YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   COLLEGE OF SOCIAL WORK KAMPTEE

- Name of the Head of the institution   DR. RUBEENA J. ANSARI

- Designation   Principal (in-charge)

- Does the institution function from its own   No
  campus?

- Phone no./Alternate phone no.   07109295927

- Mobile no   9975022234

- Registered e-mail   principal.cswkamptee@gmail.com

- Alternate e-mail   nishant24@gmail.com

- Address   Dadasaheb kumbhare ITI campus,
                                                          dragon palace temple road

- City/Town   Kamptee, Dist. Nagpur

- State/UT   Maharashtra

- Pin Code   441001

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Co-education

- Location   Semi-Urban

- Financial Status **Grants-in aid**

- Name of the Affiliating University **Rashtrasant Tukadoji maharaj Nagpur university, Nagpur**

- Name of the IQAC Coordinator **Dr. Panali Patil**

- Phone No. **07109295927**

- Alternate phone No. **07109295927**

- Mobile **8602560365**

- IQAC e-mail address **principal.cswkamptee@gmail.com**

- Alternate Email address **nishant24@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) https://www.collegeofsocialworkkamptee.org/pdf/AQAR-2019-20.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.collegeofsocialworkkamptee.org/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.19**	**2015**	**14/10/2014**	**15/11/2020**

6.Date of Establishment of IQAC **02/07/2018**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SOCIAL JUSTICE AND SPECIAL ASSISTANCE	**DBT**	**GOI**	**2021 365 DAYS**	**580572**

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year   **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. All faculty members are encouraged to attend seminar, conference and workshops. 2. Student are encouraged to participate in various inter and intro-various curricular activities. 3. Monitoring the teaching load as per UGC norms to ensure the quality of teaching. 4. Regular monitor the class room teaching and timely completion of syllabus. 5. IQAC ensures that academic plan is implemented as per schedule.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
TEACHERS TRAINING FOR ICT TOOLS DEVELOPMENT	ALL TEACHERS HAVING SUSESSFULLY DEVELOPED ICT SKILLS AND MATERIALS FOR ONLINE TEACHING LEARNING
TO HAVE FASTER INTERNET SPEED PLAN FOR CONDUCTION OF ONLINE CLASSES	ALL TEACHERS HAVING SUSESSFULLY ONLINE TEACHING
FACULTY ATTENDING FDP PROGRAMME	ALL TEACHERS HAVING SUSESSFULLY DEVELOPED ICT SKILLS AND MATERIALS FOR ONLINE TEACHING LEARNING
TO CONDUCT ACTIVITIES RELATED WITH SOCIAL WORK PRACTICUM ON VERTUAL BASIS eg. AGENCY VISIT AND STUDY TOUR	SUCESSFULLY ONLINE TEACHING LEARING PROCESS DONE

13.Whether the AQAR was placed before statutory body?   Yes

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE DEVELOPMENT COMMITEE	20/04/2022

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	COLLEGE OF SOCIAL WORK KAMPTEE
• Name of the Head of the institution	DR. RUBEENA J. ANSARI
• Designation	Principal (in-charge)
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• Registered e-mail	principal.cswkamptee@gmail.com
• Alternate e-mail	nishant24@gmail.com
• Address	Dadasaheb kumbhare ITI campus, dragon palace temple road
• City/Town	Kamptee, Dist. Nagpur
• State/UT	Maharashtra
• Pin Code	441001
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• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	Grants-in aid
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• Alternate Email address	**nishant24@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	**https://www.collegeofsocialworkkamptee.org/pdf/AQAR-2019-20.pdf**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**http://www.collegeofsocialworkkamptee.org/**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	**2**	
• Were the minutes of IQAC meeting(s)	**Yes**	

and compliance to the decisions have been uploaded on the institutional website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	

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TO CONDUCT ACTIVITIES RELATED WITH SOCIAL WORK PRACTICUM ON VERTUAL BASIS eg. AGENCY VISIT AND STUDY TOUR	**SUCESSFULLY ONLINE TEACHING LEARING PROCESS DONE**

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE DEVELOPMENT COMMITEE	20/04/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	26/03/2022

15.Multidisciplinary / interdisciplinary

The Bachelor of Social Work (BSW) program at RTMNU Nagpur University is a three-year undergraduate course from the humanities stream. The program aims to equip students with the knowledge and skills necessary for social work practice in various settings, including healthcare, education, and community development. The BSW curriculum comprises both theoretical and practical components, including fieldwork, research, and community engagement. for facilitating understanding of the subject by students teachers uses Regional languages along with the english.

The Master of Social Work (MSW) program at RTMNU Nagpur University is a two-year postgraduate course that emphasizes interdisciplinary learning. The program draws on diverse fields such as sociology, psychology, english Hindi Marathi, economics, and law to provide a comprehensive understanding of social work practice. BSW having distributed in 6 Semester and MSW having distibuted in 4 semeters . It includes courses in social policy, research methodology, community development, and counseling, among others. The MSW program also includes fieldwork and a dissertation, allowing students to gain practical experience and conduct original research.

Both the BSW and MSW programs at RTMNU Nagpur University are designed to foster critical thinking, problem-solving, and ethical decision-making in social work practice. The interdisciplinary approach of the MSW program prepares students to address complex social issues and collaborate with

professionals from diverse fields. The programs aim to produce competent and compassionate social work professionals who can make a positive impact on individuals, families, and communities.

16.Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) is a student-centric initiative that provides a system of credit accumulation and transfer for higher education. The ABC scheme is aimed at promoting flexibility in higher education and allowing students to take courses of their choice from different institutions at different points in time. However, it is unfortunate that the ABC system has not been implemented yet in many universities, including RTMNU Nagpur University.

The ABC system offers several benefits to students, such as flexibility in choosing courses, the opportunity to study at different institutions, and the ability to accumulate credits over time. It also offers benefits to institutions by promoting collaboration and sharing of resources. Despite the benefits, the implementation of the ABC system has been slow in many universities.

The delay in implementing the ABC system can be attributed to several factors, such as lack of awareness, resistance to change, and bureaucratic hurdles. However, it is important for universities to recognize the importance of the ABC system and take steps to implement it as soon as possible.

In conclusion, the Academic Bank of Credits is a student-friendly initiative that provides a flexible system of credit accumulation and transfer in higher education. Although the system has not been implemented yet in many universities, including RTMNU Nagpur University, it is important for universities to recognize its importance and take steps to implement it in the near future.

17.Skill development:

Accourding to RTMNU guidlines Students of UG and PG are offerd with Stuctured Laboratory Workshop for developing various skills for the better working in the field of the community. in addition to with teachers imphesis on development of various skills like disicioun making, Communication Skills, Active Listening Problem solving, Creative Skills, Stress Management, Research Based Approach Etc during their CPL the student practices this skills and the discuss their problems with there supervisior regarding this practice. college also exposs our students to the various

sources of information online videos and links whenever possible guidence of experts is also provided to students in addiction to learning.

Fieldwork is an essential component of social work education, providing hands-on skill-based learning opportunities for students. As part of their coursework, students are required to complete 180 hours of fieldwork per term. During this time, they are placed in various organizations and settings where they are trained in the necessary skills of working in different environments. The fieldwork is supervised by teaching faculty or experienced professionals.

In addition to the fieldwork component, the syllabus includes skill-based subjects that are taught through workshops or labs designed to meet the course objectives. These skill-based subjects enable students to develop and enhance their skills in various areas. The placement in different organizations provides students with a practical understanding of social work practice, while the skill-based subjects enhance their knowledge and skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

At the College of Social Work in Kamptee, students are given the opportunity to write in regional languages such as Marathi and Hindi. The college recognizes that not all students are comfortable with the English language and incorporating regional languages in teaching can make the learning process easier for them. The faculty believes that language should not be a barrier to education and aims to make education accessible to all students.

To achieve this objective, the college offers question papers in both Marathi, Hindi and English languages as per format of RTMNU. This initiative helps students who are more comfortable writing answers in their regional language and also provied noites in Marathi and hindi Languages. This also ensures that students who are not fluent in English are not disadvantaged in any way. By offering question papers in Hindi and Marathi which is the state language, the college acknowledges and celebrates the diversity of the state of Maharashtra.

The college also encourages students to write assignments and reports in regional languages. This not only helps them express

their ideas more effectively but also promotes the use of regional languages. It is important to preserve and promote regional languages as they are an important part of a region's culture and heritage.

Incorporating regional languages in teaching is a step towards making education more inclusive and accessible to all. The college recognizes that language should not be a barrier to education and that students should be able to learn in a language they are comfortable with. The faculty believes that this initiative will help students better understand the concepts taught and enable them to excel in their academic pursuits.

Overall, the College of Social Work in Kamptee takes a progressive approach towards education by promoting regional languages and making education accessible to all. This initiative is a testament to the college's commitment to creating an inclusive learning environment that values diversity and promotes cultural heritage.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome-Based Education (OBE) is an approach to education that emphasizes the knowledge, skills, and attitudes that students should possess at the end of a course or program. This approach focuses on the end results of education rather than on the process or inputs. College of Social Work, Kamptee, affiliated with RTMNU Nagpur University, has adopted the Outcome-Based Education approach in its curriculum.

The OBE approach is student-centered, and the learning outcomes are clearly defined and measurable. The college has designed its curriculum to ensure that students acquire the necessary knowledge, skills, and attitudes to meet the demands of the profession. The curriculum is aligned with the requirements of the social work profession and aims to develop students' critical thinking, problem-solving, and communication skills.

The college's focus on OBE is reflected in the teaching and learning processes. The faculty members use a variety of teaching methods, such as lectures, case studies, group discussions, and fieldwork, to ensure that students achieve the desired learning outcomes. The assessments are also aligned with the learning outcomes, and the college uses various assessment methods, such as assignments, presentations, and examinations, to evaluate students' progress.

The college provides regular feedback to students on their progress and helps them identify areas where they need to improve. The feedback is also used to improve the teaching and learning processes and the curriculum. The OBE approach has helped the college to produce competent and confident social work professionals who are well equipped to address the challenges of the profession.

In conclusion, College of Social Work, Kamptee's focus on Outcome-Based Education (OBE) is a progressive and effective approach to education. The approach aligns the curriculum with the demands of the profession, and the emphasis on measurable learning outcomes ensures that students acquire the necessary knowledge, skills, and attitudes. The college's commitment to OBE has helped it produce competent and confident social work professionals who can make a positive impact in society.

20.Distance education/online education:

The academic year 2020-21 proved to be a challenging period for the College of Social Work, Kamptee, due to the unprecedented Covid-19 pandemic and the subsequent complete lockdown. However, the college did not compromise on the quality of education and accepted the challenge of providing a learning experience to the students. In order to achieve this, the teaching staff underwent training in learning skills to use online platforms for education.

A timetable was set, and a platform like Google Meet, Zoom, Webex, Microsoft Teams, was adopted to facilitate the interaction between students and the teaching staff for lectures to be provided online. The challenge of meeting the academic requirements of providing the required number of lectures and making them learner-centered was overcome due to the constant support from each other and proper planning and training of the staff.

Online education was provided for both the undergraduate and graduate terms. The efforts of the college to provide quality education did not go unnoticed as the students reported a high level of satisfaction in the online learning experience. The college adapted to the changing times and used technology to provide a quality learning experience to its students, despite the pandemic-induced challenges. Teachers Shares online PDF notes Study materials, web links, videos for prepration of the examination tto the students. submission of assignment and

reports has been done in online mode and as per the gudlines of RTMNU MCQ bank for each unit of syllabus as per cuncerned teachers for online examanination. overall objective is that student should develop compativelity to the changed system of learnig evaluation.

In conclusion, the College of Social Work, Kamptee, successfully managed to provide a quality learning experience to its students in the academic year 2020-21, despite the challenges posed by the Covid-19 pandemic. The college's adaptation to online platforms and training of its teaching staff played a significant role in ensuring that the academic requirements were met and that students received quality education. The college's efforts to continue to provide a learning experience in such a challenging environment deserve commendation.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**2**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**237**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**229**

File Description	Documents
Data Template	View File

2.3	**80**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1	**16**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**0**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**6**
Total number of Classrooms and Seminar halls	
4.2	**03.17**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**5**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College of Social Work in Kamptee, Dist. Nagpur, is committed to following the curriculum designed by the Board of Studies of the RTM Nagpur University, to which it is affiliated. The institute has developed a structure to ensure effective

implementation of the curriculum, with the help of various committees such as the Academic Planning Committee, Research Committee, Social Work Practicum Committee, and IQAC. The syllabus is divided into units to be completed by a given deadline, and the institute follows the Annual College Calendar and Annual Academic Calendar of the college and university.

The institute pays attention to maintaining records of theory attendance, practical/tutorial attendance with performance evaluation, record of project work engagement and progress, and constant assessment report of overall performance of students.

The institute provides required facilities in classrooms, such as LCD projectors, OHP, wall charts, and models, and ICT-based teaching is practiced. Faculty members employ interactive teaching methods like videos, quizzes, seminars, objective tests, and group discussions for effective learning. The institute assigns mentors to each group of students, and meetings are conducted regularly to address the mentees' problems, difficulties, requirements, and views.

The institute's librarian provides a variety of books to assist students in their studies, and the faculty members are encouraged to participate in faculty enhancement programs organized by other reputable institutes. The institute's commitment to the effective implementation of the curriculum ensures that students receive quality education and develop the necessary skills to become effective social workers.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college follows the academic calendar produced by the University, which includes dates of term and examination, time tables of internal exams, provisional dates of practical exams and viva-voce and theory examinations, and other important events. The teachers carefully prepare teaching plans according to the academic calendar and University guidelines. The institute makes efforts to adhere to the academic calendar for the continual

internal evaluation system.

The academic calendar also exhibits the annual working period of teachers, which includes teaching days, working days, admission periods, examination, and valuation periods according to University and UGC guidelines. The total working days are around 240, and out of them, 180 days are set aside for teaching work, and the remaining days are employed for co-curricular and extracurricular activities. The institute rigorously follows the working days according to University guidelines.

The academic calendar contains complete teaching learning process and execution of activities, including a variety of tests, assignments, projects, seminars, group discussions, and study tours to be conducted by teachers. It also signifies a specific period for conducting extracurricular and social activities like the celebration of birth and death anniversaries of national icons, various national and international days, tree plantation, blood donation camps, and several other social activities to be conducted by NSS at the college and NSS adopted village.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<u>View File</u>
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	<u>View File</u>

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	<u>View File</u>

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The institute recognizes the importance of crosscutting issues and their role in society, and as such, it consciously incorporates these issues into its curriculum and activities. The college of social work has papers in which gender, environment and sustainability, human values, and professional ethics are included in the curriculum.

To promote gender equality, the institute forms various committees such as Women development cell, Women redressal cell, and internal complaint cell, and encourages resource persons to discuss gender-related issues. The institute also promotes environmental sustainability by implementing activities such as Cleanliness Drive, plastic-free campus, water conservation unit, Compost pits, and organizing awareness rallies. Additionally, human values and professional ethics are integrated into the curriculum through various subjects such as Social work Profession: Theory and Practice, Psychology for social workers, Sociology for Social Work, and Personal and professional Growth & Communication.

Furthermore, the institute provides opportunities for students to engage in social work practicum sessions, which promote teamwork, group living, leadership qualities, and work ethics. The use of project techniques as a teaching and learning tool also assists students in comprehending interdisciplinary information of diverse subjects in solving social problems and building up the feelings of teamwork and mutual aid.

In summary, the institute's conscious efforts to incorporate crosscutting issues into its curriculum and activities demonstrate its commitment to producing socially responsible and ethical graduates who can make a positive impact in society.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

237

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	https://www.collegeofsocialworkkamptee.org/pdf/Feedback%20Form%20with%20analysis%20and%20action%20taken%20report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.collegeofsocialworkkamptee.org/pdf/Feedback%20Form%20with%20analysis%20and%20action%20taken%20report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

237

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

120

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The objective of the institute is to achieve excellence by the students in accordance with their respective learning levels. Students from the diverse socio-cultural, economic and educational background are admitted to the college. Special attention is given to the slow learner students. Such list of that class is available with the class in charge. The institution also provides for the enrichment programme for the advanced learners.

Slow learners:

Special classes for slow learners are conducted to help them for study, in suitable manner, such as use of models, pictures, and videos etc. During the frequent interactions, required suggestions and tips are given to student along with the necessary guidance to increase his/her strength to become good learner in both theoretical and practical aspects. They are guided and helped to overcome their weaknesses and to resolve the issue related with the learning process.

Advanced Learners:

The advanced learners are provided with updated subject notes and study tips by the teachers. Teachers also guide such students in preparing notes from additional reference books, journal and literature /data available on the internet. They are guided and encouraged to participate in extracurricular activities at inter college, and university level.

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

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
237	**16**

File Description	Documents
Any additional information	**No File Uploaded**

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

The UG and PG courses in Social Work at this institute. itdesigned to offer both theoretical and practical learning, with a focus on experiential learning. Students have the opportunity to engage in various activities that provide them with practical exposure, such as Concurrent Practice Learning (Field Work), agency visits, village camps, and study tours. Field work is scheduled for two days a week, and students are placed in various agencies like schools, medical settings, and industries based on their course level and syllabus.

The institute also includes agency visits in the curriculum, where students get to observe the functioning of differentagencies in the local area. These visits are a component of Social Work Practicum for students in the ALL semester of BSW and MSW. Similarly, village camps are organized every year to provide students with an extensive understanding of rural life and the problems faced by villagers. These camps are forstudents of MSW IIand BSW IV semester.

In addition to practical learning, the institute encourages participative learning, where students are actively involved in the learning process through various activities like class seminars, group discussions, debates, questioning methods, weekly conferences, and PRAmapping.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college faculty employs blended learning techniques that incorporate Information Communication Technology (ICT) alongside traditional lecture methods. Nearly 90% of teachers utilize audio-visual materials, PowerPoint presentations, videos, educational DVDs, and other multimedia content to facilitate learning. They also encourage students to access standard study materials through various websites and databases. Teachers use LCD projectors for large groups and laptops to display course content. As most newly appointed teachers possess a strong knowledge of ICT, they share their technical expertise with students. For the last two months, all faculty members have been conducting online classes and delivering study materials effectively. They have also attended e-content/digital learning courses organized by the Human Resource Center, RTMNU Nagpur.

The faculty members possess excellent computer and technology skills, and they use ICT as a valuable tool in the teaching-learning process whenever necessary. They share web links with students to access learning resources and guide them in researching for their projects and presentations. The college library contains educational CDs and DVDs, and students are provided links to video lectures on syllabus topics if necessary.

Furthermore, the faculty members utilize social media platforms like WhatsApp groups, Facebook, Google Meet, and Google Classroom to share information with students. For the last six months, all teachers have been conducting online classes and delivering course materials effectively.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

09

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

11.12

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Evaluation is a crucial component of the teaching-learning process, and the college strives to continuously improve its evaluation system through regular interactions between the IQAC and faculty members, as well as the examination committee. The college has adjusted its academic calendar to include internal assessment and university examinations, and it has implemented a transparent and objective internal assessment system.

As an affiliated college of RTMNU, the college has adopted the semester pattern syllabus for undergraduate and the Choice Based Credit System (CBCS) for postgraduate courses. The college uses the same internal evaluation system as per the university rules. The 20:80 formula is used for internal assessment, with the college allocating 20% of the marks based on the students' performance in subject-related activities such as unit tests, class tests, assignments, and seminars.

In practicals, the overall performance of students in Social Work Practicum is assessed by the concerned fieldwork supervisor and internal examiner, with consideration given to factors such as fieldwork journals, conference reports, writing skills, and attendance. This system is used for all levels of BSW and MSW, except for the final semester of both courses, where 20% of the marks are allotted to an external viva-voce examination.

The same evaluation method is used for the Research Project work in BSW Final semester and the Dissertation-related work of MSW IV semester, with internal assessment carried out by the research supervisor and internal examiner. The college is committed to providing fair and transparent assessments that are student-centric and beneficial for all students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Examinations are an integral part of the teaching-learning process, and the examination committee plans and schedules assessments in collaboration with faculty members through regular interactions with IQAC. The college teachers conduct various activities related to internal assessment, including unit tests, weekly conferences, assignments, presentations, and internal viva-voce exams. As students are important stakeholders of the institution, transparency is ensured at all stages of internal examination, and examination-related grievances are dealt with transparently, efficiently, and promptly.

The institute follows a policy of fair, objective, and transparent assessment of students. Internal assessments are student-centric, and efforts are made to benefit the majority of students. Students can complain to the Principal of the college, and necessary actions are taken with the help of concerned teachers. Marks statements are shown to students if needed. Grievances related to internal examinations are addressed at the college or university level, depending on the necessity. Internal assessment sheets of marks are shown to students for further clarification. The institute tries to settle grievances related to internal examinations within a stipulated time period and with complete

transparency if they are found genuine. Internal examination marks of various subjects are filled and submitted through the online portal of the university by the login ID of the concerned subject teachers.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The college is affiliated to RTM Nagpur University, Nagpur and follows the curricula prescribed by the University. The University has prepared objectives and learning outcomes for all the programs and uploaded on the University website. The College has clearly stated learning outcomes of all the programs and courses. Following method is used by the college to communicate the learning outcomes to the students.

The University syllabi and Learning Outcomes of all the programs are available in the concern departments for the teachers and the students. Students are informed about the COs at the beginning of the course.

The learning objectives are communicated through various means such as college prospectus, Principal's address to students, orientation sessions and class teachers and subject teachers also communicate the stated learning objectives or outcomes, which are stated in the syllabus. The Learning Outcomes/objectives of the programs are also uploaded on the college website for the reference of the students and the teachers.

The university syllabusprovide the learning outcomes for each subject in the particular syllabus are discussed in departmental meetings. All the faculty members tries to keep student well aware of the course outcomes and program outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	[View File]()

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The curriculum for all programs at the institute is designed by R.T.M. Nagpur University, which includes both core and interdisciplinary domains of professional social work. The students at the PG level have the option to choose from core and elective subjects to specialize in their desired area. The program outcomes are defined by the university and are to be fulfilled by all affiliated colleges, including the institute. The curriculum comprises theoretical and practical approaches to professional development, and the college plans the method of measuring program outcomes and course outcomes accordingly.

Attainment of course outcomes is made possible through various activities such as orientation, structured laboratory experiences, case work, observational visits to government agencies and NGOs, rural study camps, study tours, community surveys, and concurrent practice learning. The college conveys the course outcomes to the students, and class and subject teachers inform them about the activities, learning objectives, and mode of assessment to attain the COs. Regular classes, guest lectures, seminars, workshops, presentations, field visits, and laboratory experiences are utilized to assess the attainment of COs.

The faculty members and the Principal attempt to attain the course and program outcomes within a given time frame, and meetings are conducted regularly to discuss the status of accomplished course outcomes and plan for the attainment of the remaining ones. The students are also provided with opportunities to participate in co-curricular and extra-curricular activities and extension activities to develop their knowledge and skills.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

80

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

<u>https://www.collegeofsocialworkkamptee.org/pdf/Feedback%20Form%20with%20analysis%20and%20action%20taken%20report.pdf</u>

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Institute offers various activities to its students under different categories such as Research Innovation Cell, counseling

center, and mentor-mentee scheme to solve their educational, financial, and personal problems. Faculty members play a vital role in developing the personality of the students by providing them with necessary skills to solve their problems themselves. The Institute encourages students to participate in outdoor activities, classroom presentations, and various social competitions to improve their stage daring and exposure. Additionally, the Institute motivates and inspires students to celebrate the birth anniversaries of ideal persons and emphasizes health and wellness, especially cancer prevention, among students. Faculty members also encourage students to engage in research and extension activities, such as population education programs, Unnati & Sanskar projects, and camps to improve their skills.

The Institute values the feedback of parents and stakeholders, and through mentor-mentee schemes, it closely monitors students' problems and obstacles and provides appropriate solutions. The Institute inspires students to participate in various activities like seminars, workshops, NSS camps, and social awareness rallies to improve their skills. The Research Innovation Cell committee provides necessary training and orientation to students on research methodology and dissertation topics, and it also evaluates the topics and finalizes dissertation topics with approvals from the university. The Institute offers skill lab training, life skills training, Marathi grammar training, placement or internship training, counseling center, and research innovation cell programs to provide greater horizons to students.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The COVID-19 pandemic brought about several challenges in the year 2020-21, including the need to adapt to new learning and community outreach methods. The College of Social Work in Kamptee organized extension activities in the neighborhood community to sensitize students to social issues, for their holistic development and impact during the lockdowns. This report outlines the extension activities that were carried out, their impact on students, and recommendations for future activities.

Activities: The extension activities were carried out during the COVID-19 lockdowns, and the college collaborated with local NGOs and community leaders. The following activities were undertaken:

1. **COVID-19 Awareness Campaign: The students were trained to create awareness about COVID-19 and the importance of following safety measures such as maintaining social distancing, wearing masks, and washing hands regularly. The students used social media, phone calls, and text messages to spread awareness in the community.**

2. **Mental Health Campaign: The students were trained to address mental health issues that emerged during the pandemic. The students organized online webinars and discussions on the impact of the pandemic on mental health and distributed educational materials.**

3. **Gender Sensitization Campaign: The students were trained to create awareness about gender equality, gender-based violence, and discrimination. The students organized online workshops and discussions on gender issues and distributed educational materials.**

4. `Community Outreach: The students were involved in community outreach activities such as providing food and essential supplies to the underprivileged and organizing online medical camps.`

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

190

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College of Social Work in Kamptee has adequate facilities for teaching and learning, including classrooms and a seminar hall. The institution ensures that these facilities are available as per the norms prescribed by RTM Nagpur University. The classrooms and hall are equipped with ICT facilities and other learning resources for academic and administrative purposes. The library is also well-equipped with computers and a LMS, providing students and staff with access to technology and information retrieval on current issues. The college has a green campus with trees and plants, and CCTV cameras are installed at key locations. The differently-abled students are provided with necessary help as and when required.

Special facilities such as a common room for girls, independent cubicles for teaching and administrative staff, and a first aid box with basic medicines are available. The college also has a hospital nearby for any medical emergencies. Safe drinking water and fire extinguisher boxes are provided, and washrooms for both staff and students are available. The growth of infrastructure must keep pace with the academic development in the institution, and a provision for the maintenance and replenishment of physical facilities is made annually in the budget. Overall, the college

has adequate facilities and supportive resources to contribute to effective learning and academic growth.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The College of Social Work in Kamptee offers a range of cultural and extracurricular activities for its students. Cultural events such as singing, dancing, elocution, speech, debate, quiz, essay writing, poster and painting competitions, as well as Rangoli and fashion shows, are organized periodically. Students can also participate in cultural activities at the university, state, and national levels through the Yuvarang Youth Festival and the NSS Committee. Additionally, the college has a sports committee that provides facilities for indoor and outdoor games, including football, handball, badminton, carom, and chess. The committee also arranges for students to participate in sports events at the university and inter-college levels. The college holds an annual sports and cultural meet, and students participate in daily yoga sessions. The Social Work Village Camp and NSS Camp organize early morning yoga sessions for all students. Overall, these activities provide opportunities for students to develop their talents and enhance their overall learning experience.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2.81

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Unfortunately, the College Library does not have an Integrated Library Management System (ILMS) software available at this time. An ILMS is a software platform that is designed to automate various functions of a library, such as cataloging, circulation, acquisitions, and serials management. With an ILMS, library staff can efficiently manage their collections and serve their patrons.

Without an ILMS, the College Library may face some challenges in terms of managing its collections and providing services to its users. For example, the library staff may need to manually catalogue new acquisitions and manually check items in and out, which could be time-consuming and prone to errors. Additionally, without an ILMS, it may be more difficult to track items that have been borrowed and ensure that they are returned on time.

However, there are alternative options available to the College Library for managing its collections and services. The library staff could consider implementing a different library management software that is within their budget and suits their needs. Alternatively, they could also consider using open-source library management software that is available for free and can be customized to suit their specific requirements.

Overall, while an ILMS is a valuable tool for automating library functions, it is not the only option available to libraries. With careful consideration and planning, the College Library can still provide high-quality services to its users without an ILMS.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

15.10

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Now a Day IT infrastructure became vital Part of the education system. In view of the increase in usage of internet by the students and staff, the problems for surfing were experienced frequently. From June 2020 on words, R.T.M. Nagpur University has Online Classes of Student. The institute authorities tried to find out the solution to this problem. The contact was established with UCN Network, which is providing internet connection to the colleges. Accordingly, the company installed UCN Network in the campus. We have internet connection from BSNL.

A College office is having computer and internet facilities.

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

4.3.2 - Number of Computers

05

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

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

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

3.17

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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

Electricity and Physical facilities :-

Electricity and Physical facilities related maintains regularly as per requirement. College has various equipment like Xerox printer, audio system, projector etc. There is some expense has been made

regularly or every year on these equipment to maintain all above facilities.

Sports :-

Our College has no regular post of sport teacher. However, as per Student regular post of sports. College administration always supports to give them best sports facilities. Therefore we purchase some sport game kits, Cricket, Badminton, Chess, Carromata and make available in playground.

Academic and support facilities :-

Teachers of College has using ICT material for teaching as per requirement. College has LCD projector, Computers etc. As per requirements of the maintenance of the above it requirement, we call local hardware technician service provider.

Other facilities : -

Water purifier and cold water storage is available for staff and students and it is well maintained through professional firms.

Library facilities –

The books in the library are shelved by categorizing as per subject and use. The reference books are shelve separately. The periodicals and newspaper are kept on vertical stands to have better visibility so that students can pick up as per their interest – the reading room is proper seating ambience so that students can utilize their free time productivity.

Class rooms : -

Class room are well maintained and kept neat and clean our Permeant College by support staff.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

120

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`0`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`0`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

51

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

12

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

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 year

5.3.1.1 - 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 year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college of social work, kamptee strongly believes in providing equal opportunities for student participation in various academic and administrative bodies. Students are selected based on specific

criteria, such as being under 25 years of age and having the highest marks in class. The student council consists of representatives from NSS, cultural events, and female students. It provides a platform for students to present their problems and develop leadership skills. The Alumni Association is a body of past students that collaborates with current students and the college for development. The library committee has a student representative who communicates the needs of students to the library. The cultural committee has a student member who participates in planning and organizing cultural and sports activities. The village committee organizes yearly village camps and forms committees for planning and supervision of food, water, sanitation, sports, and cultural activities. The IQAC committee involves student representatives to support its functioning according to NAAC guidelines. These opportunities for student participation provide a platform for their skill development and the dissemination of welfare schemes.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

Alumni associations serve as a bridge between the academic and professional lives of graduates. They aim to create a network of like-minded individuals who can support and assist each other in facing the challenges of the competitive professional world. The College of Social Work Kamptee established its own Alumni Association in 2012, with a well-functioning executive committee that meets annually to plan activities and collaborate with current staff and students. Members also communicate through a WhatsApp group to share job-related information and provide guidance to present students. Financially, the association collects membership fees and donations for the collection of funds. In a resolution passed in July 2018, the association decided to form a bank account operated by a joint account with the President, Secretary, and Treasurer. The alumni association aims to support the college's development, provide aid to needy students, establish interactive educational relationships between present and ex-students, encourage professional activities, and raise funds for the college's all-around development. Members must fill out a registration form and pay a yearly, five-yearly, or lifetime membership fee. Quarterly meetings are conducted every academic session, and all meetings and functions require permission from the college's principal and management.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution's vision is to provide "Education for Social Change" and its mission is to produce highly skilled and quality professional social workers. It offers a variety of opportunities for teaching and learning through theory, practicum, research, and field action projects. The institution places a strong emphasis on social values, human values, and ethical values among its students. It aims to address the needs of society and serve for bringing social changes, particularly for the welfare and betterment of weaker sections.

Themanagement conducts meetings with staff members twice a year and conveys its policy and plans to them. The principal coordinates with the university, government, faculty, and students alike. The faculty plays an active role and shares its views and ideas with the administration for quality enhancement and excellence. The college also provides operational autonomy to the teachers for organizing events for student growth and development.

The college promotes participation of teachers in decision-making bodies and delegates authority to faculties through Committee In-charge-ship. The college has a perspective plan for development, including having its own building and infrastructure with a computer lab, ICT-enabled classrooms, and a digital library. The college also plans to have its own motor vehicle for the ease of transportation for its students coming from distant places.

File Description	Documents
Paste link for additional information	http://www.collegeofsocialworkkamptee.org/
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Village Camp

Our Institute believes in a participative management system where each segment of the institution is involved in the management and governance of institutional plans and policies. A prime example of this is the organization of a village camp. This is an activity where student representatives are actively involved in planning and scheduling a village or rural camp. Social work students attend the village camp once during their course period. A college-level committee is appointed, involving college teachers and

student representatives, for the selection and organization of the village camp. Students purchase and arrange essentials for the camp, such as ration, food items, and pandals.

During the camp, students work in various committees formed to organize all camp activities. These committees include Food, Water, Sanitation, Cultural, Sports, and Discipline. Students are appointed as leaders of each committee and learn organization, cooperation, and leadership skills. Academic and co-curricular activities are conducted during the daytime, and cultural programs are organized in the evening for the village people. Students also participate in organizing Health check-up camps, eye check-up camps, cancer screening camps, blood donation camps, cleanliness movements, and more. This exposure to participative functioning in management gives students valuable skills that they can use in their future careers.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional Strategic Plan Effectively Deployed in College of Social Work Kamptee During 2020-21: Mentor-Mentee Scheme

Introduction: The College of Social Work Kamptee is committed to achieving its institutional strategic plan for the academic year 2020-21, which is focused on ensuring academic excellence, promoting research and innovation, enhancing student engagement, and strengthening community partnerships. As part of its efforts to realize these objectives, the college has implemented a mentor-mentee scheme, which has proven to be an effective tool in achieving its strategic goals.

Mentor-Mentee Scheme: The mentor-mentee scheme was initiated by the college in the academic year 2020-21 with the aim of improving student engagement and enhancing the overall academic performance of the college. The scheme involved assigning a faculty member as a mentor to a group of students to provide them with academic and personal support throughout their course of study.

Implementation: The mentor-mentee scheme was effectively implemented in the college during the academic year 2020-21. The college identified the mentors based on their experience, expertise, and willingness to participate in the scheme. The mentors were assigned a group of students and were required to meet with them regularly to provide academic guidance and support.

Impact: The mentor-mentee scheme had a significant impact on the college's strategic plan objectives. The scheme led to an increase in student engagement and academic performance. The mentors provided the students with individualized attention, which helped them to identify their strengths and weaknesses and develop a plan to improve their academic performance.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The Maharashtra University Act 2016 has minimized the involvement of management bodies in colleges, and has given powers and responsibilities to the Governing Body. The Principal is considered as the executive and academic head of the institution, and works in accordance with Ordinance 24 of RTMNU Nagpur. The college's top management conducts meetings with staff members twice a year to convey policies and plans. The President of the institution and Governing Body is the apex authority regarding academic and administrative planning, policy-making, staffing, finance management and budgeting, infrastructural and campus development, and day-to-day administration.

The Principal coordinates with the University, Government, faculty, and students, and involves the faculty in policy statements and action plans for fulfilling the stated mission. The faculty members are assigned to different committees and are expected to delegate their responsibilities.

The college has a code of conduct for teachers, office staff, and students that is followed by all staff members and students during

their tenure in the college. The Principal regulates and controls the administration, coordinates academics, administration, and management efficiently to develop a positive and harmonious environment for working in the institute. The college has an administrative section, an academic section, and a finance section with office staff, faculty members, and accounts staff respectively. The College Development Committee oversees the development of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.collegeofsocialworkkamptee.org/governing-body.html
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Study Leave: For Research work/FIP/FDP etc.

Duty Leave: For Participation in Seminars, Conferences, and Workshops

Medical Leave

Maternity Leave

Paternity Leave

Employee Provident Fund Scheme

CAS- refresher, orientation , participation in conferences /seminar /workshops/seminars

Time bound promotion for Non-teaching Staff – 4 employees are benefitted under this policy.

Appreciation of staff - Distinct achievement of staff is appreciated in the form of felicitation in the program or meeting of the college last year teachers were felicitated for their achievements like award of Ph.D. or for their selection in statutory bodies.

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

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

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

0

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution uses separate appraisal systems for assessing the performance of teaching and non-teaching employees. For the

teaching staff, the institution follows the Academic Performance Indicator (API) score of teachers and student feedback on teachers, which is based on self-assessment formats provided by the UGC. At the end of each academic year, teachers are provided with self-appraisal and performance-based appraisal formats to submit along with supportive documents. The documents and records submitted are verified by the IQAC and principal, and a final API score is given, which is helpful for the placement of teachers under the career advancement scheme. The assessment and appraisal are done fairly and transparently, and the system is based on three categories of academic functioning - teaching, learning and evaluation related activities, co-curricular, extension, professional development related activities, and research, publications and academic contributions. Similarly, the non-teaching staff's performance is assessed through a confidential report format, which includes various aspects such as sincerity and loyalty, inclination to cooperate with colleagues, following instructions, integrity and character, special aptitude, obedience, punctuality, penalties or awards, etc. Based on the discussion, an overall performance grade is given, and suggestions are provided for improvement. The appraisal system helps the non-teaching staff to progress to higher levels of service and receive timely promotions and benefits. The institution appraises the performance of both teaching and non-teaching staff informally, where timely suggestions are given to improve their functioning.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Institution conducts internal and external financial audits regularly

Enumerate the various internal and external financial audits carried out during the last five years with the mechanism for settling audit objections within a maximum of 500 words

Accounts are audited every year by internal and external auditors.

The institution submits the audited report to the funding bodies at the close of the financial year. These audited statements are made available

to all on demand. The internal auditing is done by the Certified Chartered Accountant

The following areas are covered under internal audit:

- Budget vs. Actual Performance

- Thorough Revenue and Expenditure Audit

- Fixed deposits and interest receipts

- Fixed Assets and Purchases

- Statutory Compliance on TDS, EPF & ESI

- Systems Analysis and Compliances

External Audit- external audit by the audit department of Government of Maharashtra and Social Welfare Department.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College has a policy of keeping student fees affordable as it caters to various weaker segments of society. Only open category students are charged full fees while reserve category students pay minimum fees prescribed by the RTMNU and social welfare department of Maharashtra. The College's main source of funding for salaries is received from the Department of Social Justice and Empowerment, Government of Maharashtra. The College also receives grants and financial assistance from various government agencies, such as the UGC, DST, DBT, CSIR, and ICSSR. The College has been a beneficiary of ICSSR grants for the past seven years, with faculty members successfully conducting research projects on social issues and problems. The College encourages faculty members to apply for research grants and also receives grants from RTMNU Nagpur for conducting NSS activities and programs every year. The College takes extra precautions in utilizing its grants and budgets and also practices conservation, such as switching off lights and fans when not in use and utilizing one side of unused paper for rough work. The College encourages paperless work through staff email and WhatsApp.

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

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

The Internal Quality Assurance Cell (IQAC) of the College of Social Work in Kamptee has played a significant role in

institutionalizing quality assurance strategies and processes during the COVID-19 lockdown in 2020-21. The IQAC team took several measures to ensure that the academic activities continued smoothly without any disruption during the pandemic.

The IQAC team quickly adapted to the new normal and implemented various online teaching-learning methodologies such as online lectures, webinars, virtual classrooms, online assignments, and examinations. They also provided necessary training to the faculty members and students to ensure effective implementation of the online learning process.

Apart from this, the IQAC team also ensured that the quality of academic and administrative processes was maintained by regularly monitoring and evaluating the feedback received from the stakeholders. They also implemented various measures to support the mental and physical well-being of the faculty members and students during the challenging times.

Overall, the efforts of the IQAC team of the College of Social Work in Kamptee have helped to institutionalize quality assurance strategies and processes in the institution during the COVID-19 lockdown, ensuring that the academic activities continued smoothly and effectively.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College of Social Work Kamptee has implemented numerous policies and practices for efficient functioning and quality improvement. The principal and IQAC have taken several initiatives to improve the academic functioning of the college, with the use of ICT in teaching and the student feedback system being the most effective.

The teachers use blended learning methods, including audio-visual content, powerpoint presentations, and educational DVDs, along with the traditional lecture method. They guide the students to

access standard study material through various websites and databases. The teachers also attend e-content/digital learning courses and share their knowledge with the students. With the recent transition to online learning, teachers are using social media platforms such as WhatsApp, Facebook, Google Meet, and Google Classroom to share study content and resources with the students.

The student feedback system has been in place for ten years and is considered an effective way to improve teaching methods. The students provide feedback on the syllabus, delivery of the syllabus, and the teaching and teachers. The feedback is analyzed by the principal and committee members who implement the suggestions and recommendations given by the students. Confidentiality is maintained, and students can provide feedback fearlessly and fairly.

In conclusion, the College of Social Work Kamptee has institutionalized quality assurance strategies and processes during the COVID-19 lockdown in 2020-21. The use of ICT in teaching and the student feedback system has significantly contributed to the efficient functioning and quality improvement of the college.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College of Social Work Kamptee has taken proactive measures to promote gender equity and sensitivity in their curriculum. The college has organized various co-curricular activities such as seminars, workshops, guest lectures, street plays, and counseling sessions to sensitize students towards gender issues. The institution has also constituted various committees such as the Grievance Redressal Committee, Anti-Ragging Committee, Sexual Harassment Prevention Cell, Women Welfare Committee, and Mentor-Mentee Schemes, in line with the University/UGC guidelines. The college has also established an Internal Complaint Committee that reviews the existing provisions of the constitution and recommends amendments to suggest remedial legislative measures.

Apart from focusing on academics, the institution also offers job opportunities to its graduate students. To fulfill this agenda, the college organizes personality development programs, industry and NGO interactions, guest lectures, and motivational programs to equip students with skills and self-confidence to take on the most challenging assignments.

The institution also promotes the mentor-mentee system to build the confidence of students and identify skills that need development. The college has also provided common rooms for both boys and girls and ensures safety and security facilities through CCTV surveillance, security arrangements, and ID card systems. The college has also established counseling cells, which provide one-to-one counseling and complete confidentiality to help students manage depression and distress.

In summary, the College of Social Work Kamptee is committed to promoting gender sensitivity and equity, providing job opportunities, and ensuring the safety and well-being of their students.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1) Solid Waste management Every day all the academic building and other surrounding are in the campus should be cleaned on regular basis and separate out waste and dispose accordingly. Separate Dust-Bin has been provided to each and every areas such as Staff room, Admin Office, Corridor, Principal's Room, Library, IQAC, Common Boys and Girls Room, Washroom for disposed of waste and in each class rooms there is a provisions of Dust-Bin for collecting the solid waste. The garbage is put into dustbins, respective cleaner staff of college is shifted the collection to the Nagar Parishad Garbage Trucks in morning hours. Preservation of paper waste from all department for the purpose of giving to external agencies.

2) Liquid Waste management Liquid waste from the points of generation like toilet is directly managed through the corporation drainage/sewage line. College administration check all taps and water outlets periodically to prevent wastage of water. Awareness program is organised for the student for the importance of water.

3) Bio-medical waste management 4) E-Waste management Major e-waste such as written off instruments, equipment, CRTs, Printer, Scanner, Computer. All the miscellaneous e-waste such as CDs, batteries, TVs, Computer monitors, PCBs, Network Cables, Switches and other peripheral and electronic items are collected from every department and office and delivered to safe disposal. As a responsible educational institution we adopt the standard environmental practice and code for management of E-Waste.

5) Waste recycling system 6) Hazardous chemical and radioactive waste management

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include	

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered**	D. Any 1of the above

> vehicles
> 3. Pedestrian-friendly pathways
> 4. Ban on use of plastic
> 5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies	E. None of the above

of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

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

During the COVID-19 pandemic, the college also provided support to the community by contributing funds to the Chief Minister's relief fund. To ensure that students continued their education during the lockdown, the college organized online classes and workshops on different topics.

The college promotes equality among all cultures and traditions, as evidenced by the absence of discrimination against students of different castes, religions, and regions. Despite the diverse socio-cultural backgrounds and languages of its students, the college fosters an inclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities. It celebrates national festivals, birth anniversaries, and memorials of great Indian personalities, as well as participates in various social issue programs to promote harmony. Students complete projects on various social issues, including women, workers in the formal and informal sectors, disabled individuals, and tribal people. The college provides an opportunity for faculty and students to be exposed to different cultures through field studies and tours. As a Social Work College, it establishes positive interactions among people of different racial and cultural backgrounds through various competitions, seminars, cultural, and rally events conducted during commemorative and patriotic days. The college has a grievance redressal cell that deals with grievances without considering anyone's racial or cultural background, and it has a code of ethics for students, teachers, and employees to follow. The college reaches out to the community to provide better

services.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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

The College of Social Work in Kamptee, Maharashtra, is an institution that prioritizes human values and professional ethics. It regularly hosts events throughout the year to instill the values of the constitution in its students and staff members. On important national holidays such as Republic Day and Independence Day, the college organizes lectures on the fundamental principles of the Constitution and competitions to promote nationalism, including singing, debate, and essay writing. The college takes initiatives to organize various events and programs that sensitize students and staff to become responsible citizens of the country. These initiatives include blood donation camps, study tours, and special lectures on the Indian Constitution to enlighten students on its importance. The college observes Constitution Day to highlight the significance of the Indian Constitution. During the COVID-19 pandemic, social work students distributed masks and educated the community about the importance of vaccination. The college is committed to shaping responsible citizens who uphold the values and ethics of the country, which is reflected in the Bachelor and Master degree courses in Social Work that include subjects emphasizing responsible citizenship and the constitution of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,	**A. All of the above**

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

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

The College of Social Work in Kamptee celebrates national and international commemorative days, events, and festivals to promote the ideals of nationalism and patriotism. These occasions provide an opportunity for the faculty, staff, and students to come together and spread the message of unity, peace, love, and happiness. Celebrating events and festivals is an integral part of learning and building a strong cultural belief in a student.

As a Social Work educational institution, the college believes in celebrating events and festivals throughout the year as part of its social responsibility. The college organizes each and every national and international commemorative day, such as Independence Day, Republic Day, Gandhi Jayanti, Teacher's Day, International Women's Day, World Environment Day, International Yoga Day, and International Human Rights Day.

The college celebrates these occasions with great enthusiasm, and the students organize events and campaigns to raise awareness about important social issues like environmental protection, physical and mental health, and human rights. The college

encourages yoga activities and conducts workshops to promote the physical and mental well-being of its students and faculty members. Celebrating these events and festivals helps the college to instill the values of national pride, social responsibility, and cultural heritage in its students, preparing them for a brighter future.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

College of Social Work, Kamptee has always pioneered in displaying the best institutional values and practices, these are:

Title of the Practice: MENTORING AND COUNSELLING

Mentoring and counselling programs for college students aim to empower them with skills and resources necessary to navigate the challenges of academic and personal life. The objectives include academic guidance, career development, personal growth, cultural adaptation, diversity and inclusion, leadership development, financial literacy, health and wellness, skill development, and relationship building. These programs help students become self-aware, confident, and successful in both their personal and professional lives. They promote healthy habits, provide emotional support, and offer guidance on critical areas of life, including finance and career development. Mentoring and counselling programs are crucial support systems that help students overcome challenges and reach their full potential.

Title of practice: - VRUDDHA MITRA

Vruddha Mitra is an innovative program that aims to connect students with senior citizens in their local community. The objectives of the program are to enrich students' knowledge of the

elderly, learn from them, and promote their well-being. The program was initiated in 2011-12 and has since continued successfully. Students are required to make five friends in the local elderly community, and through interaction and counseling, they help to resolve any issues and make the seniors feel valued. The program has been praised for its impact on the students' social responsibility and the meaningfulness it brings to the seniors' lives. Approximately 100-120 elderly people are enrolled in the program each year.

File Description	Documents
Best practices in the Institutional website	https://www.collegeofsocialworkkamptee.org/iqac.html
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College of Social Work Kamptee is an institute established in 1995 with a vision of "Education for Social Change". It celebrated its silver anniversary in 2020. The institute focuses on the holistic development of students and adopts a policy of admitting students from deprived segments of society rather than just the cream layer. It provides chances for education instead of overwhelming students with educational expenses. The institute conducts community programs to create awareness in social issues and develops social responsibility among the students to promote value education. The institute is committed to quality and excellence in teaching, research, training, and extension activities.

The institute contributes towards women empowerment by organizing various activities such as Gender Equality Awareness Program, Stress Management, and Women's Day Celebration. It inculcates the spirit of discipline, social responsibility towards community development, and nation-building through NSS and non-governmental social organizations.The students are encouraged to participate in various activities of social utility and actively involved in the awareness program organized at rural and urban settings.

The institute distributed ration kits, sanitizer, and face masks to the needy families during the COVID-19 crisis. Students living in different rural and urban areas were also involved in distribution and supply of necessary things to the needed family. The institute works with great devotion and concern for society and fulfills its social responsibility.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

To encourage teaching and non-teaching staff for the expertise in ICT use and practice.

To create a supportive environment for the professional development of teaching and non-teaching staff.

To provide students a hazardous free environment by providing them teaching learning in online mode.

To explore more options for facilitating online teaching learning on side of teaching such as PDF notes, sharing of web links, online submission, and evaluation.

To work effectively in the change situation of covid 19 crisis.

To collaborate with other organizations for doing community-based activities and other welfare work for society.

To make available more learning options for students by doing MOUS with other organizations of local importance.

To face the challenge of attainment of all academic goals with full efforts.