



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	COLLEGE OF SOCIAL WORK
Name of the head of the Institution	Dr. R. R. Somkuwar
Designation	Principal (in-charge)
Does the Institution function from own campus	No
Phone no/Alternate Phone no.	07109282759
Mobile no.	9766017785
Registered Email	principal.cswkamptee@gmail.com
Alternate Email	patilpranali2012@gmail.com
Address	Old Court Building. Lala Oli, Near Prabhat Hospital, Kamptee
City/Town	Kamptee, Dist. Nagpur
State/UT	Maharashtra
Pincode	441001

2. Institutional Status					
Affiliated / Constituent			Affiliated		
Type of Institution			Co-education		
Location			Semi-urban		
Financial Status			state		
Name of the IQAC co-ordinator/Director			Dr. Pranali Patil		
Phone no/Alternate Phone no.			07109282859		
Mobile no.			9766017785		
Registered Email			principal.cswkamptee@gmail.com		
Alternate Email			patilpranali2012@gmail.com		
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)			https://www.collegeofsocialworkkamptee.org/pdf/AQAR-2017-18.pdf		
4. Whether Academic Calendar prepared during the year			No		
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.19	2015	14-Oct-2015	15-Nov-2020
6. Date of Establishment of IQAC			02-Jul-2018		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Implementation of CAS	02-Jul-2018 1		4		
Used of Audio Visual Aids in Teaching by Teachers	02-Jul-2018 200		190		

Encouraging student for use of ICT for study purpose	02-Jul-2018 200	100
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Government of India	Scholarship	GOI	2018 365	532785
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

- Conduct skill development and stress management program.
- Initiate Save the Water awareness campaign in the village with the collaboration of NGOs.
- Constitute Environment cell at the college level.
- Visit once in a month in the nearest villages along with MSW students to find out the problems of the village, for their study area and evaluate the work.
- Planning for adolescence program in the village for awareness of girls.

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

Plan of Action	Achivements/Outcomes
• Implementation of career advancement scheme	• Four teacher sent for career advancement course • Two teacher placement done in career advance scheme
• Use of audio visual aids in teaching by teachers	Better and clear understanding develop among student regarding subjects
• Encouraging student for use of ICT for study purpose	Use of ICT is helpful for self study purpose
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Development Committee	14-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	27-Feb-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	<p>The college adopt the management information system as per the appropriateness for the institute. The institute put an emphasis on service through technology. As university also introduced egovernance in admission, examination, therefore manual work is reduced and online work has been increased for functioning of the institute regarding MIS. People are trained in the area of official functions easy online salary through IFMS. The ultimate goal of using management information system is set as increase in values and benefits for the institute. The use of MIS provides information to the staff members for making decisions and policy about institute functioning. Besides this information are shared to e.g.</p>
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WhatsApp, Facebook. We do not have our own module for working with MIS, but we follow the guidelines of University and Grant Authority for the application of e-governance in functioning of the college.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

College of Social Work, Kamptee, Dist. Nagpur, which is affiliated to RTM Nagpur University abides by curriculum projected by the Board of Studies of the universities. The institute has developed a structure for effective effectuation of the curriculum ordained by the University. The Institute evolves and deploys action plan through several committees such as Academic planning committee (APC), Research Committee, Social Work Practicum Committee (SWPC), IQAC which assists to organize all programs which successively ensures excellence of all activities. Every program has a set of objectives which are in tune with the Vision and Mission of the Institute. Program Educational Objective (PEO) and Program Outcomes (PO) are spelt out for each course of study and Course Outcomes (CO) is outlined for each course (theory and practical). Cos with POs are represented to apprise the learning by setting acquisition targets for the performance of students. In the commencement of academic session, Principal directs a meeting with faculty members to set up academic calendar for the session. The calendar is formed in such a manner that the entire syllabus will be covered in a specific time. Bearing in mind the number of working days accessible, the syllabus is bifurcated into units which are to be completed by a given deadline. The institute follows the Annual College Calendar and Annual Academic Calendar of the college and university. In the meeting they talk over action plans to reach an optimal and effective way for enforcing those plans. At the time of making the timetable, the committee considers several things to ensure consistent presence of the students in the class. Every faculty member prepares his/her own teaching file for the conduction of the theory and practical courses. The teaching file includes essential information such as course details, timetable, teaching plan and teaching record of course delivery accompanying details of teaching methods and teaching aids. Institute takes more care to maintain a record of theory attendance, Practical/ tutorial attendance with performance evaluation, record of project work engagement and progress. Constant assessment report of overall performance of students is braced. Institute gives more attention to make efficient curriculum delivery and to fulfill this purpose institute provide required facilities in classroom like LCD projectors, OHP, wall charts and models. ICT based teaching is practiced. Faculty attempts to make the teaching activity absorbing. Apart from interactive methods like videos, quizzes, seminars, objective tests, group discussions, are integrated for effective learning process. Every faculty member is assigned a group of students for mentoring throughout the session. Time to time meeting is conducted by mentors with mentees and record their problems, difficulties, requirements, and views to take appropriate actions related to curriculum effectuation. The Librarian of the institute works hard to assist students with study by providing them with a variety of books. This assists the faculty to elevate their skill and knowledge, which in turn proves to be beneficial for efficient delivery of curriculum. The focus of all these attempts is aimed at contributing to quality

social work education.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSW	Nil	02/07/2018
MSW	CD, HRM, MPSW	02/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Environmental Study	16/07/2018	31
Rashtrasant Sanskar Prkalp	18/07/2018	25
Saksham Project	20/07/2018	14
Unnati Project	18/07/2018	25
Sahyog	18/07/2018	14
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSW	CD, HRM, MPSW	106
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes

Parents

Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The college conducts Student Feedback by the students before the end of the session. The feedback of the students is based on the adequacy and content of the syllabus, teaching methods, teacher's approachability to the students and also see the teachers command on the subjects. The feedbacks are analyzed and implemented the suggestions for the betterment and upgradation of the teachinglearning process. The college also developed the feedback system for various stakeholders like parents, aluminize, agencies, and employers. Faculties visited and organized the meetings in the college with related Employers (Agencies and NGOs) college stakeholders, to know their views and suggestions. College involves the Alumni's participation in feedback for college future plans, suggesting a better future to current students and college achievement. In meeting with Parents of students and teachers discussion made regarding the problem of students and their enhanced prospects which is helpful for student's welfare and upliftment. A teacher gives the feedback in meetings also suggest innovative ideas to the principal regarding the betterment of college and community. The employer feedbacks forms highlights the parameters such as subject knowledge, behavior regularity, punctuality, maturity, creativity, motivation, presentation skill and ability to work in team. The analysis of the feedback helps in the implementation of measures to Identify the overall development and ability of students while working at various levels. Collection of Feedback from Parent, Student, Alumni, and Employers done for the current year.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSW	NIL	180	137	127
MSW	CD, HRM, MPSW	120	114	96
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	121	106	14	16	16

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
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	Resources)				
16	12	5	1	0	2
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Institute has a welldefined policy of mentoring all the admitted students. The college admits students from various socioeconomic backgrounds, students from rural, urban and tribal area of Maharashtra State e.g. Chandrapur, Gadchiroli, Yavatmal etc. Students of various socioeconomic backgrounds are admitted in the institute. Most of the students come from rural, urban, tribal areas and suburban areas of Maharashtra State. When these students arrive in the Institute, they face many emotional, behavioural, language, and economic problems or any other difficulties they need mentors to help them to overcome the situation however they gain the confidence of facing such situations confidently. We also have a counselling cell to help students, resolve their personal, emotional and academic problems. The faculty members arrange several sessions for the new students through the counselling cell, to make them adaptable in the new environment. Additionally, the college also implemented the Mentor and Mentee scheme from 20092010. For the students to cope with difficulties in the college, the Institute has divided the total number of students into groups and assigned a mentor to these groups. This also allows the faculty to interact with the students personally. In 201819, students allotted to faculty for keeping watch on mentee about their academic activities and try to help their personal and academic problems. Mentor also monitors the students' progress, such as percentage in subjects, failure and drop out ratio, according to their requirement necessary help is provided to them. Slow learners and advanced learners are also identified and we help to polished them accordingly. Students are monitored and mentored by the Mentor faculty with special attention. Teachers strive hard to develop the personality and build skill development among the students. Each Mentor Teacher has to submit the reports of the mentormentee scheme, such as the progress of the students, and efforts done by the mentor to build the progress of the students, throughout the academic session. This year student's allotment has been done to all the existing ten (10) teachers. Five new faculties and one existing faculty joined the college in the second term therefore they have not allotted the students for the mentormentee scheme.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
227	16	1:14

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	5	0	5	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Savita B. Chiwande	Assistant Professor	Best Teacher
2018	Dr. Pranali Patil	Assistant Professor	Invitation for international convention from Dr.B. R. Ambedkar International convention , Japan
2018	Nishant P. Mate	Assistant Professor	Invitation for convention at

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSW	04	VI	20/04/2019	06/06/2019
MSW	04	IV	17/05/2019	18/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute is affiliated to R.T.M. Nagpur University, Nagpur, and implements the syllabus as well as examination pattern as per the University. From year 201617 college is obligatory to do an internal assessment of the students for 20 marks. The college has developed internal evaluation system to continuously monitor and improve the effectiveness of Internal examination. Previously the internal evaluation used to be done by the college and external evaluation used to be done by university. The pattern could not give justice to some students if they could not prepare well for the university level examination due to some reasons. Therefore, to keep in consideration and welfare of the students R.T.M. Nagpur University, Nagpur, has included the internal assessment system in the syllabus at UG and PG level from 20162017. Thus, it was decided by the IQAC/College committee, that the terminal evaluation for both practical and theory subjects will be conducted by the subject teacher and the Incharge of the class. The faculty members demonstrate the paper pattern to the students for semester examination and guide them for writing of answers in proper way such a way faculty prepare the students for University examination. Apart from these examinations, class tests are also taken by the subject teachers, even though group discussions, quizzes are also conducted timely by respective subject teachers. Assignments are given, as per the guidelines of RTMNU syllabus and are also evaluated objectively. The final internal assessment marks are calculated by considering all the tests and assignments. Students are pre informed about the parameters of the internal assessment system. Social work practicum work is supervised on a continuous basis through weekly conferences, reports of work done, fieldwork supervision and internal viva-voce examination. Similarly, the Group Project Work, Dissertation, Case Work, Agency Visits, Rural Camp, Study Tour, etc. are assessed by concerned faculty on a regular basis. Thus, it can be said that the college follows a Continuous Assessment System for Internal Evaluation. The academic calendar is prepared, and it is followed by the entire college to manage the session easily. The old question papers from the university are made available to the students, similarly, a question bank is also prepared, these question banks and old question papers are provided to students for preparation of examination. Social Work has a practicum subject for that supervision and monitoring has been done regularly. Faculty are required to submit the declaration about the completion of their allotted subjects.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250

words)

The academic calendar prepared by the concerning committee as per the recommended academic calendar of R T M Nagpur University, Nagpur. The principal constitutes a committee for preparing the academic calendar. The institution plan and teaching learning schedule for the session plan according to the academic calendar of the RTM Nagpur University Nagpur. As the session commences the committee conducts a meeting with all the faculty members to schedule the various events for that session. The academic calendar prepared by the committee in consultation with entire faculty members. The academic calendar consists, schedule for all the theory classes, fieldwork, research work, and other activities like seminar, guest lecture, skill development lab, group discussion, village camp and study tour, etc. The timetable is also prepared as the admission over, or the date declared by Rashtrasant Tukadoji Maharaj Nagpur University. The workload committee prepares the lists of subjects for the semester. The principal finalizes the subject's allocation and workload for the faculty members, based on their area of interest or expertise. Timetable in charge prepares the timetable as per the guidelines of respective statutory bodies (UGC) for the number of hours for each subject, prior to the commencement of the semester. The timetable is prepared and displayed on the notice boards. Regular classes and its rescheduling take place whenever it is needed. The college provides teaching plans to all the teachers. All teachers prepare the unit wise teaching plan at the beginning of the year and after that plan is prepared weekly. The period for syllabus completion is divided into two parts - pre-Diwali Vacation and post-Diwali Vacation. The faculty review meeting is conducted quarterly regarding syllabus completion during that period. The academic calendar is followed by the institutional staff as far as possible. If there is a need to reschedule any event, due to inevitable reasons is faced then it is discussed with the committee and concerned faculty member and it is finalized by the principal.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.collegeofsocialworkkampitee.org>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
04	BSW	Nil	31	30	96.77
04	MSW	CD, HRM, MPSW	45	42	93.33

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Nil

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	730	ICSSR	6100000	157000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Contrbution in Teaching Occupations	Dr. Savita B. Chiwande	Nationalist Congress	05/09/2018	Teaching
Awareness of Buddha, Phule and Ambedkar thoughts in society	Dr. Savita B. Chiwande	Sanvidhan Prabodhan Parishad	26/01/2019	Teaching
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	00	01

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Social Work	2

Social Work	1
Social Work	8
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	9	10	3
Presented papers	6	0	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plantation Program	Gram Panchayat Yerkheda	5	24
Yoga Diwas	N.S.S	10	30
Social Justice Empowerment Day	Department of Social Welfare	10	44
Savitribai Phule Jayanti	Department of Social Welfare	10	44
National Leprosy Day	N.S.S.	10	60
Lokrajya Wachan Medava	Prime Minister District Scheme on Leprosy	8	22
Swachata hi Sewa Nirmaly Sankalan Program	N.S.S.	8	43

World Womens Day	Health Family Welfare Traning Centre	8	95
World Tuberculosis Day	Health Family Welfare Traning Centre	8	32
Annual Sports and Cultural Meet	Sports Cultural Committee	10	70
Swami Vivekanand Birth Anniversary	N.S.S.	10	105
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Archery Women	Sports	Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur	1
Debate	Yuvarang	Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur	1
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Extension Activity	Dr. Hedgewar Blood Bank, Nagpur	HIVAIDS Awareness	2	25
Extension Activity	Gram Panchayat, Yerkheda	Plantation	5	49
Extension Activity	Constitution Day	Department of Social Welfare	4	66
Extension Activity	Rashtriya Leprosy Mission	Subdistrict Rural Hospital, Kamptee	5	38
Extension Activity	Lokrajya Sewa Yojana DiwasD	District Informaton Office, Nagpur	4	27
Extension Activity	World Aids Day	Health Family Welfare Training Centre, Nagpur	5	85
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Indian Social Service Unit Of Education (ISSUE)	06/07/2018	College of Social Work and (ISSUE) Indian Social Service Unit Of Education Organization are agree to work together for run the survey on various Issue like Minimize the Malnutrition Children rate in Kamptee. Introduce of Child Welfare Rights Ac	28
National Institute of Mental Health Research and Rehabilitation(NIMH RR)	15/06/2019	To create awareness about Mental health and Mental Illness, To organize the awareness programs on Mental illness and treatment, in the local community of Kamptee. Activity: • Workshop conducted on Mental illness and treatment in the College to	30

		aware	
Jeevan Tarang Multipurpose Organisation, Kamptee	20/06/2018	Participation of student in Local Program at Village Level	67
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1.27	1.27

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nill	Nill	Nill	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Others(s pecify)	6	13260	7	14200	13	27460
Text Books	21	3910	0	0	21	3910
Journals	5	2210	0	0	5	2210
CD & Video	17	0	0	0	17	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	6	0	0	0	0	2	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	6	0	0	0	0	2	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

8 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2.43	2.43	2.58	2.58

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

IT facilities: - Electricity and Physical facilities related maintains regularly as per requirement. College has various equipment like Computers, Xerox printer, Scanner, audio system, LCD projector etc. There is some expense that has been made regularly or every year on this equipment to maintain all the above facilities. **Electrical Maintenance:** - All the electrical maintenance of the peripherals equipment's infrastructure and poorer related responses available in the institute is carried out by electrician hired from outside as per the requirement. **Sports:** -Our College has no regular post of sport teacher. However, as per Student regular post of sports. College administration always supports giving them the best sports facilities. Therefore, we purchase some sport game kits, Cricket, Badminton, Chess, Carromata and make available in playground. A Faculty designated as sports coordinator is assigned the responsibility of maintaining sports accessories for indoor games. Maintenance of ground, sport kits and all consumable items are brought from outside vendor as per the requirement. **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 by professional firms. **Library facilities** - The books in the library are shelved by categorizing them as per subject and use. The reference books are shelved 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 has proper seating ambience so that students can utilize their free time productivity. **Classrooms:** - Class room are

well maintained and kept neat and clean our Permeant College by support staff. Housekeeping of Classrooms, Laboratories, and entire institute campus. The Institute has in-house - Keeping team which look after all the cleanliness of the classroom, Laboratories and the entire institute campus. The college has made AMC with the following firms for the maintenance of electronics equipment.

1. Asian Computer (Computer)
2. Chawla Electrical Kamptee (Electrical Equipments)
3. Web Solution Kamptee (Websites)
4. Eureka Forbes (Water Purifier)

<https://www.collegeofsocialworkkamptee.org/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	GOI Post Matruc Scholarship / Freeship	135	532785
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b) International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling	02/07/2018	25	Dr. R. J. Ansari
Mentoring	01/09/2018	223	College
Skill Development	07/12/2018	15	Life Long Program run by R.T.M.N.U.
Yoga Day	21/06/2018	26	College
Language Lab	03/09/2018	56	Marathi English Department
Gramgeeta Examination	06/01/2019	20	Department of Life Long Learning R.T.M.N.U. Nagpur
Rural Camp Street Play	12/02/2019	100	N.S.S.
Gandhis Contribution towards Society	09/02/2019	14	Gandhi Research Foundation, Jalgaon
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passed in	Number of students placed
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		competitive examination	career counseling activities	the comp. exam	
2019	Career Counselling Job Placement	20	50	2	11
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
4	42	37	4	42	37
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	18	BSW	Social Work	College of Social Work, Kamptee	M.S.W.
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	1
Any Other	3
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kho Kho	College	64
Musical Chair	College	42
Poster Competition	College	14
Collage	College	10
Chess	College	12

Carrom	College	32
Solo Dance	College	12
Archary	University	3
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	National Competitio n on Archery	National	1	Nill	Nill	Triveni Hadake
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

<p>The Institute has constituted a student's council as the directives of the Director, Student Welfare approach for providing equal opportunity to the students by RTM Nagpur University Nagpur. The council is constituted as direction No. 5/1996/RTM Nagpur University Nagpur. We believe in giving the equal chance to the students in supporting the authorities and the College faculty in running the affairs of the College. For this the College endeavors to provide them with opportunities to participate in the various academic and administrative bodies. Student's Council involved in various activities at the College level e.g. exhibition, Fresher Day, Farewell and Cultural Day. The council works on selffunding. The details of the students representation are as follows: The student council is a body, which has its own representatives.</p> <p>Student Council Committee members have opted from Principal of College, a student representative from each class, one teacher representative in Cultural committee, Sports committee, NSS faculty member, College representative from teaching Faculty, cultural student, NSS student, Women student representative, library representative. One the other hand class in charge monitors the overall activities of assigned class students Identifies the Problem of the student and helps them for the same. Role of the Students council 1. For formally represent all the students in the college. 2. Help the college students to solve problems. 3. Getting suggestion and opinion to the college administration on any subject concerning to the students and try to make it done for the betterment of college. 4. To promote and encourage the more participation of students in organizing Curricular and Extension activities. Responsibilities Students council 1. Promotion of the interests and welfare of students among the college administration, staff and parents. 2. Consulting students on any current issue of importance 3. Informing students about any subject of concerns. 4. Organization enlightening and entertaining activities for students. 5. Participation in developing the college educational projects to encourage the students. 6. Activities to recognize the hard work of students and involved them in various college activities. 7. Proposing activities to the college administration that would get better the quality of life in the college.</p>

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

75

5.4.3 – Alumni contribution during the year (in Rupees) :

11110

5.4.4 – Meetings/activities organized by Alumni Association :

The college arranges halfyearly meetings with the alumni association. Activities: Conducted interaction sessions with alumni and newly admitted students for Career guidance and other guidance. We involve alumni in cultural activities, also organize a visit to their working place for placement and Fieldwork, alumni association helps the college for placing students in various organizations for placement.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

VISION: "Education for Social Change" MISSION: To produce highly skilled and quality of professional social workers. It offers a large number of opportunities for teachinglearning through theory, practicum, research, and field action projects. College Development Committee (CDC): We have a College Development Committee, CDC meeting is conducted Quarterly, the committee has thirteen (13) members, out of it one is the president of the committee and twelve teachers are committee members in the committee. Out of all thirteen members, three are from different sectors like social, Education, Research and Industrial sector, among all one, is compulsory from alumni of our college. The rest of the nine (09) are from college teaching and nonteaching faculty. Teacher's welfare and college developmental decisions are taken in it. Committee members suggest the welfare and development activities and recommended the resources for it. Annual Sports and Cultural Meet: Our college has no regular posts for sports teachers. However, as per student requirements and their interest in sports, our administration always supports to give the best sports facilities. We have a sports and cultural committee. Every year committee organized annual sport in the college to promote the Internal quality of the students we organized KhoKho, Kabbadi, Carom, Chess, Tug of War, Badminton, etc. Since long the students are participating in various intercollegiate competitions in Sports like outdoor and indoor games. We distribute the certificates to the winner, to encourage them as well all students in the sports. Cultural Meet: We also arrange the cultural meet in the college usually in the month of February, the objectives of the cultural meet are to encourage and motivate the student, to build up the stage confidence and selfconfidence, also carry out the qualities of the students and flourish them. With this, it also helps the students to become fresh and ready for the examination. A variety of cultural program organized in the cultural meet such as solo dance, group dance, singing, debate, Elocution and, quiz competition, Rangoli, Mehendi poster making competition, fashion show, etc and distribute the certificates to the winner, to give motivation to them as well inspiration to entire students from college. Committees Allotment: To easily manage the administration and academic work, our Institute prepares committees and allotted work, fifty committees are formulated this year, which work accordingly. Before allotting the work faculties concern is taken into

consideration and it is also observed the efficiency of that particular faculty, this positive practice we do in our Institution, it certainly maintains the admiration of that faculty which gets positive and effective work. All committees work very smoothly and easily with cooperating each other, thus it helps to manage the day to day college work.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	As the college is affiliated to RTMNU Nagpur with follows the curriculum design by the University from 2016-2017 that University is implementing the MSW CBCS and BSW semester pattern-based curriculum. Three faculty members of the college were involved in new curriculum design in preparation of the final draft of syllabus of social work courses.
Research and Development	The Research Cell was established with an objective of promoting research by faculty members sending research proposals and receiving funds from ICSSR. The Research Cell provides guidelines to Students for the selection of topic and preparation of synopsis and for preparing the report of research projects and dissertation. Faculty members are encouraged to attend and publish papers in state/national/international conferences and seminars. Faculty members and students are motivated to publish their research papers in reputed national and international journals / conferences. The project proposals are usually examined and evaluated by the Research committee before being sent to the funding agency.
Human Resource Management	Assignment of academic Assignment of academic and administration work according to job position and workload among existing staff work has been done according to the subjects related expertise all the teachers are assigned with workload of their respective subjects. In addition to theory workload teachers are also provided workload of practicum, research work and environment study and some extra curriculum activities also. In the same way administrative work is allotted to

the available of non-teaching staff, which is not sufficient, therefore the teaching staff is also allotted with some administration work and responsibilities for proper functioning of the college.

Industry Interaction / Collaboration

The who opted HRM specialization at the PG final year level are placed in Industrial setting near by the college. Students are encouraged to organized programme for the employees in the industrial setting and college collaborates with the higher officials for the same. For exchange of knowledge between the industrial settings and the college guidance program for the welfare of the employees are conducted time to time at the given Industrial setting. HRM specialization students explore other districts or states for the taking experiential learning process through the educational visit which is totally collaborate relations with the industries.

Admission of Students

Admission in the UG and PG courses has been done as per scheduled and guideline given by the University. Students from backward and disadvantage community are prepared for admission in the colleges. College advertised about the admission by the various media. After that when students come to college, detailed information and counselling has been provided by the college teachers regarding the course. If, the application for admission is more than the available seats, then merit list has been prepared and waiting list also declared for the second round of admission.

Library, ICT and Physical Infrastructure / Instrumentation

Library is equipped with various books, references, and journals to supplement the thrust of students and to enrich their self-learning ability. The library is enabled with Wi-fi facility. Use of internet for students and staff through free wi-fi. Computers with internet access for students for syllabus related study material. Internet Access for students for review of literature for their research.

Teaching and Learning

Teaching and Learning process is strengthened by ICT. Creation of positive learning environment in classes. Practical orientation is insisted in the form of projects,

	Agency visit, CPL (Field Work Placement) guest lectures, workshops, seminars, group discussion, and symposium. Remedial classes are given to slow learners. Mentoring and counselling slow learners are part of teaching and learning.
Examination and Evaluation	Timey evaluation /internal assessment for theory and practical's done as per the guidelines given in curriculum by the RTM Nagpur University, Nagpur. External evaluation and assessment are also conducted as per the norms of RTM Nagpur University, Nagpur.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	College promotes the use of ICT in the process of planning of different events and activities during the academic year. Institute use WhatsApp groups for circulating information to the students regarding academic and co-curricular activities. Most of the communication with the University and Social Welfare Department done by emails.
Administration	Scholarship and free-ship information are filled, and students are required to submit their form online from 2011 under MHDBT portal. The bio-metric attendants' system (with ESSL software) is implemented for teaching and non-teaching staff. WhatsApp groups are formed to provide the brief notices in a very short time to the staff and students.
Finance and Accounts	The college used an online salary system as per the guidelines of Social Welfare Department, Nagpur. The online salary system SAMAJSEVARTH has been implemented from May 2013. The IFMS programme is used to generate pay bills and other reports related to paying bills.
Student Admission and Support	Students' admission from the year 2016 is partially implemented online. RTM Nagpur University has launched MKCL portal for admission related online work. In the beginning the college is supposed to fill out online admission forms based on the manual admission form of the students and upload the required documents.
Examination	Online examination system implemented

by the RTM Nagpur University from 2012 which helps the college to fill exam forms of the students to generate hall tickets and roll list for the examination. Entry of marks has been done through PROMARC and results are also available on the online platform.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
99th Orientation Program	1	20/06/2018	17/07/2018	27
Refresher Course in ICT Application (IT)	1	03/10/2018	26/10/2018	24
Refreshers Course in Socio logy/Social Work	1	05/12/2018	25/12/2018	21
101 Orientation Program	2	01/02/2019	28/02/2019	28
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	5	0	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	1

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

? Annual parents teachers meeting ? Parents Feedback forms ? Suggestions invite from the parents and implemented for the development and welfare of college

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Formation of IQAC Committee as per the guidelines of NAAC ? Improvement in Academic and Administrative aspects of the Institution ? WIFI Connectivity at class room and premises

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Meeting with Agency Supervisors for effective functioning for Community Development	02/07/2018	15/09/2018	15/09/2018	22
2019	Collaboration with Government and Local Bodies for Working of Social Issues	02/07/2018	15/02/2019	15/02/2019	10
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women Day	08/03/2019	08/03/2019	82	13

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Discerning the significance of sustainable development several initiatives are carried out to make the campus environment friendly thereby identifying staff and students to become more sensitive to ecological issues. The architectural design of the college allows maximum natural lighting and ventilation to save power. Lights and fans are turned off when not required to minimize power consumption. To make the awareness of electricity through placards near the switch Board. To curtail consumption of electrical energy, fluorescent bulbs Tube-lights are gradually being replaced by LED bulbs Tube-lights.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	04/09/2018	1	UNDER 'ONE STEP TOWARDS CLEANLINES'	Sanitation	60
2018	1	1	20/07/2018	1	'Tree planting and tree planting program'	Plantation	55
2018	1	1	12/08/2018	1	'GRAND BLOOD DONATION CAMP'	Blood Donation	60
2018	1	1	14/08/2018	1	VILLAGE SANITATION RALLY AND SANITATION CAMPAIGN CLOSING PROGRAMME	Plantation	70
2018	1	1	24/09/2018	1	NIRMALYA COLLECTION PROGRAM DATE	Sanitation Hygiene	35
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Student	17/07/2017	Students are required to wear I - card inside the college from entry to exit as well as field work, Observation visit, Village Camp, Study Tour, and another outdoor program. Students are expected to observe decent dress in college hours. Use of Mobile phones is not allowed in Classroom as well as in Library. Students must

		<p>reach their lecture hall five minutes before the scheduled time. Students are allowed to avail the facility of Library and Internet during the scheduled time only. Avoid misuse of dusters, markers, pen, and whiteboard. 75 attendance is compulsory for appearing in the examination.</p>
Teachers and, their responsibilities	17/07/2017	Teachers and, their responsibilities
Teachers and the students	17/07/2017	<p>Teachers should respect the right and dignity of the student in expressing his/her opinion. Deal justly and impartially with students regardless of their religion, caste, political, social, and physical characteristics. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare. Inculcate among students' scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace. Pay attention to only the attainment of the student in the assessment of merit.</p>
Teachers and Colleagues	17/07/2017	<p>Teachers should do treat other members of the profession in the same manner as they themselves wish to be treated. Speak respectfully of other teachers and render assistance for professional betterment. Refrain from lodging unsubstantiated allegations against</p>

		colleagues to higher authorities. Refrain from allowing considerations of caste, creed religion, race, or sex inn their professional endeavor.
Teachers and Authorities	17/07/2017	Teachers should do discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their won institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest. Refrain from undertaking any other employment and commitment which are likely to interfere with their professional responsibilities. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand. Co-operate with the authorities for the betterment of the institutions keeping the interest and dignity of the profession.
Teachers and Non-teaching staff	17/07/2017	Teachers should treat the non-teaching staff as colleagues and equal partners in the cooperative undertaking, within every educational institution and teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.
Teachers and Guardians	17/07/2017	Teachers should try to see through teachers' bodies and organizations, that institutions

		maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.
Teachers and Society	17/07/2017	Teachers should do recognize that education is a public service and strive to keep the public informed of the educational programmes which offered. Work to improve education in the community and strengthen the community's moral and intellectual life. Be aware of social problems and take part in such activities as would be conducive to the progress of society. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Plantation in Pots 2) Sanitation awareness 3) Waste Management 4) Minimal use of Plastic 5) Covering the College Premise with green sheet in summer

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: MENTORING AND COUNSELLING Objectives of the Practice: The objectives for mentoring and counselling of college-going students are to help them navigate the challenges and opportunities of their academic and personal lives. It is a crucial support system that helps individuals overcome

challenges and reach their full potential: 1. Academic guidance: To help students select appropriate courses and majors, develop effective study habits, and achieve their academic goals. 2. Career development: To assist students in exploring and identifying career opportunities, developing skills and experience relevant to their chosen field, and preparing for the job market. 3.

Personal growth: To provide support and guidance for students personal and emotional well-being, including stress management, relationship building, and coping skills. 4. Cultural adaptation: To help students adapt to the Indian culture, academic environment, and society, and to provide support for their unique challenges and experiences. 5. Diversity and inclusion: To promote diversity, equity, and inclusion, and to provide resources and support for students from underrepresented backgrounds or communities. 6. Leadership development: To provide opportunities for students to develop leadership skills and engage in extracurricular activities that enhance their personal and professional growth. 7. Financial literacy: To provide students with guidance and resources to manage their finances effectively and make informed decisions about financial matters. 8. Health and wellness: To promote healthy habits and provide resources and support for students physical and mental health. 9. Skill development: To help students develop skills such as communication, problem-solving, and decision-making that will be useful in their personal and professional lives. 10. Relationship building: To help individuals develop healthy and meaningful relationships with family, friends, and colleagues. The Context There are several contextual features and challenging issues that need to be considered when designing and implementing a mentoring and counselling program for college-going students. Diversity: College-going students come from diverse backgrounds with different cultural, social, and economic experiences. Confidentiality and Privacy: Students need to be assured that their discussions with mentors and counsellors will be kept confidential. During counselling, we established clear boundaries and protocols to ensure students privacy is protected. Accessibility: The program needs to be accessible to all students, regardless of their location, time constraints, or physical abilities. Balancing Academic and Personal Needs: College-going students often face a variety of personal and academic challenges. We have been providing guidance and constant support to help our students succeed both academically and personally to balance these needs. Stigma and Confidentiality: Stigma attached to counselling and mentoring could deter students from seeking help, confidentiality breach or fear of confidentiality breach could also deter students from participating. The Practice In the context of higher education, mentoring and counselling can help students adapt to college life, make informed decisions about their academic and career paths, and overcome any challenges they may face during their studies. In our practice we have been providing one-on-one counselling to students to help them cope with personal and academic challenges. We established a mentorship program where senior students or faculty members can guide and support junior students. We created support groups or forums for students to discuss issues related to their studies or personal lives. We have been offering workshops and seminars on study skills, time management, stress management, and other relevant topics.

Our team developed a system for tracking and monitoring the progress of students who require additional support. One of the unique aspects of our approach to mentoring and counselling is its emphasis on creating a supportive and inclusive learning environment. Because our main aim is to support students in achieving their academic and personal goals. Our process of mentoring typically involves an experienced and knowledgeable faculty member or senior student guiding a junior student in their academic and professional journey. Our mentors have been providing advice, support, and guidance in areas such as course selection, career planning, research opportunities, and networking. In mentoring we have also been developing a long-term relationship, with the mentor providing ongoing support and feedback to the mentee. The uniqueness of

our mentoring and counselling practice in the context of Indian higher education lies in the cultural and social factors that shape the student experience. Title of practice: - VRUDDHA MITRA Objectives: - 1) To enrich the students with knowledge of senior citizens in the community. 2) To have an opportunity to learn from senior citizens that enhances our knowledge. 3) To know the conditions of senior citizens in local community 4) To make senior citizens happy and healthy in this last phase of life. 5) To develop sense of well-being in senior citizens. The context: - This is the age of information technology, and we must less time for relationship maintenance which is important aspect of our life. The course gives knowledge regarding social work to the students but there is some more knowledge s which are needed to acquire for all of us. During field work visit of the college students it has been observe that there is nothing for elderly people in the local community. The discussion gives a fruitful concept and that is making them friend which is named as Vruddha Mitra. In 2011-12 college has started this new practice which is never practiced in the area. The practice of getting friendship with senior citizens residing in the local community which is later carried forward with collaboration of faculty and students it is named as Vruddha Mitra. Since students are very close to community, they must work in local community with all the age group, but it is easy for them to go with the elderly people of local community. Every student has been told that they must make five old age friends from the local community. Initially the students make around hundred Vruddha Mitra. Then we decide that we will further, and this practice will be continued. The college is also encouraged student for going research projects on elderly People, by that they can be more understood and help. The Practice: - o the practice is used by student in their field work community as well as in local community wherever the elderly people are a need of care and attention. o the students also develop the sense of sincerity and social responsibility toward the elder generation. o During the interaction students came to know various problems of the Vrudhha Mitras for this they are helped in resolving their problem through counselling and necessary helps. o This practice creates a sense of meaningfulness in senior citizens of the community, who are discarded by the family and society people. o It helps in doing something significant for the society. This is considered as our duty to recognize the importance of contribution of old generation in providing the better present to us. This are the people who sacrifice their life for providing a better time and scenario for young generation. o Initially when this practice was started it was on trial basis, but later after witnessing its success it is continue since last 10 years. This can be suggested that every student should spend some portion of their time with this glorious old generation, who are the foundation of our todays. Evidence of success: - College of Social Work Kamptee believes in implementing the ideal social work into practice. The student got good response and the senior citizens of the community have been benefitted by giving just some time to them. Every year approximately 100 to 120 elderly people are enrolled and made Vrudhha Mitra of our student, they take care of them and interact with them for feeling them better and to remain well in the society. Its impact on students, teacher, communities, and society is impressive. Students develop a sense of responsibility and respect when they meet with this Vrudhha Mitra they realized the significance of the contribution of old generations in today's world. This practice also helps in changing the perspective of community people towards the college. and they develop more positive views towards the students of Social Work. In recent years students are also encouraged to choose the research topics focus on the status of old aged people in the society. This practice gives exposures for the learning of student with the experiences of old generation. In recent years the student at our college have made many Vrudhha Mitras in the local community or their field work community. It can be considered as an activity for pay back to society. The people in the society welcomes our student now and they are actively

involved with them and believe that we really strive for doing something significant for society.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.collegeofsocialworkkamplee.org/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The College of Social Work Kamplee was established in the year. The vision of the institute "Education for Social Change" The college focuses on creating a collaborative academic environment with the holistic development of the student, and for that we adopt a policy for admission and in this policy we are instead a giving admission to only cream layer student, we prefer to admit the student from deprived segments of the society and we provide chance for education instead of getting overburden by educational expenses. As a social responsibility institute gives chances to students who could not get admission due to their conditions. The institute also explores the excellence identify that lies within the students and fetch out by motivation, the changing needs of the society and the external environment through strategic planning. Conduct a community program to make aware the society in social issues. Social responsibilities developed among the student to promote the value education in the classes. Institute creates intervene with the needed people to get rid of the problem and to get justice. The college contributes towards women empowerment by organizing various activities such as Gender Equality Awareness Program, Stress Management, Session on gender sensitization, Women's Day Celebration, etc. under the aegis of its gender sensitization. The spirit of mutual work, discipline, social responsibility towards community development and nation building is inculcated through NSS. College always practices intensive and inclusive improvisation strategies according to the needs of students to facilitate this academic progress. Various lectures and seminars on social issues conducted to stimulate personal and professional growth through discussion about attitudes, feelings, and experience related to the field of community. Extension activities of the institute are conducted with commitment, focusing on reaching to the poorest of the poor. Similarly, these students are encouraged to focus on the issues and problems of society. When they are doing their research project current issues and psycho-social problems are addressed in the research work of our students. This helps in developing more understanding and inside towards the various issue or problems of social importance. Guidance programmed for facing interviews and proper presentation skills is also provided to the job seeking students by all the faculty members of the college. Students are allowed to contact any faculty member for the guidance and help regarding professional activities. They are actively involved in the awareness program organized at rural and urban settings. The institute also allowed students to participate and involved in various health promotion and awareness program organized by collaborating NGOs and sub-district hospitals. In recent years Students are actively do Shramdan in various social activities like, Check Dams Construction, Plantations, Blood Donation Camp, Cleanliness Movement, Health Check-up Camps. Institutes are also involved student in developing social responsibility in them by activities likes to visit to agencies related to disabled, old aged, handicapped, womens, migrant labor, health, orphans, etc. All these lead to our sense of social concern and responsibility in the students.

Provide the weblink of the institution

https://www.collegeofsocialworkkamplee.org

8.Future Plans of Actions for Next Academic Year

The college is planning to have library software for better functioning of library services. The college is planning to have more links with local organizations for continuing the better placement and develop more opportunities for the students and alumni for their better carrier. To conduct programs for skill development and entrepreneurship among the students. To improve the facilities related to infrastructure or seeking a building having better infrastructure. To organize various programs and perform activities focused on community-based issues and subjects. More community engagement will be there in the coming year which will enhance the student's ability to work in practical situations.