

The Annual Quality Assurance Report (AQAR) of the IQAC 2014-15

Part – A

1. Details of the Institution

| | |
|--------------------------------------|--|
| 1.1 Name of the Institution | Karve Institute of Social Service, Pune |
| 1.2 Address Line 1 | Survey No. 18, Hillside, Karvenagar, Pune 411052 |
| Address Line 2 | Behind Wandevi Mandir |
| City/Town | Pune |
| State | Maharashtra |
| Pin Code | 411 052 |
| Institution e-mail address | kinsspune@gmail.com |
| Contact Nos. | 020-65007565/65007566 |
| Name of the Head of the Institution: | Dr. Deepak M. Walokar |
| Tel. No. with STD Code: | 020-65007566 |
| Mobile: | 9822579564 |
| Name of the IQAC Co-ordinator: | Ms. Ujwala Masdekar |
| Mobile: | 9850528063 |
| IQAC e-mail address: | kinsspune@gmail.com |

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN11354

1.4 NAAC Executive Committee No. & Date:

EC/52/RAR/52

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.karve-institute.org

Web-link of the AQAR:

Web-link- www.karve-institute.org –NAAC/ AQAR

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sr. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-----------------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B ⁺⁺ | - | 2004 | 2010 |
| 2 | 2 nd Cycle | A | 3.29 | 2010 | 2015 |
| 3 | 3 rd Cycle | - | - | - | - |
| 4 | 4 th Cycle | - | - | - | - |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

02/01/2004

1.8 AQAR for the year (for example 2010-11)

2014-2015

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2010-11 on 10/10/2012
- ii. AQAR 2011-12 on 09/01/2014
- iii. AQAR 2012-13 on 12 /02/2015
- iv. AQAR 2013-14 on 14/ 05/2015

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

| | | | | | | |
|---------------------|-------------------------------|-------------------------------------|------------------------|-------------------------------------|---------|-------------------------------------|
| Type of Institution | Co-education | <input checked="" type="checkbox"/> | Men | <input type="checkbox"/> | Women | <input type="checkbox"/> |
| | Urban | <input checked="" type="checkbox"/> | Rural | <input type="checkbox"/> | Tribal | <input type="checkbox"/> |
| Financial Status | Grant-in-aid | <input type="checkbox"/> | UGC 2(f) | <input checked="" type="checkbox"/> | UGC 12B | <input checked="" type="checkbox"/> |
| | Grant-in-aid + Self Financing | <input checked="" type="checkbox"/> | Totally Self-financing | <input type="checkbox"/> | | |

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys. Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Social Work, Faculty- Mental, Moral & Social Sciences

1.12 Name of the Affiliating University (for the Colleges)

Savitribai Phule Pune University,
Pune

1.13 Special status conferred by Central/ State Government-- UGC

Autonomy by State/Central Govt. / University

State Govt.

University with Potential for Excellence - UGC-CPE -

DST Star Scheme - UGC-CE -

UGC-Special Assistance Programme - DST-FIST -

UGC-Innovative PG programmes - Any other (Specify)

UGC-COP Programmes

Govt. of India Recognition
SIRO-As a Scientific & Industries
Research Organization

2. IQAC Composition and Activities

| | | |
|---|--------------|-------------------------------------|
| 2.1 No. of Teachers | 5 | |
| 2.2 No. of Administrative/Technical staff | 3 | |
| 2.3 No. of students | - | |
| 2.4 No. of Management representatives | 2 | |
| 2.5 No. of Alumni | - | |
| 2.6 No. of any other stakeholder and community representatives | - | |
| 2.7 No. of Employers/ Industrialists | - | |
| 2.8 No. of other External Experts | 4 | |
| 2.9 Total No. of members | 14 | |
| 2.10 No. of IQAC meetings held | 3 | |
| 2.11 No. of meetings with various stakeholders: | No. | 14 |
| | Faculty | 10 |
| Non-Teaching Staff | - | Alumni |
| | 6 | 1 |
| Students | 6 | Others |
| | | 1 |
| 2.12 Has IQAC received any funding from UGC during the year? | Yes | <input checked="" type="checkbox"/> |
| | No | <input type="checkbox"/> |
| If yes, mention the amount | Rs. 300000/- | |
| 2.13 Seminars and Conferences (only quality related) | | |
| (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC | | |
| Total Nos. | 26 | International |
| | - | National |
| | - | State |
| | 1 | Institution Level |
| | 7 | |
| University level | 2 | City level NGO |
| | | 16 |

(ii) Themes

| |
|--|
| <p>University level : Curriculum planning and working out credit based syllabus system – one on the orientation on the system and another finalizing the curriculum</p> <p>State Level : Changing Economic Situation and its impact on Bahujans</p> <p>Pune City Level : NGO Resource Centre: NGO and CSR Rules under the Company Act 2013, Log Frame Analysis and Project Outcome, Project Documentation, Project Report writing and Documenting of Success, Financial Management, Accounting and Auditing for NGO's, Fund Raising For NGO's, Effective Communication and Team Work, Enhancing Computer Skills- effective use of Excel and PowerPoint.</p> <p>POSH : Challenges while dealing with Sexual Harassment cases at Workplace, Strengthening ICC</p> <p>Specific NGOs group : Good Governance of NGO's and Legal framework, Proposal writing workshop for social worker, Proposal writing workshop for District social workers of Apang Kalyan Vibhag, Fundamentals & practices of Accounting & Book Keeping, Networking Events:For Non granted Disability schools (Apanga Kalyan Vibhag)</p> <p>Institute Level : PRA & Micro Finance, Puppet Making and Slogan writing, Street play, Theatrical games, working with children, gender sensitivity & sexuality.</p> |
|--|

2.14 Significant Activities and contributions made by IQAC

| |
|---|
| <p>Preparation of RAR, Collections of all the documents and compilation to prepare the RAR, college level workshops for reviewing the curriculum and working out credit based syllabus system</p> |
|---|

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|--|--|
| <p>Curriculum changes –as a leading college actively participating in working out curriculum.</p> <p>Supervisors Meet to get the feedback on existing field work plans and evaluation forms.</p> <p>Parents Meets to share the expectation of professional course and parents support for it.</p> <p>Extending college expertise in current social issues and related field demands.</p> <p>Organizing networking events and workshops related to CSR and NGO capacity development.</p> <p>Organize one or two day workshop for faculty and administrative staff to design a long term future plan and to revisit vision & mission for institute development with the help of experts.</p> <p>Infrastructure Development: Canteen Building, Open space for students.</p> | <p>Curriculum has been thoroughly revised into semester wise credit system and optional, choice based syllabus has been prepared with initiative and actively participation of faculty this curriculum will be applicable from June 2015 onwards.</p> <p>Two half day sessions were organised separately for 1st year & 2nd year agency supervisors on 20th January 2015. A new pattern of concurrent field work placements has been suggested along with concrete suggestion on expectations from Institute to prepare students for field work; also agencies have shown readiness to share their expertise for orienting and preparing students for field work in special schools/special setup.</p> <p>For 1st year students Parents meeting on organised 7th January 2015 above 14 parents attended this meeting and gave very positive feedback above changes their observing among their child. They have also appreciated college efforts of individual guidance and attention and developing the students.</p> <p>Formation of forum of POSH and conducting various workshops to train the ICC members, extending help to industries, schools and health setup for forming ICCs. Providing consultancy on critical cases related to sexual harassment through core team members of forum.</p> <p>Independent CSR Cell has been formed, various networking events and workshop have been organised. (Above three</p> |

| | |
|---|--|
| Beautification of campus. Recruitment of staff, UGC FIP, CAS promotion. Admission Policy: Online admission system. Library development, Computer Lab & System up-gradation, Automation & up- gradation of Admin Management Software. | networking events and 9 workshops on NGOs skill development) A separate half day workshops were organised for faculty and Administrative staff to work out Institute future plan for coming 15 years on 27 th January 2015 with the help of outside expert Mr. Sunkar. Infrastructure : Campus development, green zone creation, canteen renovation is in progress. Recruitment : For CSR projects and CSR course A new admission system and test has been introduced with the purpose of getting a good number of intakes with minimum ability of understanding English and overall balance selection process by panel representing all specialization and field experts. Library development : Up-gradation of computers, Library software, creating Wi-Fi zone in remaining campus. |
|---|--|

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Revised curriculum has been worked out, changes in research project, term paper and optional subject choices have been proposed in the courses. Based on the suggestions parents meeting was held. Through CSR cell and NGO Resource Management Cell a good network of CSR initiative and NGOs in different sectors, also forum for POSH could initiate and strengthen the process of ICC formation in education and NGO sector, online feedback form system has been started and online filling admission form system has been introduced in 2015. Campus development and garden development has been in progress.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | PhD | NIL | - | - |
| PG | MSW | NIL | - | - |
| UG | - | - | - | - |
| PG Diploma | PGDGMN | NIL | PGDGMN | PGDGMN |
| Advanced Diploma | - | - | - | - |
| Diploma (PG) | PGD-CSR | NIL | - | - |
| Certificate | CSR | NIL | CSR | CSR |
| Others | MPhil | NIL | - | - |
| Total | 5 | 1 | 2 | 2 |
| Interdisciplinary | - | - | - | - |
| Innovative | - | - | - | - |

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **Semester &Credit**
 (ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|-------------------------------------|
| Semester | 1 (MSW - 2 years- 4 Semester) |
| Trimester | - |
| Annual | 2 (M. Phil – 18 Months, PhD- 5 yr.) |

- 1.3 Feedback from stakeholders* Alumni Parents Employers Students
 (On all aspects)
- Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabus revision workshops, meetings & deliberations were planned to revise the syllabus. A revised credit based syllabus system with a choice for research project, term paper and optional subjects inter specialization subjects have been designed and will be introduced in the curriculum for MSW course under Savitribai Phule Pune University from July 2015.

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Formation of separate CSR Cell : CSR Pune Cell– an initiative for the sustainable development through Corporate Social Responsibility. Initially this was collaborative venture initiated as a forum of corporate companies and NGO’s in form of CSR Pune. Now the Institute has created a separate CSR Cell with following intent.

OBJECTIVES

To enhance the CSR initiatives through support services like research, consultancy, training, monitoring etc. and organising workshops and seminars.

To develop human resource for corporate social responsibility

Activities and achievement

CSR Cell has developed a network of corporate from Public, Private and IT Sectors and NGOs working on the health, education and women issues in Pune, Nashik, Satara, Kolhapur, and including outside Maharashtra in Andhra Pradesh, Madhya Pradesh and Gujarat states.

CSR PGDCSR course: Cell has introduced one year post graduate diploma Course for corporate employees, NGO field practitioners and aspiring candidates in the field of CSR.

Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-------|------------------|----------------------|------------|--------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 10 | 4 | 5 | 1 | - |

2.2 No. of permanent faculty with Ph.D. 3 + 1 = 4

| | | | | | | | | | | |
|---|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year | Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| | R | V | R | V | R | V | R | V | R | V |
| | - | - | - | 1 | - | - | - | - | - | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty GF-6 VF - 3 TF - 1

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level | Local Level (Workshops) |
|------------------|---------------------|----------------|-------------|-------------------------|
| Attended | 2 | 8 | 1 | 5 |
| Presented papers | 1 | 5 | - | - |
| Resource Persons | 1 | 2 | 1 | 13 |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Case Studies, Field Based Assignments, Skill workshops, Audio-Visual material, Rural Camp, Advance Orientation Visits, Study Visits outside the states along with this regular process this year students have given the opportunity participate in outside conferences and be a part of ongoing survey related to issues of women safety in Pune city and rehabilitation of displaced people in Madhya Pradesh.

2.7 Total No. of actual teaching days during this academic year 180 Days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions

Open Book for Internal Assignment, Internal Marks Improvement, Remedial Field Work & Research Guidance, Moderation, Photocopy, Re-assessment

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| | | |
|--|-------------|--------------------------------|
| Board of Study -2 + 1 1- Director is Chairman BOS & Chairman of Curriculum Review Committee. 1 Faculty and 1 visiting Faculty are also member of Curriculum Revision committee. The new credit based semester wise with choices syllabus has been developed with active involvement of faculty. This syllabus will be applicable from July 2015. | Faculty - 7 | Curriculum Devpt. Workshop - 3 |
|--|-------------|--------------------------------|

2.10 Average percentage of attendance of students - 85.79%

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|------|-------|-------|-----------|
| | | Distinction % | I % | II % | III % | Failure % |
| MSW (I + II) | 124 | - | 9.67 | 80.64 | 6.45 | 3.22 |
| M.Phil | 6 | - | - | - | - | - |
| Ph.D | - | - | - | - | - | - |
| PGD-CSR (Autonomous) | 35 | 5 | 5 | 8 | 1 | - |

Note:-1. CSR-The remaining 16 student have not submitted the Research project.
 2. M.phil- 4 student has submitted dissertation
 3. Ph.D awarded to Mr. Roy Mathew on May 2014

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC facilitates academic planning, monitoring and execution, organizing seminars, workshops, and improvisation in evaluation systems thereby contributes teaching-learning process. We have introduced a system of semester wise online feedback from students, to maintain the confidentiality. On this IQAC Coordinator and Director discussed and give feedback. Suggestions given by Quality Advisory Committee, Visiting Faculty, Alumni, Student, Internal & External experts on viva panel are shared, discussed in QAC, IQAC and faculty meeting. IQAC has initiated the participatory process of preparing RAR report for 2015. In the beginning two workshops have been organised to understand the expected areas under each criteria. For the final preparation of RAR all the faculty, library staff, office staff is involved in writing, collecting statistical data.

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|--|------------------------------|
| Refresher courses | Nil |
| UGC – Faculty Improvement Programme | 1 |
| HRD programmes | Nil |
| Orientation programmes | Nil |
| Faculty exchange programme | Nil |
| Staff training conducted by the university | Nil |
| Staff training conducted by other institutions | 2 |
| Summer / Winter schools, Workshops, etc. | Nil |
| Others | 2 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|--|-------------------------------|----------------------------|--|--|
| Administrative Staff | 5 | 1 | - | 2 |
| Library Staff | 4 | 2 | - | - |
| Support Staff | 9 | - | - | - |
| Research Cell Staff & Project staff on Contractual Basis | On contract - 3 | - | - | |

Criterion – III

3. Research, Consultancy and Extension - ASM

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

| |
|--|
| <p>The Institute has an independent cell for research and consultancy work. This cell is helping in academic programme through involvement of students and investigators, involvement of research team in supervision and training of MSW students.</p> <p>The entire faculty tries to encourage the students to take new topics for their research project work and ensure the good quality work in research project. The Institute has organised two workshops on use of statistical analysis for testing the hypothesis for M.Phil, PhD students and use of SPSS for data analysis with MSW students.</p> |
|--|

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | NIL | NIL | NIL | NIL |
| Outlay in Rs. Lakhs | | | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | NIL | NIL | NIL | NIL |
| Outlay in Rs. Lakhs | | | | |

3.4 Details on research publications

| | International | National | Others |
|------------------------------|---------------|----------|--------|
| Peer Review Journals | - | 3 | - |
| Non-Peer Review Journals | - | 3 | 3 |
| E-Journals | - | - | - |
| Book | - | - | 5 |
| Conference proceedings/ Book | - | - | - |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the project | Duration Year | Name of the Funding Agency | Total grant sanctioned | Received |
|--|---------------|---|------------------------|---------------------|
| Major Projects | NIL | | | |
| Minor Projects | NIL | | | |
| Interdisciplinary Projects | NIL | | | |
| Industry Sponsored | 2014-2015 | Final Evaluation and Impact Assessment of 13-14 Project of Mazagon Dock Ltd CSR Projects | 3,00,000.00 | 3,00,000.00 |
| | 2014-2015 | Proposal for Base line survey, designing & developing, the CSR Project & Impact assessment of NICU-KEM Project, Mumbai, for the year Dec 14- Marc15 under CSR Programme | 16,04,400.00 | 8,02,200.00 |
| | 2014-2015 | NGO Resource Center and Student development programme funded by Tech Mahindra foundation | 20,00,000.00 | 20,00,000.00 |
| | 2014-2015 | Baseline Socio economic Survey of three slums in Pune and Hyderabad Zensar Foundation, Pune | 7,06,888.00 | 7,06,888.00 |
| | 2014-2015 | Impact assessment of Corporate Social Responsibility of KOEL in Pune, Nasik, Kagal and Rajkot | 246,000.00 | 2,46,000.00 |
| | 2014-2015 | Need Assessment survey for community mapping and identification of interventions in areas of education, employ ability and entrepreneurship in neighbourhood of TATA Commutations, Dighi. | 5,86,000.00 | 5,86,000.00 |
| | 2014-2015 | Survey of Sudumbare village Zensar Foundation, Pune | 3,00,000.00 | 3,00,000.00 |
| | 2014-2015 | Industrial Environment Assessment Survey: Maharashtra, Gujrath and Tamilnadu for TE Connectivity Pvt. Ltd, Pune | 1,35,000.00 | 1,35,000.00 |
| | 2014-2015 | Godrej - Project Consultancy | 68,000.00 | 29,160.00 |
| | | Total | 59,46,288.00 | 51,05,248.00 |
| Projects sponsored by the University/College | NIL | | | |
| Students research projects (other than compulsory by the University) | - | | | |
| Any other(Specify) Babasaheb Ambedkar Research & Training Institute | 2014-2015 | Evaluation of Scheme of Scholarship for Education abroad for SC Students | 339,894.00 | 145,085.00 |
| Babasaheb Ambedkar Research and Training Institute | 2014-2015 | Evaluation of Rajarshi Shahu Maharaj Scholarship Scheme for Higher Education within India for SC Students | 290,170.00 | 169,946.00 |
| National Women Commission | 2014-2015 | Examining the role that elected Women Representatives of Panchayati Raj Institutions play in Preventing Gender Based Violence | 367,500.00 | 147,000.00 |
| | 2014-2015 | Pre marital Education programs in Colleges and Understanding provisions and implementation of prevention of Sexual Harassment of Women at Work place act and central Rules 2013 | 55,204.00 | 55,204.00 |
| | | Total | 10,52,768.00 | 5,17,235.00 |
| | | Total | 69,99,056.00 | 56,22,483.00 |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No

3.8 No. of University Departments receiving funds from
 UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences/ workshops organized by the Institution

| Level | International | National | State | Univer | NGO Network |
|-------------------------|---------------|----------|--|---|---|
| Number | - | - | 1 | 2 | 16 |
| Sponsorin g agencies | - | - | Tech. Mahindra, some personal donation from faculties | Savitribai Phule Pune University & Karve Institute of Social Service, Pune | Tech. Mahindra, Self contributed, KInSS |

Experts (4), chairpersons (4),
resource persons (4)

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year : Nil

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | NA |
| | Granted | - |
| International | Applied | - |
| | Granted | - |
| Commercialised | Applied | - |
| | Granted | - |

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year : Nil

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| - | - | - | - | - | - | - |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

| |
|---|
| 2 |
| 9 |

3.19 No. of Ph.D. awarded by faculty from the Institution

| |
|---|
| 1 |
|---|

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

| | | | | | | | |
|-----|---|-----|---|-----------------|---|-----------|---|
| JRF | - | SRF | - | Project Fellows | - | Any other | - |
|-----|---|-----|---|-----------------|---|-----------|---|

3.21 No. of students Participated in NSS events:

| | | | |
|------------------|-----|---------------------|---|
| University level | 100 | State level | 2 |
| National level | 6 | International level | - |

3.22 No. of students participated in NCC events: Not Applicable

| | | | |
|------------------|---|---------------------|---|
| University level | - | State level | - |
| National level | - | International level | - |

3.23 No. of Awards won in NSS:

| | | | |
|------------------|---|---------------------|---|
| University level | - | State level | - |
| National level | - | International level | - |

3.24 No. of Awards won in NCC:

| | | | |
|------------------|---|---------------------|---|
| University level | - | State level | - |
| National level | - | International level | - |

3.25 No. of Extension activities organized

| | | | | | |
|------------------|---|---------------|----|-----------|---|
| University forum | - | College forum | - | | |
| NCC | - | NSS | 13 | Any other | 4 |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. On the occasion on 25th year of child convention ARC initiated whole year programme, student have participated in the survey of recreation facilities for children in Pune city. These survey findings are shared in front of respective government authorities in the *Jan Sunvai* organized by ARC on 14th November 2014.
2. 18 volunteers of URCD did the assessment survey of facilities given to displaced people of Narmada dam in M.P. in the relation to the government records during the 3rd week of September 2014. This assessment report will be used for getting stay on decision of increase in the dam height from Madhya Pradesh High Court.
3. Did a survey on opinions and survives regarding women's safety with 20 NGO in Pune during September/October as part of NSS.
4. Screening and discussion on Gandhian philosophy, Sant Satyagrah and importance in current situations by IPH Thane on 1st October 2014.
5. Awareness programme for organ donation by Cipla Palliative Care and Samvedana on the occasion of 'Joy of Giving Week' was organized on 8th October 2014.

6. Social Awareness Programme on ‘Child Sexual Abuse with students and their parents’ in 7 schools in Karvenagar and Kothrud area.
7. Street play and poster making workshop was organized on 27th and 28th November 2014 for Rural camp training.
8. Awareness through street play in communities on the topic of ‘HIV/AIDS and Domestic Violence by 10 students in January 2015.
9. Workshop on Gender sensitivity with 1st year students by Samyak organization on 19th January 2015.
10. Fifth National level conference was held on 7th and 8th March 2015& topic of ‘Changing Economic parameters and its effect on Bahujans’

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|--|-------------|--|------------------------|----------------------------------|
| Campus area | 30 Acers | NIL | Government Allotted | 30 Acers |
| Class rooms | 4 | NIL | Donation and Grant | 4 Nos. |
| Laboratories/Computer Lab (Tech M) | 1 | - | Donation | 1 |
| Seminar Halls | 2 | NIL | Donation Grant | 2 |
| No. of important equipment purchased (≥ 1-0 lakh) during the current year. | 4 | 3 Nos. (LCD) | Grant Donation | 7 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | Computer (2)– Rs. 84655/- CCTV (2) – Rs. 54520/- Scanner (1) – Rs.17325/- Printer(1) – Rs. 25725/- Invertor (1) – Rs. 19125/- Software package (20) – Rs. 178956/- | Grant Donation | 7 20 – software package |
| Others | | | | |

4.2 Computerization of administration and Library

For MSW, CSR Diploma online admission process, feed-back system has been introduced.

The Library operations have been automated with the help of an integrated library software package, AutoLib. Circulation Services are executed through Barcode System. The bibliographic information is accessible through OPAC (Online Public Access Catalogue).

4.3 Library services:

| | Existing (31/3/2014) | | Newly Added (31/3/2015) | | Total | |
|------------------------------|----------------------|-----------|-------------------------|------------------------------|--------|-----------|
| | Number | Value | Number | | Number | Value |
| Text Books / Reference Books | 15279 | 21,06,642 | 74 | Text Books / Reference Books | 15279 | 21,06,642 |
| Donated Books | 1324 | - | 24 | Donated Books | 1324 | - |
| Total | 16603 | 21,06,642 | 98 | Total | 16603 | 21,06,642 |
| e-books | 90000+ | 5000 | 7000+ | e-books | 90000+ | 5000 |
| e-journals | 5000+ | 5000 | 1000+ | e-journals | 5000+ | 5000 |
| Digital Database | NLIST | 5000 | NLIST | Digital Database | NLIST | 5000 |
| CD & Video | 110 | 2260 | 1 | CD & Video | 110 | 2260 |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office/Library | Departments | Others |
|--------------|------------------------|----------------------|-----------------|-------------------------|-------------------------|-----------------------|--------------------|---------------|
| Existing | 19 | - | (712 kb/ps) | Yes | Yes | - | - | - |
| Added | 0 | 12 | - | - | - | - | - | - |
| Total | 19 | 12 | 01 | Yes | Yes | - | - | - |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

Yes. Latest upgraded computers, high Speed internet and Wi-Fi facility is available at Library for students and staff. The Library is also connected with INFLIBNET to provide subscribe based online N-LIST programme services to students and staff.

4.6 Amount spent on maintenance in lakhs :

| | |
|--|---------------------|
| i) ICT | 64,586=00 |
| ii) Campus Infrastructure and facilities | 2,72,620=00 |
| iii) Equipment's | 43,050=00 |
| iv) Others | 24,68,707=00 |
| Total : | 28,48,963=00 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the beginning of the academic year students are given detail orientation about educational programme, scholarships and endowments , prizes and awards, government scholarships, Individual Guide system, welfare programmes and facilities such as Hostel, Canteen, library, Job Placement, Reservation Cell, mentorship, career counselling internal and mandatory committees, their objectives and role.

5.2 Efforts made by the institution for tracking the progression

Following to the orientation the respective coordinator of each programme tries to be in contact with students individually or through individual guides. Along with this each specialization coordinator and faculty tries to monitor closely for tracking the progression of students in his/her class room learning, field work task, and other co-curricular activities throughout the two years. If any student come across the problem faculty extend the help and guidance to overcome it.

5.3 (a) Total Number of students

| UG | PG- MSW | Ph. D. | Others (M.Phil) |
|----|---------|--------|-----------------|
| - | 134 | - | 6 |

(b) No. of students outside the state

| MSW | Ph. D. | M.Phil |
|-----|--------|--------|
| 18 | - | 5 |

(c) No. of International students

| MSW | Ph. D. | M.Phil |
|-----|--------|--------|
| 1 | - | 0 |

| Men | No | % |
|-----|-------------|-------|
| | M.Phil – 01 | 17 |
| | MSW - 66 | 49.25 |

| Women | No | % |
|-------|-------------|-------|
| | M.Phil – 05 | 83 |
| | MSW - 68 | 50.74 |

| Course | Last Year (2013-2014) | | | | | | This Year (2014-2015) | | | | | |
|-----------------------------|-----------------------|----|----|-----|-----------------------|------------------|-----------------------|----|----|-----|-----------------------|-------|
| | General + NT | SC | ST | OBC | Physically Challenged | Total | General + NT | SC | ST | OBC | Physically Challenged | Total |
| MSW | 23+ 8= 31 | 19 | 5 | 13 | - | 68 | 32+7=39 | 12 | 3 | 10 | 2 | 66 |
| M.Phil | - 4 | 1 | 1 | 1 | 7 | 7 | 6 | - | - | - | - | 6 |
| Ph.D | - | - | - | - | - | - | - | - | - | - | - | - |
| MSW - Demand ratio - 1:2.66 | | | | | | Dropout – 2.64 % | | | | | | |
| MPhil - Demand ratio - 1:1 | | | | | | Dropout - Nil | | | | | | |
| Ph.D - Demand ratio - Nil | | | | | | Dropout - Nil | | | | | | |

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Institute has made some efforts of consultation and guidance for NET/SET/ MPSC competitive examinations. Institute has kept track of issue of student’s transcripts who pursue higher education in the country, abroad and professional courses.

No. of students beneficiaries

4

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|---|-----------|---|------|---|--------|---|
| NET | - | SET/SLET | 5 | GATE | - | CAT | - |
| IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

Faculty Individual Mentors/Guidance, professional counsellor and on call counselling services mechanism has been a great support to students who were in need of guidance during their personal and academic issues and stressful situations. During the last year three students have taken such help from the professional counsellor whenever it was required. Career guidance, preparation of CV’s and interviews discussions and sessions were found to be effective. It was very common that at the end of the 4th semester majority of the students take guidance from respective specialization faculty for selection their BPT placement which we help them for future career in the field. Also fever them take guidance for taking up job in the field immediately after the BPT.

No. of students benefitted

Personal counselling –3
 Career Guidance – 62 (MSW 2nd year students)

5.7 Details of campus placement

| On campus | | | Off Campus |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 4 | 25 | 3 | 32 |

5.8 Details of gender sensitization programmes

Every year, we conduct the basic attitude test regarding caste gender and regional sensitivity at the beginning of 1st year and 2nd year. Based on the assessment of the test the Institute organised few workshops related to the gender sensitivity – sexuality and gender sensitization. Along with this, each department is given the feedback of the test to make the efforts for giving inputs on gender sensitivity in relation to the field requirements. Orientation on prevention of sexual harassment was also organized for staff and students.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|---|--------------------|-----------|
| Financial support from institution | 35 | 375000=00 |
| Financial support from government | 06 (ST students) | 41970=00 |
| Financial support from other sources Boond (Revolving fund) | 10 | 10000=00 |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Two

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: ‘We at Karve Institute of Social Service envisage a society which ensures peace, harmony, dignity, justice and equal opportunities for the development of individuals and communities through planned social work interventions by a committed cadre of professionals’.

Mission: ‘The mission of the Institute is to strive for excellence in social work education, training and research by upholding social work values and ethics and maintaining the nobility of the profession’.

6.2 Does the Institution has a management Information System

The Institute does not have very formal MIS, however most of the systems are computer embedded, online and atomized.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Last whole year all the faculty member were very active in developing credit based semester system curriculum for social work. For this each faculty is involved in giving overall suggestions and working out syllabus of two-three subjects.

6.3.2 Teaching and Learning

IQAC and Faculty members are continuously adopting innovative teaching and learning pedagogy, working field assignments. During the last year, FCW specialization students were active in safety audit and saftypin field initiative on the issue of increasing violence against women in public places and required safety. URCD specialization students went to Narmada Sarovar displaced people rehabilitation area for collecting data on benefit received through the rehabilitation package. In this way each specialization tried to work out certain field based assignment to expose the students with the field realities and develop the understanding.

6.3.3 Examination and Evaluation

The Institute conducts examination as per university rules and norms. Field work and assignments evaluations are adopted as per standardize norms and criteria. Continuous assessment, remedial mechanism and moderation of field work

6.3.4 Research and Development

The Institute's R & C Cell continue to undertake certain research and development projects. During 2014-15 about 19 research project have been done out of which five major research project were evaluation of government schemes, seven were impact assessment of CSR efforts and remaining were certain baseline surveys to initiate CSR programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library software and other systems were upgraded. A new online feedback system has been introduced. Also of online filling the admission form is in the process which will be introduced in the year 2015.

6.3.6 Human Resource Management –

The Institute continued to conduct some in-house programme for development of Human Resource.

6.3.7 Faculty and Staff recruitment

No new recruitment as full time staff.
Continue to appoint research cell and project staff.

6.3.8 Industry Interaction / Collaboration

Continue to strengthen interactions and collaborative projects, consultancy with corporate/industrial organizations through training, NGO resource centre, CSR projects, need assessment survey etc. During the 2014-15, new collaboration initiated with Mazgaon Dock, Ltd, Tata communications, Zenser Foundation and Godrej these interactions are mainly for doing impact assessment and baseline survey of their CSR project.

Independent CSR Cell has been established during the last year. Through this cell various need based, impact assessment and CSR planning initiatives studies conducted for various industries, from public, private and IT sectors in the field of health education and women issues working in Pune, Satara, Nashik, Solapur, Andhrapadesh, Madhyapradesh and Gujrat.

6.3.9 Admission of Students

We continued with the new admission policy introduced in last year for insuring minimum skill and quality base intake of students. This has been followed with the fulfilment of University Rules and regulations for admission.

6.4 Welfare schemes for Employees

| Teaching | As per Government |
|---------------|---|
| Non -teaching | Providing rain suits, summer caps, office vehicle, cash insurance for class IV staffs, interest free festival & medical advances. |
| Students | Earn & learn scheme, endowment scholarship, Tech. Mahindra Sponsorship, Boond (Student Fund), URCD Forum Fund |

6.5 Total corpus fund generated 1,25,60,996=00

6.6 Whether annual financial audit has been done Yes No

* Institute has introduced Half yearly External (Professional CA) audit system

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|--------------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | - | - | Yes | Faculty |
| Administrative | Yes | CA | Yes | Director/Registrar |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? -

Since the institute conducts Examination as per University norms, there are no major changes in examination system.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University has been conducting meetings and seminar for promotion of autonomy in the affiliated institutes.

6.11 Activities and support from the Alumni Association

Help of few senior alumni have been taken for conducting group discussion and panel interviews at the time of admission.
Alumni support has been taken for review of the syllabus and suggestion on new credit based syllabus for optional subjects.
The KIPSWA has organised their regular annual meeting.

6.12 Activities and support from the Parent – Teacher Association

Regular parent meeting was organised on 8 January 2015 for taking feedback and sharing progress of the student. Parents have appreciated the whole efforts taken by the faculties like individual attention, guidance and acting as a role model.

6.13 Development programmes for support staff

On 27th January 2015, one day training programme was conducted by Mr. Sharad Sunkar on 'Soft Management for Effective Functioning'.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Efforts are made to make green and eco-friendly campus, carbon neutrality, waste management, manure and wormy-culture, drip irrigation to conserve water, CFL bulbs to conserve energy, tree plantation, and beautification.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

1. Field Based Assignments-

‘Safetipin’: The group of Family and Child Welfare specialization students contributed in safety audit carried out under Safetipin Programme in collaboration with SAMYAK, Communication and Resource Centre in Pune. **‘Safetipin’ is a map-based mobile phone application** which works to make communities and cities safer by providing safety-related information collected by users. **‘Safetipin’** builds on the premise that community participation and engagement will make our cities safer.

In September 2014 URCD students went for a rehabilitation survey for Narmada Bachao Andolan (NBA) in Madhya Pradesh. This survey was mainly to cross check the government data on implementation of rehabilitation package and develop reality based document to help the movement challenge the High Court order of increasing the dam height. The purpose was to give a first-hand exposure of the complexity in implementation of Rehabilitation and Resettlement (R & R) policy by understanding the situation of project affected persons and rehabilitation challenges.

In the year 2014 HRM students carried out training programs for workers in the unorganised sector in coordination with Unions and Central Board of Workers Education. Students benefitted immensely as it gave them learning opportunity to carry out training task right from need assessment till evaluation to the training.

2. Forum for Prevention of Sexual Harassment of women at work place (POSH)

In 2014, NGO Resource Centre had organized a workshop on ‘Sexual Harassment of Women at Workplace Act 2013’. While discussing with NGO professionals and practitioners, especially from organizations working on women’s issues, the Institute realised the need to establish a platform to discuss prevention of sexual harassment at workplace.

A Forum has been initiated with a goal of enhancing safe working environment for working women in all sectors and to ensure prevention, protection and justice for any kind of sexual harassment through effective and sensitive ICC’s. This has been launched through the initiative of seven active ICC Members.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Infrastructure Development: Canteen Building repairing is under the process will be ready by September 2015. Open space for students. Beautification of campus is done - mainly plantation and rearrangement of some open spaces, The CAS promotion’s files are submitted to the respective department and regular follow up is going on. , Admission Policy and online admission forms have been introduced from June 2015. Library development , Computer Lab & System up-gradation, Automation & up- gradation of Admin Management Software, International Exchange Programmes & Collaborations – the international University students (17) have taken benefit of this programme and collaboration. Execute Research Cell, NGO Resource center took the initiative in forming of forum for strengthening ICC of POSH. Independent CSR Cell has taken up new initiatives in different part of Maharashtra and India and regular the sub committees for NAAC RAR has been formed in the October 2014. These committees with the help of administrative staff completed the RAR report which has been uploaded on NAAC website on 30th May 2015.

Curricular Aspects:

Change in MSW curriculum structure: The Institute faculty took active part in developing curriculum structure and working out syllabus as well as new optional subjects. This has been done through organising three University level workshops in three different colleges (Karve Institute of Social Service (Pune), CSRD (A.Nagar) & IMRT (Nashik) during January to March 2015. This new curriculum structure has been introduced in June 2015.

Organizing agency supervisor meet: The agency supervisor meet was on organised on 20th January 2015 with the aim of sharing the plan changes in the field work component of the new curriculum structure and suggestion have been sought for it.

This meeting has also come up with the suggestion of giving some common inputs to the students placed in Institute working with special children for this respective agency experts are our supervisor have shown readiness to extend the support.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

Rural Camp : The NSS camp was carried out in two parts.

1st Part: 27th November to 30th November 2014: Training in Micro Planning, Anaemia, and skills for poster making and street play.

2nd Part: 1st December to 7th December 2014: Residential camp in village Kashal and Kiwale.

The camp was carried out in collaboration with Jankidevi Bajaj Gram vikas Sanstha. The focus of the field camp was on Micro-Planning and women's empowerment. A total of 63 students participated in the camp. Camp coordinator and two peons were with the students throughout the entire camp. One faculty and four non-teaching staff were there by turns. On the first day, the Director inaugurated the camp. To facilitate the field IDGBVS officers, field workers, village panchayat members and chair person of SMC were there with students. During the seven days village camp students were divided in two villages like 22 in kiwale and 41 in Kashal. Again in villages they were divided in groups with 6 students in each group. The activities carried out included - Shramadan for filling up the foundation of school stage. And digging pits for waste management, Participatory village mapping: Infrastructure facilities and amenities and settlement lay out, Village meetings with specific groups

- **Key persons** : village planning and issues, empowerment, Panchayati raj, Anganwadi sevike ans parents of children ,school SMC members
- **Youth (male and female)** : HIV & AIDS, Employment, vision of village development
- **School Children (ZP School):** Idea Village, Good habits
- **High school and junior College students:**
 - My ideal village and my responsibilities
 - Village problems
 - HIV & AIDS
 - Menstrual cycle, hygiene and reproduction (only with female students)
- **Senior Citizens:** village history, Culture and changes and their impacts on the village

For the above activities the PRA and other techniques adopted were

- Focus Group Discussions
- Tana Bana (Exercise to show linkages between people and Government schemes and services.)
- Information based lectures and discussion
- - Child Marriage, HIV, Village sanitation and issue of open defecation, issues related to girl child and women.
 - Gram Baithak to share the findings and suggestions.

Concluding programme with meeting of villagers on 7th December had the following :

- Presentation of activities observations and outcomes by each group
- Display of the posters related to village map, resource map and visioning exercises
- Feedback from villagers

EVALUATION

Overall camp objectives were largely met. The participation of women was particularly significant. Students created a very positive impression as reflected in the feedback from villagers. The important points highlighted were:

- They created a positive and energetic environment in the village and inspired the youth and schools children.
- Villagers got new ideas and vision for future areas of development.
- We want the institution and students to continue to keep contact and special invite them for the Gram Sabha in January.
- We resolve to make this a model, modern village in the next 4- 5 years as a result of this camp.

Future Plan:

Local village leadership in collaboration with JDBGVS will carry forward the plans. Karve Institute of Social Service will lend support through students' visits and placement for field work during Jan-April2015

7.4 Contribution to environmental awareness / protection

The Institute management, its staff and students are conscious about environmental concerns, cleanliness in campus which is very much reflected in a manner in which the campus, buildings and gardens are maintained. The electricity, water resources are used optimally. Student and staff members make conscious efforts to make campus clean and green.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The Institute is continuously assessing its performance on various indicators, striving hard to enhance its efforts towards quality education. For preparing SWOT analysis for RAR report the faculty has done rigorous exercise and tried to do analysis for last five years and it has included in RAR. The Institute is listed among the top three colleges of N-LIST users for the period from 8th March 2014 to 5th April 2014

Initiative for forming forum for Implementation of POSH and extending support to Muskan initiative to work on issue of child sexual abuse reflect the Institute's *commitment to social service* and *social responsibility through engagement*

8. Plans of institution for next year

Developing software package for class room & field work attendance monitoring, parents meeting of new batch at the beginning of the academic year, supervisors meet, publishing a monograph of golden jubilee events, minor research on inclusion practices of the Institute, extending support to ongoing initiative of work on child sexual abuse issue in the form of 'Muskan' project with the CSR support. Introducing IICA certified CSR course.

Name: Ms. Ujwala Masdekar

Signature of the Coordinator, IQAC

Name: Dr. Deepak Walokar

Signature of the Chairperson, IQAC
