning of the semester 1st and 3rd orientation visits are arranged at well-known agencies working in the field of social work. Through field work the activities related to the gender, environment etc is conducted in the field work agencies such as institutions and open community. Moreover, at college level the activities such as workshop on gender equality, gender discrimination, water conservation, seminar on climate etc activities are also conducted. Study tour is conducted at specialized agencies. College has organized online webinar and guest lecture on gender, human values, environment etc

The webinar series were organized on the issues such as child development, social inclusion of autistic children, rural reconstruction, care and protection of senior citizens, youth and mental health, towards the dependency to independency, health, mental health etc.

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

Teaching-learning and Evaluation

The affiliating university has sanctioned 40 students intake capacity for msw course. Sometimes university permits 4 percent additional seats for admission. The seats are filled strictly as per reservation policy of the state Government of Maharashtra. College has full-fledged 7 member's fulltime staff. The ratio of student teacher is 14:1. The For enhancing learning experiences the faculty member follows, lecture method, interactive method, project and field work method, exposure method etc. Teaching and learning activities are made effective by following means.

Orientation to social work institutions, students placement in institution and community for social work practice, Field exposure, preparation of research Dissertation, rural camp, study tour, students seminars, block placements etc. For effective teaching PPT, documentary films, video clips etc used by teachers. To give instruction to student's year wise and faculty wise Whatsapp groups are created. Apart from this college creates year wise Whatsapp group i.e MSW 1st and 2nd year.

There is mechanism for internal and external assessment. The instructions and schedule of internal and external assessment with weightage are displayed on notice board. The students are aware about assessment head and criteria and weightage. To facilitate the internal and external examinations, college has an exam department. As per schedule prepared by this department exams are conducted, the concerned faculty supervises the process of examination.

In case of any complaint got from the students, the complaint is referred to the co-ordination committee. The concerned committee inquires in the matter and submits the report to the principal within seven days from the date of receipt of the complaint. The programme outcome and course outcome are stated in the syllabus. These programme and course outcome also posted on institutions website. The POs and COs enables the students to acquire the knowledge, skills and techniques of social work profession and get well acquainted with philosophy, principles, theories, techniques, methods and skills of social work profession etc.

The college organizes workshops, seminars, webinars, etc. to enrich the course and programme outcomes of social work.

Last five years pass percentage is 92.89, and every year college bags toppers in the university exam.

Research, Innovations and Extension

Institution accomplishes to provide a just environment to create, manifest and disseminate knowledge for the professional and academic development. Student's faculties and society is the trio which should be benefited in the means of knowledge incubation and innovation with the consistent efforts of institution. Our institution provides adequate opportunity to faculties to discourse the knowledge participating in national & international seminars, conferences and contribute their academic efficiency in making the concern environment more vibrant.

Institution is very precise   to accelerate research promotion policy by encouraging faculties and students to acquire professional development programs, encourage accomplishing research dissertation, research projects, publishing research articles and books. It ensures the academic environment by organizing national seminars and webinars.

During the assessment period 33 national webinars and seminars were conducted on themes like research methodology, intellectual property rights, social issues and entrepreneurship etc. and more than thirty articles of faculties published in book or edited book forms. The institution owns & publish quarterly periodical to enhance the research oriented work culture among faculties. Apart from that institution established a Research Center recognized by Dr. BAMU containing adequate library with more than five thousand book and number of recognized periodicals and network facilities to PhD students and MSW students. Institution has proud to have five PhD supervisors who are recognized by university itself. Pre PhD viva presentation, research projects and surveys on social issues enables student and faculties more learning and concrete output. Currently 27 Ph. D students have been enrolled under colleges research centre.

Institution provides adequate infrastructure equipped with LCD to enhance learning inside and outside the class room. It recommends villages for community setting field work and schools or agencies for the practice of social work. Due to Student oriented approach of institution students practice methods of social work invariably in communities and agency settings under the supervision of the faculties. Institution provides due support and the platform to students to develop their potentials through co curricular and extracurricular activities that extend their insight for betterment of community in large.

Infrastructure and Learning Resources

The college is having the physical facilities such as Classrooms, well equipped seminar hall, Computer lab, auditorium, student's room, gym, ground etc. Classroom is well-equipped with LCD and Smart TV; these facilities are used by students for their academic purpose.

All the computers available in the college are connected with LAN facilities. The computers in office and library are having UPS facilities. The campus is cleaned by all the staff members on every Thursday the efforts are also being made to make the campus plastic free.

College has cultural and sports facilities. College has open auditorium with appropriate lighting and instruments. College has volleyball and kabbadi ground. Apart from this college has enough space and facility for indoor and outdoor games.

In library the computer with internet facilities are provided for the students. The student can use this facility to access the infblibnet facilities, User id and passwords have been generated and given to the staff and students. The College Library consist Reference Books, Dictionary Encyclopedia, Philosophy, Sociology, Political science, Research, etc. There are total of 6125 books in the library. The Libman Library software for the library was purchased in 2013. Subsequently, the upgraded version of Cloud Based Library Management Software.

The library has been computerized and the books are distributed to the readers online. The students are given instructions through mobile what's App as well as they are sent various free open access links about e-books, e-journals in the library. N-list for resources, M-OPAC / internet, Reference Services, Home Lending, Dissertation, Book, and new Arrival Display Issue wise paper, Newspaper, Clipping Service Book, Review New Book List etc. Services and facilities are provided by the library.

Ours is Wi-Fi campus. Login id and pass word for accessing Wi-Fi facility is provided to the students. For administrative and academic purpose college has idea Wi-Fi with 100 mbps bandwidth.

The college updates the IT facilities and software regularly. At present college has legal tallies account software and every year it is updated. The computers are uploaded by antivirus software and every year renewed.

Student Support and Progression

The scholarship and free ship is provided to the eligible students. In average 62.74 percent to total students are benefited by scholarships.

Capacity development and skills enhancement activities are organized for improving students' capability such as:-

Soft skills:- how to write application, preparation of bio-data, keeping administrative records, personality development and personal interview.

Language and communication skills- the students prepare a write up and gave presentation.

ICT skills- the basic knowledge of computer is provide to the students. Use word, excel poor point presentation, data coding, table generation and presentation of data in graphics etc are taught to the students.

The guidance for competitive exam and currier counseling offered by the institution benefited to 88.7 Percentage of students during the last five years. Institution has constituted the committees for redressal of student's grievances including sexual harassment and ragging cases. The percentage of outgoing students to get placement and progressed to higher education during the last five years is **67.57** percent. In state/ national/ international level examinations 9 students qualified during last five years

Students of the institute participated in 22 sports and cultural programs during last five years. College has a registered Alumni Association which contributes significantly to the development of the institution through following activities:-

1. Alumni Meet: - every year, alumni meet held which discusses on the issues and challenges for social work, carrier and opportunities etc.

2. Guest lecture: - The alumna experts in different fields are invited to deliver lecture which is benefitted to the students.

3. Distribution of food stuffs and sweets: - The alumna association distributes the food stuffs and sweets to the poor and needy people every year on the occasion of Diwali festival.

4. Distribution of Grocessary Kits:-

During the corona pandemic, alumni association was active to help the needy and poor 125 families in 13 villages of Ambajogai Tehsil.

5. Distribution of health kit: - health kits were distributed to 172 Asha workers for their memorable work during covid-19. Alumni association contributes to the institutions by arranging guest lecturers of expert aluminize, sharing experience, facilitating internships, carrier opportunities, job placement for outgoing students.

Governance, Leadership and Management

The vision and mission of the institution is visible in governance. The institute promotes research writing and publication of faculties and students and motivates students for higher education.

IQAC is playing an important role in the decision-making process, academic and administrative policies for the development of the college. The co-ordinators for curricular, co-curricular and extracurricular are appointed such as field work coordinator, Rural Camp, Study Tour Co-ordinator etc apart from this college has appointed co-ordinator for various committees such as Coordinator SC, ST Cell, social justice and empowerment committee, internal grievance redressal committee, research advisory committee, anti-ragging committee, Internal complaint committee etc.

The institution has performance appraisal system; teaching and non-teaching staff submit their appraisal to the college. The welfare facilities such as separate cabin containing required facilities like table, fan, cupboard, free Wi-Fi connectivity, a separate seating arrangement in the library, drinking water etc fascilities are provided to teaching staff while Quarters for non-teaching staff are provided in the campus. College provides the G.P.F, D.C.P.S, LIC, Group Health Insurance etc to staff. Duty Leave, Casual Leave, Maternity Leave, Medical Leave, Earn Leave are given to the staff. **The faculty members participated in 31 FDPs during last five years.**

College conduct regularly internal and external audit. Institution has taken the services from V.B. Walwadkar & company, Ambajogai and P. M. Baweshi & company for audit. on the recommendation of the IQAC **the initiatives for Up gradation of classrooms with ICT, Coaching classes for competitive examinations, launching of three Certificate courses and one value added course, Shifting of library at new building, conduct of webinar series** were taken, college has undertaken the 22 webinars on various social issues, 10 workshops on counseling,

Carrier Advancement Scheme:- As per UGC guidelines the benefits of Carrier Advancement Schemes is

given to the staff. Five faculty members got CAS benefits amongst them two for professor, one for associate professor and two for senior scale.

Survey of traditional water resources: - IQAC took initiatives to conduct survey of traditional water sources in Ambajogai City. The report was submitted to the Nagar Palika for necessary action.

Institutional Values and Best Practices

Manavlok Social Work College, Ambajogai is applying gender friendly strategies and practicing curricular and co-curricular activities to promote students and prepare them to be active social work professionals for the well being of the society. Gender equality is one of the significant components of institutional policy. Campaign for child marriage prohibition, workshop on gender sensitization, legal literacy program, awareness making through street play, seminars etc. measures taken for gender equality and inculcate we feeling among students without gender discrimination.

College starts with the national anthem and prayer which appeal for equality, social justice and harmony among society. Gandhi Vichar Sanskar Pariksha, Dr. Babasaheb Ambedkar Vaicharik Abhivadan Pariksha helps students to develop their thoughts and approach towards society. Skill lab, awareness songs, Shramdaan, group discussion, Parivartan Sanvad Katta, participation in rally for justice and performing street play on social issues like activities shapes their leadership qualities.

Student-Parents-Teacher-Management meet conducted every year at the beginning of academic year to give platform and make coordination among stakeholders for effective education process. This meet is conducted to introduce the importance, scope, opportunities of the MSW course and rules and regulation of the college. It enriches the student's educational experiences and discusses variety of issue regarding overall development of the student. In this meet teacher introduces the msw programme and course content such as fieldwork and research activity.

College had pledged to actively coordinate cleanliness activities in the college and beyond the campus through fieldwork in school settings and in communities. College strives to have a minimal impact on the environment and is dedicated to reduce and manage the waste generated by the college campus. The following specific procedures will be undertaken to ensure the contribution in protecting the environment. Water conservation, energy saving, tree plantation, waste management, plastic reuse etc activities are conducted and awareness about environment protection is made through activities are continuously implemented by the staff and students of the college.

College has uploaded two best practices on institutions website. Best practice 01 is about the 'Thursday a skill development' and practice no. 02 is about the student-parent-teacher management meet.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Manavlok Social Work College
Address	Manavlok Social Work College, Ring Road, Ambajogai, Dist Beed-431517 Maharashtra
City	Ambajogai
State	Maharashtra
Pin	431517
Website	www.manavlokcollegeofsocialwork.co.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Prakash Bhimrao Jadhav	02446-247497	7770015050	-	manavlok1999@ymail.com
IQAC / CIQA coordinator	Rama Achyut Pande	02446-247504	9405343510	-	rama.pande65@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Maharashtra	Dr. Babasaheb Ambedkar Marathwada University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	23-05-2011	View Document
12B of UGC	06-09-2016	View Document

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	Manavlok Social Work College, Ring Road, Ambajogai, Dist Beed-431517 Maharashtra	Rural	2	665

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**
PG	MSW,Social Work	24	any graduate	English,Marathi	40	40
Doctoral (Ph.D)	PhD or DPhil,Social Work	36	post graduation in social work SET NET PET	English,Marathi	40	27

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				2				2				3
Recruited	1	1	0	2	1	1	0	2	2	1	0	3
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				14
Recruited	11	2	0	13
Yet to Recruit				1
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		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	1	0	1	1	0	2	0	0	6
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	Others	Total
	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
PG	Male	42	0	0	0	42
	Female	35	0	0	0	35
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	21	0	0	0	21
	Female	6	0	0	0	6
	Others	0	0	0	0	0
Certificate / Awareness	Male	42	0	0	0	42
	Female	35	0	0	0	35
	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	14	17	13	10
	Female	17	12	8	7
	Others	0	0	0	0
ST	Male	5	7	4	2
	Female	0	0	1	2
	Others	0	0	0	0
OBC	Male	13	18	23	23
	Female	13	15	9	11
	Others	0	0	0	0
General	Male	9	10	0	18
	Female	6	5	0	11
	Others	0	0	0	0
Others	Male	0	0	15	0
	Female	0	0	9	0
	Others	0	0	0	0
Total		77	84	82	84

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	the University is proactively working towards implementation of the suggestions given in the NEP.
2. Academic bank of credits (ABC):	The institution preparedness in implementation of Academic Bank of Credits depends upon the guidelines of the affiliated university and Higher Education Department, Maharashtra.
3. Skill development:	our institute is already taking the programmes related to skill development.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	field work is an integral part of the social work education. while working in the fields we interacts with different groups with cultures and languages. The seminars and the assignments of Learning

	Support Activities are given on the social issues, cultural aspects and practices.
5. Focus on Outcome based education (OBE):	The syllabus is designed by the university. The course outcome and objectives of the courses are decided by the university, the college focus on the out come of the programme and implement the course effectively.
6. Distance education/online education:	during the pandemic, the curricular activities were conducted online mode and in restriction relaxation, it was offline mode.

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
77	84	82	84	89

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: 7

File Description	Document
Upload Supporting Document	[View 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
7	7	7	7	7

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
9.71	4.28	7.95	14.20	10.49

File Description	Document
Upload Supporting Document	View Document

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:

Ours college is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. For effective curriculum delivery, the college at the beginning of the every semester calls staff meeting under the chairmanship of principal. In this meeting a wide discussion held on the course content and its execution. In this meeting, the curriculum for each semester is distributed among the faculty members. The theory papers are allotted to every faculty members according to the semester. For maintaining the records of teaching, a teaching diary is given to every faculty members. This diary includes the date, day, topic covered and student's attendance etc. the concerned faculty maintains these diary updated and at the end of semester, it is submitted to the office. A time table for each semester is prepared and displayed on notice board. The time-table includes name of the theory paper, name of the concerned faculty members, day and time. Apart from this field work days are also mentioned in the timetable. The time for individual and group conferences, research projects, LSA etc are also mentioned in time table. All the faculty members strictly follow the time-table.

Field work is an integral part of social work education. Two days in a week are reserved for field practice in institutions and open communities. Tuesday and Friday are the fieldwork days. Students including faculty participate in these activities. To maintain the field work record, college provides an attendance diary and record book. The students have to submit the record on very next day to the concerned field work supervisors. Individual and group conferences are conducted as per the time table and its record is maintained.

Due to covid-19 the academic year 2019-20 and 2020-21 was suffered. This year state government of Maharashtra and Dr Babasaheb Ambedkar Marathwada University, Aurangabad restricted on offline teaching and recommended to teach by online mode due to spread of corona. Therefore, in the academic year 2020-21 the first meeting was held at the beginning of semester. The instructions were given to the entire faculty members to use online mode for teaching such as zoom, Google meet, teach-mint etc.

As far as field work is concerned, it was decided to complete the field work at the native place of the students. The field work placement was given to the student at their own town/village. Guidelines for field work were provided by online to the students. The reports written by the students were assessed by online. All the individual and group conferences were conducted by online. The faculty members were prepared Whatsapp group of the students under their supervision and through this group field instructions were given to the concerned students. Regularly online field work conference and individual conferences were conducted by the faculty members.

This year, the review of teaching and field work was done by regular virtual meeting with the staff. As per university guidelines, an online internal assessment scheduled was prepared and accordingly assessment was done.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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: 4

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[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: 36.06

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
77	35	38	00	00

File Description	Document
Upload supporting document	[View 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:

Ours college of social work is affiliated to Dr. Babasaheb Ambedkar Marathwada university, Aurangabad and follows the syllabus designed by the university. In the syllabus the crosscutting issues such as gender, environment, professional ethics etc are included. The syllabus consists combination of theory and practical i.e. field work. At the beginning of the semester 1st and 3rd orientation visits are conducted at the institutions who are working in the different fields of social work. Through field work the activities related to the gender, environment etc is conducted in the field work agencies such as institutions and open community. Moreover, at college level the activities such as workshop on gender equality, gender discrimination, water conservation, seminar on climate etc activities are also conducted. Study tour are conducted at different College has started organizing online webinar which covers the crosscutting issues. Moreover, guest lectures are organized on gender, human values, environment etc. the efforts are made to give more exposure to the students through field work by placing the students to practice the methods of social work in institutions and communities.

Every year webinar series are organised on the issues such as child development, social inclusion of autistic children, rural reconstruction, care and protection of senior citizens, youth and mental health, towards the dependency to independency, etc. on every third Thursday of the month, the student presents 'Bhumika' which consists presentation of write up on social issues. This Bhumika is displayed on the board and readers are expected to write their opinions on the views of the authors.

the research topics for dessertation are alloted to the students related to the professional ethics, gender, human values etc. apart from this, the topics relating to crosscutting issues are given to the student under Learning Supported activities. in social work through field work the above crosscutting issues are practices to some extent.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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: 77

File Description	Document
Upload supporting document	
Institutional data in the prescribed format	

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

File Description	Document
Feedback analysis report submitted to appropriate bodies	
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	
Action taken report on the feedback analysis	
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 99.53

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
40	40	44	43	44

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
40	40	44	44	44

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[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
20	20	22	22	22

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
20	20	22	22	22

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

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

Response: 11

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:

For enhancing learning experiences the faculty member follows, lecture method, interactive method, project and field work method, exposure method etc. Teaching and learning activities are made effective by these practices.

Orientation to social work fields:- orientation visits are organized to give exposure of agencies to the students.

Field exposure:- The student practices the social work intervention methods on the fields.

Dissertation:- On this topic student has to prepare a research dissertation by following the research process.

Interactive Methods:-. In the classroom, every faculty members conducts the discussion on the topic. Question answering is a common practice take place during the classroom teaching.

Use of board: - white board is used for teaching.

ICT Enabled Teaching:- ours is Wi-Fi enabled campus. LCD projector and Smart TV are used for teaching purpose. The teacher use PPT, documentary movies, video clips related to curriculum.

Student Seminars:- The student has to present on the topic and submit the presentation report to the college

Block placement:- Under this activity, the students are placed in agencies to understand the administration, activities and programmes implemented by the organization etc.

Whatsapp groups:- college creates year wise Whatsapp group i.e MSW 1st year and MSW 2nd year.

File Description	Document
Upload Additional information	[View Document](#)

2.4 Teacher Profile and Quality

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

Response: 100

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
7	7	7	7	7

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)

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: 100

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
7	7	7	7	7

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[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:

Assessment of students through various mode of evaluation is one of the significant components in the course of MSW. Internal assessment is a means to improve the performance of the student at various stages of the course. Students are provided information regarding the mode of assessment besides internal theory examination; fieldwork practicum covers major part of evaluation in two years of post graduation. Regular and timely assessment from beginning to end of the course maintaining transparency and the opportunity to improve is the feature of assessment mechanism. Students are made aware with the criteria of assessment by displaying the marks structure on notice board highlighting marks distribution. College displays the grades shortly after the submission of reports and viva-voce on notice board. It helps students to understand subject or in which criteria he / she has to focus. It also strengthens the value of transparency and a notion of integrity. Concurrent field work assessment after first ten visits, grades of rural camps, study tour, orientation visits, etc. are being displayed timely. Punctuality and regular attendance in classes and in field area are given weightage and display on notice board every month.

The structure of the course consists, theory and practical. The course consists, the internal and

external examinations. Internal exams are conducted by the faculty members. To facilitate the internal and external examinations, college has an exam department which looks after all the examinations, right from paper setting to assessment are done by this department. A faculty member is appointed as exam coordinator. This department conducts the internal exams in co-ordination with the concerned faculty members. The mechanism to facilitate the exam is as under.

Internal exam scheduled is prepared in the staff meetings.

The concerned faculties prepare question set and submit to the department.

The faculty members supervise the examination process.

The answer sheets are assessed by the concerned faculty members. If any problem arises or gets any complaint from the students, the complaint is referred to the co-ordination committee. The concerned committee inquires in the matter and submits the report to the principal within seven days from the date of receipt of the complaint.

File Description	Document
Upload Additional information	[View Document](#)

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:

Program outcomes:-

The student will acquire the knowledge, skills and techniques of social work profession for effective intervening. They will be familiar with philosophy, principles, theories, tools, techniques, methods and skills of social work profession. They will understand society's responses, problems and develop ability to critically evaluate the initiatives of the government programmes and student will understand client and agency and acquire the knowledge of administrative procedures, programme management and utilization of these skills into practice. They will be well acquainted with the skills of problem solving process, skill in communicative writing and documentation; and achieve professional development in terms of knowledge, skills and attitude. Student also understands social systems, theories and they acquire principles, techniques and tools.

Specific outcome:-

1. The student will be able to practice this profession

2. They will be able to identify the problems/issues and intervene properly.

3. Able to solve the problems of individual, group and community.

4. Able to undertake research work independently

5. Able to practice case work, group wok, community organization, social welfare administration and social action for welfare of the society.

6. They will be able to work effectively in the fields of social work such as family welfare, child welfare, aged welfare, labour welfare, rural development, health and mental health, youth and women welfare, tribal welfare, disability etc.

7. Demonstrate ethical and professional behavior

8. Engage diversity and difference in practice

Course outcome:-

1. Demonstrate ethical and professional behavior.

2. Engage diversity and difference in practice.

3. Advance human rights and social, economic, and environmental justice.

4. Engage in practice-informed research and research-informed practice.

5. Engage in policy practice. 6. Engage with individuals, families, groups, organizations and communities.

7. Assess individuals, families, groups, organizations, and communities.

8. Intervene with individuals, families, groups, organizations, and communities.

9. Evaluate practice with individuals, families, groups, organizations, and communities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response:

The social work programme is a combination of theory and field work. Through field work, an opportunity

is given to student to practice social work methods, knowledge, skills, and approaches on the field. They have to practice social work methods in different institutions and community settings. The programme and course outcomes are continuously evaluated by the college. As part of the curriculum, the orientation visits for the first and third semester students are conducted at the beginning of the semester and evaluated. To practice the social work methods on the field, the students are placed in different agencies, institutions, and communities. the faculty supervisor assesses the field work visit report of the students on the very next day of field visits by the students.

Apart from this, to evaluate the course and programme outcomes, faculty visit the field and give supervisory inputs to the students for effective intervention or practice methods. The programme and course outcomes are evaluated by conducting evaluations of orientation visits, concurrent field work, study tours, rural camps, etc. time to time. Through the arrangement of individual and group conferences the Course and programme outcomes are evaluated every week, and suggested improvements if required. For the purpose of assessing communication skills, the students have to prepare a social work intervention plan and present it. The expected programme and course outcome such as professional development, professional self, capacity and competencies to practice the social of methods, application of social work tools, techniques, and strategies, research competencies for intervention, and social work skills in all respects by conducting internal and external assessment. The external exam on theory papers by the university (80 marks) and an internal exam for 20 marks by the college are conducted. Apart from this the evaluation of orientation visits, assessment of concurrent field work, assessment of rural camp, study tour, seminar on field work, viva-voce, individual and group conferences, communication skills, social work, dissertation, learning support activities, etc are conducted internally time to time.

Apart from this, the faculty of the college arranges the seminar on the course content. The topic is given to the student, and they have to present it. This activity improves the student's presentation and communication skills. Overall to get the best out of the course and get a proper programme and course outcome by following various activities that are graded and non-graded. In addition to this, at the end of the MSW programme, the students are given an opportunity to get specialised knowledge of a particular field, and they are placed in an imminent agencies to understand Institutions administration and services, which is known as block placement for 30 days. The programme outcome and course outcome are evaluated continuously by the college through various activities that are part of the curriculum of social work. To get more exposure, awareness, or knowledge of the field and current situation and support for social work education, college organizes workshops, seminars, webinars, etc. to enrich the course and programme outcomes of social work.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 92.89

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
32	35	38	36	42

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
36	41	38	38	44

File Description	Document
Institutional data in the prescribed format	[View Document]
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document]
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[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: 8.86

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
1.97	0.45	2.59	3.85	00

File Description	Document
Upload supporting document	[View 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:

Manavlok Social Work College Ambajogai, provides an active environment for promotion of Innovation and Incubation. All required facilities are provided and guidance is extended to the students. Students are encouraged to actively involve in the application of social work methods and knowledge for societal needs. Necessary support is provided for documentation and publication of Research Paper. Awareness meets, workshops, seminars and guest lectures on skill development are organized. For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, experiment method etc. Teaching and learning activities are made effective by these practices. Teachers use power point presentations. Some Student centric methods are given below:

Manavlok Social Work College, Ambajogai has created an ecosystem for Research and Innovation by taking initiative for creation and dissemination of knowledge

Human Resource Development: .Faculty members are encouraged to undergo professional development programmes and organize and participate in Conferences, Seminars and Workshops. Teaching staff are encouraged to enhance their qualifications and pursue part-time PhD programs. Manavlok Social Work College Ambajogai has a well-defined and published research promotion policy. Faculty members are

encouraged to guide research. A good number of students have registered for Ph D program.

Research Centre: Research center the is affiliated and recognized by the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad since 2013. Five teachers of the college have recognized as a research guide. Research centre conducts various workshops on research methodology, pre Ph.D. Viva Voce for research scholars and various social issues are studied under research centre of the college.

Research Dissertation: The research work stimulates student's interest on the subject and provides student opportunities to search the cause effect relationship of various social issues. MSW second year students do research work under the guidance of faculty.

Field Work: Field work is a part and parcel of social education. Students can demonstrate their knowledge and skills and acquire experiences through practical learning. Students in field studies observe socioeconomic issues and try to enable persons to solve their own problem.

Interactive methods: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussion on various topics is done.

ICT Enabled Teaching: ICT enabled teaching includes class rooms with LCD, Smart Class rooms, etc. Manavlok Social Work College has the essential equipments to support the faculty members and students.

Student Seminars: The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience.

Block Placement Training: Students are placed for one month BPT program, after the exam of fourth semester. They placed in various NGOs working for social development. It helps them to understand various functions of the organization and scope of work.

IPR Awareness:- college took the initiatives for awareness about IPR. its purely intended to promote professional writting and research work. IPR cell is established in the college.

File Description	Document
Upload Additional information	[View Document](#)

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: 33

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
13	13	03	01	03

File Description	Document
Upload supporting document	[View 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: 2

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
02	03	02	05	02

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View 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: 5.14

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
17	02	12	01	04

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[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:

The course of MSW itself learnt the methods of social work. For the practicing of social work, field work is the most significance part which helping to gain practical knowledge to students. To impart this practical knowledge, college were identify and collaboration with communities in slum areas and rural areas. The field-work coordinator place the six to seven students selected neighborhood communities to practice the social work methods. Two days are reserved for this activity i.e. Tuesday and Friday of every week for 7.5 hours per day.

In field work process, the students identifies socio-economical, physical, psychological, gender discrimination, educational, empowerment, environmental, developmental and related to livelihood problems of poor, needy, old, orphans, divyangas, labourers, , children etc. in the communities. An intervention plan is prepared by the students to tackle the identified problems in the community. The student conducts the survey, diagnosis the problems and plan intervention strategy to mitigate the problems through community support, Govt. official, local Governance and the sources available in the vicinity. The intervention plan includes need based programs/ activities, exploring sources and implementation of the programmes in support of the community or with their active participation.

Through these action and need based activities conducted in the community, the students get sensitized about the personal and social issues and problems, professional attitudes and approach etc. through these activities, the student develops their soft skills like communication skill, report writing skill and presentation skill etc. all these activities are beneficial to develop professionalism among the students and commitment towards the profession. The student acquires knowledge; learn planning process, organizing peoples, co-ordinate services and sources, and holding leadership to solve the problems.

In last five years, 95 activities related to social issues were implemented by the students in various collaborative communities at Ambajogai slum areas and few rural areas. According to these activities, students were spontaneously participated in relief work i.e. Kerala and Sangli flood affected peoples. Participation of various agitations for social justice, fundamental rights and welfare schemes to show their gratitude on human being. Gender and biased attitude were changed due to implementation of awareness gender discrimination activities.

When the students admitted to MSW programme, it is seen that, they have some misconceptions about the gender, caste, creed, class, religion etc. however, social work course believes in humanity, gender equality, fraternity, democracy approaches. These approaches hammer continuously to change mind set for the overall development of students. Faculties are also trying to inculcate this type of thinking among the students. Overall development of knowledge, skill and attitude through extension activities play major role in personal and professional development of the student.

File Description	Document
Upload Additional information	[View Document](#)

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

Response:

no such awards received

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: 95

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
14	11	21	28	21

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[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: 04

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View 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:

The physical facilities available in college are made available to the Students after confirmation of their admission to MSW course. The college is having the physical facilities such as Classrooms,well equipped seminar hall, Computer lab, auditorium, Student's Room, gym, ground etc. for using physical facilities of the college no extra charges are taken from the student or staff. Classroom are well-equipped with LCD and Smart TV, the students can use these facilities for their academic purpose such as presentation and social related movies/clips etc. in library the computer with internet facilities are provided for the students. The student can use this facility free of cost. To access the infblibnet facilities, User id and passwords have been generated and given to the staff and students, by using this password and user id students can access the e-journal. All the computers available in the college are connected with LAN facilities. The computers in office and library are having UPS facilities. The college also provides the photocopy facilities to the staff and students.

The maintenance and cleaning of these facilities are done by the non-teaching staff. The campus is cleaned by all the staff members on every Thursday the efforts are being made to keep the campus clean and plastic free. The greenery in the campus is maintained by the gardener appointed by the college. The computers with internet fasciitis are provided to the faculty members and made available in library and office of the college.

The faculties having research project a laptop facilities is provided. The Faculties are free to use the computer and internet facilities and can get the academic related Xerox copies at no cost. However, the student and staff can use the physical fasciitis within the framework made by the college and approved by the college development committee. All the stake holders have to follow the guidelines about the use of physical facilities and its maintenance.

College has cultural and sports facilities. College has open auditorium with appropriate lighting and instruments. College has volleyball and kabbadi ground. Apart from this college has enough space and facility for indoor and outdoor games. College has huge auditorium where yoga can be practiced.

File Description	Document
Upload Additional information	[View Document](#)

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

Response: 11.15

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
1.71	0.23	1.29	1.19	0.78

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[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:

The college has developed its library in accordance with the social work curriculum and allied disciplines. The College Library consists Reference Books, Dictionary Encyclopedia, Philosophy, Sociology, Political science, Research, Women and Child Welfare, Women's Development Law, Management, Feminist Literature, Fiction, Novels, Autobiography, etc. as well as Competitive Examination. Books related to UGC NET/SET and researches are included in the library. Marathi and English news papers as well as magazines and Diwali issues are available for readers to read. There are total of 6125 books in the library.

The library of Manavlok Social Work College has been computerized since 2013. The Libman Library software for the library was purchased in 2013. Subsequently, the upgraded version of Cloud Based Library Management Software was purchased in 2020-2021 for Rs. 23600.

Software link – http://libcloudmastersofterp.in

www.libcloud.mastersofterp.ac.in

Library Facilities and Services

The library has been computerized and the books are distributed to the readers online. The students are given instructions through mobile what's App as well as they are sent various free open access links about e-books, e-journals in the library. N-list for resources, M-opac / internet, Reference Services, Home Lending, Dissertation, Book, new Arrival Display Issue wise paper, News paper, Clipping Service Book, Review New Book List etc. Services and facilities are provided by the library.

File Description	Document	
Upload Additional information	[View Document](#)	
Provide Link for Additional information	[View Document](#)	

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:

The institute frequently updates its IT facilities. Ours is wifi campus, through this wifi 2 GB data for per login per day is provided. Login id and pass word for accessing wifi facility is provided to the students. For administrative and academic purpose college has purchased idea wifi with 100 mbps bandwidth.

The college updates the IT facilities and software regularly. At present college has legal tallies account software and every year it is updated. The computers are uploaded by antivirus software and every year renewed.

College has its independent website and time to time updated. The news and data related to social work programmes are uploaded on this website.

The details of update/renew/maintenance are as follow

Sr No.	Particulars	Update/renew/maintenance date
1	Legal tallies account software	Renewed on 10.03.2022
2	Anti-virus	Renewed on 29.10.2021
3	computer maintenance	Maintenance 29.10.2021
4	Zoom /Google meet	Purchased in 2020-2021 at present its F version
5	College website	AMC on 10.11.2021
6	N-list	Subscribed on 13.02.2023
7	Libman cloud management software for library	Yearly renewed 09.03.2022
8	Photo copy machine-cum-printer	Regular maintenance 08.03.2022

9	Campus Wi-Fi (Jio)	jio under government schemes
10	Campus Wi-Fi (Idea)	Idea annual subscribed 22.12.2021
11	CCTV	Regular maintenance
12	LED Smart TV-01	Purchased on 05.09.2022
13	UPS inverter	Purchased on 11.09.2021

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 6.42

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 12

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)

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: 17.89

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
3.21	0.23	0.66	2.95	1.29

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[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: 62.74

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
60	54	55	45	47

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[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	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[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: 88.7

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
69	79	71	73	77

File Description	Document
Upload supporting document	[View 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

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

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: 67.57

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
20	27	18	35	25

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
33	35	38	37	42

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	**View Document**
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

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

Response: 15

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
01	01	04	01	02

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	**View 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: 0

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
00	00	00	00	00

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: 4.4

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
02	01	6	3	10

File Description	Document
Upload supporting document	[View 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:

Alumni association contributes by different ways. During the academic year 2017-2018 to 2021-2023 has made remarkable contribution to the institution.

1. Alumni meet:-

Alumni association organises alumni meet every year. The aluminise are invited to share their experiences with current students and alumna. To guide this meet, the alumna who has made remarkable

contribution to his field or have great success/ achievements are invited. A detailed discussion among the alumna is held in this meet. The experiences of these alumna help to share the carrier of the students and this also provides the counselling to the participant about the carrier and competition.

2. Guest lecture:-

The guest lecturers of alumna are arranged every year. The alumna experts in different fields are invited to deliver lecture which is benefitted to the students. During these years, the alumna such as Mr Atikh Sayad, Psychiatrist, Mr. Tejas Malwadkar, Assist commissioner, social welfare, Mr. Balbhim Shinde, Assist. Commissioner, social welfare, Mr Ravindra Devearwade, agriculturist, Mr Ajit kankaria, NGO etc were invited to deliver the lecture.

Mr Vinod Thombre delivered lecture on watershed development on date 11.04.2020. In this lecture he focused on the importance of the water, different methods of water conservation and so on. This lecture was benefited to the students who have enrolled for water literacy course to get additional knowledge about water shed development

On 11.05.2022 Mr Sanjay Gaikwad, Taluka Co-ordinator NRLM discussed with the students about NRLM schemes in detailed, which was useful to the students to understand the schemes as well as too aware the women's of SHG in local community during field work.

Through guest lectures, the student get familiar with the new fields of social work, job opportunities, required capacities and competencies etc.

3. Distribution of food stuffs and sweets: -

The alumna association distributes the food stuffs and sweets to the poor and needy people every year on the occasion of Diwali festival.

4. Distribution of Keats:-

During the corona pandemic, alumni association was active to help the needy and poor 125 families in 13 villages of Ambajogai Tehsil.

4. Distribution of health keat:-

On 23.03.2022 Mr Ajit kankariya And Manavlok College of social work conducted programme in the college premises for Asha Worker of Ambajogai taluka in which 172 Asha workers were given health kits for their memorable work during covid-19.

Thus the alumni association contributes directly or indirectly to the institutions by arranging guest lecturers of expert aluminise, sharing experience, facilitating internships, carrier opportunities, job placement for outgoing students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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:

Vision of the college:-

- Reshaping the Society through Social Work Education.

Mission of the college:-

- Strengthening the skill and values of social work to encompass social development and promotion of social welfare and social justice.

The governance of the institution is reflective of and in tune with the vision and mission of the institution. The institution follows the rules, procedure and guidelines laid by the UGC, State Government of Maharashtra and affiliating university for continuous improvement through the implementation of IQAC norms and participating in AISHE, Academic audit of affiliating university and NAAC.

College developed its own structured systems, procedures and policies by timely approval of management.

To reflect the vision and mission in governance college has formed various committees and co-coordinators to facilitate the governance. Teachers participate in the following decision making bodies.

IQAC committee, college development committee are the important committees constituted in our college to take the decision regarding quality maintenance and development. Apart from this there are various decision committees such as admission committee, discipline and monitoring committees. for academic purpose college has appointed co-ordinators such as field work co-ordinators, orientation visit co-ordinators, rural camp and study tour co-ordinators, block placement co-ordinators etc. these co-ordinator participated in decision making regarding academic activities. Apart from this, the institution has employment guidance cell and competitive exam cell.

As per university guidelines, college has constituted following committees represented by the teachers such as Anti-ragging committee, Internal Complaint Committee (POSH), a committee on Prevention of Sexual Harassment at Workplace headed by senior female faculty, SC/ST cell, Grievances Redressal committee. These committees formulated to regularize the code of conduct to facilitate the governance.

Decentralization in management

Decentralization of the power has always been highlighted in the procedure of administration. Our institution implicates many such mechanisms to involve the staff in achieving the ultimate goal of the mission at college level. Teachers influences the institutional policies by representing the college as a

member of BOS and academic council of affiliating university and member of various committee.

Coordinators for focused activities – Co-ordinators appointed among the staff for focused activities. There are coordinators appointed for the following area:-

Field work coordinators, study tour co-ordinator, rural camp co-ordinator, research coordinator, Employment Guidance cell, exam co-ordinator etc.

Constitute committees – There are many more committees formulated to regularize the code of conduct, legislation under the student centering value of social justice, equality and development. A committee on Prevention of Sexual Harassment at Workplace headed by senior female faculty , SC/ST cell, Redressal committee, IQAC etc all these committees and their aims are discussed before shouldering the responsibilities. All committees prepare plan and coordinate the support to execute the plan.

Perspective/strategic plan:-

Establishment of IPR cell for promotion of research writing and publication of faculties and students and motivate students for higher education. The representation of students in various committees for effective implementation of decentralizes governance by conducting more number of national international, national and state level conferences, seminars and workshops.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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:

Manavlok Social Work College is affiliated to Dr Babasaheb Ambedkar Marathwada University, Aurangabad and recognized by the Department of *Social Justice* & *Empowerment*. The rules, regulations, procedure etc regarding administration, appointment, services of the UGC, Maharashtra public university act 2016 and affiliating university are followed by the college. as per the rules college has formed various committees and co-ordinators for smooth administration of the college. The college development committee has been established in the college as per UGC and university rules. The committee meets four times a year. The strategic decisions of the college are taken in this committee.

At the beginning of the academic year, an annual plan is prepared by meeting all the teachers and teaching staff. The committee performs the tasks assigned to it according to the action plan. The decisions taken in the meeting of the committee are discussed in the monthly meeting and implemented. To facilitate

the administration of the college and MSW programs college has following co-ordinators/ committees:-

According to NAAC guidelines, IQAC is playing an important role in the decision-making process, academic and administrative policies for the development of the college policies.

- NAAC Co-ordinator
- IQAC Co-ordinator

- Editorial board for Manavlok Research Bulletin,

· MSW I &II sem field work coordinator

- Field work coordinator MSW III & IV sem
- Rural Camp Co-ordinator
- Study Tour Co-ordinator
- Pray attendance &Class Attendance compilation, student discipline
- Director, Research center,
- Co-ordinator for culture Activities
- Co-ordinator Parivartan Sanvad Katta
- co-ordinator Student Council
- co-ordinator Employment Guidance Cell
- IQAC coordinator
- Coordinatorco-curricular activities
- co-ordinator for competitive exam classes
- co-ordinator Bhumika
- Coordinator SC, ST Cell,
- Competitive Exam, Day Celebration,
- Co-ordinators for lecture series (Vyakhyanmala)
- Co-ordinator Annual Report
- Block Placement Coordinator,
- Research coordinator
- Co-coordinator LSA – III & IV semester
- Co-ordinator LSA – I & II semester
- Soft Skills Ajeevan Shikshan coordinator
- Co-ordinator internal theory exam
- Certificate course in Water Literacy MSW – IV sem
- Co-ordinators for certificate courses

In addition, the college has a library book purchase committee, internal audit committee, social justice and empowerment committee, internal grievance redressal committee, research advisory committee, anti-ragging committee, Internal complaint committee, Grievance Redressal Committee, Discipline Committee, SC, ST, OBC, Minority Cell- Social Justice and Empowerment Committee.

File Description	Document
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)

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:

Performance Based Appraisal Systems (PBAS):- Institution conducts performance appraisal of teaching staff by adopting various methods such as Performance Based Appraisal Systems (PBAS). All the teaching staffs of the institution fills up this prescribed form every year which will help them to evaluate themselves, it also encourages them for give their excellent performance and assess their own academic performance. This is an authentic document which helps the institution to evaluate the teaching staff which will be remarked by the principal. Teaching staff submit their teaching diaries at the end of each semester, which includes the plan of action about their respect subjects, date and time of class conducted, classroom attendance. It also includes the information about seminar, conferences, workshops, faculty development programme, orientation, refresher courses attended and books, articles published during the academic year.

Institution conducts monthly two meetings, one with only principal and staff and another is with secretary and all the staff of college to discuss the difficulties and plan of action.

Another system for performance evaluation of non-teaching is self assessment report as per government of Maharashtra which is mandatory and it will be filled by the employees. It will be evaluated by the principal of the college.

Welfare measures for teaching and non-teaching staff: - every institution maintains a healthy teamwork by providing welfare facilities to its staff as well. Our college sincerely adapts principle of welfare to make the functionaries comfortable to adore their task and development. It provides number of welfare services to teaching staff for the academic enrichment. Every teacher has got a separate cabin containing required facilities like table, fan, cupboard, free Wi-Fi connectivity, sitting arrangement for conducting Individual and group conference, files, papers, a separate seating arrangement in the library, enlist login for academic advancement, playground, drinking water and sanitation facilities, regular cleaning, first aid etc. are being made available to all the teaching and non teaching staff. Quarters for non-teaching staff are provided in the campus. All staff gets felicities on their birth dates.

Statutory facilities: - Apart from the above facilitates, college provides the G.P.F, D.C.P.S, LIC, Group Health Insurance etc is provided to the teaching and non-teaching staff.

All the statutory facilities are given to the teaching and non-teaching staff. These statutory facility includes, Duty Leave, Casual Leave, Maternity Leave, Medical Leave, Earn Leave are given to the staff. College provides the duty leave to attend seminar, workshops, examination, refresher course, short term courses, orientation course etc.

Carrier AdvancementSchemes:- as per the UGC norms and guidelines by the state government of Maharashtra and Dr Babasaheb Ambedkar Marathwada University, Aurangabad, college gave the prior information to the faculty members about the carrier advancement schemes and notices by the university for CAS Camp. For CAS, the proposal of the faculty members are forwarded to the IQAC by the principal for review and on the recommendation of the IQAC, the proposal is forwarded to the university. Till date all the faculties benefited.

File Description	Document
Upload Additional information	[View Document](#)

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: 0

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
00	00	00	00	00

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: 30.39

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
13	06	03	02	07

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
13	13	13	14	14

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[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:

College conduct regularly internal and external audit.

Internal audit:-

Our institution has appointed Mr. Roham Anna, accountant of our organization as internal auditor, as per requirement or twice in a year he is invited for internal audit. The receipts, expenditure etc are checked and if necessary suggested for improvements.

Principal constituted an internal audit committee to look after the audit. This team consists, principal of, accountant and senior clerk. Under the chairmanship of principal, the receipts, bill, vouchers etc are verified by this team.

External audit:-

As per requirement or annually the services of external chartered accountants are taken. This year our institution has taken the services from V.B. Walwadkar & company, Ambajogai and P. M. Baweshi & company.

Mechanism for settling audit objections:-

The objections by external auditor are presented before internal audit committee. This committee fulfills the discrepancies.

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:

IQAC has made significant contribution in the development of the college. As its efforts college has made following improvements in infrastructure and effective teaching learning process, structure and methodologies.

Up gradation of classrooms with ICT:-

IQAC has made efforts to improve the infrastructure for teaching learning. In response to the suggestions made by the IQAC, institution has installed the smart TV in classroom. LCD projector and smart TV are installed in these classrooms. Campus is enabled with Wi-Fi connectivity. The computer systems in the college upgraded.

Coaching classes: -

As per suggestions given by NAAC 1st cycle, college has started coaching classes from 25th June 2018 with 25 students. The college charges Rs 1000 per students for per month. The coaching is provided for preparation to competitive exams conducted by state government of Maharashtra. Apart from this, the coaching is also provided for SET/NET examinations. As a result of this coaching class one student cleared SET/NET examinations. Seven students succeeded in competitive exams conducted by the state government. The classes are continuing till date except corona pandemic (2020-21) period.

Certificate courses: -

on the recommendation of the IQAC, following certificate courses were started, certificate course in water literacy started in 2019-20, certificate course in School Counselling, certificate course in self help group a change agent, Value Added Course on design project proposal, apart from this on the recommendation of the IQAC, a programme on ICT Skills (Information Computer Technology) launched to the students to get familiar with use ICT.

Shifting of library:-

On the recommendation of IQAC, the college library is shifted to the new building with essential infrastructure. The computers are made available for the students with Wi-Fi facility and LAN. The library is upgraded with the cloud based library management software (LMS).

Webinar series: - on the recommendation of the IQAC, college has undertaken the 22 webinars on various social issues, 10 workshops on counselling, domestic violence, gender sensitization etc. Including two workshops on intellectual property rights and one workshop on research methodology for PhD students registered in the colleges research centre. One seminar on sustainable development was organised at college.

Convocation:-

As per university guidelines college has arranged the convocation ceremony at the college on 25.12.2021.

Online classes during pandemic:-

During the pandemic, as per suggestions of the IQAC and response to the state and central governments guideline, college has started online teaching for the students. The field work placement was given to the student at their native place, where the students were practicing social work methods.

Carrier Advancement Scheme:-

Five faculty members CAS proposal recommended by the IQAC amongst them two for professor, one for associate professor and two for senior scale.

IQAC always encourages the faculty members to write proposals for research studies, as its result two faculty members succeeded in getting financial assistance for research study.

Survey of traditional water resources: -

IQAC took initiatives to conduct survey of traditional water sources in Ambajogai City. The report was submitted to the Nagar Palika for necessary action.

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

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

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:

Gender Equality &Sensitization

Masters of Social Work is a kind of distinct course directly connected to the social wellbeing people through curricular and non curricular activities. Gender equality is one of the significant components in the policy document of the institution; hence our institution ensures the dignity of women and gender friendly environment in the campus. It provides such opportunities to the students that enhance rational thought process among students for gender equality.

Institution apply gender friendly strategies and practices in the curriculum schedule aiming to make students sensitized and envisage to remove gender bias mind set. The practices that institution adapts at student level are against any kind of gender discrimination such as male female students sit together in the campus and classrooms. Together they work in the field settings; together they shoulder responsibility that helps to build up friendship among them. Thus such strategies inculcate rational understanding among students towards l human rights and dignity to all genders.

 Curricular and co-curricular activities

1. Campaign for Child marriage Prohibition Mission -31/3/2022
2. One day workshop on Gender sensitizetition,
3. Four Days work shop on Gender and Human Rights 1/6/2021 to 4/6/2021
4. Webinars on gender related subject 2020/21 & 2021/222
5. Legal Literacy program every year
6. Workshop on gender and sexuality
7. Assignments , lectures, relating to understand power and patriarchy, gender equality, beheviour change for violence against women
8. Awareness for Prevention of sexual harassment at workplace
9. Group seminars

Facilities for women in campus

 The institute ensures the gender friendly environment by providing adequate facilities to female students to enhance their confidence and opportunity to emancipate by all means Institution has strong redressal committees like Internal Complaint   Committee under POSH Act. ,

Emphasis on female enrollment to the course

Facilities like separate ladies room and washrooms

Encouragement to participate in sports and other competitions, training etc.

Leadership in various student related co curricular activities in   Institution

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

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

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)

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:

Goal of our institution is to impart social work ethics, values, principles based on constitutional Rights of people irrespective of class, caste, creed, religion & gender through curriculum of social work designed for professional development of students. It takes efforts to shape up the personality of students and employees by inculcating the values, duties and responsibility recommended in the Indian Constitution. 1. College starts with the National Anthem and the prayer which appeal for equality, social justice, harmony, liberty and human values. Institution provides various opportunities to students to think rationally and adopt the constitutional liability by conducting examination such as 'The Indian Constitution, Gandhi Vichar Sanskar Pariksha, and Dr. Babasaheb Ambedkar Vaicharik Abhivadan Pariksha etc. It helps students to come out of rigidity and the conservative attitude.

2. Students and faculties are recognized by their first name to avoid caste and religion oriented identity that ensures friendly environment. Faculties interacts students individually or in groups on current issues. Timetable of the regular classes are that much flexible to orient students with social accountability by organizing lectures on different isms and thoughts. Students engage in many such activities to respond with coherent action such as attending rally or protest against social misconduct, social injustice and thrashing the value of human right. Institution provides such environment to the students that strengthen their solidarity incorporating value and principle of democracy. Skill lab, shramadan, group performance etc lead towards social cohesiveness respecting each other.

 3. Institution is very keen to provide gender friendly environment. It assigns students to meet curriculum objectives by forming gender neutral groups. The groups of students are being formed to practice the concurrent field work, or perform any responsibility of students inclusively without any kind of discrimination. The initiatives like sanvad katta, a platform for students to bring change in their insight. Students discuss various issues in groups and make presentation. Institution arranges cultural activities for students and celebrates cultural distinctiveness as a part of national integration. Institution is consciously apply strategy to avoid biased tendencies on the basis of caste, religion, region or cultural identity .It helps

to build up strong and rational based friendship among them. Faculties and non -teaching staff sit together and share food among them as an example to promote cohesion and coordination before students. Institution provide opportunities to students to realize the by National Day celebration is keenly observed in the institution that make students and employees think rationally. Activity Table is given below to view the number of activities conducted in the assessment period.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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 Practices-01

1. **Title of the Best Practice**

"Thursday for Skill Development"

1. **Objectives of the practice –**

- To sensitize social work students for different social issues
- To realize them the dignity of work and commitment to integrated work culture.
- To provide learning opportunities to students for capacity building.

1. **The Context-**

The students who are enrolled to msw course are from background, they have no exposure so they lack communication, reading and writing skills having gender biased mindsets, inferiority complex and more other negative things. It is a challenge to the faculties to make student friendly environment and make them vocal and used to for this professional development activities which helps them for their overall development.

1. **The Practice –**

Thursday is a set of four activities which are planned distinctly for each Thursday in every month. It executed regularly throughout the year. Students and staff wear Khadi as a uniform and clean the surrounding together. Groups of students under the supervision of faculties contribute in cleaning. It helps

to realize importance of team work and inculcate value dignity to work,

First Thursday:- Skill lab is a learning exercise for students. The skill laboratory also aims at enabling students to develop skills especially in the method of social work practice. The sessions are generally conducted by simulating situations so that the students can practice and develop necessary skills and attitude in a gender friendly environment.

Second Thursday:- this Thursday is planned for awareness Songs. Awareness songs are assumed as the starter to lead the programme with subject oriented massages. It also helps to create energetic just environment and feel people relaxed and switch their attention to the purpose of the programme. Thus awareness song is also a skill by which one can bring attention and participation of audience in a inclusive manner.

Third Thursday – Every 3rd Thursday " Bhumika " a wall magazine is being displayed and presented by students. It helps student to improve communication skill, reading and writing skill as expected to the social work discipline.

Forth Thursday – on this Thursday " Parivartan College Katta" is organized by inviting the eminent personality in the fields of social work and share his opnion and experiences with the students.

5. Evidence of Success –

Shramadan, Khadi, Skill lab, Awareness songs and College Katta have definitely changed the perspectives of students. We notice improved bonding among the students and skills like negotiation, identifying problems, planning and administration, evaluation at events in college and community level. The students are preparing wall magazine and presenting and expressing their views on social issues. The reading and referring books from library and presentation skill also improved. Change in behavior,   rational thinking, involvement in local social movement can easily noticed.

6. **Problems Identified & resources required –**The Students from various socio economic backgrounds need to be interacted regularly. Due to packed schedule offered in the syllabus, students get difficulties in conducting the college katta.

Best Practice - 02

1. **Title of the Practice**

Student-Parent-Teacher-Management Meet

2. **Objectives of the Practice**

- To orient the Master of Social Work programme to parent and students.
- To give information to parents and students about the rules and regulation of the college
- To provide a **common** platform to students, parent, teacher and management to share their thoughts about MSW education.
- To create feelings of ownership and responsibility among all above components of education process.
- To build rapport among all to make aware students and parents about regularity, punctuality and

discipline of the college.

3. **The Context**

Manavloks College of social work started with the sincere aim of preparing trained professional social workers which is based on humanitarian values. To inculcate the philosophy, principles and values among the students, college organizes the parents meet to try for building a partnership where a teacher often introduces parents to their teaching styles, discipline methods, classroom teaching, field work, research activities and participation of students in each and every activities of the programme, Which help them to inculcate the skills, techniques of social work.

In Marathwada region, the absentee for the classroom is increasing. The colleges are experiencing irregularity of the students in classrooms. This trend spoils the education system. The student's attendance and regular teachings are essential for quality education. By keeping the present trends of irregularity of the students, college has taken the initiative to implement effectively the course content.

4. **The Practice**

To acquire professional skill, knowledge, attitude, techniques and values of the course, regularity and sincerity of the students in all curricular, co-curricular and extra-curricular activities are essential. So, to introduce the importance, scope and opportunities of the course college conducts parents-student-teachers-management meet every year at the beginning of the programme.

The main purpose of meet was to create a common platform where students parents teachers and management members come together to enrich the students educational experiences and discuss variety of issues regarding overall development of the students. Staff members and management members explain the rules, disciplines and other activities in the college. In this meeting role of the student, expectations from the parents, and responsibility of the teacher and support of the management is discussed in detail.

This activity creates the bond among parents, student and teacher to facilitate the implementation of the course effectively.

5. **Evidence of Success**

This activity has positive impact on the students and parents.

The college begins with National Anthem and necessary instruction. This has very positive impact on the students. The students attend the college sharply at 10.25 am. The rules and regulations are signed by the parents, so they are binding to implement it.

This meet creates the feelings of ownership and responsibility among the all above components of education process.

6. **Problems Encountered and Resources Required**

To convince the parents to attend the meet is a challenge faced by the institution. It requires more follow-up. Most of the parents are uneducated and unaware about the importance of the education. Parents are seen neutral.

File Description	Document
Best practices as hosted on the Institutional website	**View Document**
Any other relevant information	**View Document**

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:

Brick kiln –Child labour –intervention (Nisarg Shala)

Introduction: - In the Indian constitution in part-III, article 21A provides right to education. It means state shall provide free and compulsory education to all children of the age of six to fourteen years as fundamental rights in such manner as the state may, by law, determines. The RTE came in to the effect on 1st April 2010. Even though the responsibility of free and compulsory education is given to state and central government, local authorities and parents, till today number of children are deprived from their right to education and engaged as a child labour in brick kiln of surrounding areas of Ambajogai city.

Manavlok Social Work College always tries to bring the deprived in the main stream as a value, ethics and philosophy of social work profession and made intervention in the brick kiln nearby the city, from 2015-16 to till date i.e. 2022-23. MSW students are placed in the communities and surrounding villages for field work practice. In the survey of the communities it was found that, children under the age of 06 to 14 are dropout and working in the brick-Kline.

The parents are migrated to brick kiln areas with family and stays for seven to eight months, their stay make the children dropouts.

Situational analysis:-

In survey nine brick kiln at Ravivar Peth, Ambajogai, eight brick kiln at village Kumbephal one brick kiln at village Pokhari and seven brick kiln at village Stephal covered. A survey was conducted at 25 brick kiln in above mentioned areas and identified 353 drop out including girls and boys. On the basis of survey, observation and discussion with the parents, teachers and children, the conclusions are drawn.

Causes of dropout of brick kiln child labour:-

1. Migration for brick work with family and nobody available to take care of child at village

2. Elder sister's marriage, so there is no body for caring

3. Parents accidental death,

4. Child as source of income

5. Illiteracy, poverty, parent's negligence towards children's education and carriers, non-availability of schools at work place, teacher's neutrality towards drop out etc are the main causes of drop out of children.

Intervention strategies:-

To bring the drop out children in main stream of education and to bring education to their home, keeping these objectives the intervention strategies includes following plan of action.

- Meeting with stakeholders such as parents, brick kiln owners, education officers, teachers and head master of local school.
- Manavlok social work college tries to admit local three dropout children in neighborhood school by auto with the help of headmaster of the school by convincing their parents.
- The students who were drop out from their native school, however the headmaster of school at migrant place were requested to let them allow attending only classes and will appear the exam at their native school.
- In the cases where the parents were not ready to send their children at local school, The Nisarga School (informal school) was started at the brick kiln under tree shed with recommendation of parents and prior permission of owner of brick kiln for two days in a week. In this school the activities like, best out of waste, simulations games, were undertaken regularly for the students.
- In this projects 181 dropout benefited by informal schools. In this school, the children learnt mathematics, alphabets, writing, reading etc.
- Distribution of educational materials to the needy students through NGO by name "Helping Hand Group".

For effective implementation of Right to Education, more positive response from schools, Block Education Officers and parents is needed to make the main streaming of these children in educational process and save their child hood.

For more action taken pleases watch following video

https://youtu.be/WSysNeMWSTE

https://www.youtube.com/watch?v=0K3G47tOtdY

Water Literacy Campaign:-

Since 1982, Manavlok Navnirman Lokayat has been implementing various activities in the drought-affected Beed Latur and Osmanabad districts of Marathwada through watershed development for the development of the district. Through Manavlok organization various activities have been implemented to alleviate the drought in all districts of Marathwada. Under this program CCT, Ardhan Band, cement Band, gabion structure, deep tranches, farms banding, farm ponds and lift silt form large and medium dams and poured in agriculture land. Rejuvenation of the Holna River and Manjara River has been studied.

Manavlok Social Work College Ambajogai took initiative for the participation among the awareness

regarding the effective implementation of these activities. Our student's faculty members and non-teaching staff were also actively participated to create awareness on "Stop Water – Conserve Water" through people participation. According to this programme soil and water conservation activity such as planation, shramdan, Theme base rural camp, field exposure visits, area mapping (PRA) were conducted. An effective response given by institution, Stakeholders College is starting a certificate course on water literacy as on extension of above prgramme affiliated by Dr. Babasaheb Ambedkar Marathwada University Aurangabad. Under this course college was conducted programme like seminar, workshop, Conferences, training on watershed development programme, survey on water bodies/water sources, awareness on save water, rain water harvesting etc. Paani Foundation organized a state level water cup completion for the promotion and conservation of soil and water. A part from this college was actively participated in Mahashramdan. During the period 2017 to 2022, various activities were implemented through activities such as rural camps, field exposure visits and field work, Shramdan, tree planting, tree care, importance of water, water saving, water harvesting etc to save and conserve water.

Manavlok Social Work College started researching the traditional water sources available in Ambajogai town. It was observed that Ambajogai city has Nizam period lakes, Barav, wells etc. If these water sources used properly, some amount of water problem can be solved. In the present study, data was collected through 131 families and a report was prepared by discussing with water supply department related persons, political persons, persons working on the subject of water etc. The fact report of water resources was brought to the notice of Municipal Corporation, Ambajogai.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

- College publishes its quarterly research journal. Faculties are encouraged to publish their research articles.
- College has organized number of national level seminar, webinars, and workshops conferences with active participation of faculties and students.
- On the occasion of day celebration, eminent personalities and social workers/activists are invited to deliver lecture and share their experiences.
- Teacher and students participated in Mahashramdan campaign for drought in Beed district.
- Students and teachers actively participate rallies/Morcha against social evils.
- Faculties are actively participated in university assessment, evaluation and administrative assignments/ committees.
- An opportunity to hoist the flag is given to the each every staff of the college including class-IV staff.
- More field exposure is given to the students by conducting field visits at various agencies, villages, watershed development activities.
- staff felicited on their birthday

Concluding Remarks :

The college has effective curriculum delivery. The semester wise programmes are distributed among the faculty members. To facilitate and decentralization the curricular, co-curricular and extracurricular activities are distributed among faculties by appointing them as co-ordinator.

The course and programmes outcomes are stated to the students and achieved by various means. The certificate/ value added courses are introduced in the students.

To develop the understanding and professionalism among the students and faculties no of seminar, workshops, webinar were organized.

The college has 40 student's intake capacity and having full-fledged seven faculty members out of which five are PhD guides. The faculties uses ICT tools for teaching –learning. The internal and external exams are fairly conducted and grievances are redressed within time. Faculties undertook the sponsored research projects/studies, apart from this faculties publishes the articles, books and chapters in books. Extension and outreach activities are conducted through field work in placed agencies or communities.

College has enough infrastructure and facilities need for effective curriculum delivery. Classrooms, faculties cabin, seminar hall, hall etc infrastructure is available. The library is well equipped with cloud based library management software, reference books, subscribed journals, research journals etc. the campus is enabled with Wi-Fi. In library computers with internet facility are made available for the students. The computers in office are connected by LAN with internet facility.

For capacity development and skills enhancement the activities under soft skills, Language and communications skills, and ICT skills are undertaken. The college has registered alumni association which conducts various activities such as annual meets, help to need, arrange guest lecturers for currier counseling and

guidance etc. the institute provides GPF, DCPS, LIC to staff. As per rules, casual leave, medical leave, duty leave, maternity leave etc are provided to the staff and the promotion is given to the faculties got eligible under CAS programme by the competent authority.