



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		KUMBHALKAR COLLEGE OF SOCIAL WORK
Name of the head of the Institution		Dr Chandu K. Popatkar
Designation		Principal
Does the Institution function from own campus		No
Phone no/Alternate Phone no.		07152241848
Mobile no.		9923144418
Registered Email		kcswiqac@gmail.com
Alternate Email		kcswardha@rediffmail.com
Address		Kakawadi, Sewagram Road
City/Town		Wardha
State/UT		Maharashtra
Pincode		442001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Prof. Satishkumar G. Dhawad
Phone no/Alternate Phone no.	07152241848
Mobile no.	9890323523
Registered Email	kcswiqac@gmail.com
Alternate Email	prof.chunche@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://kcswardha.in/
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://kcswardha.in/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C+	65	2004	16-Sep-2004	15-Sep-2009

6. Date of Establishment of IQAC	17-Jun-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
FDP for Teaching	06-Sep-2017 1	15
FDP for Non-Teaching	09-Sep-2017 1	5

Meeting of Internal Quality Assurance Cell (IQAC)-	24-Jul-2017 1	5
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
B.S.W	NA	UGC	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. 2 MOUs were made. 2. Collaborative activities were started. 3. Faculty development and administrative training program conducted. 4. IPR workshop conducted. 5. Feedback from stakeholder collected. 6. NSS activities conducted.

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

Plan of Action	Achievements/Outcomes
NSS Activities	Annual Special N.S.S. Camp, Participated and Organised Programme
Activities of Social Science Study	Social Justice Day, paper presentation,

Circle	guiding programme
Gender Sensitisation programme	Women Day, Human Rights day, Labour Day, Addiction release week
Green Campus	Plantation in college field work agencies, awareness programme for students, teaching theory subject and organised and environment tour for B.S.W. 2nd Year.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	02-Apr-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Academic: This model contains the teacher's attendance where teacher attendance through biometric device entry which maintain the online records. Assignment can be assigned to the group of student for whole class by the subject teacher through SMS, email, what app etc. Student section: This model maintained as year wise class list, alumina list and student profiles, N.S.S. student list, NSS activities are recorded. Krishnalila carrier guidance and personality development cell recorded various list of programmes, list of job placement students and other data. HR module: In this staff appointment joining of staff, salary, attendance, vouchers, leave model of staff from where the staff can apply leave online through their personal login. Account section: This module has payroll model which makes salary vouchers, salary slips for the staff of KCSW. This model also has fees module different ledgers of fees (Like, B.S.W.I, II, III year and M.S.W.</p>

I,II Year) We can create and allotted to students of class VI so that student can pay fees offline through cash payment received for their paid fees and balance. Library: This gives information about due book, books transaction details and Library feedback where everyone can be feedback for library. Admissions: Students who are interesting to take admission in BSW I, B.S.W.II, B.S.W.III or MSW I, MSWII first he/she has to register his/her name on university portal with registration fees. Students have given the preferences to the college, and then university send online list of students to take admission in the college after this procedure student has to take admission with some application fees. Feedback model: Feedback committee has taken feedback from students, teachers, Alumni and Parents of Kumbhalkar College of Social Work Wardha Feedback data analyse and result given to Principal. According to report, Principal has taken the action after that action taken report displayed on the college website. Communication: Through SMS, email can send to the student parent and other staff member of the college for communication. Alumni: All Alumni data information is available in this module. Placements: NGO Agency registration, student registration for placement can be done through this model In charge of placement can directly communicate through the mail to The agency or student if they are already register in University result of student can be store and sent through SMS to parent in this model. Such an emphatic way of institution management information system work as per the planning and implementation college commits. In it college vision and objectives are strictly followed for betterment.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Yes, The curriculum delivery is planned and done as per Academic Calendar

issued by RTMNU, Nagpur to which college has affiliated. Every year Time Table and Teaching Plan are prepared for every program and curriculum delivery is done accordingly. Daily diary of teachers and student's attendance registers are maintained to know implementation of planning and the gaps occurred, if any. Principal authenticates these daily diaries and attendance record of the students in order to smoothen curriculum delivery process and timely completion of the syllabi. Apart from these, IQAC also guides and suggests curricular and extra-curricular activities to be conducted as a part of curriculum delivery like guest lectures, group discussions and field visits etc. as per the course suitability and requirement.. Faculty member uses Power Point Presentations/ YouTube Videos to integrate ICT in teaching and learning that helps improve effectiveness of curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
VAP BSW-I	NA	01/07/2017	6	Yes	Yes
VAP BSW-II	NA	01/07/2017	6	Yes	Yes
VAP BSW-III	NA	01/07/2017	6	Yes	Yes
VAP MSW-I	NA	01/07/2017	6	Yes	Yes
VAP MSW-II	NA	01/07/2017	6	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSW	NA	01/07/2017
BSW	NA	01/07/2017
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSW	NA	01/07/2017
MSW	NA	01/07/2017

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

	Certificate	Diploma Course
Number of Students	235	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
CIP	01/07/2017	120
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BSW	NA	128
MSW	NA	107
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback form or format are design for stakeholders. This includes student feedback, faculty feedback, alumina feedback, student satisfying survey, employee feedback and parents feedback.etc. All this feed backs taken once in a year on various teaching learning aspects and it is analysed by the feedback committee corrective measures if any inform the respective faculties for further improvements. Student exit survey taken to analyse the understanding capability of students. Feedback about it infrastructural facilities taken from the final year students at the end of the program for improving the field work facilities if any. The feedback so obtained is analysed for further improvement. Feedback form the parents is taken by interacting with them during parent teacher meetings. Sometime these feedback forms are given to students so that feedback should be taken. Feedback is taken from alumni for suggestions or improvement in the curriculum implementations. Feedback is also collected form employers of NGO this feedback is discussed in the meeting of Training and placement cell. We have also installed a suggestion box which is accessible to all the stakeholder so that they can give their feedback suggestions for improvements, if any. Feedback back teams conduct the exercise of student feedback every year. We have a system of taking feedback from students on infrastructure and also subject wise teachers. This is the feedback on a 5 point scale which measures parameters like subject knowledge, Expression teaching aids used methodology etc. which is analysed by our feedback committee team taking appropriate decisions for improving the infrastructure and also quality of teacher. The feedback committee report is also submitted to the management for the necessary action. The alumni feedback and exit feedback are taken from pass out students. From these data we are able to make out whether the proper teaching learning process is in place. Also this process enables the institute to improve in the area where ever necessary. Every year junior faculty's evaluation is processed by senior faculties' subject experts and informed to the faculty for enhancing their skills. The feedback is a key tool which triggers continuous improvement in the quality of education. The feedback is taken from the student in order to analyse and implement as per their needs. Also feedback is taken from experts and external examiners on quality of our students. Based on the faculty feedback faculty are counselled for the lacunae. Based on above feedbacks and suggestions received we take corrective actions to complete the loop.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSW	NA	72	72	70
MSW	NA	60	60	60
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	128	107	18	16	18

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	15	5	1	1	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentor: Mentee Scheme is actively implemented in the Institute. There is a Mentor for a group of students which is allotted by the Principal at the start of academic year. Mentors meet their mentees as and when required. During this meeting, the mentors interact with their mentees to discuss their issues, needs or support required. At the beginning of the academic session, the class wise names of the mentors are displayed on the college notice board. The mentors are supposed to take care of academic progress and psychological well being of their mentees. They are also entrusted with the task of monitoring the attendance. At the beginning of the academic session, the mentors conduct orientation programs for the mentees, whereby they are acquainted with the institution, its vision and mission, the facilities available and the rules and regulations of the institute and affiliating university.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
235	18	1:13

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	Nil	Nil	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	NA	Nil	NA
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MSW	NA	NA	01/06/2017	31/05/2018
BSW	NA	NA	01/06/2017	31/05/2018
No file uploaded.				

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

The college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University and follow the examination pattern of the Rashtrasant Tukadoji Maharaj Nagpur University Nagpur. Examination conduct and reforms are under the jurisdiction of the Rashtrasant Tukadoji Maharaj Nagpur University Nagpur Evaluation through Internal Test, Internal Assessment of the students is carried out as per the regulations and norms of the University. The Examination Committee in consultation with the principal prepares the schedule of the Internal assessment of field work practicum, social work research, external assessment of field work practicum, social work research, assessment of assignment for both the semesters for the academic year. The schedule contains the dates of the Internal test evaluation process and also information to check malpractices. The schedule is circulated among the faculty members and the same is notified to the students on the notice board and the announcement is also made in the class rooms this notice is circulated in there what app group also. There are two internal tests conducted. The schedules of internal assessment are communicated to students and faculty in the beginning of the semester through an institutional academic calendar which is prepared based on the university academic calendar, The college has developed a continuous internal evaluation system from faculty centric to students centred. After the college Level Examination, Rashtrasant Tukadoji Maharaj Nagpur University Nagpur conduct exam at university level. At the end of each session, the evaluation of field work practicum are assessed pattern followed by theory courses for each field work practicum session the student is assessed through viva questions, observation and their field work practicum Journal. The evaluation for a research project is assessed by conducting periodical project review covering key parameters like problem formulation, understanding of project, presentation skill, and communication of Ideas, technical knowledge, teamwork and project management.. The performance of the student in internal assessment is used for faculties to identify slow and Advanced Learner in their respective subjects. Slow learners are increased to improve their performance in future by counselling sessions are used to sort out the personal issue academic and non-academic problems.

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

Before the start of every academics session, the Principal and IQAC coordinator conducts a meeting with all class directors and finalizes the academic calendar

in alignment with the Rashtrasant Tukdoji Maharaj Nagpur University schedule. College academic calendar is design considering all events in accordance with the university academic calendar. In all 15 weeks are planned which mainly include commencement date, closing date of the terms, dates of internal test and college festivals, submissions, oral/ field work practicum exams, Social work research project etc. Schedule for internal exam and tentative dates for university theory and practical exam are displayed in the academic calendar.

Curricular and extracurricular activities dates, exam schedule and other activities days are displayed in the academic calendar. Principal of the college is in charge of the academic monitoring cell. The academic monitoring cell is responsible for ensuring a proper academic calendar and teaching learning process. It monitors all parameters right from attendance (75 of attendance is mandatory as per University rules), assignments field work practical, Social work research project internal tests. List of defaulter's students is notified fortnightly and the parents are informed. Teachers are supposed to maintain a course file of their subjects. All assignments are given in the first two weeks, so that students can plan and complete the assignments in time. Parent's teacher meeting dates are also mentioned in the academic calendar. faculty conducts lecturer and fieldwork practicum as per the timetable in alignment with the academic calendar. Exams and results declared as strictly followed on the dates mentioned in the academic calendar as per guidelines of Rashtrasant Tukdoji Maharaj Nagpur University Nagpur.

2.6 – Student Performance and Learning Outcomes

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

<http://kcswardha.in/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	MSW	NA	45	36	81
NA	BSW	NA	44	32	60
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2.7 – Student Satisfaction Survey

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

<http://kcswardha.in/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NIL	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Copyright and Patent	NA	06/09/2017

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/07/2017	0
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	01/07/2017
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Social Work	9	5
No file uploaded.			

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

Department	Number of Publication
Social Work	21
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2017	0	NA	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
NA	NA	NA	2017	Nil	Nil	NA
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	9	Nil	Nil
Presented papers	8	9	Nil	Nil
Resource persons	Nil	3	Nil	Nil
No file uploaded.				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS and Extension Activities Jayanti	NSS and Extension Activity Cell	18	235
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS and Extension Activities	Appreciation Letters	GOs and NGOs	235
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS and Extension Activities	GOs and NGOs	NSS and Extension Activities	18	235
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Field Work of BSW and MSW Students	235	Institute	365
Guest Lecture for	235	Institute	5

students			
Study Tour of final year students	45	Institute	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project Work	Project	GOs and NGOs	01/06/2017	31/05/2018	92
Guest Lecture	Guest Lecture	Institute	08/10/2018	08/10/2018	235
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Industry-2	01/07/2017	For internship, on-the- job training, project work, sharing of research facilities etc.	253
Institute-2	01/07/2017	For internship, on-the- job training, project work, sharing of research facilities etc.	253
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
175000	174350

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Smart School MIS	Partially	1.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	29	1	50	0	1	1	2	50	0
Added	0	0	0	0	0	0	0	0	0
Total	29	1	50	0	1	1	2	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

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

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

100000

93862

70000

47320

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

In our Kumbhalkar College of Social Work Wardha, There are established systems and procedures for maintaining and utilizing, academic and support facilities - Field work practicum agencies, library, computers, classrooms etc. The governing body of College along with the Principal decides the guidelines for overall development and accordingly frames policies for maintaining and utilizing academic and support facilities. There are different committees to look into maintenance and other infrastructural facilities. In our college, Principal established the various committees i.e. Purchasing committee , Library committee, Sport committee , Website Development committee etc., To ensure proper maintenance and development . Suitable budget is allocated every year for the maintenance of various facilities in our college. Most of lectures take place in classroom with white board and pen, a projector, microphones and speakers. This is to ensure usage of new audio-visual pedagogical techniques during the teaching process . we have suitable classroom where lecture are given. The college has a technical assistants to ensure proper upkeep of the computer lab. The college has collaborate to many field work practicum agency related to the health, education, school, Anganwadi, NGO's for social work practicum. Library Committee: The library has advisory committee with the Librarian as secretary and faculty members and administrative staff nominated as members of the committee by Principal. This committee meets to discuss the functioning, requirements, utilization of resources, distribution of funds and other matters pertaining to the library. The college library has installed a "Suggestions" Box where Students can provide written comments related to problems or new ideas for library and its services. Accession records are maintained at the purchase of books for library. College has a post of Sweeper staff he is responsible for monitoring cleanliness of classrooms, toilets, playground and the college premises. Our NSS Volunteers participated in this process The staff in - charge of actually cleaning maintains a daily diary of the tasks carried out, which is checked by the Principal and The Superintendent on a weekly basis.. A register is maintained for giving of equipment for College use, and whoever uses the needed equipment has to ensure that it is returned on time and in proper condition. . A regular update on new additions is provided by the library committee works regularly to oversee the functioning of the library. Various other committees coordinate with each other to enable the students to get maximum exposure and participation and also to avail all the facilities provided by the college. Our college campus is an eco-friendly environment . Sport and games is an internal part of the college,

<http://kcswardha.in/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	GOI Scholarship/Free ship	160	1050611

b)International	NIL	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling and Mentoring	01/07/2017	235	Mentor: Mentee Scheme
Remedial coaching	01/10/2017	55	Extra Classes by Subject Teachers
Soft skill development	01/07/2017	235	Inhouse
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	competitive examinations and career counselling	92	92	3	45
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
GOs and NGOs	92	45	NA	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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2017	43	BSW	NA	KCSW Wardha, ACSW Wardha	MSW
No file uploaded.					

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

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

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

Activity	Level	Number of Participants
Annual Cultural Day	Institute	235
Annual Sports day	Institute	235
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	NIL	National	Nil	Nil	Nil	NA
No file uploaded.						

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

The Student Council has not been constituted by the College as guidelines regarding the Student Council have not yet been received from the Rashtrasant Tukdoji Maharaj Nagpu University, Nagpur. The college has constituted various committees and student representatives have been included in the committees to carry out various academic and administrative activities. Committees are as below. 1. Students Welfare Committee 2. Sports Committee 3. NSS Committee 4. Cultural Committee 5. Krishnaleela Career Guidance Committee. The student representatives in the above committees play an important role by actively participating and providing suggestions for overall improvement of the academic ambiance and to build the culture of excellence. The student representatives play an important role in the Committees as they are a link between the students and the teachers. The Committee conducts meetings twice in a year to assess the committees work performance. This meeting is held between the Coordinator of committee, Members of committee and student representatives. Students' Representatives provide suggestions for students progression. Students also motivate and encourage other students to participate in the various activities of the College. Placement process at Kumbhalkar College of Social Work driven by the participation of members from the career development centre (Krishna Leela career guidance centre), Faculty and student Committee on placements. CDC members open up job profiles. NGO connect is done with the members of CDC and some of the faculty members, some alumina who are part of the NGO. Before opening the job profile all terms and conditions are discussed among the members and once there is in unanimity the profile is open. Student committee on placement is an integral part of the process wherein they are part of the entire process. Grievance or concern if any is dealt with according to

placement policy circulated with the student during join the program. Krishna Leela career guidance centre at Kumbhalkar College of Social Work Wardha involves the director of career centre faculty mentors and student body. The whole purpose of the centre is to guide and counsel the students on their career option the guidance is based on the in-depth conversation between the mentor Career Centre representative and student given the strength and weakness of the student concerned. In cases the intervention takes place at the principal level. Parents are also taken in confidence during the whole process.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

70

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

35000

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institute functions with decentralized administration that has complete transparency in the decision making process. The College promotes participative management ideas for achieving academic goals of the institution. The Principal is the Head of the institution. IQAC Convener together with the various Committees assists and coordinates the implementation of various decisions. The committees are actively involved in the decision making process. Most of these committees also include students and administrative staff. The Principal in turn has delegated certain powers to the Different Department coordinators and office staff. Active involvement of all committee members enable development of and strengthening of leadership qualities. Faculty members are involved in academic decision -making. The management of the college is very involved in the functioning of the college. The Secretary of the Governing Body periodically meets the Principal, administrative and support staff, teaching staff and students. 1. The institute practices a participative management at all levels. Whenever the management takes important decisions it ensures that such issues are discussed in the CDC (College Development Committee), then only they are implemented. Principal always discusses all important issues in the meeting for their suggestions and opinions. In the weekly faculty meeting all academic issues, innovations, requirements are discussed and opinions are sought. The Principal is present in all the meetings. Issues concerning students are discussed in the Class meeting, which the concerned faculty and principal are present. Their suggestions are taken and are taken into consideration before implementation. 2. All the academic administrative issues like budget, recruitment, purchases, admissions, promotions, conferences, etc., are discussed transparently considering the joint consensus of all the concerned and decisions are taken for implementation. Placement process at Kumbhalkar College of Social Work driven by the participation of members from the career development centre (Krishna Leela career guidance centre), Faculty

and student Committee on placements. CDC members open up job profiles. NGO connect is done with the members of CDC and some of the faculty members, some alumina who are part of the NGO. Before opening the job profile all terms and conditions are discussed among the members and once there is in unanimity the profile is open. Student committee on placement is an integral part of the process wherein they are part of the entire process. Grievance or concern if any is dealt with according to placement policy circulated with the student during join the program. Krishna Leela career guidance centre at Kumbhalkar College of Social Work Wardha involves the director of career centre faculty mentors and student body. The whole purpose of the centre is to guide and counsel the students on their career option the guidance is based on the in-depth conversation between the mentor Career Centre representative and student given the strength and weakness of the student concerned. In cases the intervention takes place at the principal level. Parents are also taken in confidence during the whole process.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	- Curriculum plays an important role in Social Work Education since our college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University Nagpur. The college implements the syllabus design by the University and sees the need of students through the curriculum has been designed by University. The college works towards the delivery of Curriculum in the best possible manner that would give the student at theoretical as well as social work practicum knowledge of the subject prescribed.
Teaching and Learning	Teaching plan and feedback from stakeholders help make the teaching student centric and systematic. • Experiential learning is actively promoted through community and field visits, internships, research workshops, seminars etc. • Various advanced teaching methods are used such as icebreaking , group presentationactivities such as paper reading, field work seminars. We use of audio visual media like video films and clips on Anti-corruption Movement (by- Anna Hazare) and Narmada Bachav Movement (by- Medha Patkar) etc. to facilitate students • The Library constantly makes an effort to upgrade the learning resources. We try to procure all the relevant new publications, especially in Marathi

which is the medium of instruction in the College. Our college has adopted the following method to impart knowledge to students: • Chalk and Talk method • Seminar and Workshops • Paper Presentations • Group Discussion • One to One teaching • Audio visual AIDS • Quiz • Creative Writing • Spoken English Communication skill • Interactive sessions • Projects and Assignment • Role play method • Education Tour and NGO agency visits

Examination and Evaluation

Evaluation is an integral part of the teaching - learning process. External examination is conducted by the University. Internal evaluation of the students is conducted in an objective manner. The evaluation process is transparent and the criterion for evaluation is well defined and communicated through the prospectus and field work manual. • The examination committee in coordination with Principal prepares a detailed examination and evaluation schedule followed in the College that includes: Preparation of exam timetable, Preparation of supervisor list, dates for submission of question paper by the faculty as well as redistribution of answer books and last date for returning corrected answer books

Research and Development

To promote research the staff and students are motivated to register and complete their UG and PG degree. To enhance the standard of research to promote college teachers motivated the students to choose the recent social problem for their research. Rashtrasant Tukdoji Maharaj Nagpur University Compulsory in syllabus stated that each final year students have to do research projects to complete their degree.

Library, ICT and Physical Infrastructure / Instrumentation

College library place Vital role in life of student by being a centre of learning on the campus the books meant for academic learning and references are extensively made available to you anytime from 8:30 to 5:00 p.m.. Orientation is organized for each class about the facilities in the library, orientation of software (OPAC), INFLIBNET, E- resources in the library etc. • The Internet and Wi-Fi facilities are provided both for students and faculties. • Two mobile LCD Projectors are available in college

for use in class rooms and seminar hall. • New and relevant books have been procured to upgrade the library - 176 new books have been added this year

Human Resource Management

At the end of every academic year, the management checks the vacancies and appointments staff. The faculty members are encouraged to attend the conference seminar and workshops in this academic year.

Industry Interaction / Collaboration

College organised NGO visits as a field work in the year respective fields to enhance the students' knowledge and expose the students to the world.

Admission of Students

Curriculum Development: - Curriculum plays an important role in Social Work Education since our college is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University Nagpur. The college implements the syllabus design by the University and sees the need of students through the curriculum has been designed by University. The college works towards the delivery of Curriculum in the best possible manner that would give the student at theoretical as well as social work practicum knowledge of the subject prescribed. Teaching and learning Teaching plan and feedback from stakeholders help make the teaching student centric and systematic. • Experiential learning is actively promoted through community and field visits, internships, research workshops, seminars etc. • Various advanced teaching methods are used such as icebreaking , group presentationactivities such as paper reading, field work seminars. We use of audio visual media like video films and clips on Anti-corruption Movement (by- Anna Hazare) and Narmada Bachav Movement (by- Medha Patkar) etc. to facilitate students • The Library constantly makes an effort to upgrade the learning resources. We try to procure all the relevant new publications, especially in Marathi which is the medium of instruction in the College. Our college has adopted the following method to impart knowledge to students: • Chalk and Talk method • Seminar and Workshops • Paper Presentations • Group Discussion • One to One teaching • Audio visual AIDS •

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checks the vacancies and appointments staff. The faculty members are encouraged to attend the conference seminar and workshops in this academic year. NGO Interaction / Collaboration: College organised NGO visits as a field work in the year respective fields to enhance the students' knowledge and expose the students to the world.

Admission of students: - Since our college is affiliated to RashtrasantTukadojiMaharaj Nagpur University Nagpur 100 sheets are filled according to rules and regulation of Maharashtra government department of Social Justice as well as RashtraSantTukadojiMaharaj Nagpur University Nagpur. Detailed schedule of admission procedure is prepared and displayed in college prospects and college notice board. • Admission of students and the reservation policy are followed as per government norms. • BSW students are admitted on the basis of performance in the 102 examinations. The merit list is prepared and displayed on the notice board. • MSW admissions are on the basis of an entrance test which includes written test, group discussion and personal interview. • In order to ensure greater objectivity, College invites field practitioners and Alumina of the College to be a part of the interview panel.

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

E-governace area	Details
Planning and Development	Yes
Administration	Yes
Finance and Accounts	Yes
Student Admission and Support	Yes
Examination	Yes

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	18	Yes	NA	18000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	FDP	NA	12/09/2017	12/09/2017	18	Nil
2018	NA	ADP	08/01/2018	08/01/2018	Nil	15
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes	18	01/07/2017	31/05/2018	365
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF, Loan Assistance, Medical Insurance, Duty Leaves	PF, Loan Assistance, Medical Insurance, Duty Leaves	Government Scholarship, Institutional scholarship, student Insurance, Book bank scheme

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. Internal Audit Mechanism: Responsibility of internal audit is entrusted to Accountant of the college office. The rules of general finance and audit are observed while maintaining accounts. External Audit: The accounting documents of the institution are regularly audited by the qualified chartered accountant. The top management representative audits and gives necessary instruction as and when required.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Institute	Yes	Principal
Administrative	Yes	Institute	Yes	IQAC Coordinator

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

Parents-Teachers meeting

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

1. Skill development training 2. Software Training
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. AQAR 2. IPR Workshop 3. FDP for Teaching and Non-Teaching 4. MOUs and Activities under MOUs
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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	IQAC Initiatives	01/07/2017	01/07/2017	01/05/2018	243
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Gender Equity Programs	01/07/2017	31/05/2018	120	170
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The plantation programm organised by NSS and Environment Club.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Any other similar facility	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	3	2	01/07/2017	365	Hostel, Canteen, Doctor on Call	Stay, Food, Medical	243
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
HR Manual	01/07/2017	Code of conduct adherence committee

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Social justice day	26/06/2017	26/06/2017	41
Independence Day	15/08/2017	15/08/2017	211
N.S.S Day	25/09/2017	25/09/2017	60
Gandhi Jayanti	02/10/2017	02/10/2017	197
Human rights Day	11/12/2017	11/12/2017	121
Savitribai Fule Jayanti	03/01/2018	03/01/2018	140
No file uploaded.			

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

1. Tree Plantation carried out 2. Paperless office implemented 3. Plastic free campus has been done

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) To keep our campus green and eco-friendly saplings are planted regularly and maintained by social work students. 2) Usage of LED Bulbs 3} Use of compost pit for wet waste disposal

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

<http://kcswardha.in/>

7.3 – Institutional Distinctiveness

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

Social Work Practicum i.e. field work of BSW and MSW students leading to societal development.

Provide the weblink of the institution

<http://kcswardha.in/>

8.Future Plans of Actions for Next Academic Year

1. Doing MOUs with industries and institutes. 2. Collaboration with NGOs 3. Conduction of NSS Camp 4. Increasing placement of the students