

Shram safalya education society's  
**PANDIT JAWAHARLAL NEHRU  
COLLEGE OF SOCIAL WORK**

**AMALNER, DIST.- JALGAON**

Affiliated to; NORTH MAHARASHTRA UNIVERSITY, JALGAON

Aided by; DEPARTMENT OF SOCIAL JUSTICE AND SPECIAL ASSISTANCE

GOVERNMENT OF MAHARASHTRA.



**SELF STUDY REPORT  
2011-2012**

SUBMITTED TO;  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL,  
Banglore

PREPARED BY ;  
Pandit Jawaharlal Nehru College of Social Work  
Near Deoli Village, Amalner - Chopda Road  
Amalner, Dist. - Jalgaon (M.S.)

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## Part I: Institutional Data

### A) Profile of the College

1. Name and address of the college:

<b>Name: SSES'S PANDIT JAWHARLAL NEHRU COLLEGE OF SOCIAL WORK</b>
<b>Address: Near Deoli Village, Chopda Road, Amalner</b>
<b>City: Amalner                  District: Jalgaon                  State: Maharashtra</b>
<b>Pin code: 425401</b>
<b>Website: <a href="http://www.pjncoswa.org">www.pjncoswa.org</a></b>

2. For communication:

#### Office

Name	Area/ STD code	Tel. No.	Fax No.	E-mail
Principal Dr.Shivputra I. Kumbhar	02587	222151		<a href="mailto:prin.amalner@pjncoswa.org">prin.amalner@pjncoswa.org</a>
Vice Principal				
Steering Committee Coordinator Mr. Vijaykumar B.Waghamare	02587	222151		<a href="mailto:prin.amalner@pjncoswa.org">prin.amalner@pjncoswa.org</a>

#### Residence

Name	Area/ STD code	Tel. No.	Mobile No.
Principal Dr.Shivputra I. Kumbhar			9822442022
Vice Principal			
Steering Committee Coordinator Mr. Vijaykumar B.Waghamare			9421542229

3. Type of Institution:

- a. By management
- i. Affiliated College
  - ii. Constituent College
- b. By funding
- i. Government
  - ii. Grant-in-aid
  - iii. Self-financed
  - iv Any other (Specify the type)
- c. By Gender
- i. For Men
  - ii. For Women
  - iii. Co-education

4. Is it a recognized minority institution?

Yes  No

If yes specify the minority status (Religious/linguistic/ any other)

(Provide the necessary supporting documents)

5. a) Date of establishment of the college:

Date	Month	Year
07	June	2000

b) University to which the college is affiliated (If it is an affiliated college)

or which governs the college (If it is an constituent college)

**\* North Maharashtra University, Jalgaon (Maharashtra State)**

6. Date of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)		Praposal Forwarded to UGC through North Maharashtra University, Jalgaon Date 28/9/2011
ii. 12 (B)		

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

7. Does the University Act provide for autonomy of Affiliated/ Constituent Colleges?

Yes  No

If yes, has the college applied for autonomy?

Yes  No

8. Campus area in acres/sq.mts:

6 acres

## 9. Location of the college: (based on Govt. of India census)

- Urban
- Semi-urban
- Rural
- Tribal
- Hilly area
- Any other (specify)

## 10. Details of programmes offered by the institution: (Give last year's data)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i)	Under-graduate	(BSW) Bachelor of Social Work	3 Years	H.S.C. or equivalent	Marathi & English	40	40
ii)	Post-graduate	(MSW) Master of Social Work	2 Years	Any Graduate	Marathi & English	60	60
iii)	M. Phil						
iv)	Ph. D.						
v)	Certificate course						
vi)	UG Diploma						
vii)	PG Diploma						
viii)	Any Other (specify)						

*(Additional rows may be inserted as per requirement)*

11. List the departments:

<b>Science</b>
Departments: (For eg. Chemistry, Botany, Physics ...)
<b>Arts</b> (Language and Social sciences included)
Departments:
<b>Commerce</b>
Departments:
<b>Any Other (Specify)</b>
Departments:

12. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled )

(a) including the salary component = Rs. **18862/-**

(b) excluding the salary component = Rs. **5201/-**

**B) Criterion-wise Inputs**

*Criterion I: Curricular Aspects*

1. Does the College have a stated

Vision?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Mission?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Objectives?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

2. Does the college offer self-financed Programmes? Yes  No

If yes, how many?

Fee charged for each programme (include Certificate , Diploma, Add-on courses etc.)

Sr. No	Programme ( B.sc., B.Com. etc.)	Fee charged in Rs.
1.		
2.		
3.		
4.		

3. Number of Programmes offered under

a. annual system

b. semester system

c. trimester system

4. Programmes with

a. choice based credit system

Yes	0	No		Number	02
-----	---	----	--	--------	----

b. Inter/multidisciplinary approach

Yes	0	No		Number	02
-----	---	----	--	--------	----

c. Any other, specify

Yes		No	0	Number	
-----	--	----	---	--------	--

5. Are there Programmes where assessment of teachers by students is practiced?

Yes	0	No		Number	02
-----	---	----	--	--------	----



6. Are there Programmes taught only by visiting faculty? 

Yes		No	0	Number	
-----	--	----	---	--------	--

7. New programmes introduced during the last five years

UG	Yes		No	0	Number	
PG	Yes	0	No		Number	01
Others (specify) Value added	Yes	0	No		Number	01

8. How long does it take for the institution to introduce a new programme within the existing system?

6 to 12 Months
----------------

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	0	No	
-----	---	----	--

10. Was there major syllabus revision during the last five years? If yes, indicate the number.

Yes	0	No		Number	01
-----	---	----	--	--------	----

11. Is there a provision for Project work etc. in the programme? If yes, indicate the number.

Yes	0	No		Number	02
-----	---	----	--	--------	----

12. Is there any mechanism to obtain feedback on curricular aspects from

a. Academic Peers?

Yes	0	No	
-----	---	----	--

b. Alumni?

Yes	0	No	
-----	---	----	--

c. Students?

Yes	0	No	
-----	---	----	--

d. Employers?

Yes	0	No	
Yes	0	No	

e. Any other?

### Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission to various courses?

a) Through an entrance test developed by the institution

b) Common entrance test conducted by the University/Government

c) Through interview

d) Entrance test and interview

e) Merit at the previous qualifying examination

f) Any other (specify)

*(If more than one method is followed, kindly specify the weightages)*

2. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year

Programmes (UG and PG)	Open category		SC/ST category		Any other (specify)	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
BSW	55.83	48.67	71.17	43.5	70.5	35
MSW	65	52	73	45.81	69.16	40

3. Number of working days during the last academic year

4. Number of teaching days during the last academic year 

245
-----

5. Number of positions sanctioned and filled Sanctioned/ Filled

Teaching	13	10
Non-teaching	12	12
Technical		

6. a. Number of regular and permanent teachers (gender-wise)

Professors	M	01	F	
Readers	M		F	
Sr. Grade lecturers	M		F	
Lecturers	M	07	F	03

b. Number of temporary teachers (gender-wise)

Lecturers – Full-time	M		F	
-----------------------	---	--	---	--

Lecturers – Part-time	M		F	
-----------------------	---	--	---	--

Lecturers (Management appointees) - Full time	M		F	
---	---	--	---	--

Lecturers (Management appointees) - Part time	M		F	
---	---	--	---	--

Any other	M		F	
-----------	---	--	---	--

Total	M		F	
-------	---	--	---	--

c. Number of teachers	From the same State	10
	From other States	00

**\* M – Male - 07 F – Female – 03**

		Number	%			
7. a.	Number of qualified/ permanent teachers and their percentage to the total number of faculty	10	100%			
b.	Teacher: student ratio	1:20				
c.	Number of teachers with Ph.D. as the highest qualification and their percentage to the total faculty strength					
d.	Number of teachers with M. Phil as the highest qualification and their percentage to the total faculty strength	05	50%			
e.	Percentage of the teachers who have completed UGC, NET and SLET exams	50%				
f.	Percentage of the faculty who have served as resource persons in Workshop/ Seminars/ Conferences during the last five years	30%				
g.	Number of faculty development programmes availed by teachers (last five years)					
	UGC/ FIP programme	06-07	07-08	08-09	09-10	10-11
	Refresher:				02	
	Orientation:			02	02	
	Any other (specify)					03

h Number of faculty development programmes organized by the college during the last five years

Seminars/ workshops  
/symposia on curricular  
development, teaching-  
learning, assessment, etc.

	1	2	3	4	5
			02	01	

Research management

				01
--	--	--	--	----

Invited/endowment lectures

				03
--	--	--	--	----

Any other (specify)

--	--	--	--	--	--

8. Number and percentage of the courses where predominantly the lecture method is practiced

Number	%
02	100%

9. Does the college have the tutor-ward system? Yes  No

If yes, how many students are under the care of a teacher?

10. Are remedial programmes offered?

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

11. Are bridge courses offered?

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

12. Are there Courses with ICT-enabled teaching-learning processes?

Yes	<input checked="" type="checkbox"/>	No		Number	02
-----	-------------------------------------	----	--	--------	----

13. Is there a mechanism for:

a. Self appraisal of faculty ? Yes  No

b. Student assessment of faculty performance? Yes  No

c. Expert /Peer assessment of faculty performance? Yes  No

14 Do the faculty members perform additional administrative work? Yes  No

If yes, the average number of hours spent by the faculty per week

**Criterion III: Research, Consultancy and Extension**

1. How many teaching faculty are actively involved in research? (Guiding student research, managing research projects etc.)

Number	% of total
10	100%

2. Research collaborations

a) National Yes  No

If yes, how many?

b) International Yes  No

If yes, how many?

3. Is the faculty involved in consultancy work? Yes  No

If yes, consultancy earnings/year (average of last two years may be given)

4. a. Do the teachers have ongoing/ completed research projects? Yes  No

If yes, how many? On going Completed

b. Provide the following details about the ongoing research projects

Major projects	Yes	No	Number	Agency	Amt.

Minor projects	Yes		No		Number		Agency		Amt.	
College Projects	Yes		No		Number		Amount			
Industry sponsored	Yes		No		Number		Industry		Amt.	
Any other (specify)	Yes		No							
No. of student research projects	Yes		No		Number		Amount sanctioned by the College			

#### 5. Research publications:

International journals	Yes		No	0	Number	
National journals – refereed papers	Yes	0	No		Number	01
College journal	Yes		No	0	Number	
Books	Yes		No	0	Number	
Abstracts	Yes		No	0	Number	
Any other (specify)	Yes		No	0	Number	
Awards, recognition, patents etc. if any (specify)						

6. Has the faculty
- a) Participated in Conferences? Yes  No  Number
- b) Presented research papers in Conferences? Yes  No  Number
7. Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years)
8. Number of regular extension programmes organized by NSS and NCC (average of last two years)
- |     |     |
|-----|-----|
| NSS | NCC |
| 03  |     |
9. Number of NCC Cadets/units
- |   |  |   |  |       |  |
|---|--|---|--|-------|--|
| M |  | F |  | Units |  |
|---|--|---|--|-------|--|
10. Number of NSS Volunteers/units
- |   |    |   |    |       |    |
|---|----|---|----|-------|----|
| M | 63 | F | 17 | Units | 01 |
|---|----|---|----|-------|----|

#### Criterion IV: Infrastructure and Learning Resources

1. (a) Campus area in acres
- (b) Built up area in Sq. Meters   
 (\*1 sq.ft. = 0.093 sq.mt)
2. Working hours of the Library
- (a) On working days
- (b) On holidays



(c) On Examination days	8 am to 6 pm																														
3. Average number of faculty visiting the library/day (average for the last two years)	10																														
4. Average number of students visiting the library/day (average for the last two years)	15																														
5. Number of journals subscribed to the institution	25																														
6. Does the library have the open access system?	Yes <input type="checkbox"/> No <input type="checkbox"/>																														
7. Total collection (Number)	<table border="1"> <thead> <tr> <th>Titles</th> <th>Volumes</th> </tr> </thead> <tbody> <tr> <td>a. Books</td> <td>3190 5005</td> </tr> <tr> <td>b. Textbooks</td> <td>-- --</td> </tr> <tr> <td>c. Reference books</td> <td>-- 2874</td> </tr> <tr> <td>d. Magazines</td> <td>25</td> </tr> <tr> <td>e. Current journals</td> <td></td> </tr> <tr> <td>    Indian journals</td> <td>-- 06</td> </tr> <tr> <td>    Foreign journals</td> <td>-- --</td> </tr> <tr> <td>f. Peer- reviewed journals</td> <td>-- 05</td> </tr> <tr> <td>g. Back volumes of journals</td> <td>-- 149</td> </tr> <tr> <td>h. E-resources</td> <td></td> </tr> <tr> <td>    CDs/ DVDs</td> <td>-- 73</td> </tr> <tr> <td>    Databases</td> <td>-- 02</td> </tr> <tr> <td>    Online journals</td> <td>-- 3000+</td> </tr> <tr> <td>    Audio- Visual resources</td> <td>-- 06</td> </tr> </tbody> </table>	Titles	Volumes	a. Books	3190 5005	b. Textbooks	-- --	c. Reference books	-- 2874	d. Magazines	25	e. Current journals		Indian journals	-- 06	Foreign journals	-- --	f. Peer- reviewed journals	-- 05	g. Back volumes of journals	-- 149	h. E-resources		CDs/ DVDs	-- 73	Databases	-- 02	Online journals	-- 3000+	Audio- Visual resources	-- 06
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i. Special collections (Numbers)	Yes	0	No		Number	01
Repository (World Bank , OECD, UNESCO etc.)						
Interlibrary borrowing facility	Yes	0	No			06
Materials acquired under special schemes (UGC, DST etc.)	Yes		No	0		
Materials for Competitive examinations including Employment news, Yojana etc.	Yes	0	No			123
Book Bank	Yes		No	0		
Braille materials	Yes		No	0		
Manuscripts	Yes	0	No			15
Any other (specify)						

8 Number of books/journals / periodicals added during the last two years and their total cost

	The year before last		Last Year	
	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)
Text books				
Reference Books	90	4597/-	619	76844/-
Other books				
Journals/Periodicals	20	7475/-	25	2885/-
Encyclopedia	01	450/-	11	9900/-
Any other(specify)				

9. Mention the
- |  |     |
|--|-----|
| Total carpet area of the Central Library (in sq. ft)       | 640 |
| Number of departmental libraries                           | No  |
| Average carpet area of the departmental libraries          | No  |
| Seating capacity of the Central Library<br>( Reading room) | 50  |
10. Status of Automation of the Library
- |                     |   |  |
|---------------------|---|--|
| not initiated       |   |  |
| fully automated     |   |  |
| partially automated | 0 |  |
11. Percentage of library budget in relation to the total budget
- |    |
|----|
| 1% |
|----|
12. Services/facilities available in the library (If yes, tick in the box)
- |  |                                     |
|--|-------------------------------------|
| Circulation                            | <input checked="" type="checkbox"/> |
| Clipping                               | <input checked="" type="checkbox"/> |
| Bibliographic compilation              | <input checked="" type="checkbox"/> |
| Reference                              | <input checked="" type="checkbox"/> |
| Reprography                            | <input checked="" type="checkbox"/> |
| Computer and Printing                  | <input checked="" type="checkbox"/> |
| Internet                               | <input checked="" type="checkbox"/> |
| Inter-library loan                     | <input checked="" type="checkbox"/> |
| Power back up                          | <input checked="" type="checkbox"/> |
| Information display and notification   | <input checked="" type="checkbox"/> |
| User orientation /information literacy | <input checked="" type="checkbox"/> |
| Any other (specify)                    | <input type="checkbox"/>            |

13. Average number of books issued/returned per day 13.38

14. Ratio of library books to the number of students enrolled 23:1

15. Computer Facilities

Number of computers in the college 08

Number of Departments with computer facilities

Central computer facility ( Number of terminals ) 00

Budget allocated for purchase of computers during the last academic year 50000/-

Amount spent on maintenance and upgrading of computer facilities during the last academic year 7460/-

Internet Facility, Connectivity	Dialup	Broadband	Others (Specify)
	0	0	01 Data Card

Number of nodes/ computers with Internet facility 06

16. Is there a Workshop / Instrumentation Centre?	Yes	0	No	Available from the year	2007-08

17. Is there a Health Centre?	Yes		No	0	Available from the year	

18. Is there Residential accommodation for

Faculty ? 

Yes	ō	No	
-----	---	----	--

Non-teaching staff ? 

Yes		No	ō
-----	--	----	---

19. Are there student Hostels? 

Yes	ō	No	
-----	---	----	--

If yes, number of students residing in hostels 

--

Male 

Yes		No	ō	Number	
-----	--	----	---	--------	--

Female 

Yes		No	ō	Number	
-----	--	----	---	--------	--

20. Is there a provision for

a) Sports fields 

Yes	ō	No	
-----	---	----	--

b) Gymnasium 

Yes	ō	No	
-----	---	----	--

c) Womens' rest rooms 

Yes	ō	No	
-----	---	----	--

d) Transport 

Yes	ō	No	
-----	---	----	--

e) Canteen/Critetaria 

Yes	ō	No	
-----	---	----	--

f) Students centre 

Yes	ō	No	
-----	---	----	--

g) Vehicle parking facility 

Yes	ō	No	
-----	---	----	--

***Criterion V: Student Support and Progression***

1. a Student strength

(Provide information in the following format, for the past two years)

Student Enrolment	UG			PG			M.Phi l			Ph.D			Diplom a / Certifi cate			Self- Funded		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	73	20	93	83	26	109												
Number of students from other States	00	00	00	01	00	01												
Number of NRI students																		
Number of foreign students																		

**M – Men, F- Female, T-Total**

b. Dropout rate in UG and PG (average for the last two batches)

b. Dropout rate UG & PG

	Number		%	
	2009-10	2010-11	2009-10	2010-11
UG	19	16	21.34%	17.20%
PG	02	08	1.43%	7.27%

## 2. Financial support for students: (last Year)

	Number	Amount
Endowments		
Freeships	11	42312/-
Scholarship (GOI)	130	771831/-
Scholarship (Institution)		
Number of loan facilities		
Any other financial support (Specify)	01	7915/-

3. Does the college obtain feedback from students on their campus experience? Yes  No

## 4. Major cultural events (data for last year )

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	<input checked="" type="checkbox"/>		01	<input checked="" type="checkbox"/>		13
Inter-university	<input checked="" type="checkbox"/>		01	<input checked="" type="checkbox"/>		07
National		<input checked="" type="checkbox"/>				
Any other (specify)	<input checked="" type="checkbox"/>		08	<input checked="" type="checkbox"/>		40

## Criteria V 5. Examination Results (data of past five years)

Results	UG					PG				
	06-07	07-08	08-09	09-10	10-11	06-07	07-08	08-09	09-10	10-11
Pass Percent age	50%	60%	54.54%	55.55%	80%	65.95%	62.68%	67.85%	74.2%	72.34%
Number of first classes							09	01	07	22

Number of distinctions										
Ranks (if any)										

6. Number of overseas programmes on campus and income earned:

Number	Amount	Agency

7. Number of students who have passed the following examinations during the last five years.

	2006-07	2007-08	2008-09	2009-10	2010-11
NET					01
SLET					01
CAT					
TOEFL					
GRE					
GMAT					
Civil services (IAS/IPS/IFS)					
Defense Entrance					
Other services	08	05	02	02	02
Any other (specify)					

8. Is there a Student Counseling Centre?

Yes	0	No	
-----	---	----	--



9.	Is there a Grievance Redressal Cell?	Yes	0	No		
10.	Does the college have an Alumni Association?	Yes	0	No	Formed in the year	2010
11.	Does the college have a Parent-teachers Association?	Yes	0	No	Formed in the year	2010

**Criterion VI: Governance and Leadership**

1.	Has the institution appointed a permanent Principal?	Yes	0	No	
----	--	-----	---	----	--

If Yes, denote the qualifications

M.S.W., M.A., Ph.D.
---------------------

If No,  
for how long has the position been vacant?

--

2.	Number of professional development programmes held for the Non-teaching staff (last two years)	2009-10	2010-11
			02

3. Financial resources of the college (approximate amount) – Last year’s data

Grant-in-aid	6876167/-
Fee from aided courses	1127140/-
Donation	00
Fee from Self-funded courses	00

Any other (specify)

00

## 4. Statement of Expenditure ( for last two years)

Item	Before last 09-10	last year 10-11
% spent on the salaries of faculty	44.73%	60.13%
% spent on the salaries of non-teaching employees including contractual workers	37.71%	25.69%
% spent on books and journals	0.27%	1%
% spent on Building development		
% spent on hostels, and other student amenities		
% spent on maintenance - electricity, water, telephones, infrastructure	0.46%	0.33%
% spent on academic activities of departments - laboratories, green house, animal house, field trips etc.		
% spent on research, seminars, etc.	1.37%	1.43%
% spent on miscellaneous expenditure	14.95%	10.65%

**Note:** The institution may provide the details regarding the above table as per the heads of accounts being maintained. However, care may be taken to cover the above items.

5.	Dates of meetings of Academic and Administrative Bodies during the last two years:	Last year	Year before last
	Governing Body (LMC)	03	03
	Internal Admn. Bodies (mention only three most important bodies)		
	* Lib. & Computer Advisory Committee	02	02
	* Purchase of Furniture & equip. Committee	02	02
	* Disciplinary Committee	02	03
	Any other (specify)		

## 6. Are there Welfare Schemes for the academic community?

Loans:	Yes	ō	No	
Medical allowance	Yes	ō	No	
Any other (specify)	Yes		No	

7. Are there ICT supported / Computerised units/processes/activities for the following?

a) Administrative section/ Office 

Yes	ō	No	
-----	---	----	--

b) Finance Unit 

Yes	ō	No	
-----	---	----	--

c) Student Admissions 

Yes	ō	No	
-----	---	----	--

d) Placements 

Yes	ō	No	
-----	---	----	--

e) Aptitude Testing 

Yes	ō	No	
-----	---	----	--

f) Examinations 

Yes	ō	No	
-----	---	----	--

g) Student Records 

Yes	ō	No	
-----	---	----	--

**Criterion VII: Innovative Practices**

1. Has the institution established Internal Quality Assurance Mechanisms

Yes	0	No	
-----	---	----	--

2. Do students participate in the Quality Enhancement initiatives of the Institution?

Yes	0	No	
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3. What is the percentage of the following student categories in the institution?

a. SC	11.98
b. ST	10.59
c. OBC	32.71
d. Women	19.35
e. Differently-abled	0.46
f. Rural	80
h. Tribal	10
i. Any other (specify)	23.50

4. What is the percentage of the following category of staff

	Category	Teaching	%	Non teaching staff	%
A	SC	02	20%	03	25%
B	ST	--			
C	OBC	02	20%	02	16.66%
D	Woman	03	30%	02	16.66%

E	Physically-challenged				
F	General Category	03	30%	02	16.66%
G	Any other (Specify)			03	25%

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

	Category	At Admission		On completion of the course	
		Batch I BSW Ist 2008-09	Batch II MSW Ist 2008-09	Batch I BSW IIIrd 2010-11	Batch II MSW IInd 2009-10
a.	SC	54.14%	52.06%	57.38%	58.12%
b.	ST	52.63%	56.76%	53.68%	56.64%
c.	OBC	55.35%	52.89%	54.04%	58.06%
d.	Women	60.02%	52.69%	61.04%	58.38%
e.	Physically challenged				
f.	General Category	66.66%	47.9%8	57.31%	57.34%
G	Any other (specify)	62.83%	54%	53.47%	56.66%

## **Criterion I: Curricular Aspects**

### **1.1 Curriculum Design and Development**

#### **1.1.1. State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?**

**Vision : -**

“ To be an Institution of Excellence in Social Work Education that continually response to the changing Social realities through the development and application of Knowledge, Skills, and Attitude towards people centered Sustainable Society, to promote and protect the Dignity, Equality, Social Justice and Human Rights.”

**Mission :-**

“ To organize the academic programmes to facilitate for prepare the cadre of qualified and committed Social Work Professionals and to provide education to students for Social Work Practice, Research, Administration and Training to meet the goals of profession.”

**Objectives:**

- \* Provide and organize education and training in social work, social sciences, human resource management and allied fields.
- \* Conduct research for promotion and development of knowledge in the social work.
- \* Conduct training and awareness programmes for continuing education.

- \* Undertake innovative field action project in relevant areas to develop new approaches and strategies.
- \* Participate and engage in relief and rehabilitation and development programmes to address human sufferings in any type of disasters.
- \* Networking with government and non-government organizations, academic institutions, people groups and movements.
- \* Undertake advocacy and consultancy on relevant issues.

Vision and Mission of the college is communicated to the students, teachers, staff and other stakeholders through the following various ways

- \* Prospectus of the course.
- \* Brochure, Pamphlets, Handbills.
- \* Display boards at the prominent places around Institute.
- \* Placement Brochures.
- \* Annual Magazine and News Letter.
- \* Induction Address to employees.

**1.1.2. How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?**

Considering the problems and needs of the society, the college strives to build cadre of professional Social Workers equipped with keen intellectual ability to analyze the complexities of contemporary society

and effectively intervene as catalyst of Social change. We facilitate the development of competent and committed professionals for Social Work practice research and teaching. So that the students can interface with the problems of society.

Some of the following programmes serve towards the institutional traditions and value orientations.

- \* Teaching in the areas of Social Work and allied fields.
- \* Field Work Practicum that include Orientation, Agency Visit, Concurrent Field Work, Summer Placements, Block Placement, Village camps, Study Tour, Relief Work, and Campaigns.
- \* Class Room Seminars on Agency Visit, Book Review and Website Reviews.
- \* Group Discussions on Current Issues and Social Problems.
- \* Issue Based Campaigns on Current Social Problems like HIV/AIDS, Farmers Suicide, Save the Girls Child and on Current Emerging Issues
- \* Awareness Programmes on issues of Addiction, Gender Sensitizations, Environment, Sanitation and Education.
- \* Conducting and Participating in Research activities to promote the development of knowledge in the areas of Social development that contribute to Policies and Programmes.
- \* Conducting Training Programmes for Women Empowerment.
- \* Networking with State and National level Academic and Professional Institutions, People Groups and Movements.



- \* Undertake Advocacy and Consultancy on relevant issues.
- \* Organization of Camps, Medical Checkups, N.S.S. Camps, and Village Camps / Rural Camps.
- \* Activities to help the under privileged sections of the society are given Importance.

**1.1.3. Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed / adopted, address the needs of the society and have relevance to the regional / national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self development, Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands and so on)**

The Academic programmes of the college are in line with the curricula framed by the North Maharashtra University, Jalgaon which is set tuned with the goals and objectives of the college.

The curriculum prepared by North Maharashtra University, Jalgaon for Bachelor of Social Work (BSW) and Master of Social Work (MSW) course is applicable to the college as being a affiliated college.

Development and restructuring the curricula of North Maharashtra University, Jalgaon the Board of Studies forms the sub-committee with adequate representation of subject teachers.

This curriculum is adopted by the college gives emphasis to provide socially relevant effective education to develop committed Social work Professionals, who have sensitivity and commitment to Work with people in general and under privileged.

\* The curriculum adopted by our college suits to develop committed Social Engineers in Field of Social Work.

\* National, International and Local Social issues are interlinked by introducing the subjects like Social Work History and Ideologies, Social Work Methods, Counseling, NGO Management, Research Methodology, Gender Issues and Justice, Urban, Rural and Tribal Community Development, Environmental Issues.

**1.1.1 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?**

The syllabus of the Social Work is modified by introducing new concepts of Information and Communication Technology. Considering students as a focal point some student centered activities are carried out in the college like provision of Internet (Broad-Band), E-Resources like E-Books, Online Journals, Audio-Visual Resources. Which helps students by referring different websites related with Curriculum, Current Affairs. So that in future they are equipped to compete in the Global Employment Markets.

**1.1.2 Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, Membership of BOS and by sending agenda items etc.)**

The curriculum adopted by affiliated colleges of North Maharashtra University is designed by the Board of Studies by following the directives laid down in Model Curriculum designed by University Grants Commission and Curriculum of Other Universities. In view of restructuring the syllabus of BSW, MSW Semester Pattern courses of North Maharashtra University, college has taken initiative in organizing Curriculum design Workshop in the year 2009-2010. Considering feedback on present Curriculum and Suggestions from Student's, Parent's, Faculty's, Alumni, Field-Work Agency Supervisors for preparing the draft of proposed curriculum. The draft curriculum prepared by sub-committee is communicated to BOS for approval. Some of our faculty's are the members of BOS Syllabus Revision sub-committee in Social Work of the University. The following faculty worked as members of sub-committee,

\* Mr. Pandurang S. Patil.

\* Mr. Vijaykumar B. Waghmare.

\* Mr. Bharat D. Khandagle.

## **1.2 Academic Flexibility**

### **1.2.1 What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas?**

The programme offered by the college are,

\* For Under Graduate - BSW [Bachelor of Social Work]

\* For Post Graduate - MSW [Master of Social Work]

And Certificate Course in Counseling in Social Work.

### **1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:**

a) **Core Options.**

b) **Elective Options.**

c) **Add on Courses.**

d) **Interdisciplinary courses.**

e) **Flexibility to the students to move from one discipline to another.**

f) **Flexibility to pursue the programme with reference to the time frame(flexible time for completion)**

a) **Core Option** - for BSW Course

#### **Courses for I<sup>st</sup> Semester**

SW-111 English

SW-112 Introduction to Social Work

SW-113 Introduction to Field Work Practices In Social Work

SW-114 Integrated Social Work Practice

SW-115 Sociology for Social Workers

SW-116 Field Work

**Courses for II<sup>nd</sup> Semester**

SW-121 Population Education

SW-122 Introduction to Local Self Government

SW-123 Indian Social Problems

SW-124 Social Case Work

SW-125 Human Growth and Behavior

SW-126 Field Work

**Courses for III<sup>rd</sup> Semester**

SW-231 English

SW-232 Economy and Co-Operation

SW-233 Legislation in India

SW-234 Social Group Work

SW-235 Introduction to Social Work Research

SW-236 Field Work

**Courses for VI<sup>th</sup> Semester**

SW-241 Introduction to Tribal Life in India

SW-242 Social Work with Community

SW-243 Fields of Social Work

SW-244 Social Reform Movement in India

SW-245 Introduction to Women Studies

SW-246 Field Work

**Courses for V<sup>th</sup> Semester**

SW-351 English

SW-352 Participatory Approaches in Social Work

SW-353 Introduction to Indian Constitution

SW-354 Management of Welfare Organization

SW-355 Social Welfare Agencies

SW-356 Field Work

**Courses for VI<sup>th</sup> Semester**

SW-361 Social Action – Method of Social Work

SW-362 Social Policies in India

SW-363 Community Health and Personal Hygiene

SW-364 Communication for Development

SW-365 Counseling in Social Work

SW-366 Field Work

SW-367 Research Dissertation

SW-368 Viva-Voce (Internal and External)

**\* Core Option for MSW**

**Subject Structure for Master of Social Work (MSW)**

**I<sup>st</sup> Semester**

**Compulsory Papers**

SW-111 Introduction to Social Work

SW-112 Social Case Work

SW-113 Sociology and Indian Social Problems

SW-114 Introduction to Field Work

SW-115 Psychology for Social Workers

SW-116 Field Work Practicum

## **II<sup>nd</sup> Semester**

### **Compulsory Papers**

SW-121 Social Group Work.

SW-122 Counseling for Social Workers.

SW-123 Social Work Research and Statistics.

SW-124 Field Work.

SW-125 Viva Voce.

### **Generic Specialization**

G1 Rural, Urban and Tribal Society in India.

G2 Social Security and Labour Welfare.

### **Community Development Specialization.**

CD 1 Communication for Development.

CD 2 Problems of Urban, Rural and Tribal Communities.

## **3<sup>rd</sup> Semester**

### **Compulsory paper.**

SW-231 Community Organisation and Social Action.

SW-232 Social Legislation and the Constitution of India.

SW-233 Field Work.

### **Generic**

- G 3 Correctional Social Work.
- G 4 Development of Weaker Sections.
- G 5 Population and Environment.

**Community Development Specialization**

- CD 3 Rural Economy and Co-operation.
- CD 4 Community Development and Panchayat Raj.
- CD 5 Management of Voluntary Organisation.

**4<sup>th</sup> Semester**

**Compulsory paper.**

- SW-241 Social Policy, Planning and Administration.
- SW-242 Community Health and Environmental Hygiene.

Field Work.

Research Dissertation(Project Report)

Viva Voce.

**Generic**

- G 6 Institutional Management.
- G 7 Social Welfare and Social Justice.
- G 8 Family and Child Welfare.

**Community Development**

- CD 6 Social Education.
- CD 7 Urban Welfare(Problems and Scheme)
- CD 8 Municipal Administration.

**b) Elective Options for MSW Course.**



1. Generic Specialization.
2. Community Development Specialization.

**C) Add on Courses.**

- \* Application of PRA tools in villages and communities.
- \* Certificate Course in Counseling is offered by college.
- \* Basic Computer training is given to BSW III<sup>rd</sup> and MSW II<sup>nd</sup> Students by arranging special lectures with practical.

**d) Interdisciplinary courses**

There is no formal interdisciplinary courses taught in the college. But Social work itself is a interdisciplinary course in nature.

**e) Flexibility to the students to move from one discipline to another.**

There is no flexibility to students to move from one discipline to another.

**f) Flexibility to pursue the programme with reference to the time frame (Flexibility time for completion)**

The students pursuing MSW course at Post Graduate level can also join any diploma, certificate courses of the North Maharashtra University which is available in other affiliated colleges.

**1.2.3 Give details of the programmes and other facilities available for international Students (if any).**

As our college located and functioning in rural area generally international students cannot enroll themselves till now majority of

students belong to Jalgaon and neighboring district and state.

Admission to the regular course (Bachelor of Social Work & Master of Social Work) can be given to international students.

Facilities like English Books, e-books, Computer Lab, Sport facility are available in the college.

**1.2.4 Does the institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.**

Till today have not made any endeavor to offer any self finance courses but from this academic year it is planed to commence self financed programme in counseling which is very much supportive and value adding to the students. College offers certificate course in counseling in Social Work for the students admitted in BSW III<sup>rd</sup> and MSW II<sup>nd</sup>. The curriculum of this certificate course in counseling is taught by existing faculties in additional days and hours.

**1.3 Feedback on Curriculum**

**1.3.1. How does the college obtain feedback on curriculum from**

- a) Student ?**
- b) Alumni ?**
- c) Parents ?**
- d) Employers/Industries?**
- e) Academic Peers ?**

**f) Community?**

The college have tried satisfactorily obtain feedback on curriculum from Students, Alumni, Parents, employees through self appraisal form and from different committees by conducting seminar, meets. The major sources of getting the feedback is discussed as below,

**a) Student** - Through Feed Back Forms, Informal discussions.

**b) Alumni** – Through Feedback Forms, Discussion Sessions, Alumni Meet, and Personal Interaction.

**c) Parents** – Discussion Sessions in Parent Meet and Personal Interaction.

**d) Employers/Industries.** – Through Feed Back Forms, Personal Interactions.

**e)Academic Peers** – Through Feedback Forms, Frequent Discussions in Faculty Meetings.

**f) Community** – The students are placed for Field Work in various GO's, NGO's and Communities where they get exposed to the practical outcome of the syllabus taught and it is Judged based on experience of them. The direct feedback from the Community, Industries, NGO's about the curriculum is noted and discussed thoroughly in staff meetings and communicated to the members of BOS of University.

**1.3.2. How is the above feedback analyzed and the outcome / suggestions**

**used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?**

The feedback is discussed in staff meetings regularly and the outcomes, suggestions are further forwarded to the University through Members of Board of Studies. The important suggestions were discussed in Workshop organized for restructuring the syllabus by the university.

#### **1.4. Curriculum update**

**1.4.1. What is the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?**

The Revision of syllabus by North Maharashtra University once in every five years considering latest trends in the discipline and based on UGC Model Curriculum.

BSW/MSW courses are professional and job oriented and specifically designed to meet the need of Social work practioners and professionals.

The latest syllabus revision was made in 2010 by the North Maharashtra University and the major system are introduced like

- \* Semester Pattern,
- \* Selection of Credit System (CGPA).
- \* Updated Field Work and Theory Paper Contents.

**1.4.2. How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?**

As per the guidelines, Core Values of NAAC and Vision, Mission which fosters National Development. College ensures that the curriculum bears thrust by following ways,

\* By conducting skill labs, Guest lectures on Communication skills and Personality Development for imparting Human values, Secularism, Gender Justice, Human Resource Management, Effect of Globalization on Society, Removal of Social barriers and Inculcation of Scientific temper, strong opposition against Corruption and Terrorism.

\* The college also encourages the student to make fullest use of time, Faculty, Library, NSS activities, Field visits and Sports facilities to achieve competence. Every year the students of our college secure the position in the merit list of University.

Thus the college ensures that in the curriculum bears a thrust on following core values adopted by NAAC,

1. Contributing to National development
2. Fostering Global Competencies among Students.
3. Inculcating a Value System among Students.
4. Promoting the Use of Technology.
5. Quest for Excellence.

**1.4.3. Does the institution use the guidelines of statutory bodies (UGC/AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curricula?**

Yes, the college follows the guidelines of statutory bodies like UGC (Model Curriculum for Social Work), Department of Higher Education and Department of Social Justice and Special Assistance Government of Maharashtra and requirements of local Community, Social Welfare agencies for developing and restructuring the Curriculum.

**1.4.4. How are the existing courses modified to meet the emerging / changing national and global trends?**

The Existing courses are modified after discussion with the Members of the sub-committee constituted by the North Maharashtra University and approval from BOS (Social work).

The faculty members of college are always keeping pace with changing global and national trends through Internet, National and International Magazines and Journals. Faculties and Student participate in various levels of Seminars and Conferences and make usefull suggestions at the Staff meeting and Workshop conducted at college level as well as at the university level.

**1.5 Best Practices in Curricular Aspects**

**1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?**

The college have made following endeavor for quality sustenance and quality enhancements,

In the process of curriculum development and revision initiated by University college has contributed obtaining suggestions from faculties and feedback from students from time to time.

\* Agency field work supervisor and other field practitioners are invited to give the feedback on the developments in the field.

\* Meets are organized with all the faculty members of the college, alumni, employers for comprehensive review and renewal of the curriculum.

\* College hosted the Workshop with University on curriculum revision. The participants were faculty members from college and other Social work colleges affiliated to university.

\* Exposure and training in Research Methodology, Urban, Rural and Tribal Development, Family and Child Welfare, Labour Welfare is given in the Field of Professional Social Work.

\* E-learning facility and guidance for the students.

\* Interactions with NGO experts and academic peers.

\* Study Tour of the BSW/MSW students are organized at places and project of National level important in the respective fields.

\* Participation in celebration of HIV/AIDS control week in the month of December. Constitution day on 26 November, Social Justice Day, and important days and events of Social concern.

\* Rural/Village camp of BSW/MSW students by use of Participatory Rural Appraisal tool (PRA).

\* Class Room Seminars on Website and Book review.

**1.5.2 What best practices in ‘Curricular Aspects’ have been planned/ implemented by the institution?**

Planning and Implementation of best practices by considering the emerging needs of society. Our college is implementing best practices in curricular aspects as follows,

\* Specializations are offered at MSW level is Generic and Community Development. Efforts has been made to obtain the specialization in “Family and Child Welfare” from university.

\* Skill lab activities conducted for developing Social work skills for field work and research. The college plans to enrich and update this activities.

\* Organizing Village Camp by using value added learning by practicing participatory approaches like,

a) Participatory Rural Appraisal (PRA).

b) Participatory learning and Action. (PLA)

c) Micro Planning

d) Focus group discussion.

e) Case study.

\* Organizing Study Tour at the place of National Importance and successful project areas.

\* Networking with NGOs, other Academic and Research Institutions.



- \* Organizing Parent Meet, Alumni Meet, Agency supervisor Meets at least once in a year.
- \* Regular faculty Supervision of Field Work and verification of field work records by faculties.
- \* Organizing discussion session on disaster and any undesired incidents taking place in local areas and state.

## **Criterion II: Teaching – Learning and Evaluation**

### **2.1 Admission Process and Student Profile.**

#### **2.1.1 How does the Institution ensure wide publicity to the admission process?**

The college ensures wide publicity to the admission process by the following ways,

a. **Prospectus:** This college publishes prospectus at every academic year before the commencement of the admission process. The detailed content printed in the prospectus provides birds eye-view about the college and academic programme.

b. **Institutional Website:** The college is having its own website, [www.pjncoswa.org](http://www.pjncoswa.org). The website comprises details regarding college profile which is regularly updated.

c. **Advertisement in Regional/ National Newspapers:** Advertisement for admission to BSW & MSW programme is published in news paper in every academic year before the commencement of admission process.

d. **Any other (specify):-** In addition to above mentioned the college publicity measures like Brochures, Handbills, Pamphlets are distributed and Holdings are displayed at key places in the city. Display of admission notification on the notice board of local college in the city & around the city is practiced every year. The advertisement is also displayed on the local cable T.V. Network in and around the

city. The desired students are also contact and consult personally and through telephonic conversations.

**2.1.2 How are the students selected for admission to the following Courses? Give the cut off percentage for admission at the entry level.**

**a) General -**

**b) Professional -**

**c) Vocational -**

The college Offers Professional Courses mentioned Below.

1) BSW I<sup>st</sup> :- College conducts Personal Interview and Counseling sessions for the students who desires to seek the admission the required qualification for this course is 12<sup>th</sup> Standard (HSC) from any stream. Intake Capacity is 40 Students.

2) MSW I<sup>st</sup> :- College conducts common entrance Test for admission to MSW course. Initially college invites applications for admission, after short listing the applications, the Common Entrance Test is conducted for eligible candidates. The Common entrance test comprises of,

a) Written Test – The structure of question paper for written test is multiple choice questions, short essay of 100 marks.

b) Group discussion – Groups are formed of 8-10 candidates and the discussion are conducted on the topics related to current issues and Social problems of the societies. The students

communication skills and sensitivity towards societal issues are assessed.

c) Personal Interview – Personal interview is conducted to understand the Candidates interest, attitude and socio-educational background. Potential of candidates are identified through proper selection based on,

- \* Previous Academic Performance
- \* Performance in last qualifying examination
- \* Willingness to join Social Work profession
- \* Appearance, performance in interview
- \* Participation in extra-curricular activities like Sports, NSS, Cultural talents, disaster relief work.

Based on performance in common entrance test, the merit list is prepared along with the waiting list and displayed with admission schedule. These lists are also displayed on college website. The cut off marks for admission at entry level for the MSW course was 50 % & BSW course was 50% for the Academic Year 2010-2011. However the backward class students were considered with some exemption.

### **2.1.3 How does the Institution ensure transparency in the Admission process?**

The college has maintained the total transparency in the process by adopting the appropriate steps,

1. Publishing the advertisement in newspapers, mentioning the detailed of schedule of admission during the month of June of every academic year.
2. Registration of Common Entrance Test by deserving candidates.
3. Conducting common entrance Test on pre-scheduled dates.
4. Displaying the merit list on Notice Board.
5. The admissions are made as per social reservation norms laid down by State Government of Maharashtra.

In this way, the Institution ensures transparency in the admission process.

**2.1.4. How do you promote access to ensure equity?**

- a) Students from disadvantaged community.**
- b) Women.**
- c) Differently-abled.**
- d) Economically weaker sections.**
- e) Sports Personnel.**
- f) Any other (specify).**

To promote access to ensure equity in the Institute following measures are undertaken,

Being a college of Social Work, we strongly believes in the values of Social Justice and special attention is provided toward promotion to access equity to various sections of the society,

**a) Students from disadvantaged community** – Proper representation are provided to the students from disadvantaged community i.e. Scheduled Caste, Scheduled Tribes, Nomadic Tribes, Other Backward Class.

**b) Women** - Woman reservation norms are strictly followed by college. Special opportunities given to women students for admissions at graduate and post graduate programmes.

**c) Differently-abled** - Differently abled students are given admission after the submission of the certificate from civil surgeon as per the norms of state government for disable persons.

**d) Economically-weaker sections** – The students from economically weaker sections are provided with special attention in the form of providing concession in course fees and the other financial liabilities of students.

**e) Sports Personnel** – we provide special opportunity and opportunity for students having sports merits and give admission as per the norm of Government of Maharashtra.

**f) Any Other (specify)** – Students from diverse background and having cultural talents, NSS , NCC. Participation and work experience in the field of Social service and Social welfare organisations.

\* Reservation for the students from socially disadvantaged community:- The reservation policy and rules of Government of

Maharashtra is applicable to the college for admissions to BSW/ MSW courses, The category wise reservation is as mentioned below,

	Category	Percentage of Reservation	Total No. of seats/ students
1	General	48%	29
2	Scheduled Castes (SC)	13%	08
3	Scheduled Tribes (ST)	07%	04
4	Other Backward classes (OBC)	19%	11
5	Vimukta Jati and Nomadic Tribes (VJNT)	11%	07
6	Special Backward Classes (SBC)	02%	01
	Total	100%	60

According to the Government of Maharashtra Admission Rules, the candidates irrespective of any social category mentioned above. Who secures highest marks and achieve meritorious rank are considered as a general category candidates. Accordingly merit list of 60 selected candidates is prepared and declared.

Economically backward class category students are given the concessions in fees as per the rules of Government of Maharashtra.

## **2.2 Catering to Diverse Needs**

**2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the Institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled.**

Yes, Pre-Admission counseling cell provides the necessary information to the student which covers course structure employment opportunities and various skills required for successful completion of the course. The college is having well established system of assessment of knowledge and skills of the students before the commencement of the programme. The college conducts following programmes with the motto to provide an orientation towards Social work field and to assess the knowledge base and skills of students

- a. Three days formal and well designed Course Orientation.
- b. Agency Orientation Visits.
- c. Classroom Seminars specially on Agency Visits and initial experiences.
- d. Individual and Group Conferences.
- e. Interaction with Senior Students.
- f. Simple descriptive Assignments.
- g. Skills Workshops on self development and Communication Skills.

These activities are carried out to bridge the knowledge gap of incoming student for enabling them to cope with the program in which they are enrolled.

**2.2.2 How does the Institution identify slow and advanced learners?  
Give details on the strategies adopted for facilitating slow and advanced learners.**



The college identifies slow and advanced learners based on the response of the students in the classroom, Participation in Group Discussion, Seminars and Personal observations made by faculty members. Apart from this slow and advanced learners also identifies through Field Work Practicum, Individual Conferences, Group Conferences, Field Work Presentations, Class room and Home Assignments. The slow learners are provided extra inputs by faculty, whereas advanced learners are given challenging and analytical assignments like preparation and presentation of research papers, library exercises, participation in workshops and seminars outside the college.

### **2.2.3 Does the Institution have a provision for tutorials for the students?**

**If yes, give details.**

Yes, the college is having a provision for tutorials for students. The nature of tutorial is,

- i) Home Assignments
- ii) Classroom Assignments
- iii) Library Assignments and Book Review.
- iv) Website Review.

The topics are assigned to the students in view of preparation for examination, professional and supportive knowledge enhancement, development of the written presentation and development of professional competency.

**2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.**

Yes, we have a provision for mentoring of students.

We have a system of appointing co-ordinator for each component of Social work education. There is a class co-ordinator who acts as a mentor. college have co-ordinator for Field Work, research project, study tour, village camp, sports, cultural, examination co-ordinator, NSS program officer. Personal guidance and monitoring is provided to each student and their performance, classroom and field work attendance is regularly monitored. The college conduct time-to-time internal assessment sessions like weekly conferences and internal, viva-voce continuously.

Student mentor system is also practiced in the college. In some ongoing activities student mentor is chosen by the students from the class who co-ordinates the academic activities like field work, village camp, study tour, workshop, classroom presents.

Active support from the staff of the college, Alumni and other stakeholders from the society, help a lot in mentoring the students. Individual conferences, counseling sessions are planned for mentoring in academic and personal development. Mentoring leads to better attitude towards the college and society, decreased likelihood of initiating drug, alcohol, smoking and improved academic performance

and developing more positive relationships with friends, family and society.

### **2.2.5 How does the Institution cater to the needs of differently-abled students?**

The college cater to the needs of differently abled students through providing following provisions-

**a) Support system** – Students support group will be constituted under the guidance of class co-ordinator to help them to overcome from the crisis situations.

**b) Library Facilities** – The library committee will take care of library convenience of differently abled students, arrangement of issuing books, Journals in classroom with priority basis, giving him/her preference while issuing the books, journals.

**c) Field Work Agency Placement-** Social Work organization which is near to his/her house will be preferred to be chosen for his/her Field Work practicum, so that differently abled student will find convenient mobility.

## **2.3 Teaching -Learning Process**

### **2.3.1 How does the Institution plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)**

College plans and prepare its own teaching, learning and evaluation schedules in line with the Academic Calendar of North Maharashtra

University and Curriculum Development Committee of UGC, which is prepared prior to the commencement of the academic year by the different Committee coordinators under the guidance of principal which is relevant to BSW and MSW course requirement.

The major contains of Annual Academic calendar is,

Activity	Period
Admission Period	June – July
Organisation of work shop seminar.	June
Commencement of the First semester.	16 June
Examination preparatory period	October
Semester Examination period	October
Mid Year winter Vacation	October – November
Commencement of the Second semester	November
Organisation of Rural Camp / Study Tour	January
Annual function Gathering	January
Examination preparatory period	March
Semester Examination period	March – April
Block Placement	May
Summer Vacation	May – June

### **Teaching Plan –**

Teaching, learning process in Social work requires knowledge which is linked with culture and history of society and it is shaped by

dialogical interaction between students, faculty members and the field realities. Teaching plan of the college is categorized in following sections,

- a) Teaching-Learning of theory subjects.
- b) Teaching-Learning of Field Work Practicum.
- c) Teaching-Learning of Research Project Report.
- d) Teaching-Learning for Skill development workshops.

a) Teaching-Learning of theory subjects.- The core Social work subjects are taught in class room by faculty members. Approximately three papers are assigned to each faculty for classroom teaching in every semester. Comprehensive Teaching Plan (unit wise) is prepared by concerned teachers. Research based teaching of subjects is implemented. Cross cultural issues emphasized during teaching. Class room lectures are made interactive and followed by discussions. Field practitioners are invited as guest lecturers. Teaching aids like black boards, overhead projectors, LCD projector, television, audio video CD's and DVD's, slide shows, internet and other aids are used for learning. Teaching methods used in the college includes lectures, group discussions, visits to field projects, street plays and folk songs, news paper clippings, literature reviews, discussion of case studies, Sharing of field work experiences, class and home Assignments. The copy of syllabus are circulated to the students in the beginning of the

semester and same is kept in library. Teaching-Learning of the subject is linked with Field Work Practicum.

b) Teaching-Learning of Field Work Practicum – Field Work practicum is a core domain of Social work education. The Field Work practice content assigned about 40% of the total marks for the course. Field Work Practicum provides planned opportunities to apply theory taught in class room to field situation realities. Field Work practicum is closely supervised education internship in Social work. As mentioned in UGC model curriculum and syllabus of North Maharashtra University our college follows 15 hour Field Work in a week under the supervision of trained faculty and agency supervisor. Students are expected to write and submit the report based on their Field Work activities. The components of the Field Work practicum

- \* Institutional Visits.
- \* Concurrent Field Work.
- \* Rural Camps.
- \* Study Tour.
- \* Issue based Campaign.
- \* Social Work intervention in Disaster Situations.
- \* Block Field Work.
- \* Social Work Skill Workshops.

Field Work learning is also supported by the Rural Camp, Study Tour and Block Placement, Summer Placement

\* Institutional Visits – Institutional visits are planned for BSW I<sup>st</sup> and MSW I<sup>st</sup> student as a part of Orientation program at the beginning of the course. Near about 10 - 15 Institutional visits are organized. Class room seminar are organized.

\* Concurrent Field Work – Students are exposed to Field Work by different methods to enhance the field skills through Field Work placement in Social welfare agencies, urban and rural communities. College recognize approximately 35 – 40 Organisations and communities as a field work agencies for concurrent Field Work. College follows Weekly 15 hours (2 days) of concurrent Field Work under the supervision of faculty and agency supervisor. Students are expected to write a report on their day-to-day activity directed by field work supervisor which are carefully examined by faculty and agency supervisor.

\* Rural Camp – Rural Camp is the part of curriculum for Social Work course of North Maharashtra University. Our Institute organizes Rural Camp for Students of BSW I<sup>st</sup>, III<sup>rd</sup> and MSW I<sup>st</sup> as a requirement of curriculum. The duration of Rural Camp is 7 days which is organized in the months of December or January. The detail particulars of Rural Camp organized in the last 5 years are as follows

	Year	Period	Village	Camp co-ordinator
1	2006-07	12/1/2007 to 18/1/2007	Sonkhedi Tal. Amalner	Mr. Vijaykumar B. Waghmare
2	2007-08	26/12/2007 to 1/1/2008	Bhortek Tal. Amalner	Mr. Chandrashekhar A. Borse

3	2008-09	16/12/2008 to 22/12/2008	Sundarpatti Tal. Amalner	Mr. Sagarraj R. Chanvan
4	2009-10	19/12/2009 to 25/12/2009	Karnkheda Tal. Amalner	Mr. Vandna R. Kochure
5	2010-11	18/1/2011 to 24/1/2011	Javkheda Tal. Amalner	Mr. Bharat D. Khandagale

\* Study Tour - Organizing study tour is a part of Curriculum for MSW/BSW course as designed by North Maharashtra University. Study tour is mandatory for the students of BSW II and MSW II. It is organized in the months of December or January every year. The purpose of study tour is to enhance students ability to study and understand the current scenario of society, industries, NGOs, and Government organizations. Which makes them capable of handling different problems, issues and job search.

Study Tour organized in the last 5 years are as follows

Year	Period	Places	Study Tour co-ordinator
2006-07	14/1/2007 to 23/1/2007	# Ahamadnagar – * Bosco gramin vikas sanstha. # Ralegansidhi # Pune – * SOS Balgram, * Mental Hospital. * YASHADA, * Muktangan, * Central Jail. # Goa – * Kokan vikas sanstha, * Donbosco vikas sanstha, * Goa Foundation, * Gram vikas Mandal.	Mr. Sagarraj R. Chanvan
2007-08	18/1/2008 to 21/1/2008	# Ahamadnager – * Snehalaya, * Ahamdanager Child Line.	Mr. Vijaykumar B. Waghmare



		# Ralegansidhi. # Goa- * Kokan vikas samiti, * Donbosco vikas sanstha. # Pune – * Vanchit Vikas, * PLHA Network, * Maher.	
2008-09	28/1/2009 to 2/2/2009	# Ahamadnager – * Bosco. * Hanga village visit. # Ralegansidhi. # Pune – * KEM Hospital. * Alandi. * Mukangan de-addiction center. * Eroda Mental Hospital. * PJNehru Udyog Kendra. * Mahabaleshwar. * Alibag.	Mr. Sagarraj R. Chavan
2009-10	29/1/2011 to 5/2/2011	Pune, Mahabaleshwar, Ralegansidhi.	Mr. Arjun B. Chandrashekhar
2010-11	29/1/2010 to 5/2/2011	# Ralegansidhi. # Pune – * Industrial School Pune, * Balgram. * Blind Girl School. * Family Court. * Girl * Nager Vasti Vikas vibhag. * Yerwada Closed Central Jail. Women. * Yerwada Closed Central Jail. Gents. * Mahabaleshwar.	Mr. Jagdish S. Sonawane

\* Issue based Campaign – Students are involved in issue based campaigns like HIV/AIDS, Save the girl child, Environmental issue, pulse polio, Blood donation, Sanvidhan Gaurao,

\* Social Work in Disaster Situations - Students are involved in Social work intervention during emergency situations like flood, earthquake, riots with the specific time bound.

\* Block Field Work. (Block Placement/Summer Placement) – After the completion of MSW II<sup>nd</sup> semester and IV<sup>th</sup> semester examination, students are placed in an organization for period of 21 days for Summer Placement and 30 days (one month) for Block Placement respectively, during the placement the students are to study the relevant areas like day-to-day functioning of the organizations as a professional Social Worker and administrator. Students have privilege to choose the agencies of their choice for both the placements.

\* Social Work Skill Workshops. – Skill development laboratories are conducted with the interactive, participatory and experiential methodology. Faculty members of college are trained in conducting such skill workshops as and when required.

c) Teaching-Learning of Research Project Report –

A project report comprising of research projects/Dissertation/ Thesis in Social work education provides an opportunity to link knowledge and research in social work policy planning, practice, administration and evaluation. The Dissertation/Thesis is a separate head of passing for BSW III<sup>rd</sup> and MSW II<sup>nd</sup> year students. This is a guided activity by faculty members/Research guide. Students are provided the guidelines on project report which includes aims and objective, process, ethical

issues, time schedule, data collection and analysis, style of report writing, methods and criteria for evaluation. The college also organizes three-four day work shop on research methodology specially for promotion of research skills among the Social work students.

The students are provided guidelines by their respective research guides at all levels of the research work.

d) Teaching-Learning for Skill development workshops - Skill development laboratories are conducted with the interactive participatory and experiential methodology. Faculty members of college are trained in conducting skill workshops. The skill workshops are conducted on various topics during the academic year. The skill workshops focuses on following areas,

- \* Personality developments.

- \* Communication skills.

- \* Practice of social work methods.

- \*Skills for professional advancement like writing CV's, preparation for interviews and further advance studies.

- \* Use of Library – Text Books, Reference books, Journals, Periodicals, Magazines, Government reports, Booklets, News Letters, News Papers, Back Volumes, Book bank, Research reports are made available for effective learning and studying.

- \* Evaluation Blue Print – The college follows formal and informal system of internal assessment. Students are assigned class room and

home assignments and feedback on assignment is provided to student after assessing the assignment by subject teacher. Students are provided an opportunity for self evaluation of Field Work. Viva-Voce is used as a part of evaluation of performance of student in field work and research. External examinations are conducted and controlled by the North Maharashtra University, Jalgaon.

**2.3.2 What are the various teaching-learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.**

The college provides students centered education process in which the faculty member utilizes multiple teaching and learning methods.

Details are stated as below,

- \* Lectures.
- \* Experiential exercises (PLA, PRA and other).
- \* Individual conferences.
- \* Group Discussion.
- \* Institution/Field/Project visits.
- \* Library book review and Presentation.
- \* Drama, songs and other folk media.
- \* Discussion of case studies and news paper clippings.
- \* Seminars on Field Work.

The above mentioned teaching learning methods are used effectively by faculty members, the details about the use of methods are mentioned as under,

\* In Teaching the Core syllabus is divided into the papers and each paper have five units. Three lectures for each paper in a week is assigned to each faculty.

For effective classroom teaching the prime requirement are theoretical content, theory inputs, concept clarity and knowledge. The references in library play major role in teaching methods. Developing sensitivity among students towards current professional needs is done through teaching. Discussion, presentation, chart display, role play, quiz competition, class room assignments, book review are some method combined with lectures. Black board is mainly used for citing the supportive information. Remedial programmes like preparation of research papers for advanced learner and extra input and time is given for orientation to slow learners.

\* Seminar and workshops are organized on current and issues of Social concern by the faculties to enhance the students learning process. Skill development programmes enhance intervention skills and encourage the students capacity building.

\* Use of Computer assisted learning like Overhead Projector (OHP), LCD projector and computers for Power Point presentation and for viewing various CDs/DVDs related with current social issues, website

review are used to keep pace with the recent development in the field of Social work practice and academic development.

\* Extension Lecture are organized as and when required to brief the subject, issues by the persons who have expertise in field and subjects. Students are supported by giving free hand for organizing lectures on issues sort out by them. Institute support them by all means.

\* The students are placed in the various Social Work agencies for concurrent Field Work which provides opportunity to apply theory. The methods of Social work like case work, group work, community organizations, social action, social welfare administration, research are applied as a part of Field Work practices. Field Work programme like orientation programme, placement, study tours, rural camp, block placement, street plays, issue based campaigns enhances the skills of the students .

### **2.3.3 How learning is made student-centric? What are the Institutional strategies, which contribute to acquisition of life skills, knowledge management skills and lifelong learning?**

Social work course curriculum which is designed by the North Maharashtra University is based on Model Curriculum of University Grants Commission which is basically student centric.

The strategy of Institution for making the learning student centric compliments in acquisition of life skills, knowledge management skills

and lifelong learning of the students. The details on the Institutional strategies are highlighted in the following lines.

\* Teaching – The detailed preparation, Proper teaching, evaluation and review of subjects, development of teaching learning resources, introduction of new subjects in emerging areas of importance i.e. Counseling, Participatory approaches, guidance and evaluation of project reports, classroom and home assignments, individual and group conferences.

\* Field Work supervision – Well plan organization of Institutional visits, concurrent and block Field Work, rural camp, study tour, skill workshops, Individual and group conferences.

\* Field action projects – By undertaking field action projects and interventions in field with innovative ideas and practices.

\* Research – Undertaking research assignments with government departments and other academic Institutions and NGO's. The college has completed evaluation based research of various projects of Social welfare department.

\*Consultancy – Consultation on Field Work, consultancy to government department, NGO's and other resource Institution.

\* Continuing and extension education – Contributing to Continuing and extension education course and organizing various extension activities in NGO's and at community settings.

\* Seminars – Our faculty members present research papers at various national and international seminars organized by reputed organization.

\* Publishing – The Students and teachers are writing articles and publishes the periodicals and news letter. The faculty members also publish their papers in reputed books and journals.

These strategies contributes in effectively learning of life skills, knowledge management skills, lifelong learning of students.

#### **2.3.4 How does the Institution ensure that the students have effective learning experiences? (Use of modern teaching aids and jet tools)**

The college ensures that the students have effective learning experiences by using advance teaching technologies. The latest equipment like Computer's, Internet, OHP, LCD Projector, E-resources, CD's, DVD's, Television, Radio, flip charts are being used effectively by the faculty members as well as students.

\* Paper presentation by students through LCD, OHP.

\* Information is upgraded by using internet facilities.

\* E-books are used by staff and student.

#### **2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?**

To keep update to the new developments respective areas of specialization. The management encourages teachers, students and researchers to attend seminars, workshops, conferences, refresher and orientation academic programmes organized by various universities



and academic staff colleges located within the state and country. Faculty members are encouraged to publish/write papers for various seminars, conferences, workshops and Journals. Guest lecturers, field practitioners and subject experts are invited to college for interacting with students and deliver lectures on current issues.

As an endeavor to keep update and academically sound, the faculty members of our college published and presented the research papers in state, National and international seminars and conferences. The details pertaining to above mention is as below,

\* Seminar/Conference/Workshop paper presented by the faculty

Year	Seminar	Conference	Workshop	Total
2008-09	2	0	0	2
2009-10	0	0	0	0
2010-11	16	0	0	16
2011-12	6	0	0	6
Total	24	0	0	24

\* Seminar/conference/ Workshop participation of the faculty

Year	Seminar		Conference		Workshop	
	No.	Attended	No.	Attended	No.	Attended
2008-09	2	10	0	0	3	10
2009-10	4	17	0	0	3	8
2010-11	10	33	2	6	6	16
2011-12	2	2	2	12	1	2
Total	18	62	4	18	13	36

\* Books published.

Name of the Book	Author	Year of Publication

Social Work SET paper III	Mr. Jagadish S. Sonawane	2010
Social Work NET paper III	Mr. Jagadish S. Sonawane	2010

**2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?**

The college has developed, well equipped library which fulfills the needs of the students and staff. Access to library is available to all students enrolled in the college and to all the teaching and non-teaching staff of the college. A librarian along with supportive staff is looking after the functioning of library.

\* The present status of collection of library is,

	Particulars	Numbers
1	Books	5005
2	Journals	06
3	Magazines	25
4	Research Dissertation	350
5	News papers	09
6	Back Volumes	149
7	Audio/Video CD/DVD	73
8	E-books	359

\* Library advisory committee monitors and promotes effective functioning of library services. The library advisory committee is constituted under the chairmanship of principal.

\* The library has adopted the advanced system like computerization of library, OPAC system, E-resources, membership to institution like INFILBNET, other libraries which is capable to cater the academic needs of students, teachers and research scholars.

**2.3.7 Has the Institution introduced evaluation of the teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?**

Yes, this college has a system of the evaluation of teachers by students through a structured feedback mechanism. Suggestion of the students towards faculties teaching, curriculum, course content and other aspect of teaching learning system are obtained at the end of a course. Based on the suggestions, appropriate action and modification is initiated by the principal to improve the quality of teaching course content, and other aspects of teaching learning methods and Social work education.

**2.4 Teacher Quality**

**2.4.1 How are the members of the faculty selected? Does the Institute have the required number of qualified and competent teachers to handle all the courses? If not, how does the Institution cope with the requirements?**

The college is affiliated to the North Maharashtra University, Jalgaon, and has a recognition and grant-in-aid from department of Social Justice and special assistance of Government of Maharashtra. Thus the system of recruitment followed as prescribed by them.

The prescribed recruitment procedure is as follows

- \* Sanctioning of the posts by Department of Social Justice and special assistance of Government of Maharashtra.
- \* Sanctioning of the reservation roster and advertisement from North Maharashtra University.
- \* Publication of advertisement in regional and state level daily Newspaper, publication of advertisement on college website and University web site and applications are invited from the eligible candidates.
- \* Lists of qualified candidates are called from Employment office, Social welfare department and employment cell of the Universities.
- \* Selection committee constituted by University conducts interview and recommends the candidates for selection.

The status of sanctioned post and filled post in the college are,

Post	Sanction post	Reservation	Filled post	Vacant post
Principal	01	Isolated	01	--
Assistant	13	SC- 02	02	--

Professor		ST- 01	--	01
		NT- 01	01	--
		OBC – 02	02	--
		OPEN – 07	05	02
Total	13		10	03
Librarian	01	Isolated	01	--

**2.4.2 How does the Institute appoint additional faculty to teach new programmes/ modern areas of study (Biotechnology, IT, Bioinformatics etc.)? How many such appointments were made during the last three years?**

As the new programmes have not been added during the last three years in this college but if required candidates will be recruited using prescribed recruitment procedure from the advertisement in the newspaper. In some cases experts cum practitioners from the relevant disciplines were invited to conduct technical session on relevant topics. College invited Mr.Tarkeshwar Ekande for conducting session on PRA Techniques.

**2.4.3. What efforts are made by the management for professional development of the faculty? (e.g.: research grants, study leave, deputation to national/ international conferences/ seminars, training programmes, organizing national / international**

**conferences etc)? How many faculty have availed these facilities during the last three years?**

The college has made efforts for professional development of the faculty by adopting the following strategy.

The faculties are encouraged -

\* To attend the faculty development programmes sponsored by UGC, universities and other premier institutes in the state and country. Financial burden of such event is borne by the college.

\* To motivate and encourage faculty members to publish research papers, books and abstracts.

\* To attend seminars, conferences and workshops.

\* To guide M.Phil and Ph.D. research scholars.

\* To undertake research projects.

\* To undertake field action projects.

\*To participate in refresher and orientation courses sponsored by UGC.

\*To encourage for associating with Social Work organization at different levels.

\* To encourage to organize efforts towards need based academic intervention in the field of Social Work.

\* To encourage to be associated with social action groups in the city working for the social course.

The chart which shows the number of faculties who have attended the various programmers during the last three years.

\*UGC Sponsored Orientation/Refresher programmes attended.

Programmes	Orientation	Refresher
Mr. P.S.Patil	1	1
Mr.V.B.Waghamare	1	
Mr. J.S. Sonawane	1	
Mr.S.R.Chavan	1	
Mr. B.D. Khandagale		1

\*Workshop attended by Faculty

Name of Faculty	2008-09	2009-10	2010-11	Total
Dr. S.I.Kumbhar		1		1
Mr. P.S.Patil	2	2	1	5
Mr.V.B.Waghamare	1	1	2	4
Mr. B.D. Khandagale	1	1	1	3
Mr. D.R.Dhage		1	1	2
Mr. J.S. Sonawane	2		1	3
Ms. V.K.Joshi	1		2	3
Ms. A.M.Khedkar	1		2	3
Mr.C.A.Borse	1		1	2
Mr.S.R.Chavan	1	1	2	4
Ms. A.D.Sarvaiya			3	3
Mr. U.D.Mahajan			2	2
<b>Total</b>	<b>10</b>	<b>7</b>	<b>18</b>	<b>35</b>

\*Conferences attended by Faculty

Name of Faculty	2010-11	Total
Dr. S.I.Kumbhar	2	2
Mr. P.S.Patil	1	1
Mr. V.B.Waghamare	2	2
Mr. B.D. Khandagale	2	2
Mr. D.R.Dhage	2	2
Mr. J.S. Sonawane	3	3
Ms. V.K.Joshi	2	2
Ms. A.M.Khedkar	3	3
Mr.S.R.Chavan	2	2
Mr. U.D.Mahajan	1	1
<b>Total</b>	<b>20</b>	<b>20</b>

## \* Seminar attended by Faculty

Name of Faculty	2008-09	2009-10	2010-11	2011-12	Total
Dr. S.I.Kumbhar	1		2		3
Mr. P.S.Patil	1	2	1		4
Mr. V.B.Waghamare	2	2	4		8
Mr. B.D. Khandagale	1	3	5	3	12
Mr. D.R.Dhage	1	2	2		5
Mr. J.S. Sonawane	1	2	4		7
Ms. V.K.Joshi		1	3		4
Ms. A.M.Khedkar		3	3		6
Mr.C.A.Borse	1	2	1		4
Mr.S.R.Chavan	1	4	3		8
Ms. A.D.Sarvaiya	1		3		4
<b>Total</b>	<b>10</b>	<b>21</b>	<b>31</b>	<b>3</b>	<b>65</b>

## \* Paper Presentations by Faculty.

Name of Faculty	2008-09	2009-10	2010-11	2011-12	Total
Dr. S.I.Kumbhar	1				1
Mr. P.S.Patil			1		1
Mr. V.B.Waghamare			1		1
Mr. B.D. Khandagale	1		4	3	8
Mr. D.R.Dhage				1	1
Mr. J.S. Sonawane			4	2	6
Ms. V.K.Joshi			3		3
Ms. A.M.Khedkar			1		1
Mr.S.R.Chavan			1	1	2
Ms. A.D.Sarvaiya			2		2
<b>Total</b>	<b>2</b>		<b>17</b>	<b>7</b>	<b>26</b>

In addition to this following data shows the numerical and academic strengths of the faculties.

\* Total faculty members in working including librarian - 11

\* Trained faculty members in Social Work – 10



- \* Faculty, members including librarian having M.Phil. degree – 06
- \* Faculty member having a Ph.D. degree – 01
- \* Faculty members who have received recognition as a Ph.D./M.Phil. guide – 01
- \* Faculty members who have a professional work (practice based) experience – 07
- \* Faculty members who have received awards for their extension work contribution to society – 01
- \* Faculty members who have presented their research papers in National, International workshops – 08
- \* Language ability of teachers: All faculty members are fluent in reading writing and speaking in Marathi, Hindi, English, and local language (Ahirani).
- \* Almost all the faculty members are working with the various professional bodies at inter-university, state and national level.
- \* Faculty members are contributing their teaching to NGOs and social organization as a expert / resource persons. – 04
- \* Faculty members have also contributed in preparation of syllabus specially for Ph.D. Course work in Social work, and contributed as a resource person in other university.
- \* Teachers who have published their work – 26 papers.
- \* This college has co-hosted the National seminar on “Social Work response to HIV/AIDS” on 26 to 28 Feb. 2011 at CSRDI Institute,

Ahmadnagar, NAPSWI New Delhi and IGNOU New Delhi were the organizers of the seminar.

**2.4.4 Give details on the awards/ recognitions received by the faculty during the last five years?**

\* Mr. Pandurang S. Patil has been awarded 'Mahatma Phule Shishk Gaurav Sanman Puraskar, 2008 by Dr. Panjabrao Deshamukha Rashtriya Shishk Parishad for Contribution in Socio educational awareness.

**2.4.5 How often does the Institution organize training programmes for the faculty in the use of ?**

**a) Computers.**

**b) Internet.**

**c) Audio Visual Aids.**

**d) computer-Aided packages.**

**e) material development for Cal, multi-media etc.**

The college inspires faculties to attend various training programmes organized by other institutions in the application of computers, internet, audio visual aids, computer aided packages, multi media etc.

Most of our faculties have participated in the seminar/ workshop / conferences related with computers, internet, audio visual aids, and computer aided packages and multi media.

**2.5 Evaluation Process and Reforms**

**2.5.1. How are the evaluation methods communicated to the students and other Institutional members?**

BSW and MSW programme is having credit based semester system.

The evaluation pattern is explained in detail in the course orientation programme at the beginning of the year. The criteria for the Field Work evaluation is communicated through field work conferences.

Following are the details about the entire evaluation process.

\* Theory course evaluation :

a) Class room and Home assignments : Minimum one topic in a semester is assigned to the student for each subject for home and classroom assignment, through which students regularity, attentiveness, language and presentation ability is being observed and developed.

b) Presentation and paper readings : Minimum four and maximum six topics from the syllabus is given to the students for the presentation and minimum six and maximum ten topics is given to the paper readings for every class. They have to prepare and present their papers in allotted time.

\* Field work evaluations: Evaluation is made by faculty members and agency supervisors, and jointly marks are allotted.

\* Semester end examination: Internal assessment is conducted by the college. 10 marks for each paper of BSW course and 20 marks for each paper of MSW course is allotted. Thus theory examinations for BSW is

of each paper 40 marks and MSW is of each paper 80 marks conducted by university.

\* Viva-Voce : Viva-voce / oral exam is conducted for each semester internally is based on Field Work and theory papers. In which students knowledge, attitude and skills is tested verbally. Panel for conducting the viva-voce comprises of internal and external members.

**2.5.2. How does the Institution monitor the progress of the students and communicate it to the students and their parents?**

Academic progress of the students is assessed continuously through following activities:

- \* Attendance for classroom lectures.
- \* Attendance for the Field Work.
- \*Regularity and Punctuality in attending Field Work conferences and guidance sessions.
- \* Submission of Class Assignments.
- \* Submission of Home Assignments.
- \* Submission of Field Work Assignments.
- \* Attendance for Orientation Programme.
- \* Participation and academic involvement in Study Tour.
- \* Participation and academic involvement in Rural Camp.
- \* Participation and initiatives in extension activities.
- \* Completion of Block Placement and Summer Placement.
- \* Participation and Initiativeness in skill lab.

- \* Attendance in Seminars and Conferences.
- \* Library exercises.
- \* Research dissertation Project Report.
- \* Viva-voce examination.
- \* Field Work Presentations.
- \* University Semester Examinations and college internal examination.

All above mentioned criteria's are used for monitoring the ongoing progress of students. Performance of the students communicated to the parents through formal and informal communications i.e. through letters, emails, discussion in parent meeting. Students are communicated their performance through class co-ordinator, subject teacher and Principal.

**2.5.3. What is the mechanism for redressal of grievances regarding evaluation?**

Students are free to drop in suggestion in the suggestion box kept in the office, if any complaint/suggestions occurs, the grievance redressal committee of the college deals with it and try to have feasible solutions at their level, if fails the issue put out to the Local Management Committee.

**2.5.4. What are the major evaluation reforms initiated by the Institution/affiliating University? How does the Institution ensure effective implementation of these reforms?**

The major evaluation reforms practiced by the college and university are as follows:

- \* Collaborative reforms – Agency supervisor feedback/ joint evaluation of Concurrent Field Work.
- \* Committee of faculty members constituted by the principal for assessment and allotment of internal marks.
- \* Setting of question papers, evaluation of answer books and allotting the cumulative grade point and declaration of results with wide publicity are carried out by the university.

## **2.6 Best Practices in Teaching -Learning Process**

### **2.6.1 Detail any significant innovations in teaching/ learning/ evaluation introduced by the Institution?**

Academic calendar prepared prior to the commencement of the academic year based on the academic calendar of the university.

Course content planned in the beginning of the academic year.

a) Orientation programme for newly admitted students is a regular feature.

b) Formation of various committees for the effective working such as

- \* Grievances redressal committee.
- \* Sports committee.
- \* cultural committee.
- \* NSS committee.
- \* Prevention of Sexual harassment committee.

- c) In order to develop the quality decentralized the work by nominating the co-ordinator for major components, such as
- \* BSW and MSW class co-ordinator.
  - \* Field Work co-ordinator.
  - \* Project report co-ordinator.
  - \* NSS co-ordinator.
  - \* Study Tour co-ordinator.
  - \* Alumni co-ordinator.
  - \* Orientation programme co-ordinator.
  - \* Block placement co-ordinator.
- d) Faculty development programmes.
- e) Learner centered Teaching method.
- f) Agency visit for supervising the students Field Work.
- g) Regular Faculty Meeting.
- h) Study Tours for providing the field exposure to the students.
- i) Rural camps.
- j) Use of advanced technology – computer, LCD, OHP, internet.
- k) Field Work Agency supervisors periodic meet.
- l) Alumni meet.
- m) Annual social gathering.
- n) In order to sharpen the intervention skills of students skill lab is conducted.

- o) Extension lectures are organized.
- p) Regular workshop / seminars are organized.
- q) Feedback on the performance of faculty members from students and senior faculty members.
- s) Cordial relationship amongst teacher-students and administrative staff.
- t) Administrative and personal contacts and relation with Field work Agencies.
- u) Motivation and orientation programme for the students in the beginning of the academic year.
- v) Implementation of PRA/PLA and micro planning methods in rural camp.
- w) Organization of various issue based campaign.
- x) Guidance and encouragement for the student preparing for various competitive examinations.



### **Criterion III: Research, Consultancy and Extension**

#### **3.1 Promotion of Research**

##### **3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.**

The Research Committee of the college encourages and motivates the teachers and students for research activities to enhance the research culture and research ability among the faculty and students.

The composition of the Research Committee is as follows

Name of the faculty	Designation
Prin, Dr.Shivputra I. Kumbhar	Chairman
Mr.Sagarraj R. Chavan	Member
Mr. Pandurang S. Patil	Member
Mr. Dhanraj R. Dhage	Co-ordinator

The activities of Research Committee during last 3 years are,

- \* Guidance to BSW & MSW students for selection of Research topics and writing the research design on their Research Projects.
- \* Special Workshops on Research Methodology to BSW and MSW students.
- \* Guidance provided for writing research papers for presentation in conferences.

- \* Guidance and supports provided to NGOs and Government Departments for conducting Base line surveys, Impact assessment surveys, Situational analysis surveys, writing the reports based on empirical data.

- \* Provides opportunity to students and faculties to participate in various research activities like Seminars, Workshops, Trainings at National, International levels.

**3.1.2. How does the institution promote faculty participation in research? (providing seed money, research grants, leave , other facilities)**

- \* College has provided e-journals, Research reports, e-book and Computer facility are made available to the research student as well as to the faculties.

- \* Traveling expenses for attending the Seminar and Conferences are provided.

- \* On duty leave, expenses for attending Seminar and Conferences.

- \* Financial support for data collection and analysis.

- \* Computer facility with necessary software for data analysis.

- \* Administrative and Secretarial support for research activities.

- \* Resourceful support for enhancement of research activities of the college.

The faculty members motivated for perusing Ph.D. degree in Social Work the present status is as follow,

Name of the Faculty	Year	University	Status of Ph.D
Mr. Pandurang S. Patil	2008	NMU, Jalgaon	Data Analysis
Mr. Sagarraj R. Chavan	2009	NMU, Jalgaon	Data Analysis
Mr. Vijaykumar B. Waghmare	2011	NMU, Jalgaon	Submission of Research Proposal
Mr. Bharat D. Khandagale	2011	NMU, Jalgaon	Qualified PET
Mr. Dhanraj R. Dhage	2011	NMU, Jalgaon	Qualified PET
Mr. Jagdish S. Sonawane	2011	NMU, Jalgaon	Qualified PET
Smt. Vandana K. Joshi	2011	NMU, Jalgaon	Qualified PET
Smt. Asmita D. Sarvaitya	2011	NMU, Jalgaon	Qualified PET
Mr. Uday D. Mahajan	2011	NMU, Jalgaon	Qualified PET

**3.1.3. Does the institutional budget have a provision for research and development? If yes, give details.**

Yes, College having provision of demand based financial support to the research activities. The process to avail the financial support is as follows :

- \* Concept note and proposals are invited from faculty members by the research committee.
- \* Proposals are forwarded for approval to LMC.
- \* Allocation of funds are decided as per the requirement and sanction as per availability of funds.

**3.1.4 Does the institution promote participation of students in research activities? If yes, give details.**

Yes, The college and staff always promotes the participation of students in research activities by encouraging them to take active part in various seminars and conferences.

The details of the participation in seminar/ conferences/ workshops of students under the supervision of faculty are follows:

\* In 2011-12, 04 student participated in UGC sponsored two days International conference on “The relevance and impact of Dr. Babasaheb Ambedkars thought in present Age” During 27-28 Aug 2011 at Amravati organized by Takshashila Mahavidyalaya.

\* In 2010-11, 07 student participated in 8<sup>th</sup> Annual National Seminar on Social work response to HIV/AIDS” During 24-25 Feb 2011 at Center for Studies in Rural Development Institute of Social Work and Research, Ahmadnagar jointly organized by IGNOU, NAPSWI, CSRDISWR Ahmadnager co-hosted by Bosco gram in vikas Kendra, Snehalaya, PJN College of Social Work Amalner, AFPRO, PD. Dr.Vikhe Patil foundation, Vincent De’pauls house, WOTR, and CASA.

\* In 2010-11, 05 Students Participated in National Seminar on Social Work Intervention for Inclusive Development: A human Right Perspective. During 18-19 Feb. 2011 at Mumbai organized by Nirmala Niketan College of Social Work Mumbai.

\* In 2010-11, 04 Student participated in National Seminar on M.K.Gandhis Thoughts for Youth on 15 April 2011 at Chopda Dist.- Jalgaon organized by Art, Science and Commerce College Chopda.

\* In 2010-11, 04 Student participated in State level seminar on “Understanding Autism”. During 1-2 Feb. 2011 at Amalner, SNDT’s Rukhminitai Kala Mahavidyalaya, Amalner.

\* In 2009-10, 12 Student participated in Sensitization and training work shop, During 05-06 Feb 2009 at Amalner, jointly organized by Salam Bombay Foundation, Mumbai and PJN College of Social Work, Amalner.

\* In 2009-10, 02 Student participated in state level seminar and presented a paper on “Human rights and women education”. During 24-25 Feb 2009. at Jalgaon organized by DNCVP college of Social Work, Jalgaon.

The details of students actively participated in various surveys are as follows,

\* 12 Student participated in Spot visit of the beneficiaries of ‘Power Tiller Supply Scheme’ for Marginalized Farmers of Schedule Caste. Sponsored by Department of Social Justice and Special Assistance.

\* 06 Student Participated in Survey and spot verification of ‘Karmavir Dadasaheb Gayakwad sabalikiran and swabhiman yojna’. During Aug 2010 sponsored by Department of Social Justice and Special Assistance, Government of Maharashtra.

BSW III<sup>rd</sup> and MSW II<sup>rd</sup> years Students of our college are required to conduct research studies and prepare the dissertation and project report as a part of requirement of curriculum. It helps the students to imbibe research aptitude and broaden their perspective in fields of Social Work. We encourage the students to participate in action research through Rural camp and Concurrent Field Work by using Participatory Rural Appraisal (PRA), Micro-planning (MP) as a tools and techniques.

### **3.1.5 What are the major research facilities developed on the campus?**

College have supported research activity by providing facilities available in the campus.

\* Library – Library facilities like Reference Books on various social issues, e-books, Encyclopedia's, Back volumes of different magazines, Journals on contemporary Social Issues, Government Report's, NGO Report's, UN Report's, Flip Charts.

\* Internet – Computer's, Broad Band Facility, CD's, DVD's, e-book's, e-journals, Software's.

\*Audio Visual – LCD Projector, Laptop, Over Head Projector, Television, DVD Player, Transparent Slides.

\* Administrative and Secretarial Support.

\* Well Equipped Conference Hall, Research Guidance Room for presentation and preparation of reports.

**3.1.6. Give details of the initiatives taken by the institution for collaborative research (with national/ foreign Universities/ Research/Scientific organisations / Industries / NGOs)**

The college promotes multi-disciplinary Research. The college has taken several steps to promote research activities by collaborating with State/National Research Organizations. College has a 'Research Committee' to facilitate and monitor research activity. College has conducted & having research collaboration with following agencies,

- \* District Collector Jalgaon,
- \* Department of Social Justice and Special Assistance Government of Maharashtra.
- \* Department of Adult, Continuing and Extension Education, North Maharashtra University, Jalgaon,
- \* 'Center for Operational Research & Training' (CORT) Ahmadabad,
- \* Rashtra vikas Agro Education Sanstha, Amalner.(NGO).
- \* Adhar Bahuuddeshiya Sanstha, Amalner.(NGO).

**3.2 Research and Publication Output**

**3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph.D. and M. Phil., fellowship/scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements, etc.,)**

- \* Research Guides of the Institution for M.phil. & Ph.D. in Social Work are :

Name of Research Guide	University	No. of Student Allotted
Prin. Dr. Shivputra I. Kumbhar.	* Bharti Vidyepeeth, Deemed University, Pune	Ph.D. 03 Student.
	* Tilak Mahrashta University, Pune	M.phil. 06 Student
	* Solapur University, Solapur.	

\* Alumni of the Institute Awarded and pursuing M.Phil / Ph.D. Degree in Social Work.

Name of the Alumni	Degree	Year	University	Status
Smt. Vandana K Joshi.	M.Phil.	2008	R.T.M. Nagpur	Awarded
Smt. Anita M Khedkar	M.Phil.	2008	R.T.M. Nagpur	Awarded
Shri.Tushar Sawerkar	M.Phil.	2011	IIPS Mumbai	Registered
Smt. Kavita Patil	M.Phil.	2011	R.T.M. Nagpur	Registered
Shri. Sumit Patil	M.Phil.	2011	R.T.M. Nagpur	Registered
Shri Shailesh Jain	M.Phil.	2011	R.T.M. Nagpur	Registered
Shri. Hemant Pawar	Ph.D.	2008	NMU Jalgaon	Data Analysis
Smt. Urmila Patil	Ph.D.	2011	NMU Jalgaon	Qualified PET.
Shri.Chandrakant Pawar	Ph.D.	2011	NMU Jalgaon	Qualified PET.



**3.2.2 Give details of the following:**

- a) **Departments recognized as research centers**
- b) **Faculty recognized as research guides**
- c) **Priority areas for research**
- d) **Ongoing Faculty Research Projects (minor & major projects, funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)**
- e) **Ongoing Student Research Projects (title, duration, funding agency, total funding received for the project).**

College has plans to get recognition of research center as per the rules of North Maharashtra University by fulfilling the Criteria. Principal of our college Prof. Dr. Shivputra I. Kumbhar is recognized as a Ph.D. Guide of Bharti Vidyapeeth Deemed University Pune, Tilak Maharashtra University, Pune, Solapur University, Solapur.

The Priority areas of Research conducted by college are the issues of Women, Children, Labour, Public Health, Social Security, Marginalized and Disadvantaged Community, Environment such emerging issues in the perspectives of Libralisation, Privatisation and Globalisation.

**3.2.3. What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?**

I. College has contributed to Department of Social Justice and Special Assistance, Govt. of Maharashtra to prepare policy and some improvements in various welfare services.

\* Karmavir Dadasaheb Gaikwad Sabalikarn Yojna.

(Empowerment scheme)

\* Impact Assessment Spot visit study of beneficiaries of the scheme of free supply of Power Tiller for SC farmer's.

II. Impact Analysis survey of CAPART funded Watershed development Programme of village Jawkheda.

III. Participated in survey to study the status of Child Labours in Jalgaon District. Sponsored by District Collector Jalgaon.

IV. Contributed in survey to study the causes of Farmer Suicide in Jalgaon District sponsored by District Collector and NMU Jalgaon.

V. Contribution to Community Development by action research activities in following community.

Year	Achievement	Village/Community
2005-06	Village Development Action Plan	Deogaon Deoli
2006-07	Village Development Action Plan	Sonkhedi
2007-08	Village Development Action Plan	Bhortek
2008-09	Village Development Action Plan	Sundarpatti
2009-10	Village Development Action Plan	Karankheda
2010-11	Village Development Action Plan	Jawkheda

2010-11	Community Mapping	Shantinager Amalner
2010-11	Community Mapping	Shah-AlamNagar Amalner
2011-12	Community Mapping	Red light Area Ghandlipura Amalner

**3.2.4. Are there research papers published in refereed journals by the faculty? If yes, give details for the last five years including citation index and impact factor.**

There are no research article published by the faculty in refereed journals.

**3.2.5. Give list of publications of the faculty.**

**a. Books.**

**b. Articles.**

**c. Conference/seminar proceedings.**

**d. Course materials(for distance Education)**

**e. software packages or other learning materials.**

**f. Any other (specify).**

**a) Books** – Our one faculty member has published his self generated material related to SET/ NET as a hand book.

Name of Book	Name of Faculty / Author	Year of Pub <sup>n</sup>	For which class
SET- paper III Social Work	Mr. Jagdish S. Sonawane Smt. Vandana R. Kochure	2010	MSW
NET- paper III Social Work	Mr. Jagdish S. Sonawane	2010	MSW

**b) Articles –**

Name of Faculty	Title
Dr. Shivputra I. Kumbhar	Child Labour in India by biannual research journal, Horison.

**c) Conference/Seminar Proceedings –**

Name of Faculty	Title of Paper	Level of Conference /seminar/ workshop	Organizer/ Publisher	Year
Prin.Dr. Shivputra I. Kumbhar	Gandhian Thought and women empowerment	National level seminar	Mahatma Gandhi Institute, Chopda	2011
Mr. Bharat D. Khandagale	Gandhian philosophy and women empowerment	National level seminar	Mahatma Gandhi Institute, Chopda	2011
Mr. Bharat D. Khandagale	Endeavour of Dr. Babasaheb Ambedkar for woman empowerment	National level seminar on Dr. Babasaheb Ambedkar thought	Taksha Shila mahavidyalaya Amaravati	2011
Mr. Jagdish S. Sonawane	Ghandhi and Youth	National level seminar	Mahatma Gandhi Institute, Chopda	2011

Mr. Jagdish S. Sonawane	Needs of Pt. Jawaharlal Nehru's thoughts for youth	National level seminar	Mahatma Gandhi Institute, Chopda	2011
Mr. Jagdish S. Sonawane	Needs of Dr. Babasaheb's thoughts for youth	National level seminar	Mahatma Gandhi Institute, Chopda	2011
Smt. Anita M. Khedkar	Gandhian philosophy and women empowerment	National level seminar	Mahatma Gandhi Institute, Chopda	2011
Smt. Vandana K. Joshi	Philosophy of Gandhi,	National level seminar	Mahatma Gandhi Institute, Chopda	2011

**d) Course materials (for Distance Education)**

Faculty member Prof. Vijaykumar B. Waghmare :

\* Worked as a member on certificate and short term courses designing committee, Department of Adult, continuing and Extension Education of NMU, Jalgaon i.e. PRA, NGO Management Gender Sensitization.

**e. Software packages or other learning materials** Nil

**f. Any other (specify)**

Faculty member Mr. Dhanraj R. Dhage :

\* Published article on Breast feeding in daily State level News Paper "Loksatta".

### **3.3 Consultancy**

#### **3.4 3.3.1. List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?**

Field Work is an integral part of Social Work education which is considered as soul of course. All students are placed in about 35 agencies and community settings working in various fields. As a part of learning process all students take initiatives in ongoing programme of the respective agencies. The students give feedback to concern Agency supervisors and also Faculty Supervisor. During the course of Field Work supervision by concern faculty have very close connections with the respective organization. Though the faculty is not directly involved in programme at micro level, but their advice and guidance to the students and to agency supervisors is continuous and ongoing process. Therefore all faculty members provide consultancy to the Field Work agency in informal way. The economic condition of Field Work organizations doesn't permit them to get advice or consultancy in a formal way by payment. However the formal consultancy was provided to following organizations

\* To Non-Government Organisation –

- a) Training of personnel.
- b) Capacity building of personnel.
- c) Stress management training.

d) Networking.

\* To Community Based Organisation –

- a) Communication skill.
- b) Self Help Groups Capacity building Training.
- c) Orientation on Budgeting.
- d) PRA, Micro Planning Training.

\* Government Agencies –

- a) Survey of various schemes.
- b) Need analysis for formation of policies.
- c) Awareness generation campaign on public health.

\* Academic Agencies –

- a) Survey of need Assesment.
- b) Syllabus reconstruction to distance education.
- c) Drop-out and school Sanitation and Hygiene education.

### **3.3.2. How does the institution publicize the expertise available for consultancy services?**

The college publicize the expertise available for consultancy services by following ways :

- \* Networking by faculty members with various Resource organization and NGO'S.
- \* Formal and Informal discussions with key persons of the NGO'S and other.

\*Innovative field action project initiated by the college that are published in media which shows the expertise of faculty in respective areas.

\* The college publicize the expertise available for consultancy services through students and neighborhood community.

**3.3.3. How does the institution reward the staff for the consultation provided by them?**

Teacher are interested to offer consultancy services but most of the time we look the consultancy as the part of Social Work profession. However the college has given reward to the staff for better performance in consultancy service by giving Appreciation letter, Felicitation on teachers day and sanctioning duty leave's for enhancement in performance.

**3.3.4. How does the institution utilize the revenue generated through consultancy services?**

Institute utilizes this revenue for,

- \* Enhancing the skills of staff
- \* Creating and upgrading existing facilities.
- \* Encouraging the expansion of the services.
- \* Encouraging for participation in various programmes and activities of the respective fields.
- \* Providing special training as per need and demand.
- \* Skill Labs.



### 3.4 Extension Activities

#### 3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

Students and teachers of this college actively participate in extension activities. The college conducts various on-campus and off-campus extension activities. Our academic calendar reflects the importance of extension activities, we undertake extension activities as a part of curriculum of Social Work Education and Field Work Practicum which reflects through celebration of Birthdays and Anniversaries of Social Reformers, Issue based important days. Issue-based awareness programmes, Field Work practicum reflects as a extension activities through various Field Work components Agency Orientation visits, Extension Lectures, Concurrent Field Work, Study Tour, Rural Camp, Issue based Campaign, Relief Work, Skill Development Workshops, Block Placement in Social Welfare Agency.

Details of extension activities as per last academic year

Title of Extension Activities	Date	Venue
Sanvidhan Gaurav Din Special Rally	26 Nov 2010	Amalner City.
Worlds AIDS control Day	1-5 Dec 2010	Amalner City.

Celebration : Awareness Programmes		
Mahila Mukti Din On the occasion of Savitribai Fule Birth Anniversary day	3 Jan 2010	PJN college of Social Work.
World Women's Day celebration	8 march 2010	PJN college of Social Work and field work Agencies.
Seminar on world health Day	7 April 2011	PJN college of Social Work.
Youth Day celebration on the Occasion of Birth Anniversary of Swami Vivekanand	12 Jan 2011	PJN college of Social Work.

### 3.4.2 What are the outreach programmes organized by the institution?

#### How are they integrated with the academic curricula?

The college organizes all there outreach programmes through the Field Work, Extension Activities

\* NSS activities.

\* Yuvati sabha.

\* Vivek vahini.

- \* Blood donation camps.
- \* AID'S awareness campaign.
- \* Campaign on 'save the girl child'.
- \* Health check-up camps.
- \* Pulse-Polio immunization.
- \* Rural camp.
- \* Legal-literacy camp.
- \* 'Amhi doot samateche' Dalit Vasti visit programme.
- \* Gender sensitization.
- \* Educational study tour.
- \* Street plays.
- \* Poster Exhibition.
- \* Support to persons in need.

All above mention campaign and programmes are part of Social Work curriculum under the component of concurrent Field Work which have co-relation between theory and practical knowledge.

**3.4.3 How does the institution promote Institute - neighborhood network in which students acquire attitude for service and training, contributive to community development?**

The curricula of the Social Work course has extension activities as a component which are mandatory for students to participate in themselves whole heartedly and professionally in such activities.

Out-reach programmes for UG and PG students gives insight on social concern in the minds of the students, especially for the disadvantaged sections of the society. With reference to college neighborhood networking, over the year the college has been established linkages with number of Field Work agencies like ICDS center, Kamgar Kalyan Kendras (Labour welfare centers), ICTC centers, Government and Private Hospital, Family counseling center, Trusts and foundations working for weaker sections. Rural, Tribal and Urban community and Panchayat Raj institutions at village, block and District level. The college have build the good rapport with NGOs and Government Departments.

**3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institutions / Industries / NGOs etc. for extension activities?**

The college has take various initiative to built partnership with various organisations for extension activities

	Name of Organisation	Nature of Activities
1	Men Against Violence and Abuse (MAVA) Mumbai.	Innovative field action Project 'MANUSH' on Gender equality
2	Salaam Bombay Foundation Mumbai	Tobacco Awareness Training, Program
3	Bharati Vidyapeeth Deemed University, Pune	National level Inter Collegiate General Knowledge Test.
4	Sukhanjani Foundation, Amalner	Health Camps at urban and rural areas.
5	Jivanshree Blood Bank, Amalner	Blood Donation camps

6	Adhar Bahuddeshiya sanstha, Amalner	HIV/AIDS Awareness, Women Empowerment Program, Family Counseling, Working with Female Sex Worker
7	Rashtra vikas Agro education sanstha, Amalner	Water-shed Development activities.
8	Suryoday Bahuddeshiya Sanstha, Amalner	Right to Education Campaign.
9	Amalner Municipal Hospital, Amalner	Pulse Polio Immunisation Program.
9	Amalner Education Society	School Social Worker Practices.
10	Municipal Council, Amalner	Suvarna Jayanti Shahari Rojgar Yojna project (SJSRY).
11	Rotary, Lions, Lioness, Rotaract, Inner-wheel clubs	Issue based Events.
12	Gandhi Research Center of North Maharashtra University, Jalgaon.	Examination on Gandhian thoughts, Poster Exhibition
13	Vivek Vahini, Satara	Free from Blind Belief, superstitious, developing rational thinking.
14	Bhagini Nivedita Sanstha, Bahadarpur.	Empowerment of women through income generation activities.

### **3.4.5. How has the local community benefited by the institution?**

**(Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)**

The local community benefited through the intervention of college in following ways-

\* Village Development Action Plans was developed by the intervention and conducting PRA/PLA methods. Techniques and application of Micro Planning in Rural Camp for five villages in Amalner Tehsil,

\* Community Based Organization (C.B.O) also benefited by the support of institution through promotion and training programme for various activities.

\* Referral Linkages established to support the needy person through ICTC [integrated counseling and testing centre], Rural Hospital, Family Counseling Centers, Lawyers, Doctors and other NGO's.

\* Awareness generation on various issues with the help of Government machineries and local NGO's.

**3.4.6. How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)**

Many of the faculties of the college are actively participating in voluntary Social Organization that offer valuable services to the beneficiaries. In this regard, our college taken initiatives in Extension Activities which is very much useful to neighborhood communities and other related organization such as Social Justice Department, District Collectorate Office, Mahila Aarthik Vikas Mahamandal. Surveys and Research Activities are part of Field Work, at the same time Stakeholders of these schemes belongs to same community. Due

to our involvement Participation and response level also increases. Majority programmes of the college are community centered. Immunization, vaccination, health awareness, formation of SHG. are the programme which is a core component of Social Work curricula. At the level of MSW-II<sup>nd</sup> years, BSW-III<sup>rd</sup> year students are placed at various villages and slum community for field work practice of Social Work methods.

#### **3.4.7. Any awards or recognition received by the faculty / students /**

##### **Institution for the extension activities?**

\* Mr. Pandurang S. Patil, faculty of our college received-‘Mahatma Phule Shikhsak Gaurav’ Sanman Purskar 2008 from Dr. Panjabrao Deshamukh Rashitrya Shikhsak Parishad in the year-2008 for his contribution in field of Social welfare and service.

### **3.5 Collaborations**

#### **3.5.1 Give details of the collaborative activities of the institution with the following organizations:**

\* **Local bodies/ community**

\* **State**

\* **National**

\* **International**

\* **Industry**

\* **Service sector**

\* **Agriculture sector**

**\* Administrative agencies**

**\* Any other (specify)**

The college has taken initiatives for collaboration with following organisations,

**\* Local Bodies/Communities:-**

- a) Village Panchayat (08),
- b) Municipal council (01),
- c) Slum communities (04) of Amalner city

The college has made collaboration with local bodies through Field Work practice extension activities.

**\*State:-** Faculty members and Students has actively involved in various programmes of state level machineries in the form of consultancy, fieldwork intervention, surveys and research . Following are the state level organisations who support us for collaborative work,

- a) Rural, Municipal and Private Hospitals, Amalner ,
- b) MAVA (Men Against Violence and Abuse) – Mumbai ,
- c)MASWE (Maharashtra Association of Social Work Educators)
- d) ICDS(Integrated Child Development Scheme)
- e) Salaam Bombay foundation, Mumbai
- f) MAVIM(Mahila Arthik Vikas Mahamandal), Mumbai



\* **National:-** The college have collaboration with following national Level Organizations,

- a) Institutional Membership with NAPSWI- [National Association of professional Social Workers in India], New Delhi.
- b) Tata Institute of Social Sciences, (TISS) Mumbai- “Saksham” Project under GFATM round-7.
- c) Indira Gandhi National Open University, (IGNOU) New Delhi,
- d) CSRD – ISWR (Center for Studies in Rural Development- Institute of Social Work Research) Ahmadnager.
- e) NYK (Nehru Yuva Kendra), Jalgaon.

\* **International:-** The college is strongly desires to collaborate with international organization by forth coming days.

\* **Industry:-**

Maharashtra labour welfare board – undertaking of Government of Maharashtra.

\* **Service Sector:-**

The collaborations made with the various Government Departments and NGOs.

### **3.5.2 How has the institution benefited from the collaboration?**

**(a) Curriculum development**

**(b) Internship**

**(c) On-the-job training**

**(d) Faculty exchange and development**

**(e) Research**

**(f) Consultancy**

**(g) Extension**

**(h) Publication**

**(i) Student Placement**

The Collaboration of college provides more opportunities for expansion of Field Work practice for the trainee Social Worker for Research, Consultancy, Extension and Internship. Collaborative work of our college prepare research plan and consultancy task with various agencies. Seminars, workshops, skill lab, capacity building and communication skill workshop is our strength for collaboration.

**3.5.3 Does the institution have any MOU/MOC/ mutually beneficial agreements signed with**

**\* Other academic institutions**

**\* Industry**

**\* Other agencies**

The college has signed MOU with following NGO's,

Name of organization	Nature of work
MAVA, Mumbai	“Manush” field action project.
Rashtra Vikas Sanshta	Community Development Activities.
Aadhar Sanstha	Women Empowerment and HIV

	AIDS Awareness.
Gulab Patil ST Ashram Shala	School Social Work.
Nagaon NT Ashram Shala	School Social Work.
A.B. Patil SC Ashram Shala	School Social Work.
Mamta Vidyalay	Social Work with Mentally Challenged Children.
Navjivan Andha, Apang Sanstha.	Social Work with Differently abled Person.

### 3.6 Best Practices in Research, Consultancy and Extension

#### 3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

Nature of Best Practice	Details
Manush	Innovative Field Action Project on Gender Equality
Village Development Action Plan	Conducting Village Camps by using PRA/ PLA and Micro Planning Tools.
Institutional Membership of MASWE, NAPSWI and other forums	Faculty Development, networking at state and national level.
Partnership with other academic institutes like CSRD, TISS, Nirmala Niketan.	Opportunity to Participate in Seminars, Consultancy and Research Activities

Networking with Resource Organization	Faculty Developments, Field Work, Placements.
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The innovations in extension, consultancy and research practice has reflected on various publications, research papers, and preparation of articles. Significant contribution by the teachers in the field of research, which helps them to assist various Govt. and non-government. Agencies most of the faculty members presented research paper in national, international seminars and conferences on the basis of innovative work and practices.

#### 4. Criterion IV: Infrastructure and Learning Resources

##### 4.1 Physical Facilities

##### 4.1.1 What are the infrastructure facilities available for

a) Academic activities?-

b) Co-curricular activities?-

c) Extra –curricular activities and sports?-

\* Shram Safalya Education Society has provided the college with 6 acres of Land.

\* Lush Green Camps with Garden.

\* Well Developed Sport Grounds.

\* ICT equipment facilities – Computers, Printers with Copy Scan features, LCD Projector and OHP Projector are available in the college, Internet facility provided by Broad Band BSNL, data card.

\* Adequate Building with required Amenities.

Facility	No.	Details
Class Rooms	06	Well equipped with Bench, Green Board, Dias, Table, Chair, Tub Light, Fan, Pin Notice Board,
Library and Reading Room with Computers	01	Book Cup Boards, Book Shelf, Librarian Table- Chairs, Computer, Computer Table, Issue Counter, Reading Tables and Chairs, News paper and Magazine Stand, New Arrival Stand, Pin Notice Board, Tube Lights, Fans, Computers with internet

		facility.
Seminar / Conference Hall	01	Conference chairs, Table, Chairs, Bench, Audio system, Television, DVD player, Over head projector, LCD projector, Digital Camera, Dias,
Staff room	01	Individual Table and Revolving Chairs, Lockers, News paper reading stand, Tube lights, Fans, Pin Notice Board,
Administrative office	01	Individual Table and Chairs, Tube lights, Telephone, Computer with internet facility, Wooden Rack, Steel Rack, Fans, Pin Notice Board.
Principal chamber	01	Desk , Revolving chair, Sofa set, Tea table, Steel cupboard, Telephone, Chairs,
Ladies Room	01	Tables, Chairs, Fan, Tube Light, Mirror,
Toilets		Separate for Ladies, Gents and staff.
Research Cell/ Skill Lab/ NSS office	01	Well equipped with adequate furniture,
Boys Hostel	01	Well equipped with adequate facilities,
Canteen	01	Well equipped with adequate facilities.
Sports ground		Well specious six lane 400 mtr. Track, Foot ball, Volley ball, Kho-Kho, Basket ball, Hand ball, Kabadi.
Indoor Stadium		Sports hall is available. Gymnasium multi gym machine(02).

#### 4.1.2 Enclose the Master Plan of the Institute campus indicating the

**existing physical infrastructure and the projected future expansions.**

Enclosed the master plan of the college campus by indicating the existing physical infrastructure and proposed future expansion.

**4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.**

Yes, the detail are given in following table

Capital Expenditure

Particulars	2006-07	2007-08	2008-09	2009-10	2010-11
Furniture	42940/-	17295/-	40213/-	89542/-	0
Library books	7283/-	24775/-	66495/-	4597/-	76844/-
Audio Visual System	0	14382/-	23490/-	1150/-	27500/-
Computer Printer Software	9000/-	0	23000/-	11760/-	34000/-
Machinery	0	18987/-	52000/-	0	0
Dead stock	0	0	0	0	3675/-
Total	59223/-	75439/-	205198/-	107049/-	142019/-

Revenue Expenditure

Particulars	2006-07	2007-08	2008-09	2009-10	2010-11
Staff Salaries	377810/-	665812	1155198	3715533	6833167
Revenue exp.	593484/-	942779	787082	718147	997072

Excluding staff salaries &depreciation					
Depreciation	31070/-	26232	49941	60867	58788
Total Expenditure	1002364	1625368	1992221	4494547	7889027

**4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?**

Yes, the college is providing the facilities like Common Room, Separate Rest Room for Women Students and Staff. The college have separate Staff Room with suitable individual seating arrangement like table and chairs, lockers for each staff.

**4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?**

The infrastructure and maintenance committee of the college deals with the plan and practice of optimal utilization of space for academic and curricular activities.

\* Library is Kept open during working days from 10.00am to 5.00 pm.

\* Student utilizes classroom, reading room, computer facility of the college in working hours and as and when required.

\* Curricular, co-curricular and extra-curricular activities are conducted regularly on our campus.



\* Sports Grounds of the college is utilized by the students of our college, we feel very much satisfied and proud to mention the sport ground is also utilized by other sports men and the other youngsters (boys and girls) preparing for the recruitment of police department, army and other security forces.

**4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?**

The college provides special assistance to differently abled students,

\* These students are well supported by the Student welfare committee by giving special attention toward there requirement like Travelling, Local Convenience and the other problems.

\* They are specially supported by the library committee by providing them books in classroom and the audio cassette/CDs of study material.

**4.2 Maintenance of Infrastructure**

**4.2.1 What is the budget allocation for the maintenance of (last year's data) The budget allocation for maintenance is as under**

<b>a. Land</b>	–
<b>b. Building</b>	–
<b>c. Furniture</b>	- 10000/-
<b>d. Equipment</b>	- 30000/-
<b>e. Computers</b>	- 50000/-
<b>f. Vehicles</b>	–

**4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?**

- \* Land -
- \* Building -
- \* Furniture - 3675/-
- \* Equipment - 27500/-
- \* Computers - 34000/-
- \* Vehicles -

**4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?**

Yes, There is a committee which take cares of repairs and maintenance of infrastructure facility and equipment.

The composition of committee is as follows:

Members Name	Designations
Prin.Dr.Shivputra I. Kumbhar	Chairperson.
Mr. Pandurang S. Patil	Member.
Mr. Dhanraj R. Dhage	Member.
Shri. Anil S. Wani	Member.

\* The college have Annual Maintenance contract with local service provider for the maintenance of computer facility with M/S Varad Computer, Amalner.

\* The dead stock register and equipment register is maintained by administrative staff.

\* College has appointed the staff who delivers there services for maintenance and minor repairs of infrastructure.

### 4.3 Library as a Learning Resource

#### 4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?

Yes, the college have constituted Library and computer Advisory Committee. The core responsibilities of the committee is primarily to look after the smooth working of library, Purchasing of Books, subscriptions for Magazines and Journals, and to decide policies for library. The composition of the committee is as follows,

#### Library and computer Advisory Committee

Name	Designation
Prin. Dr. Shivputra I. Kumbhar	Chairman
Mr. Pandurang S. Patil	Member
Mr. Vijaykumar B. Waghmare	Member
Mr. Bharat D. Khandagale	Member
Smt. Anita M. Khedkar	Member
Mr. Anil S. Wani	Member
Mr. Uday D. Mahajan	Secretary

The functions of the committee is as follows,

\* To act as a co-ordinator between the faculty, students, administration, and the library program.

\* To encourage the use of library collection and facilities.

- \* To recommend the solutions, regarding the problems related to library.
- \* To assist in planning and implementation of the library functions.
- \* Assessment of the adequacy of library material and services.
- \* Making recommendations to librarian for adoption of certain practices for beneficial to student and staff.
- \* To ensure the periodic assessment of library and its functioning and make necessary changes in functioning.

#### **4.3.2 How does the library ensure access, use and security of materials?**

The library has a open access, as the library is located in one premises. College has developed its own rules and regulation for the use of library which ensures access, use and security of the library books, other reading material and furniture. For ensuring access, use and security of the library is following practices are followed,

- \* The students has to demand book by demand slip.
- \* For information of books available, Printed Catalogue of the Accession book are made available. OPAC system is provided to students. This helps to issue the desired books to the students.
- \* Visitor Register is maintained in library.
- \* For Wear and Tear the books are checked while issuing & returning, if found losses appropriate fine is charged to user.
- \* Separate staff is provided for library functions.

\* The materials security is at the top priority by not allowing outsiders without prior permission.

\* The entire library is covered under fire insurance.

\* Fire control equipment are kept.

\* Pesticide is spread on regular basis to avoid books from termites.

#### **4.3.3 What are the various support facilities available in the library?**

**(computers, internet, band width, reprographic facilities etc.)**

The various support facilities are provided for the smooth working of the library and its extensive utilization to the students.

\* Computers are made available to librarian for administrative work with library management system software Pollangrain softwares “Library Manager” with OPAC system is provided for referring the catalogue.

\* Four computers with internet connectivity are provided in the library for the use of internet surfing for students.

\* Printer, Scanner with Photocopy machine which is available in the office.

#### **4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.**

The library ensures the purchase and use of current titles, important journals and other reading materials on the recommendation of

principal, chairman of the Library and computer Advisory Committee. The demand for specific books from students and faculty is considered. The amount spent on new books and Journals during the last five years is as follows.

Year	No. of Books & Journals	Total Amount
2006-07	50	10323/-
2007-08	226	35135/-
2008-09	626	74700/-
2009-10	110	12072/-
2010-11	644	79729/-

**4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (hours, frequency of use , subscriptions, licensed software etc.)**

Internet (Broad Band) facility available in working hours for the faculty Members and Students. Library is equipped with latest software like window XP, office 2003, office2007, Adobe reader, ISM.

The use of Library internet services are available after class room lectures.

**4.3.6 Are the library services computerized? If yes, to what extent?**

Yes, the library is computerized with Pollangrain software “Library Manager” library management software. Additional one computer is placed for OPAC to the students and faculties.

**4.3.7 Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.**

Yes, the college has membership of INFLIBNET, Ahmadabad.

It has provided wide access to E-Recourses in which faculties, Staff, Students get separate User ID and password which makes them to surf 3000+E-Journals and 75000+E-Books from different fields on the website of INFLIBNET N-LIST, Ahmadabad.

**4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?**

College have qualified library staff who take care of following activities,

- \* The new arrivals are displayed in stand and by circulating notice about the new arrival among the faculty members.
- \* Library Orientation Program for new enrolled students of BSW Ist and MSW Ist which is a part of our Course Orientation.
- \* Awarded the best library user award to students.
- \* Students are assigned an assignment of book review and article review.

**4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility**

Yes, the library has interlibrary borrowing facility with some other libraries in the city and around. The names of the academic libraries are follows,

- \* Pratap Philosophy Center of North Maharashtra University, Amalner.
- \* Pratap college, Amalner.
- \* B.ed. college, Amalner.
- \* Dhandai Mata Arts, Commerce and Science college, Amalner.
- \* Kamal Akka Patil Arts, Commerce college, Amalner.
- \* SNTD Rukminital Women college, Amalner.

**4.3.10 What are the special facilities offered by the library to the visually- and physically- challenged persons?**

The Library of the college offers special facilities for visually and physically challenged persons by following means and ways,

**a) Support system** – College offers Audio cassette, VCD & DVD, Reader facility to visually challenged person by taking support of student group.

**b) Library Facilities** – The library committee will take care of library convenience of visually- and physically- challenged persons, arrangement of issuing books in class-room as per requirement, giving him/her preference while issuing the books, journals.

**4.3.11 List the infrastructural development of the library over the last two years.**



Following are the major infrastructural development of the library during the last two years.

Particular	No.
Steel Cub-boards	11
Computer	6
LCD Projector	1
LCD Screen	1
Fan	2
Computer Table	2
Table	2
Steel Rack	1

#### **4.3.12 What other information services are provided by the library to its users?**

Our college library is well equipped with various latest information in the form of Books, e-books. The well furnished Repository is provided for the student.

\* OPAC system is available for student and faculty, this facility includes bibliographic information.

\* Library orientation program for newly enrolled students.

\* The University question paper of past examination are made available in the library to the students.

\* The copy of Syllabus, field work files with printed pages and field work diary is provided to each student.

\* News papers clippings of various subjects are available.

\* There is wide range of daily news paper subscribed by the library. Which contain 02 English and 07 Marathi news papers.

\* Librarian reviews the news papers and bring important issues and advertisement to the notice of the faculty and students.

\* Career Guidance Information Service, On and Off Campus placements drives and Job Opportunities are displayed.

\* Notices displayed related to inter collegiate competition and scholarships.

\* Dissertation of previous students are stored separately on the shelf and provided to the students on demand only for reference.

\* We have developed a Special Section for Books on Competitive Exam in which we have made special collection of books, e-books, CDs for promoting and motivating students carrier.

#### **4.4. ICT as Learning Resources.**

##### **4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand alone facility, LAN facility, configuration, licensed software etc.)**

The college is having 08 computers. The students and faculty are encouraged to use computer and internet facility.

The general configuration of computers is as follows.

Particulars	Quantity
Computers – 2.6 Ghz. Processor, 80 GB hard disk, 512 MB., 1 GB, DVD rom/ writer, Colour monitors, Optical mouse and keyboard.	08
Printer- * Samsung SCX 4100- Scan, print, Zerox. * Cannon Lazar printer	02
* Data link / Modem BSNL Broad Band * Tata witz data card / USB modem * Visiontek data card / USB modem – 7.2 mbps.	03
Accessories – * UPS	04
Licensed software * Pollengrain Software – “Library Manager”	01
* Shabdakosh Software	01
* Tally software ERP 9	01
* Quick heal, Net Protector, Kaspersky Antivirus software	05

\* The college has applied with detail proposal to BSNL Telephone Department of Amalner region for providing us the facility of the centrally sponsored scheme named National Mission on Education

through information and communication technology (ICT) “Sakshat” of Department of Higher Education ministry of Human Resource Development, Government of India.

**4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?**

No, we have not yet developed central computing facility.

**4.4.3 How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the Institute for such efforts?**

The college encourages faculty members to prepare and use computer aided teaching and learning material in the class by providing supporting facilities,

- \* Development of subject wise Course Material on Computers.
- \* Collection of downloaded Study Material from Internet.
- \* Teaching Learning process enriched with equipments like Computers, Laptop, Printers having facility of copy and scan features. OHP projector, LCD projector,
- \* Internet connectivity is provided with downloading, printing facility.

**4.4.4 Does the Institution have a website? How frequently is it updated? Give details.**

College has developed its own website the web address is **www.pjncoswa.org** which is updated twice or thrice during the year. Updating includes all academic activities like admission, examinations,

alumni information, innovative programmes, faculty student achievement and other events.

**4.4.5 How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution?**

College upgrade its computer system as per the need through the service provider. The annual maintenance contract is made with the service provider M/S Varad Computer's Amalner.

The budget provision made sufficiently in the annual budget accordingly for update, deployment and maintenance of the computers.

**4.4.6 How are the computers and their accessories maintained?**

**(AMC etc.)**

Annual maintenance contract is made with M/s VARAD Computer, Amalner for regular repair and maintenance of computers and their accessories.

**4.5 Other Facilities**

**4.5.1 Give details of the following facilities:**

**a) Capacity of the hostels (to be given separately for boys and Girls) –**

\* The college have hostel facilities with capacity of 10 boys students.

\* The college recommends Female Students in Working Women Hostel, Government Girls Hostel and Private Accommodation in

Amalner city.

**b) Occupancy** – The college hostel provided dormitory occupancy of 10 boys students.

**c) Rooms in the hostel (to be given separately for boys and Girls)-**

The college hostel provided dormitory accommodation for boys students.

**d) Recreational facilities** – The recreational facilities in the hostel are CD Player, Television and Magazines & News paper.

**e) Sports and Games (Indoor and Outdoor) facilities** – Indoor and outdoor sports facilities are available in the college campus.

For athletics 400Mtr. Track and ground are available. Various other sports equipments are available for games like football, volleyball and well equipped Gymnasium Hall is available for health exercises.

**f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/ part time etc.) –**

The college is having health care center where doctors and ambulance are made available on call. College arranges medical check-up camp every year for the students with the help of private medical practitioner as per the requirement of North Maharashtra University, Jalgaon.

#### **4.5.2 How does the institution ensure participation of women in intra- and inter- institutional sports competitions and cultural activities?**

\*The participation of women students is assured by the college by participating in annual and inter collegiate sports activities like slow

cycling, running, long jump, high jump, discuss throw, Music chair, skipping rope, and cultural activities like lemon spoon competition, debate, elocution, gathering.

\* The inter collegiate cultural activity, the college has a 'Yuvati Sabha' i.e. women's club unit that promotes 100% participation of women students in main stream activities of the college. 'Yuvati Sabha' organizes its own programme in the college which are aimed at women empowerment, self employment and cultural development.

\* College promotes the participations of women students in the programmes like,

# Yuva Rang (Youth Festival), organized by the North Maharashtra University, Jalgaon and other reputed organisations.

# College has given the opportunity to 05 Women students to participate in IGNOU sponsored annual national seminar on Social Work response to HIV/AIDS at CSR-D-ISWR Ahmadnager in Feb 2011.

#### **4.5.3 Give details of the common facilities available with the Institution**

**(Staff room, day care centre, common room for students, rest rooms, health centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)**

The details of the common facilities available with the college are as follows,

- \* **Staff room** – Separate staff room is available with the facilities of individual table and chairs and lockers.
- \* **Common Room for students** – Separate common room for boys and girls are available with necessary facilities.
- \* **Health centre** – First Aid box, Doctor on call, Annual Medical Health checkup camp is arranged.
- \* **Vehicle Parking** – Parking for cycle and Motor cycle and four-wheeler's of students, staff and visitors.
- \* **Guest House** – Guest House and Principal's residence is located in the heart of the Amalner city.
- \* **Canteen** – Canteen facility available in the campus.
- \* **Telephone** – Landline telephone connection with Broad Band Facility with no. 02587 222151, and Tata Indicom No. 9226626193
- \* **Internet café** – Internet facility is available in the library and administrative office of the college.
- \* **Drinking Water** – Drinking water is made available from the well through piped water supply system through tap connection in the various locations of the campus.
- \* **Transport** – Institute availed the facility of 'Request Bus Stop' from Maharashtra State Road Transport Corporation (MSRTC). Shared Auto Rickshaws are available.



## **4.6 Best Practices in Infrastructure and Learning Resources**

### **4.6.1 What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/adapted by the institution?**

The college is continuously trying to upgrade all the available facilities for teaching learning process.

\* Spacious, adequate college building in the campus of 6 acres land with lush green campus and garden.

\* The best practices like playground with 400mtr. running track and Gymnasium hall.

\* Conference hall with audio-visual facilities.

\* Computer assisted instruments like. OHP, LCD projector, printer, scanner, Xerox machine, internet facility, Generator for power backup etc.

\* College is keen in purchasing Reference books, Encyclopedias, and other books related to Social Work.

\* Computers provided with internet connectivity.

\* College promotes to download and collect all the possible materials in electronic form i.e. in the form of CD, VCD, DVD, from internet and various seminars and conferences proceedings.

\* New arrivals of books and Magazines are displayed on the Magazine display in the library.

- \* Suggestion box is kept in the admin. office and good suggestion are considered and tried out to implement at maximum.
- \* Guest house for visitors, guest speakers.
- \* Library orientation is provided to fresher's.

## Criterion V: Student Support and Progression

### 5.1 Student Progression

#### 5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.,) of the students of the last two batches.

The Socio-economic profile (General, SC/ST, OBC etc.,) of the students of the last two batches are as follows

#### 2009-2010

	Total	Male	Female	SC	ST	NT	OBC	GEN	SBC	PH
BSW I	47	32	15	03	02	11	24	07	00	00
BSWII	23	21	02	04	02	04	11	01	01	00
BSWIII	19	11	08	01	01	02	13	02	00	00
MSW I	60	44	16	10	02	11	25	10	02	00
MSWII	79	50	29	14	07	06	42	09	01	00

#### 2010-2011

	Total	Male	Female	SC	ST	NT	OBC	GEN	SBC	PH
BSW I	40	35	05	04	11	07	14	02	02	00
BSWII	31	18	13	01	00	08	18	04	00	00
BSWIII	22	20	02	04	03	03	10	01	01	00
MSW I	60	49	11	08	06	13	27	04	02	00
MSWII	50	35	15	09	02	08	20	09	02	00

**5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?**

Our college constantly facilitate to minimize the drop-out rate by organizing Orientation Programme containing both theory and practice before commencement of the academic year which provides proper insight to the fresh students, with proper knowledge related to course requirement, course structure, field work and research components of the course. During the orientation programme students are exposed to the various socio economic realities by conducting visit to social welfare organisations, Government institutions and innovative field project of NGOs and communities. This prepares the platform for the students to understand and prepared them self for the course which minimize the dropout rate. Special assistance is made to the rural, tribal, women students and students from other states with language problems, accommodating with local situation, so as to facilitate them to complete the course. Every student is assign to field work supervisor to guide. Field work supervisor motivates and guide the students whenever necessary and also deals with the individual problem of the students.

The economically backward students are informed to avail the benefits of financial assistance provided by the government and other sources in the form of scholarship, educational loan. Class co-ordinator report

about the student absenteeism and under performance to the Principal, faculty and parents. The above maintained efforts of the college minimize the dropout rate and facilitate the students for successful completion of the course.

**5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years. (UG to PG to Ph.D and /or to employment)**

On an average 80% of the students completed UG course (BSW) joins to PG course in Social work(MSW) or other education.

On an average 80% of students completed PG course (MSW) secure employment or join further education.

**5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students have been employed? (average of last five years)**

The college has a placement cell comprising of placement co-ordinator and other faculty members. Career Counseling and Job Placement Committee is as follows,

Name	Designation
Prin. Dr. Shivputra I. Kumbhar	Chairman
Mr.Jagdish S. Sonawane	Co-ordinator
Smt. Asmita D. Sarvaiya	Member
Mr. Uday D. Mahajan	Member

Shri. Yogesh C. Sandanshiv	Member
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The committee of our college offers training to the students and arranges for campus interview for employment in the voluntary and other organizations.

The details of outgoing students of last five years. On an average 80 % of the student secured employment joined further education.

Years	MSW Outgoing Students
2006-2007	31
2007-2008	42
2008-2009	19
2009-2010	57
2010-2011	34
Total	183

**5.1.5 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years) (UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services- IAS, IPS, IFS, Central/State services etc. )**

However the college does not have any formal system for facilitating students for appearing and qualifying various competitive examination

but by informal way college facilitate and support students for appearing in various competitive examinations by providing Reading Materials, Guidance, relevant Coaching.

Since year 2011 college started separate section of competitive exam books in library in which collection of books, magazine and study material for preparation of exam like UGC-NET/ SLET, MPSC, UPSC. College conducts orientation and guidance classes for the students by inviting guest speakers. The result of this initiative of the college is our two alumni qualified UGC-NET/SLET those are Ms. Kavita Patil and Mr. Tushar Savarkar. Several other alumni were achieved higher positions in the State Government departments and NGOs.

**5.1.6 Give a comparative analysis of the institutional academic performance with reference to other Institutes of the affiliating University and the university average. (Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc. (Last five years' data)**

Comparative analysis of the college academic performance with reference to other college

Class	Percentage of pass out students				
Year	2006-07	2007-08	2008-09	2009-10	2010-11
BSW	50%	60%	54.54%	55.55%	80%

MSW	64.58%	62.68%	67.85%	72.72%	72.34%
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The academic performance of the college is very good right from inception. As compare to other colleges the maximum students of our college secured first class and higher position in the merit list of university.

## **5.2 Student Support**

### **5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?**

Yes, this college publishes and updated prospectus of the beginning of every academic year.

The following information disseminated to students through the prospectus,

- \* Organization Profile.
- \* Eligibility for admission.
- \* Admission procedure.
- \* Course Structure.
- \* Fees structure.
- \* Reservation Rules.
- \* Examination structure.
- \* GOI scholarship details. (SC, NT, ST, OBC, SBC, )



- \* Carrier opportunity.

- \* Rules and Regulation on Governing the course.

College provide printed materials of field work to enrolled students like,

- \* Field work file with printed pages like report writing sheets, individual and group conference sheets, content sheet

- \* Field work diary.

- \* Field work attendance card.

- \* College provides a copy of syllabus contents to each student.

- \*News letter PALKHI is published frequently and distributed to students.

- \* Annual Magazine

The above published material distributed to students by the college which helps to upgrade the knowledge and skills among the students.

**5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/free ships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the State or Central Governments).**

Yes, the college provide financial aid to students in the form of concessions in the fees, for availing this facility application are called, Principal with the consent of Chairman of the college sanctions the aid

to students. During the last academic year college had sanction fee concession to 02 students.

**5.2.3 Give details of schemes for student welfare? (insurance, subsidized canteen facilities, special diets, student counseling support, “earn while you learn” scheme etc.).**

The college has constituted Student Welfare Advisory Committee the composition of the committee is as follow

Name	Designation
Prin. Dr. Shivputra I. Kumbhar	Chairperson
Mr. Vijaykumar B. Waghmare	Co-ordinator
Mr. Pandurang S. Patil	Member
Smt.Vandana K. Joshi	Member
Shri. Anil S. Wani	Member

This committee ensures the proper implementation of student welfare scheme i.e.

\* General Insurance scheme of North Maharashtra University, Jalgaon for enrolled students.

\* Kamava–Shika Yojana (Earn while You Learn) of North Maharashtra University, Jalgaon

\* Eklavya Students scheme of North Maharashtra University, Jalgaon

\* Annual Medical checkup camps are arranged for enrolled students.

\* Students aid fund.

\* Counseling and support to students provided by the faculty.

**5.2.4 What type of support services are available to overseas students.**

In our college most of the students comes from Maharashtra and neighboring state. At present no overseas students are enrolled. In case of admission of Overseas student college administration will provide all kind of support services.

**5.2.5 Give details of the placement and counseling services for the students?**

The career counseling and job placement committee and other faculty members keep track of jobs and convey those formally and informally to the desired students. As per the last alumni feedback the information indicates that 40% to 60% students are providing their services in government and NGOs. Field work supervisor who is interacting with their students almost on a daily basis through individual conferences, Group conferences, field work supervision. The student is given counseling with regard to personal issues. Thus students counseling is inbuilt into the MSW course structure, both in theory as well as in practice.

**5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?**

The means of Vision, Mission and objective of college reflects encouraging and developing entrepreneurial skills through programs organized by college among students.

\* Regular workshops and orientation program are conducted on project management, institutional management, fund raising strategies, networking skills which helps the students who desire to set up their own profession or service organization.

\* Visits to various organizations, projects, developmental program are organized by the collage to encourage entrepreneurial skills.

\* Workshops and skill training are our part of time table, which focus on NGO registration, Proposal writing, fund raising means, Report Writing and Event Management Skill, Personality Development, Communication Skill.

\* Several Alumni of the college have successfully initiated various Government, Non-Governmental and NGO projects.

\* Alumni's are invited as a resource person to share their experiences in class room seminars, village camps and NSS camps.

**5.2.7 Does the faculty participate in academic and personal counseling?**

**If yes, give details on services provided during the last academic year?**

Yes, the faculty is involved in academic and personal counseling. Every student is assigned to a fieldwork supervisor who guides

motivates and encourage through the counseling. Regular group conferences and individuals meeting are conducted which enables to deal with personal, academic and fieldwork related issues of each students. Class co-ordinator maintains records of attendance, lectures, and other events. At the time of admission orientation program is organized and at the time of completion of the final year college arrange 'concluding meet' every year. In concluding meet lectures on Career guidance are organized and college offers the counseling services in future as per the requirement of the student.

**5.2.8 Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the centre**

Yes, in our college separate guidance and counseling is provided to woman students under 'Yuvti Sabha' in which programmes on gender issues, woman empowerment, personality development are organized. Besides the female faculty members are always available to deal with specific issues raised by woman students.

**5.2.9 Is there a Cell /Committee constituted for prevention/ action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years)**

Yes, The college has constituted committee Against Sexual Harassment and Anti Raging. The composition of the committee is as under:

Name	Designation
Prin. Dr. Shivputra I. Kumbhar	Chairman
Mr. Vijaykumar B. Waghmare	Member
Smt. Vandana K. Joshi	Member
Shri. Anil S. Wani	Member

Objectives of the Committee are as under:

- \* To educate students regarding their rights and responsibilities and the legal implications of sexual harassment.
- \* To conduct workshops on counseling wherein students can openly interact with trained practitioners from the field on various topics like self awareness, human sexuality, choice of partner, responsible marriage, sex and parenthood, relationships, family life and population education, gender equality, falling sex ratio, women empowerment.
- \* To promote healthy interaction among male and female students through discussions and debates on current burning issues like eve-teasing, gender discrimination, dowry harassment, domestic violence.
- \* Action to be taken in cases of sexual harassment.

#### **5.2.10 Does the institution have a grievance redressal cell? If yes, what**

**are its functions? Detail the major grievances redressed during the last two years.**

Yes, The college has constituted committee on grievance redressal.

The following are the member of this committee :

Grievance redressal committee :

Name of faculty member	Designation
Prin. Dr. Shivputra I. Kumbhar	Chairman
Smt. Vandana K. Joshi	Co-ordinator
Shri. Anil S. Wani	Member

\* Students are free to drop in complaint, in the complaint box kept in the office, if any complaint appears to the grievance redressal committee which deals with the grievances.

\* To encourage teaching and non-teaching staff members to communicate their grievances to the committee if any.

\* With an intention to redress the grievances by studying the problem, committee takes appropriate decisions.

**5.2.11 Is there a provision for acquiring computer skills / literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.**

Yes, Website review is a sub component in the curriculum facilitates student for acquiring computer skill of internet surfing. As there is no detailed provision in curriculum for acquiring computers skill/literacy.

Therefore college organizes training for students those who are interested in learning elementary computer skill, they are provided by basic skills of computer operating by experts which makes them computer friendly.

College encourage the student for updating their computer skills through private coaching of computers.

This opportunity provided platform to our students to acquire computer education.

\* The college has organize workshop on how to fill up online form of eligibility, admission, exam and university requirement. College seeks the help from e-suvidha department of the North Maharashtra University, Jalgaon.

\* Special guidance session are conducted from current year for fill up online e-scholarship form under the GOI scholarship schemes for SC, ST, OBC, NT, SBC students.

\* From this year website review is a part of MSW syllabus.

\* We also encourage to our students for acquire skills in on-line Job searching from various websites.

\* As a part of a research dissertation we provide statistical and computer related assistance to the students.

#### **5.2.12 What value-added courses are introduced by the institution to**



**develop life skills; career training; community orientation; good citizenship and personality development of students?**

\* College introduced the Value-added courses named “certificate course in counseling”. The students of BSW III year and MSW II year are admitted for this course.

\* Course on Orientation and practice on Participatory Rural Appraisal and Micro Planning Tools and techniques are provided through the rural camps for MSW I, BSW I, BSW III.

**5.2.13 How does the institution ensure safety and security of the students, faculty and the institutional assets?**

College has 03 permanent watchman to ensure safety and security of the students, faculty and college assets around 24 hours.

**5.3 Student Activities**

**5.3.1 Does the institution have an Alumni Association? If yes,**

**i. List its current Office bearers**

**ii. List its activities during the last two years.**

**iii. Give details of the top ten alumni occupying prominent positions.**

**iv. Give details of the contribution of alumni to the growth and development of the institution.**

Yes, the college has Alumni Association. The present office bearers of the Alumni Association are as under.

Name of the office bearers	Designation
Smt. Anita M. Khedkar.	Chairperson
Smt. Anurupa A. Kakade.	Vice-chairperson
Smt. Vandana k. Joshi.	Secretary
Mr. Avinash R. Patil.	Treasurer
Mr. Tushar S. Khandare.	Member
Smt. Kavita P. Patil	Member
Mr. Prashant S. Patil	Member

In association with local alumni members the alumni committee conducts the following activities :

\* College has taken initiative in organizing Alumni Meet from last two year. In academic year 2009-2010 first Alumni meet was organized with few alumni in which they have decided to meet regularly for experience sharing and contribute in the Academic development of the college. Second meet was organized in 2010-2011 in which all alumni was invited. They decided to form the alumni association. The future plans which are prepared in the meet are as follows,

- \* To form Alumni association.
- \* Inviting prominent alumni's to the college for sharing their experiences with students.
- \* Arranging placements for the students with the help of alumni.
- \* Membership mobilization.

- \* Conduct periodic meetings.
- \* Organize annual get to gather.
- \* Act as a mentors for fresh job seekers.

Top alumni's occupying prominent positions:

a) Prominent Alumni :-

The details of the Prominent Alumni is given below.

Name	Designation	Place
Mr. Hemantkumar Pawar	Admin. officer	Govt. Dental college Mumbai
Ms. Monali Jadhav	Director	Ahirrao Memorial Betawad.
Mr. Narayan Chaudhari	Vice Principal	Govt. Ranger college Chikhaldara
Mr. Avinash R. Patil.	HR Manager	Mahad
Mr. Tushar S. Khandare.	Project Co-ordinator	Jalgaon
Mr. Prashant S. Patil	Dist. Co-ordinator	Dhule
Smt. Anita M. Khedkar.	Asstt. Professor	Amalner
Smt. Anurupa A. Kakade.	Accountant	Amalner
Smt. Vandana k. Joshi.	Asstt. Professor	Amalner

Mr. Pankaj Chaudhari	Dist. President NCP Student Congress	Jalgaon
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\* The details of the contribution of alumni to growth and development of the college:-

- a) To restructure the curriculum.
- b) Added some infrastructural facilities.
- c) Rescheduling of time table
- d) Addition of social work related books.

**5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/ inter-collegiate / Inter-University/ Inter-state/ National/ International)**

College motivates students to participate in extra-curricular activities including sports and games at various levels.

Students participated in the last year is as follows,

Year	Activities	Level	Students Name
2010-11	100 mtr Running	College	* Indira Rokade * Harshali Baviskar * Gayatri Patil * Monali Patil

2010-11	400 mtr running	college	<ul style="list-style-type: none"> <li>* Swapnil Jagatap</li> <li>* Jadhav Ketan</li> <li>* Pravin Patil</li> <li>* Dipak Patil</li> <li>* Vijay More</li> <li>* Jitendra Chavre</li> </ul>
2010-11	Slow Cycling	college	<ul style="list-style-type: none"> <li>* Gopal Chavan</li> <li>* Vikas Patil</li> <li>* Vijay More</li> <li>* Swapnil Jagtap</li> <li>* Sagar Jadhav</li> <li>* Jitendra Chavre</li> <li>* Padvi Nokarya</li> <li>* Jadhav ketan</li> <li>* Pawara Jagan</li> <li>* Sonawane Kishor</li> </ul>
2010-11	Mall Khamb	Inter collegiate	<ul style="list-style-type: none"> <li>* Magare Vijay</li> <li>Gulabrao</li> <li>* Mali Ganesh Tathu</li> <li>* Mahajan Dilip</li> <li>Vinayak</li> <li>* Mali Mukesh lotan</li> </ul>

			* Mali Mahendra Ramesh
2010-11	Mall Khamb	Inter University	* Mali Mukesh lotan

**5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, Institute magazine, and other material? List the major publications/ materials brought out by the students during the previous academic session.**

\* College publishes Magazine “PALKHI” Annually. Students are encouraged and given preference to publishing their articles, views, field experiences, poems and stories.

\* News letter of college is published frequently.

\* Wall magazine is prepared and published by students under the guidance of faculty.

**5.3.4 Does the institution have a Student Council or any similar body?**

**Give details on its constitution, major activities and funding.**

Yes, The college have a student council, which is established according to Maharashtra University Act-1994 and the guidelines of NMU. This council looks after the students welfare through its various programmes. The composition of student council for the academic year 2011-2012 is as follows,

Name	Designation
Prin. Dr. Shivputra I. Kumbhar	Chairman
Mr. Pandurang S. Patil	Member
Mr. Smt. Vanda k. Joshi	Member
Mr. Sagrraj R. Chavan	Member
Mr. Chandrashekhar A. Borse	Member
Mr. Ashok G. Patil	Students representative
Mr. Harshal S. Sonar	Students representative
Ms. Gaytri R. Patil	Students representative
Mr. Vanshing B. Vasave	Students representative
Mr. Nitin D. Shirsath	Students representative Secretary (UR)
Mr. Lalit D. Khairnar	NSS Representative
Mr. Sunil H. Pawar	Sport Representative
Mr. Pradeep K. Shirsath	Cultural Representative
Ms. Rupali P. Patil	Ladies Representative
Ms. Poonam N. Shirsath	Ladies Representative

The activities of students council are as follows :

- \* To organize students motivation programme through guest lectures, personality development workshops.
- \* To organize cultural programmes for students.

\* To give opportunities to students to express their talents at various levels and platforms.

\* To assist students in the holding of competition and arrangement of various programme.

\* To assist development of leadership qualities in the students.

**5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.**

The various academic and administrative bodies and their activities academic and administrative which have student representation on them is as follows,

Name of the body	Detail Activities
Student council	* To Promote leadership qualities in students. * To provide Services and activities to students for Support and Progress. *Organize and participate academic, cultural and sports activities. * Representation of students at University level.
Yuvti Sabha	* Organize programs on development of girl students. * Organizing Workshops on awareness of various Social issues related to women like Legal Literacy,



	<p>Domestic Violence Awareness, “Save the girl child”.</p> <p>* Organize Health Awareness Camps, self defense camps.</p> <p>* To Organize Pre-marital and marital counseling to women students.</p>
NSS advisory committee	<p>* Planning and Implementation of NSS activities like NSS camps, other events.</p> <p>* Voluntarily Participation in Social Services as a Volunteer.</p>
Vivek Vahini	<p>* To create scientific awareness among the students.</p> <p>* To create self confidence and good citizenship in students.</p> <p>* Awareness programmes on communal harmony.</p> <p>* To enhance the creativity in students.</p>
Students welfare committee	<p>* Guidance for availing scholarship, free ships, loans and other schemes of university and State Government to students in special categories like SC,ST, OBC and differently abled student.</p> <p>* To Provide support system for differently abled students.</p>

	<ul style="list-style-type: none"> <li>* Health services like Annual health checkup and group insurance scheme.</li> <li>* Support and formation of Student Council committee.</li> <li>* Students are encouraged to organize and participate in academic, cultural and sports program at various levels.</li> </ul>
Gathering committee	<ul style="list-style-type: none"> <li>* To organize Annual Social Gathering based on Social Themes.</li> <li>* To encourage students to participate in all cultural activities.</li> <li>* To felicitate meritorious students for their achievements.</li> <li>* To organize welcome function for fresheners and send off program for outgoing students.</li> </ul>
Alumni Association	<ul style="list-style-type: none"> <li>* Formation and functioning of an active alumni association.</li> <li>*To maintain the work profile of alumni.</li> <li>* Alumni directory and an alumni newsletter are used as media for communication with the alumni.</li> <li>* To support the Alumni to start a voluntary organization.</li> </ul>

	<ul style="list-style-type: none"> <li>* To arrange interactive sessions with the students</li> <li>Inviting prominent alumni's to the Institute for sharing their experiences with students.</li> <li>* To get assistance for the college through the funds, career guidance to students.</li> <li>* Arranging placements for the students with the help of alumni.</li> </ul>
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**5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?**

Yes, the college has mechanism to seek and use data and feedback from graduate and from employers. The feedback from students is collected at the time of completion of course and during the alumni meet. In case of employers feedback collected in informal meeting with employers. This assists in improvement and development of the college.

**5.4. Best practices in student support and progression**

**5.4.1. Give details of institutional best practices to words student support and progression?**

The detail of the Best practices for students supports and progression is developed by the college is as follows :

- \* Organisation of Annual Alumni Meet and Alumni Association.
- \* Opportunity to participate in various programmes of National importance, HIV/AIDS awareness Red Ribbon express, Save the girls child campaign, Pulse Polio Immunisation, Sanvidhan Gourav (celebration of the Indian Constitution).
- \* The Value-added courses initiated for enrolled students progression like “certificate course in counseling” and Orientation and practice on PRA, PLA, and Micro Planning Tools through the rural camps.
- \* Representation on committees formed for governance and development of college these are Students council, Yuvti Sabha, NSS advisory committee, Vivek Vahini, Students Welfare advisory committee, Annual social gathering committee, Alumni association, Rural Camp and Study tour committees.
- \* Opportunity to participate in National and International conferences and seminars.
- \* Job placement committee and competitive exams Guidance cell to assists students for seeking various jobs and providing guidelines for competitive exams.
- \* Field action project initiated by the college provides opportunity to participate in various activities which provides exposures for development of skill knowledge and attitude of the student.

## **Criterion VI: Governance and Leadership**

### **6.1 Institutional Vision and Leadership**

#### **6.1.1 State the Vision and Mission statement of the institution and give details on how the institution.**

**a) Ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation?**

**b) Translates its vision statement into its activities?**

The vision and mission of the college are,

**Vision :** “To be an Institution of Excellence in Social Work Education that continually response to the changing Social realities through the development and application of Knowledge, Skills, and Attitude towards people centered Sustainable Society, to promote and protect the Dignity, Equality, Social Justice and Human Rights.”

**Mission:** “To organize the academic programmes to facilitate for prepare the cadre of qualified and committed Social Work Professionals and to provide education to students for Social Work Practice, Research, Administration and Training to meet the goals of profession.”

#### **Objectives:**

- \* Provide and organize education and training in social work, social sciences, human resource management and allied fields.
- \* Conduct research for promotion and development of knowledge in the social work.

- \* Conduct training and awareness programmes for continuing education.
- \* Undertake innovative field action project in relevant areas to develop new approaches and strategies.
- \* Participate and engage in relief and rehabilitation and development programmes to address human sufferings in any type of disasters.
- \* Networking with government and non-government organizations, academic institutions, people groups and movements.
- \* Undertake advocacy and consultancy on relevant issues.

As the vision and mission of the college is coined as per the objectives of the higher education policies of the nation. And it is ensured that by carrying out various activities like different issue base campaign, legal literacy camp, health awareness, Sanvidhan Gaurav day celebration, AIDS awareness campaign, field action projects, Dalit Vasti Bhet Yojana and other. The objectives of the higher education policies of the nation are achieved by implementing these activities through the theory and fieldwork intervention of the curricula of Social work course.

Vision statement of the college reflects through the following activities,

- \* Development and application of Knowledge by Research and Training.
- \* Development and application of Skills through Training and Practice.

- \* Development of Attitude towards People Centered Sustainable Society.

- \* Promote and Protect Dignity, Equality, Social Justice and Human Rights by Teaching, Research and Field Work Practice.

**6.1.2 Enumerate the Management's commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.**

The college is being managed by Shram Safalya Education Society, Amalner. The Principal is administrative head, responsible for the management of the college within the campus, with the support of the college administration and management, the Principal ensure the involvement of all stakeholders in the effective and efficient transaction of the teaching learning process in the following ways.

- \* To provide the infrastructural support.

- \* To control overall administration.

- \* Resource mobilization.

- \* To facilitate staff welfare programmes.

- \* To support the computer aided teaching learning process.

- \* To promote healthy and sound environment for teaching learning process.

- \* Positive attitude and readiness to support for arranging various issue based campaigns.

\* To promote the staff improvement and motivation, by permitting to participate in various seminars, workshops, conferences which turns helpful for improving teaching learning ability of faculties.

\* To motivate the faculties for participation in orientation programmes, refresher courses, Yoga classes, and Meditations Programmes, Vipashana.

**6.1.3 How does the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?**

The Governing Body of the Shram Safalya Education Society has setup Local Management Committee (LMC) for controlling and monitoring the educational and administrative activities of the college.

\* The Principal being the Head of the college and member secretary of the LMC, who carries out the administrative functions, academic functions and extra-curricular activities through the various committees at the college level by delegating the powers to the committees for smooth functioning of each and every programme.

\* Responsibilities are made define and communicated to the staff through office communications and the meetings of various committees, by office order, internal staff circular, written letters, memorandums, oral talks, personal contacts to the teaching and non-teaching staff. The principal plays the advisory and supervisory role over all these activities.



**6.1.4 How does the Management/Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the management, to review the activities of the institution?**

The Shram Safalya Education Society is presently running two academic institutions , thus management is deeply and committedly involved in all activities of the college. Local Management Committee which comprises the management member, teaching staff, non-teaching staff and Head of the college.

Details of Local Management Committee

Name	Designation
Mr. Subhash Dodhu Bhandarkar	Chairman
Mrs. Geet S. Bhandarkar.	Member
Mr. Dilipshing A. Patil	Member
Mr. Vivekanand L. Bhandarkar	Member
Mr. Abhijeet S. Bhandarkar	Member
Mr. Pandurang S. Patil	Teaching Representative
Mr. Vijaykumar B. Waghmare	Teaching Representative
Smt. Vandana K. Joshi	Teaching Representative
Mr. Anil S. Wani	Non-Teaching Representative
Dr. Shivputra I. Kumbhar	Member Secretary

Management has delegated all the authority to LMC in day to day functioning of the college. The head of the college have formal and informal communication with management members.

**6.1.5. How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?**

Principal of the college plays the key role in Governance and management of the college. Principal by organizing the meetings of Local Management Committee, Staff meetings, NSS meetings and other committee meeting ensures that the staff members are encouraged to perform in a effective manner for academic growth and development. Also by inspiring the staff to attend the faculty development programmes, Training programmes, Orientation programmes, Refresher courses, Seminar, workshop, Conferences organized by various Institutes and with UGC-academic staff colleges.

**6.1.6. Describe the leadership role of the Head of the institution, in governance and management of the institution.**

The leadership role of the Principal as a head of college in governance and management of the college is as follows,

- \* Overall responsible for administration.
- \* To look after monitoring and mobilizing teaching learning process.
- \* To prepare the plan of Academic and administrative development.
- \* To look after the academic progress.

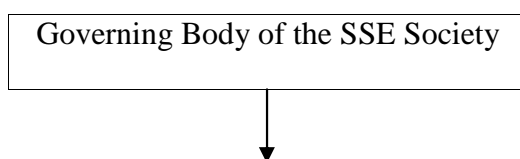
- \* To advice, motivate the staff members for academic development.
- \* To review the academic program.
- \* To establish good rapport with the stakeholders.
- \* To advice and monitor the smooth and fruit full functioning of the various committees of the college level.
- \* To felicitate the meritorious students in academic, sports, and extra and co-curricular activities in public function of the college.

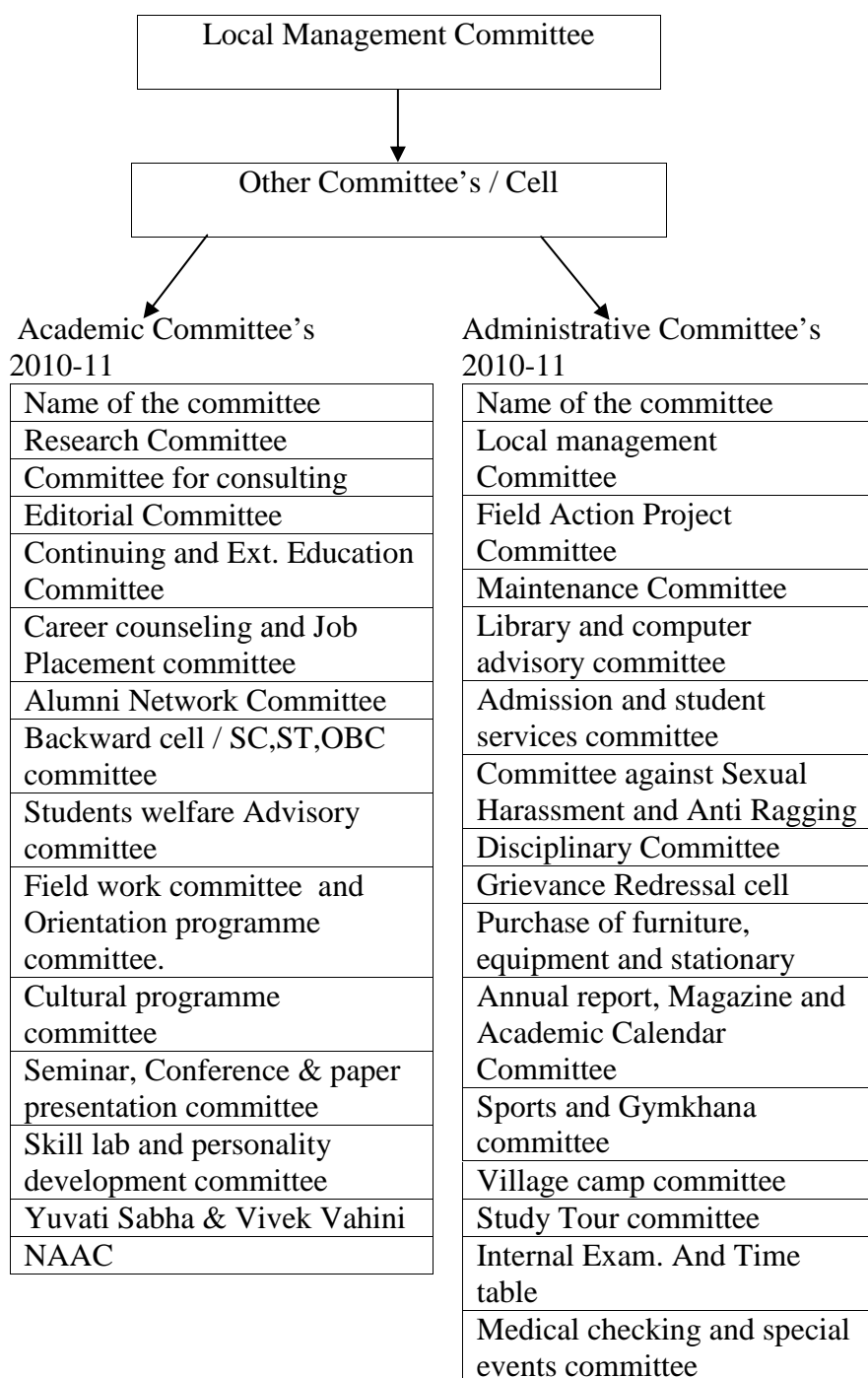
## **6.2 Organizational Arrangements**

### **6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.**

The organizational structure consists of Governing Body to decide the policies of the college and the Local Management Committee is to manage day to day activities of the college. The activities related to various academic and administrative functions are taken care by the various committee of the college.

The organization structure of the college is a follows:





The meeting of these various committees are held frequently, twice or thrice in a semester. The discussions and decisions are taken in last two years by these committees includes,

- \* Preparation and finalization of Academic calendar.
- \* Preparation of Budget and approvals to expenditure.
- \* Recruitment of Principal, Librarian and Faculties.
- \* Purchase of Books, subscription to Journal and Magazine, membership of 'Inflibnet'.
- \* Computerization of library services and inter library borrowing.
- \* Review and suggestions on Teaching Learning process.
- \* Conducting research and extension activities.
- \* Collaborations and linkages with university, academic institutions and NGOs.
- \* Launching the field action projects.
- \* Organisation of National level seminar on social work response to HIV-AIDS by co-hosting with NAPSWI, CSR-D-ISWR and IGNOU.
- \* Purchase of computers, LCD projector, Furniture and other required equipments.
- \* Recommendations to governing body for construction of expansion and maintenance of building and other infrastructural facilities.
- \* Conduct and review the rural camp and study tour activity.
- \* Formation of IQAC for NAAC accreditation and completing all procedure for NAAC accreditation.

### **6.2.2 To what extent is the administration decentralized? How does the**

**institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?**

The organizational structure consist of Governing body, LMC and other committees. The Principal is head of the college, he is the spokesperson of the college, who maintains healthy contact with the stakeholder like parents, teachers, alumni and the public. The college has decentralized the administration for smooth and effective implementation of the courses. The co-ordinator looks in day-to-day routine of the courses and worked as a link between students and the principal. The list of co-ordinator mentioned below for some of the important academic and extra-curricular activities.

- \* Class co-ordinator BSW I,II,III and MSW I, II.
- \* Field work co-ordinator.
- \* Research Project co-ordinator.
- \* Block Placement co-ordinator.
- \* Village camp co-ordinator.
- \* Study tour co-ordinator.
- \* NSS Program officer.
- \* Placement cell co-ordinator.
- \* Yuvati Sabha Co-ordinator.
- \* Sport co-ordinator.
- \* Cultural co-ordinator.

\* Alumni co-ordinator.

Every co-ordinator is given specific task and appreciable liberty to perform appropriately in the academic year.

**6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.**

Yes, The college have mechanism of co-ordinator and monitor the academic, co-curricular and extra-curricular activities effectively through functional committee, cells and students committees. The performance of these committees are monitored throughout the year and evaluated from time to time and measures are taken to further improvement in their functioning.

**6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.**

Yes, College there is no formal Grievance Redressal mechanism for employees. But in case any Grievance arise it is solved with the mediation of Principal and Local management committee, even it is unresolved then finally it goes to Hon'ble chairman of the Society.

**6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?**

The society is presently running two academic college thus management is deeply involved in all activities of the college. Hon'ble

Chairman and the members of the Governing Body visit the college on special occasions and for other academic purpose and Local Management Committee meetings. During such visits and meetings the issues of teaching and non teaching staff are discussed and further solutions are sought out.

**6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?**

Yes, there is a committee (Committee against sexual harassment and anti ragging) which deals to prevent sexual harassment of women staff /student. If any complaint related to sexual harassment of women staff /student is reported, immediately the necessary enquiry is initiated and if needed disciplinary action is also initiated. But till today the college never came across such type of incidence neither with woman staff nor with student.

**6.3 Strategy Development and Deployment.**

**6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?**

The Principal, faculty and administrative staff develop and prepares Academic Calendar which is in line with the Academic Calendar of the North Maharashtra University, Jalgaon.

The Academic Calendar is prepared before the commencement of academic session every year through collective efforts, which involves



detail planning of curricular, extra-curricular, and co-curricular activities. The requirement of resources, library books, funds, are planned in advance and necessary approval cum sanctioned is sought from the LMC. The opinions and view of students, faculties, and non-teaching staff are also considered during the exercise. The college has developed a five year perspective plan for quality sustenance and enhancement.

**6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?**

The college has constituted various committees involving faculties, non-teaching, administrative staff and the students wherever necessary. All the activities, academic as well as extra-curricular are divided amongst different committees. Roles and responsibilities of each committee member are well decided and well defined and the same is communicated to them in regular, routine meetings.

Everyone is get involved in academic development plan of the college. Their involvement goes to the extent of idea generation, collection of information and effective implementation.

**6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held**

**and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.**

The Profile and functions related to various committees at college level is as below. A) Academic Committee's 2009-10

Name of the committee	Name of the committee Member	Date of meeting Year 09-10
Research Committee	Mr. Pandurang S. Patil Mr. Dhanraj.R.Dhage Mrs. Vandana K.Joshi	* 3/8/09 * 3/9/09 * 30/4/10
Career counseling and Job Placement committee	Mr. Pandurang S. Patil Mr. Bharat D. Khandagle Mr. Dhanraj R.Dhage	* 17/8/09 * 9/12/09 * 12/4/10
Alumni Network Committee	Mr. Sagarraj R. Chavan Mr. Vijaykumar B. Waghmare Mr. Jagdish S.Sonawane Mrs. Asmita D.Sarviya	* 29/8/09 * 18/1/10 * 11/3/10
Field work committee and Orientation programme committee.	Mr. Bharat D. Khandagle Mr. Vijaykumar B. Waghmare Mrs. Vandana R.kochure Mr. Sagarraj R. Chavan Mrs. Anita M. Khedkar Mrs. Asmita D.Sarviya	* 3/8/09 * 25/9/09 * 15/10/09 * 4/11/09 * 18/3/10
Cultural programme committee	Mrs. Vandana R.Kochure Mrs. Vandana K.Joshi Mr. Sagarraj R. Chavan	* 12/8/09 * 25/11/09 * 25/1/10 * 4/2/10 * 30/4/10
Seminar, Conference & paper presentation committee	Mr. Jagdish S.Sonawane Mr. Chandrashekhar A. Borse Mr. Vijaykumar B. Waghmare Mrs. Asmita D.Sarviya	* 21/7/09 * 10/10/09 * 13/3/10
Skill lab and personality development committee	Mr. Vijaykumar B. Waghmare Mr. Jagdish S.Sonawane Mr. Dhanraj R.Dhage	* 12/7/09 * 23/11/09 * 6/3/10
Student welfare and Students council committee	Mr. Chandrashekhar A. Borse Mrs.Anita M. Khedkar	* 10/8/09 * 7/9/09 * 23/9/09

		*21/01/10
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## B) Administrative Committee's 2009-10

Name of the committee	Name the committee Member	Date of meeting Year – 09-10
Local management Committee	Mr. Subhash D. Bhandarkar Mrs. Geet S. Bhandarkar Mr. Dilipsing A. Patil Mr. Vivekanand L. Bhandarkar Mr. Abhijit S. Bhandarkar Mr. Vijaykumar B. Waghmare Mrs. Vandana K. Joshi Mr. Anil S. Wani  Mr. Panduran S. Patil (I/C Prin)	* 16/7/09 * 3/10/09 * 16/11/09
Library and computer advisory committee	Mr. Uday D. Mahajan Mr. Bharat D. Khandagle Mr. Vijaykumar B. Waghmare Mrs. Asmita D.Sarviya Mr. Anil S. Wani	*10/08/09 *27/01/10
Admission and student services committee	Mr. Vijaykumar B. Waghmare Mr. Anil S. Wani Mr. Jagdish S. Sonawane Mrs. Vandana K. Joshi	* 26/6/09 * 15/07/09
Committee against Sexual Harassment and Anti Ragging	Mrs.Vandana R.kochure Mr. Chandrashekhar A. Borse Mr. Vijaykumar B. Waghmare Mr. Bharat D. Khandagle Mr. Anil S. Wani	* 12/08/09 * 14/12/09
Disciplinary Committee	Mrs. Vandana R.kochure Mr. Sagarraj R. Chavan Mrs. Anita M. Khedkar Mr. Bharat D. Khandagle	* 29/7/09 * 30/9/09 * 23/1/10
Grievance Redressal cell	Mr. Pandurang S. Patil Mr. Chandrashekhar A. Borse Mr. Vijaykumar B. Waghmare Mrs. Vandana R.kochure	* 24/7/09 * 19/11/09 * 10/3/10
Yuvti Sabha	Mrs. Anita M. Khedkar	* 8/8/09 * 1/10/09 * 9/1/10
Annual report, Magazine and	Mrs. Anita M. Khedkar Mr. Vijaykumar B. Waghmare	* 29/8/09 * 22/4/10

Academic Calendar Committee		
Sports and Gymkhana committee	Mr. Bharat D. Khandagle Mr. Chandrashekhar A. Borse	* 17/7/09 * 21/12/09
Village camp committee	Mrs. Vandana R.kochure Mrs. Vandana K.Joshi Mr. Sagarraj R. Chavan	* 16/12/09
Study Tour committee	Mr. Vijaykumar B. Waghmare Mr. Chandrashekhar A. Borse	* 12/12/09 * 13/2/10
Internal Exam. And Time table	Mr. Jagdish S.Sonawane Mr. Sagarraj R. Chavan	* 7/10/09
Medical checking and special events committee	Mr. Jagdish S.Sonawane Mrs. Asmita D.Sarviya	* 2/7/09

## A) Academic Committee's : 2010-11

Name of the committee	Name of the committee Member	Date of meeting Year 10-11
Research Committee	Mr. Dhanraj.R.Dhage Mr. Sagarraj R. Chavan Mr. Pandurang S.Patil	* 11/8/10 * 13/9/10 * 7/11/10
Committee for consulting	Mr. Bharat D. Khandagle Mr. Jagdish S.Sonawane	* 8/7/10
Editorial Committee	Mr. Uday D. Mahajan Mrs. Asmita D.Sarviya	* 21/7/10
Continuing and Ext. Education Committee	Mr. Dhanraj R.Dhage Mr. Chandrashekhar A. Borse	* 12/8/10
Career counseling and Job Placement committee	Mr. Bharat D. Khandagle Mr. Dhanraj R.Dhage	* 22/6/10 * 12/2/11
Alumni Network Committee	Mr. Sagarraj R. Chavan Mr. Vijaykumar B. Waghmare Mr. Jagdish S.Sonawane Mrs. Asmita D.Sarviya	* 21/8/10 * 20/12/10
Backward cell / SC,ST,OBC committee	Mr. Jagdish S.Sonawane	* 11/10/10 * 8/3/11
Students welfare Advisory committee	Mr. Sagarraj R. Chavan Mr. Vijaykumar B. Waghmare Mrs. Vandana K.Joshi	* 2/8/10 * 23/9/11

	Mr. Anil S.Wani	
Field work committee and Orientation programme committee.	Mr. Bharat D. Khandagle Mrs. Vandana K. Joshi Mr. Jagdish S. Sonawane Mr. Chandrashekhar A. Borse	* 13/7/10 * 31/7/10 * 28/8/10 * 9/10/10 * 10/12/10
Cultural programme committee	Mrs. Asmita D. Sarviya Mr. Pandurang S. Patil	* 11/8/10 * 20/1/11 * 10/4/11 * 30/4/11
Seminar, Conference & paper presentation committee	Mr. Dhanraj R. Dhage Mrs. Anita M. Khedkar	* 29/8/10 * 18/12/10 * 14/2/11
Skill lab and personality development committee	Mr. Vijaykumar B. Waghmare Mrs. Vandana K. Joshi	* 18/9/10
Yuvati Sabha & Vivek Vahini	Mrs. Anita M. Khedkar Mrs. Asmita D. Sarvaiya Mr. Yogesh C. Sandanshiv	* 12/8/10 * 4/10/10 * 17/1/11
NAAC Steering committee	Mr. Vijaykumar Waghmare Mr. Pandurang S Patil.	* 29/7/10 * 26/4/11 * 29/4/11

## A) Administrative Committee's : 2010-11

Name of the committee	Name of the committee Member	Date of meeting Year 10 - 11
Local management Committee	Mr. Subhash D. Bhandarkar Mrs. Geet S. Bhandarkar Mr. Dilipsing A. Patil Mr. Vivekanand L. Bhandarkar Mr. Abhijit S. Bhandarkar Mr. Panduran S. Patil Mr. Vijaykumar B. Waghmare Mrs. Vandana K. Joshi Mr. Anil S. Wani Dr. Shivputra I. Kumbhar	* 10/9/11
Field Action Project Committee	Vijaykumar B. Waghmare Vandana K. Joshi	* 17/9/10 * 22/1/11
Maintenance Committee	Dhanraj R. Dhage Anil S. Wani	* 12/9/10 * 25/12/10
Library and	Uday D. Mahajan	* 17/9/10

computer advisory committee	Sagarraj R. Chavan Vijaykumar B. Waghmare Vandana K.Joshi Anita M. Khedkar Anil S. Wani	* 12/4/11
Admission and student services committee	Bharat D. Khandagle Vijaykumar B. Waghmare Vandana K.Joshi Anita M. Khedkar Anil S. Wani	* 1/7/10
Committee against Sexual Harassment and Anti Ragging	Pandurang S. Patil Vijaykumar B. Waghmare Anita M. Khedkar Anil S. Wani	* 12/9/10 *13/12/10
Disciplinary Committee	Mr. Sagarraj R. Chavan Mr. Bharat D. Khandagale Mrs. Vandana K. Joshi Mr. Uday D. Mahajan	* 11/8/10 * 27/12/10
Grievance Redressal cell	Mr. Pandurang S. Patil Mr. Vijaykumar B. Waghmare Mrs. Vandana K. Joshi Mr. Anil S. Wani	* 13/7/10 * 22/1/11
Purchase of furniture, equipment and stationary	Dr.Shivputra I. Kumbahr Mr. Pandurang S. Patil Mr. Abhijit S. Bhandarkar Mrs. Anurupa Kakde Mr. Anil S. Wani	* 13/7/10 * 9/3/11
Annual report, Magazine and Academic Calendar Committee	Mr. Jagadish S. Sonawane Mr. Uday D. Mahajan Mr. Anil S. Wani	* 29/4/10 * 23/12/11
Sports and Gymkhana committee	Mr. Jagadish S. Sonawane Mr. Chandrashekhar A. Borse Mr. Anil S. Wani	* 23/8/10 * 22/11/10
Village camp committee	Mr. Bharat D. Khandagale Mr. Sagarraj R. Chavan Mr. Anil S. Wani	* 6/12/10
Study Tour committee	Mr.Jagdish S. Sonawane Mr. Chandrashekhar A. Borse Mr. Anil S. Wani	* 25/12/10
Internal Exam. And Time table	Mr. Sagarraj R. Chavan Mr. Uday D. Mahajan	* 25/9/10 * 29/9/10 * 9/3/11

Medical checking and special events committee	Mr. Dhanraj R. Dhage Mrs. Vandana K. Joshi Mr. Uday D. Mahajan	* 5/7/10
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**6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?**

Yes, The North Maharashtra University from the academic year 2009-2010 has started Management Information system made applicable for all affiliated college.

\* North Maharashtra University has provided space on their MIS system which displays data-link which including affiliation of college, admission to examinations.

\* University have provided a separate ID to each faculty member for uploading their self appraisal report (designed by Maharashtra Knowledge Corporation Limited)

\* University have provided separate ID for students for uploading personal profile, correspondence for receiving exam admit card, I card, email.

\* Government of Maharashtra has provided the separate website for uploading of scholarship form to students and college under the scheme of E-scholarship.

**6.3.5 Does the institute on use the various data and information**

**obtained from the feedback, in decision-making and performance improvement? If yes, give details.**

Yes, College uses data and analyze it. The data and information obtained by ways of feedback is used in decision making and performance improvement of the faculty as well as administrative staff.

**6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)**

Yes, college has initiated several activities for promoting co-operation, sharing of knowledge, innovations and empowerment of faculty members. In this regard faculty meetings are conducted whenever required in which senior faculty members gives guidance to their colleague. Same time brain storming session are conducted for exploring the solutions in complicated and developmental issues. Seminars, workshop, symposium are the opportunity to participate and improve skill, knowledge and attitude for all faculty members.

The newly recruited faculty members are given orientation about course curriculum, fieldwork and functioning of the college. The senior faculty members also organizes discussion session in which the new trends and need of the profession are also discussed. This platform is very useful to all faculties for expressing their views.



#### **6.4 Human Resource Management.**

##### **6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching/ research of the faculty and service of the faculty by other staff? If yes, how?**

Yes, college has developed well set mechanism for performance assessment of faculties and staff, the mechanisms like self appraisal forms are filled as the academic year concludes. North Maharashtra University, Jalgaon has also developed e-self appraisal form for faculties on university web portal. Further comprehensive evaluation of the staff carried out on the basis of appraisal report and student feedback. The feedback is communicated to the respective faculty members and staff in meeting for better improvement in performance. Thus the college use the evaluation to improve teaching and research ability of the faculty members and soft skills of the administrative staff.

##### **6.4.2 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)**

The management believes in the philosophy that the development of college and staff goes hand in hand.

\* Faculty and staff members are encouraged to get membership of Co-operative credit society of government and semi government employees. Most of the staff members avail the loan facility with appropriate rate of interest which helps employees at urgent the economic crisis and purchasing the home.

\* The college strongly supports and believes for avail loans from co-operative and Nationalized Banks.

\* Faculty and staff avail the facility of schemes of State Government of Maharashtra like medical reimbursement, Leave Travel Concession.

\* In case of emergency, staff members are provided advance against their salary.

\* Staff members and the faculties are provided an opportunity to represent college in international, national seminars, workshops, conferences. This help the faculty to improve their skills and performance in teaching.

**6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?**

The recruitment of the faculty and other staff is governed as per the rules and regulations of UGC, North Maharashtra University, Jalgaon and the Government of Maharashtra. The college after completing all the legal formality, advertise the post in news paper widely and selection is made by the statutory selection committee constituted by

the North Maharashtra University which involves University expert representative, state government representative under the chairmanship of Hon'ble chairman of the society, by adhering the reservation policy norms of Government of India and Government of Maharashtra the final selection procedure is completed.

To retain well qualified and experienced faculty members, college provides the facility of residence as and when required and provides the motivation to avail the statutory promotions and placement as per UGC guidelines.

**6.4.4 What are the criteria for employing part-time/adhoc faculty?**

**How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (Eg. salary structure, workload, specializations).**

The college arranges special lecture by inviting external resource persons and field practitioner as per requirement. They are paid honorarium and travelling expenses.

**6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).**

The college believes in all round development of the faculty. The interested faculty members are encouraged to attend conferences, seminar and workshops to present their papers. Their leaves approved and their workload is assigned to other faculties. The most of the faculty members are having the membership of state and national level professional association like NAPSWI, MASWE and other forums. The college sanctions the expenditure made on staff development programmes. The faculty members are encouraged to attend the orientation programme and refresher courses conducted by UGC-academic staff colleges throughout the India.

**6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If yes, give details.**

The needs assessment for the faculty development is a continuous process and it is done on the basis of continuous interactions with all faculty members and subjects experts. On the basis of needs assessment faculty development programmes are arranged. In addition to this faculty members are also advised to attend skill improvement programmes organized by other reputed institution and universities.

The details of the faculty development programmes conducted by the college during the past two years as follows,

\* One day workshop on **Gender equality** was conducted on September 2011. Mr. Harish Sadhani a well-known field practitioner

and secretary of the organization MAVA Mumbai was invited as a resource person.

\* One day workshop conducted on **Participatory Rural Appraisal Tools** conducted. social development scientist Mr. Tarkeshwar Ekande, Pune was the resource person.

\* One day workshop conducted on **Right to information act** was conducted well known academician and social activities Prof. Ashok Pawar, Amalner was the resources person.

\* One day training programme conducted on **Street plays** conducted by Mr. Vinod Dhage, Jalgaon.

\* **Workshop on Social Work Research** conducted. Dr. S.N. Desai, Jalgaon was invited as a resource person.

**6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.,)**

Faculty members are given adequate facilities for their academic work.

There is a separate staff room for all faculty members, with provision of separate table, chair, locker facility and spacious vehicle parking.

For teaching and learning the OHP, LCD projector, internet facility and conference hall are provided to carry out their work effectively.

**6.5 Financial Management and Resource Mobilization**

**6.5.1 Does the institution get financial support from the Government? If**

**yes, mention the grants received in the last three years under different heads.**

**If no, give details of the sources of revenue and income generated during the last three years?**

Yes, the college get financial support from the government in the form of salary grant, non salary grant. The grants received in the last three years is as follows,

Year	Salary Grant	Non-Salary Grant	Total
2010-11	6633167/-	43000/-	6876167/-
2009-10	3715533/-	--	3715533/-
2008-09	1155198/-	--	1155198/-

#### **6.5.2 What is the quantum of resources mobilized through donations?**

**Give information for the last two years.**

Library books are mobilized through donations. The donations in the form of books is donated to library, whose details are as follows:

Academic Year	No. of books donated.
2009-2010	32
2010-2011	252

#### **6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?**

Yes, college do have adequate budget to cover day to day academic expenses if required additional funds are provided by the parent body Shram Safalya Education Society, Amalner.

**6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements))**

Yes, the college has budgetary provisions to fulfill institutions mission and offer quality programs. Income-expenditure statements for the year 2009-2010 and 2010-2011 are attached herewith.

**6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.**

Yes, the college accounts are audited regularly by internals and externals auditor. Mr. R.S. Sonawane audits the account of the college. Last two years audited report is provided separately.

**6.5.6 Has the institution computerized its finance management systems? If yes, give details.**

Yes, the college has computerized finance management systems with legal Tally ERP-9 software used to maintain to accounting records.

**6.6 Best Practices in Governance and Leadership.**

**6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?**

The college is located in Rural area of Amalner Taluka. Thus Best practices of the college are tuned with higher education policies of the nation,

\*Eco-friendly green campus maintained.

\*De-centralization of the administration.

\*Collaboration with different government departments and academic Institutions.

\*Effective internal co-ordination by establishing different committee like grievance redressal cell for employees, cell to prevention of sexual harassment of women staff / students, and other committees.

\*Providing adequate building space which consists of separate staff room, well quipped class room, conference hall, library.

\* Regular staff meetings are conducted for good governance.

\* College promotes faculties to participate in seminars, conferences, workshops, orientation programmes and refresher courses and such other programmes.

\*Performance and achievement of faculty and staff is celebrated.

\*Promoting faculty for higher studies like M.Phil and Ph.D. Degree,

\*Providing finance assistance and moral support to staff and student as per their need.

\*Well furnished Administration office with adequate space and computer facilities.

\*Effective self appraisal system and student feedback mechanism.



\*Adequate budgetary provision for institutional function, maintenance and development.

\*Regular monitoring of financial transaction through Internal audit, Statutory audit, Income-tax audit.

\*Regular interaction and sharing of experience and knowledge with NGOs and other experts in the field of social work and social development.

\*Strong social responsibility and commitment of the institute for the weaker section of the society.

\*Well equipped library with facility of college computer, e-recourses, qualified staff with healthy work culture.

\*Well equipped Sports infrastructure is provided with all equipments of sports.

## Criterion VII : Innovative Practices

### 7.1 Internal Quality Assurance System

#### 7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

The mechanism developed by the college for quality assurance.

- \* Governing Body of Society
- \* Local Management Committee
- \* Internal Quality Assurance Cell.
- \* Various Academic and Administrative Committees

The college setup the Internal Quality Assurance Cell at college level with motto of providing quality oriented academic and administrative services to students and other stakeholders.

The composition of IQAC is,

Name	Designation
Dr. Shivputra I. Kumbhar	Chairperson
Mr. Abhijeet S. Bhandarkar	Member (Community)
Mr. Vivekanand L Bhandarkar	Member (Community)
Mr. Pandurang S. Patil	Member (Teacher)
Mr. Bharat D. Khandagle	Member (Teacher)
Mr. Jagdish S. Sonawane	Member (Teacher)
Ms. Vandana K. Joshi	Member (Teacher)

Ms. Uday D. Mahajan	Member (Teacher)
Mr. Anil S. Wani	Administrative staff Member
Mr. Vijaykumar B. Waghmare	Member Secretary (Co-ordinator)

The Local Management Committee headed by the Chairman of the Society, Staff Meetings, Assessment, and feedback of students are the important mechanisms developed for quality assurance. The college has an Internal Quality Assurance Cell and a Research Committee to ensure quality on the basis of social values and social work principles.

**7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution?**

The IQAC functions entirely based on democratic value and principles. The college developed certain mechanisms for Internal Quality Assurance Cell, Faculty Meetings and Discussion Sessions, continuous professional interactions with Government Departments and NGOs, students feedback and interactions with other responsible and concerned stakeholders.

The above mentioned mechanisms were used for quality enhancement of the college. The main interventional area of the Internal Quality Assurance Cells is as follows:

\* A well designed Academic Calendar, Field Work Planning, Individual Teaching Plan of faculties and the effective implementation of plans.

- \* Faculty Meetings were conducted to make periodical academic and professional review and critical issues were discussed.
- \* Formation of various functional committees involving the Principal, faculty, administrative staff and students.
- \* Design of appropriate time table of the courses offered.
- \* Frequent meeting with the co-ordinator responsible for various academic and administrative functions.
- \* Continuous interaction with government departments, NGOs and field work agencies.
- \* Interaction and feedback session with students and other stakeholders.
- \* Organization of co-curricular, extracurricular and sport activities.
- \* Conduct the examinations.

### **7.1.3 What role is played by students in assuring quality of education imparted by the institution?**

The role played by the students in assuring quality education imparted by the college is as follows :

- \* Students participates formally and informally in quality assurance of educational programmes of college.
- \* Feedback on Faculty Teaching, Field Work guidance and supervision at the end of the semester.
- \* Feedback on Field Work Agencies and their involvement of students training.

- \* Students participation in various Academic Committees and Academic Activities.

**7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?**

The college promotes best practices are as follows.:

- \* Career development, Academic Development and Self Development Activities for staff and students.
- \* Promote the participation of students and staff in seminars and conferences with paper presentation.
- \* Establish practices like group discussion, debate and elocution competitions, field work exercises,
- \* Participation in minor and Major survey's, research activities.
- \* To conduct the various examinations of the university and other universities like Gandhian Thought, General Knowledge Test etc.
- \* The college provided facility of computers with internet, LCD projector and other instruments required for teaching process.
- \* College conducts various issues based campaign.
- \* College initiated the Innovative Field Action Project.

**7.1.5 In which way has the institution added value to the quality enhancement of students?**

College added value to the quality enhancement of the students by implementing following activities :

- \* Field Action Projects : - College implementing innovative field action projects on gender equality with the partnership of MAVA , Mumbai and Community Based Health and Hygiene Services in Deogaon Deoli Village.
- \* Orientation and Practice of Participatory Rural Appraisal and Micro Planning Tools through the Village Camp and concurrent Field Work.
- \* Certificate Course of Counseling in Social Work.
- \* Alumni Meet, Field Work Agency Supervisor's Meet and Parent Meet provide value addition to the student community.
- \* Lecture series of eminent scholars and field practitioners.
- \* The overall examination result of the students are good.
- \* Academic activities of the college is aiming toward quality enhancement of the students through committed teachers which promotes to national development.

## **7.2 Inclusive practices**

### **7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:**

- a) Socially-backward**
- b) Economically-weaker and**
- c) Differently-abled.**

College is aided by Department of Social Justice and empowerment, Govt. of Maharashtra, It is mandatory to follow all the norms/directives/guidelines related to admissions and financial

liabilities of the students belongs to socially and economically backward classes.

The college follows Reservation Policy and rules of the Govt. of Maharashtra. The scholarships for the social backward class students are made available through government scheme.

The students belonging to economically weaker sections are given concessions in the fees and they are permitted to pay fees in two to three installments.

The college have very co-operative attitude and support system having support system which look after the issues of differently-abled students.

**7.2.2. What efforts have been made by the institution to recruit Staff from the disadvantaged communities? Specify?**

**a) teaching**

**b) non-teaching**

The Reservation Policy directed by Department of Social Justice, Government of Maharashtra and NMU, Jalgaon is followed and implemented in the recruitment of teaching and non-teaching staff from the disadvantaged communities.

**7.2.3. What special efforts are made to achieve gender balance amongst students and staff?**

\* The Shram Safalya Education Society's aim is to achieve gender balance by starting co-education.

- \* The college is very keen in maintaining the gender balance among the student and priority is given to girls for admission.
- \* College organize special drive for promoting girls students to take admission in social work course.
- \* College provided facilities for girls students ladies room, lavatory.
- \* College ensures the participation of girls students in co-curricular and extracurricular activities by providing special opportunity in Yuvti Sabha (woman club) and representation in various committees.
- \* While recruiting staff reservation policy is followed in appointing female candidates for teaching and non-teaching staff.

**7.2.4. Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff/ students? Give details.**

Yes, college organized gender sensitization programmes for students and staff. Innovative field action projects on gender equity MANUSH is initiated with the partnership MAVA, Mumbai. One day work shop conducted on gender equality.

**7.2.5. What intervention strategies have been adopted by the institution to promote the overall development of students from rural/tribal backgrounds?**

- \* College is running in Rural area of Amalner of Jalgaon district in Maharashtra state and adjacent to Tribal area.



\* As the aims of our college is to provide qualitative education to Rural, Urban and Tribal student. More than 80 % enrolled students are native from Rural and Tribal area.

\* The college promote overall development of these students by organizing foundation sessions for Communication Skills, spoken English, Public Speaking, Preparation of Bio-data, and Interview Techniques.

\* Student Welfare Advisory Committee deals with the issues of these students as and when required.

**7.2.6. Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?**

College have adopted the following mechanism to record the incremental academic growth of students from the disadvantaged sections are,

\* Students are given classroom assignments, and home assignments.

\* Individual and Group Conferences for Assessment of field work performance.

\* Ongoing Field Work supervision and evaluation by the Faculty Supervisors and Agency Supervisors.

\* Formal and Informal Interactions with the student by faculties.

\* Internal and External viva-voce and written examination.

Their performance at entry level and exit level shows that the strategies adopted by the college are appropriate and successful in contributing academic growth of the students from disadvantaged sections.

**7.2.7. What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff?**

**How have such initiatives reached out to the community?**

Social Work Profession promotes Social-Justice, Social Change, Protection of Human Rights. College always promote social justice and good citizenship among the students and staff members by following ways.

\* Admission committee and Grievance Redressal Committee plays an active role to do justice to the students admitted in the college.

\* The admission committee provides Guidance and Counseling services during admission process.

\*Whereas Grievance redressal committee attends to their personal and academic problems and recommends for concession in the fees, extra coaching to ensure their academic growth.

\* The co-ordinator of the different classes plays a very supportive role in this process.

**7.3 Stakeholder relationships**

**7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?**

All the stakeholders plays an important role in the management of the higher education institutes. Thus college plans to involves all the stakeholders directly or indirectly in developing curriculum, execution and evaluation of academic programs.

Following are the stakeholders of the college,

- \* The Social Welfare Department of the Government,
- \* University Authorities,
- \* Management of the college, Governing Body and LMC
- \* Faculty Members and Staff of the college,
- \* Student, Parents, Alumni.
- \* Office bearers of the Field Work Agency,
- \* Social Activists.
- \* Students.
- \* Faculty and staff members are involved in all academic activities – Local management committee and other all college level committees, curriculum development, learner centric approaches and teaching, research, and extension activities.
- \* Students are involved directly in academic programs as well as administrative affairs.
- \* The feedback of current and outgoing students, are analyzed in the light of course content, design, syllabi, examination methods, teachers' involvement, quality of teaching, facilities of library, transparency, orientation and suitable amendments are made.

\* Social activists and office bearers of the field work agency are also involved at various levels of planning, implementation and evaluation.

\* Alumni and Parents: Meetings of Alumni and Parents Forums are arranged formally/informally. Their opinion and feedback are taken into consideration in all academic transactions. Alumni also help directly and indirectly in placement of the students.

### **7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?**

Implementation of new schemes from government and university are accepted and introduced. The main responsibility for developing new courses and curriculum lies with the Academic Council of the University which closely interacts with faculty members, heads of departments and external experts. The students are given a wide option for the selection of courses. On basis of the stake holders and ideas generated in the faculty discussion regarding new programmes to be initiated communicated to University. Presently college is conducting the Certificate Course in Counseling and orientation and practice of PRA tools.

### **7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?**

There are number of key factors which attract the student and stake holder to the college and which is resulted in stakeholders satisfaction, these are follow:

- \* College is situated in spacious 6 acres campus with lush green garden.
- \* Housed in adequate building,
- \* Well developed Play Ground with all necessary sport equipment.
- \* Adequate and enriched Infrastructural Facilities.
- \* Library with new books, adequate number of Journals and magazines in the field of social work and social sciences. Library with spacious reading room.
- \* The faculty and staff profile represent the intellectual and hard working capital of the college.
- \* Provision of computers having Internet connectivity.
- \* College is having a own website.
- \* Interface between service sector, Governmental Departments and NGOs.
- \* Transparent admission and administration.
- \* Students are involved in different committees, cells and clubs offering opportunity to work with faculty and field work agencies.
- \* Ensure to support the student to avail the schemes like GOI scholarship, Concession in fees and other university schemes.
- \* Students are placed in reputed social welfare agencies for the field work.
- \* Functional Job placement cell,

**7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/ spiritual development of the students?**

- \* Principal of the college maintains healthy relations with the stakeholders like parents, teachers, alumni, and the public.
- \* Stakeholders are included in formal bodies which helps in planning, implementation and evaluation of the program.
- \* Seminars, workshop, skill lab sessions, field assessments, PRA exercises were organized on the subjects like personality development, communication skill and NGO management and committee development.
- \* Students are encouraged to participate in elocutions, debates, Quiz, social surveys, social awareness campaign, paper presentations, cultural activities and sports.
- \* College has a formal and informal feed-back system and involves all stakeholders to participate in the curriculum review.
- \* Regular fieldwork practice supplemented with regular visits to community projects, villages and NGOs.
- \* Social work and extension program are arranged by the college and also through the NSS unit.

**7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?**

The implementation of present programs as well as restructuring of academic programs and activities of our college are based on formal and informal continuous feedback obtained from public, parents, students, teachers, alumni and representatives of government as well as NGOs. The opinions of the experts and peers are also sought for quality enhancements and sustenance of the courses.

**7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?**

It is achieved by involving faculty, staff and students in the sensitization programmes organized by department of social justice, women and child development, Govt. of Maharashtra, North Maharashtra University, Jalgaon, NSS unit and various NGO's.

\* Seminars, workshop, and guest lectures are organized on issues of social relevance like communal harmony, gender issues, terrorism, anti-dowry programmes, rural health and sanitation, watershed development, water management, environment protection, disaster management, child development and women empowerment .

\* NSS unit arranges a village camp every year where in programmes like tree plantation, awareness campaigns towards rural health and hygiene , medical checkup camps etc. are organized for rural people.

### **7.3.7 What are the institutional efforts to bring in community-orientation in its activities?**

\* College is implementing community health programme in villages and Gender sensitization programmes through Field Action Project

\* Organizing village camps by applying PLA, PRA and Micro Planning tools for community participation in need assessment and preparing community profile and village developmental action plan.

\* The college annually organizes the Issues Based Campaign with local NGOs, on the issues like HIV/AIDS Save the Girls Child and Constitution Day.

\* The college periodically organizes health camps in different communities at Urban and Rural areas with help of local hospitals and NGOs.

\* Field Studies, Surveys and Research Projects of the students having community orientation during collecting the data for partial fulfillment of their BSW, MSW course.

\* Response to local traditions and customs during Concurrent Field Work.

\* MOUs and linkages (formal and informal) with NGOs, GOs, SGOs.

Thus, there is definite overall community orientation in academic, extension, research administration and related activities is ensured by college.



**7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support? How do the faculty and students contribute in these activities?**

College actively support and strengthen the neighborhood communities through its various programmes like,

- \* Concurrent Field Work
- \* Village Camp
- \* NSS Camp
- \* Issues Based Awareness Campaign
- \* Referral linkages with support organizations and expert persons.

College identifies the needs of community by following ways,

- \* Stakeholders invited to participate in academic activities.
- \* The college directly or indirectly approaches the community for involvement and support for addressing their needs.
- \* Involvement and support in the fields of research, academics extension, and outreach activities.
- \* Involvement and support in the form of collaboration, linkage, consultation, participation.
- \* Faculty involve themselves as resource persons, experts, researchers, academic consultants.

- \* Students (UG and PG) are involved in Field Work, awareness activities, survey, volunteers and facilitators.

**7.3.9 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?**

To ensure the students satisfaction with teaching learning experiences the college had adopted the comprehensive evaluation system. The evaluation system consist of

- \* Periodical evaluation through home and class room assignments,
- \* Class Participation
- \* Involvement in the programme, events organized by the college.

The students evaluation and progression is made by the respective field work supervisor, through internal and external viva-voce examination, research dissertation, book review, website review, etc. Apart from this suggestions are also invited from students. The grievance redressal cell, sexual harassment and anti ragging committee, feedback from students, alumni, parents and peers are given due consideration in policy formation and implementation.

The academic benchmark is also revised as per the changing needs and changes in the employment market, these benchmark are set in consultation with student representatives, faculty members, in order to ensure involvement and effective implementation.

### **7.3.10 How do you build relationships?**

- **to attract and retain students**
- **to enhance students performance and**
- **to meet their expectations of learning**

- \* College believes in providing excellent infrastructure natural environment and developing attractive academic ambience.
- \* Qualified faculty with academic and field experience.
- \* Library with adequate number of reference books magazines and newspapers with spacious reading room having proper seating arrangement and co-operative library staff.
- \* Adequate computer facilities with broadband internet and maximum internet access to the students.
- \* Well disciplined, student centric approach and immediate response to the student grievances.
- \* Prominence to sports, cultural activities, leadership qualities and skill development among with the subject knowledge.
- \* Maximum faculty interaction.
- \* Talent is recognized suitably by giving certificates in various functions.
- \* Good academic calendar of events.
- \* Transparent admission process.
- \* Good learning resources and student support, by providing career guidance, ICT enabled learning.

- \* Periodical alumni and parent meetings.

**7.3.11 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?**

The complaint management process of the college involves the following committees:

- \* students grievance redressal committee
- \* sexual harassment committee and anti ragging committee

The functioning of these committees are under the monitoring of core faculty members as chair person. The committee performs according to rules and meets periodically for sorting out the issues to complete satisfaction on complaints. Whenever required professional advice is sought to make the campus complaint free.

## **EXECUTIVE SUMMARY**

Shram Safalya Education Society was established by the great visionary, Social worker and Engineer Mr. Subhash Dodhu Bhandarkar (BE.Mech) in 1987 at Amalner, which is located in Jalgaon District of Maharashtra state. The place Amalner is historically well known by various social movements initiated by the social activist Pujya Sane Guruji and the land of Saint Sakharam Maharaj and Industrialist Shrimant. Pratap Shetji, Shri Hassim Premji(Owner of Wipro group) and Bhandarkar Family.

Shram Safalya Education Society have started Physical Teacher Training College and Industrial Training Center. It was felt need by founder of Society that not only to train the youths but reach out to society for well being of the people with this motto Pandit Jawaharlal Nehru College of Social Work was started. PJN College of Social Work was functioning on un-aided basis during the period from 7 June 2000 to June 2005 and college received partial grant-in-aid (25% Salary Grant) during the period June 2005 to June 2008. Since June 2008 college is receiving with full grant-in-aid for staff salary expenditure by Department of Social Justice and Special Assistance of Government of Maharashtra. So that the society and college has acrossed a long period of financial crises with a optimism and trust on future.

PJN College of social work is affiliated to North Maharashtra University, Jalgaon and offers under graduate degree programme [Bachelor of Social Work (BSW)] and post graduate degree programme [Master of Social Work(MSW)] with intake capacity for BSW is 40 and MSW is 60. College

also offers specialization courses at MSW programme as generic and community development.

College is located in Rural Campus of 6 Acre land with well developed play ground, sports facilities and lush green campus and garden.

As an endeavor towards development college has applied for recognition by UGC under section 2(f) of UGC Act 1956 with the recommendation of North Maharashtra University, Jalgaon dated 28/9/2011,

College is imparting value added programmes in Participatory Rural Appraisal Tools (PRA) and Counseling in Social Work.

The strength of faculty members at presently working in college is 11 including Principal, 12 Non-teaching staff members and 01 Librarian.

The students enrolled in college having good number of student coming from rural and tribal areas and also from vulnerable groups. In academic year 2011- 2012 student enrolled in BSW is 104(Male 83, Female 21) and in MSW is 113(Male 91, Female 22).

The PJN College of Social Work has entrusted the greater emphasis on developing the human resources in the field of Social Work for enabling national development to ensure societal well being, which is in line with Vision, Mission and Objectives of the college.

The involvement of our faculty members in exercise of reframing Social Work Curriculum on Semester pattern has helped the board of studies of North Maharashtra University, Jalgaon. The college hosted 02 one-day workshops on restructuring of the curriculum. The feedbacks and inputs were

incorporated in the curriculum by considering regional needs, which helped to mould the personality of students to be effective professional social worker.

The admission process conducted by the college is transparent in nature, selection of students to courses is done on the basis of their performance in common entrance test, previous academic record. The unique teaching learning process by the faculties, which is appropriate to Social work pedagogy. The college encourages faculty members to prepare a individual teaching plan. The lecture method is supplemented by other teaching methods like field work supervision, rural camp, study tour, campaigns, group discussions, research guidance, case studies, presentations, assignments, role plays. These teaching learning methods enriched by using ICT like OHP, LCD projector, Transparencies, charts. The college has made pioneering value added efforts in the region by conducting rural camps by using participatory rural appraisal (PRA) tools which enriches the skills of students and increases the employability. This intervention is found beneficial in village development and appreciated by local community and university authorities. The faculty members are experts in conducting PRA and micro-planning exercise and are invited as resource person by other social work colleges and NGO's. The college established good linkages with number of field work agencies like Social welfare agencies, Voluntary organisations, ICDS centers, labour welfare centers, family counseling centers, hospitals, tribal and rural communities. College has initiated the innovative field action project MANUSH on gender equality with well known organization "Men Against

Violence and Abuse (MAVA)' Mumbai and "Astha" project for village community health intervention in Deoli village of Amalner block.

The process for recruitment of faculties and staff are as per the norms of UGC and State Government are followed. Among the faculty there are 01 is Ph.D., 05 are SLET, 05 are M.Phil. Presently 08 faculties are pursuing Ph.D. degree in Social Work and 04 faculties participated in Orientation Programme, 02 faculties in Refresher courses in UGC sponsored faculty improvement Program. Faculty members participated in (136) International, National, State and Regional level Seminars, Conferences and Workshops and also presented (26) research paper on various issues.

The methods of evaluation are clearly communicated to students during course orientation programme and before the commencement of concurrent field work. college monitors the progress of students by conducting internal examinations, Viva-Voce, class and home assignment, weekly conferences and seminars. class coordinators maintains the semester wise attendance status of students. Shortage of attendance deal by coordinators to improve the performance. College established linkages and collaboration with other academic and resources organization in India for enhancing teaching research and extension activities. These collaborations are with North Maharashtra University, Jalgaon, NAPSWI, New Delhi, Tata Institute of Social Sciences(TISS) "Saksham" Project, CSR-D-ISWR Ahmadnager, Nirmala Niketan, Mumbai, MAVA Mumbai, Salam Bombay Foundation and other NGOs working in the region.



All the faculty members are engaged in research and extension activities by guiding BSW III and MSW II Students research dissertation. College has undertaken research project with Government department - 02 and NGO – 02. Action research projects carried out during village camps – 05. Faculty members provides honorary consultancy in Social work to fieldwork agencies and involved as a members of non-governmental organization. The extension activities of college are broadly categorized are HIV/AIDS Awareness, environment awareness, Health and hygiene awareness, immunization programme, community development. celebrations of occasional and issue based events. Students are encouraged to participate in extension activities, which are collaborated with various NGOs and various departments.

The college campus is situated on 6 acres land with 2 floor college building having proper ventilation and adequate infrastructure. The lush green campus with number of trees around which makes the eco friendly environment for learning. College have play grounds for all types of sport activities with all sports equipments. Campus cleanliness and beautification is a ongoing activity. The faculty, Staff, Students, NSS volunteers participates in the cleanliness drive organized by the college. The maintenance of infrastructure is looked after by maintenance and repair committee. Library of college is having total number of books 5005, and adequate number of news papers and journals subscribed. The library provides the facilities computers, audio-video CDs, DVDs, E-Books, Back Volumes, News paper clippings,

spacious reading room, OPAC system. College has obtained membership of INFLIBNET. The college library is inter connected with other libraries for inter library borrowing. Computerization of library with appropriate software “Library Manager” Developed by Pollen grain software.

College publishes updated Prospectus every year and facilitates the admission procedure transparently and constantly maintain good result. The profile of the enrolled students in the college is mostly belongs to rural and tribal areas of region and neighboring states. Major enrolled students are from Marathi speaking and educated in Marathi medium. Financial assistance is available to students by ways of GOI scholarship and free-ships for SC, ST, NT, OBC students and concessions in fee’s to economical backward students. Two students have passed UGC SLET/NET examination. College brings out Placements Boucher of MSW/BSW final year students and arrange campus interview. All faculty members provide the counseling to the student in related to academic and carrier development.

College is managed by Local Managing Committee having members from Governing body of the society, Principal as a member secretary and representative of teaching and non teaching staff. Different committees are formed for various academic and administrative activities. Coordinators are appointed to carry out the functions effectively. The functions of committees and coordinators is monitored efficiently by the principal and Local Management Committee. Innovations and creativities of staff members are recognized and rewarded formally and informally by management members

and peers with appreciation. College provides staff welfare by following service rules and norms of UGC and state government, membership of cooperative societies and other schemes of state government. Faculty members are encouraged to pursue Ph.D. in social work, participating and presenting papers in National and International Seminars.

College emphasizes on building healthy practices in teaching, field work, research and extension activities. Value added learning opportunities are made available to the students by using PRA and micro-planning tools in village camps, counseling course. MOUs has been made with various organisations for implementing field action projects and extension activities. College has set up the IQAC to ensure the quality in academic practices. Participation in issue based campaign the students sensitized on social problems and build their attitude to become a effective social worker.

Pandit Jawaharlal Nehru college of social work, Amalner volunteers for assessment by National Assessment and Accreditation council (NAAC), Bangalore and submitting the self study report. This is not merely for assessment and accreditation but to desire to introduce and strengthen the academic practices by giving quality education to the students and need based services to society. The college strongly believes that the entire NAAC processes and valuable directives of peer team members will help in adding the academic inputs and providing the foresight, which converts in to institutional strength and inbuilt competency.