

# Self-Evaluation Document

## P.G. & Research Dept. of Social Work

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR

### ANNEXURE – A

Name of the Department: PG & Research Department of Social Work

#### GENERAL INFORMATION OF THE DEPARTMENT

|   |   |
|---|---|
| 1. Date and Year of Establishment of the Department | June, 1979  |
| 2. Name of Head of the Department                   | Dr. J. Henry Rozario  |
| 3. List of faculty Members                          | <b>ANNEXURE I</b>   |
| 4. List of support staff                            | <b>ANNEXURE II</b>  |
| 5. Objectives and Goals set by the Department       | <ol style="list-style-type: none"><li>a. Developing intellectual capacity of the students to search for knowledge, truth, justice, development, peace and harmony.</li><li>b. Fostering in them the freedom of thought for assuming personal responsibility for the own lives.</li><li>c. Forming in them the social consciousness and social responsibility to foster good relationship with others, to be open to other religions and</li></ol> |

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|  | <p>Ocultures, to possess an attitude of solidarity and dialogue to insert themselves into the society with a sense of co-responsibility and participation and to be the agents of social change expediting priority care to the poor, the oppressed and the vulnerable.</p> |
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## II. ACADEMIC DETAILS

|   |  |
|---|--|
| 1. Specializations of the Department  | <ul style="list-style-type: none"> <li>i. Community Development</li> <li>ii. Human Resource Management</li> <li>iii. Youth Development</li> </ul>  |
| 2. Course Catalogue for all the Programmes                                      | <b>ANNEXURE III</b>  |
| 3. Ph.D.(Areas of Research/ Specialization)                                     | <ul style="list-style-type: none"> <li>i. Human Resource Management</li> <li>ii. Community Development</li> <li>iii. Youth Development</li> </ul>  |
| 4. Visiting Professors/Visiting Fellows of the Department                       | Nil  |
| 5. Year in which the present syllabi has been revised.                          | 2014   |
| 6. When is the revision of syllabi of each course expected in immediate future? | 2017   |
| 7. Why is the necessity of the revision felt?                                   | <ul style="list-style-type: none"> <li>• To update the Syllabus based on changing needs in the job market – companies and NGOs</li> <li>• Updating Syllabus based on new concepts</li> </ul> |

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|  | and theories and best practices emerging.   |
| 8. Programme feedback obtained from the students | Yes (Part of the feedback is mentioned here. Students have been asked to send the report directly to panel members of the external audit) |

Faculty staffs communicate regularly with their students about departmental degree requirements for the course to obtain a master degree in social work. The two years course is well designed to cater the need of professional social work ethics and knowledge. The core subjects are arranged systematically which begins with basic introduction to different kind of dimensions and approaches followed in the modern era. The subjects are also handled by professional teaching faculties who have a wider scope and clarity in the subjects. The teaching varies with involvement of students in various group dynamics. The course allows the student to gain familiar with research as for each students it is mandatory to conduct a study. The department also focuses on the necessity of providing quality education in the allotted time of one hour per subject which comes to five subjects each day. The course also has practical training input where the students are given exposure to field work practices.

9 (a) Number of students in the department during the current academic year for the following courses.

| Courses | Intake  |          | Specialization<br>(If any)     |
|---------|---------|----------|--------------------------------|
|         | Year    | Strength |                                |
| P.G.    | I Year  | 41       | HRM – 20<br>CD - 10<br>YD - 11 |
|         | II Year | 41       | HRM – 15<br>CD - 14<br>YD - 12 |

|        |  |   |  |
|--------|--|---|--|
| M.Phil |  | 5 |  |
| Ph. D  |  | 1 |  |

### 9 (b). Admission Procedure Followed

#### 1. PG - MSW

Eligibility for admission to this course is the candidate should have a Bachelor's Degree from Tiruvalluvar University or from any other University accepted as equivalent by Tiruvalluvar University. Students should have obtained their Under Graduation degree through 10+2+3 system. Admission will be based on merit taking into account marks secured in degree course, entrance test and interview. Community quota allotments (50%) will be as per TN Government Rules. A student may opt for any one of the fields of specialization. No change in the field of specialization will be permitted after admission. Total number of seats sanctioned for MSW is 40 for a batch.

**Research Degree:** The department offers Research Degrees M. Phil and Ph. D programme as per the university norms.

**2. M. Phil. Degree in Social Work:** To cater to the needs of the candidates who are interested in doing their research degree full time or part time in Master of Philosophy in social work was introduced. The university has given permission to admit a maximum of 24 candidates for this course and based on the availability of the research guides for M. Phil. Course the candidates are admitted. Any MSW graduate is eligible for M. Phil Course.

**3. Ph.D. Programme:** Those who would like to go for higher degree in research the department offers the doctoral programme. Based on the availability of the research guide the scholars are admitted for the Ph. D. Programme as per the norms of the university.

10. Number of students enrolled in the department according to regions and countries:

| S.no | Class  | Total Male | Total Female | Same State | Other State | Other Country | Community |      |    |    |    |       | Total Students |       |
|------|--------|------------|--------------|------------|-------------|---------------|-----------|------|----|----|----|-------|----------------|-------|
|      |        |            |              |            |             |               | BC        | MB C | SC | ST | OC | B C M |                | Other |
| 1    | I MSW  | 27         | 14           | 39         | 1           | 1             | 31        | 5    | 1  |    | 3  |       | 1              | 41    |
| 2    | II MSW | 30         | 11           | 39         | 2           | 0             | 26        | 11   | 2  |    | 1  |       | 1              | 41    |
| 3    | M.Phil | 1          | 4            | 5          | 0           | 0             |           |      |    |    |    |       |                |       |
| 4    | Ph.D   | 1          |              | 1          |             |               | 1         |      |    |    |    |       |                | 1     |

|   | P.G.      |           | M.Phil   | PhD  |          |      |
|---|-----------|-----------|----------|------|----------|------|
|   | 2014-16   | 2015-17   | 2015-16  | 2013 | 2014     | 2015 |
| No. of students from the same state Where the college is located. | 39        | 39        | 5        |      | 1        |      |
| No. of students from other states.                                | 2         | 1         |          |      |          |      |
| No. of students from other Countries                              |           | 1         |          |      |          |      |
| <b>Grand total</b>  | <b>41</b> | <b>41</b> | <b>5</b> |      | <b>1</b> |      |

|  |                           |         |         |               |      |      |
|--|---------------------------|---------|---------|---------------|------|------|
| 11 (a). Details of the last 2 years of the students admitted to the courses  |                           |         |         |               |      |      |
| (Entry years)  | M.S.W.                    |         | M.Phil  | Ph.D          |      |      |
|  | 2014-16                   | 2015-17 | 2015-16 | 2013          | 2014 | 2015 |
| Drop-outs  | 2                         | 0       | 0       |               | 1    |      |
| Appeared for the final year exam.  | 41                        | 41      | 5       |               |      |      |
| 11 (b) Percentage of attendance of the students in the Department for the 4 Semesters (class wise).  | <b>ANNEXURE IV</b>        |         |         |               |      |      |
| 12. Evaluation pattern followed for CA   | <b><u>CIA PATTERN</u></b> |         |         |               |      |      |
|  | Time : 2Hrs               |         |         | Class         |      |      |
|  | Max. Marks: 40            |         |         |               |      |      |
|  | Code:                     |         |         | Subject Title |      |      |
| <p><b>SECTION – A</b> (Definition)<br/>(5X2 =10 Marks)<br/><i>Answer ALL questions Limited to 50 Words Each. Each question carries 2 marks.</i><br/>1 to 5 Questions</p> <p><b>SECTION – B</b> (Description)<br/>(2X5 =10 Marks)<br/><i>Answer ALL (TWO) questions Limited to 300 Words Each. Each question carries 5 marks.</i></p> <p>6. a.----- (or)      b. -----<br/>7. a. ----- (or)      b. -----</p> |                           |         |         |               |      |      |

|   |   |
|---|---|
|   | <p><b>SECTION – C (Application)</b><br/> (2X10 =20 Marks)<br/> <i>Answer any TWO questions Limited to 800 Words Each. Each question carries 10 marks.</i><br/> 1 to 3 Questions</p>   |
| 13. Evaluation pattern followed for SE  | <p><b>SEMESTER PATTERN</b></p> <p>Time: 3Hrs                      Class                      Max.<br/> Marks: 75</p>  |
|   | <p>Code:                      Subject Title</p>   |
|   | <p><b>SECTION – A (Definition)</b><br/> (10X2 =20 Marks)<br/> <i>Answer ALL questions Limited to 50 Words Each. Each question carries 2 marks.</i><br/> Question from 1 to 10</p> <p><b>SECTION – B (Description)</b><br/> (5X5 =25 Marks)<br/> <i>Answer ALL (FIVE) questions Limited to300 Words Each. Each question carries 5 marks.</i></p> <p>11. a.----- (or) b. -----<br/> 12. a. ----- (or) b. -----<br/> 13. a.----- (or) b. -----<br/> 14. a. ----- (or) b. -----<br/> 15. a.----- - (or) b. -----</p> <p><b>SECTION – C (Application)</b><br/> (3X10 =30 Marks)<br/> <i>Answer any THREE questions Limited to 800 Words Each. Each question carries 10 marks.</i><br/> Questions from 16 to 20</p> |
| 14. Problems encountered in the Question paper for the last four semesters                                    | <p style="text-align: center;"><b>ANNEXURE V</b></p>  |
| 15. Courses/seminars/workshops Conferences/Symposia conducted by the Department during last 2 years.(Specify) | <p style="text-align: center;"><b>ANNEXURE VI</b></p>   |

### III. WORKLOAD OF THE DEPARTMENTS

|  |                      |
|--|----------------------|
| 1) Departmental Workload   | <b>ANNEXURE VII</b>  |
| 2) Working hours of the department along with copy of the time-table | <b>ANNEXURE VIII</b> |
| 3) Does the existing man power fully utilized? Justify               |                      |
| 4)No of Faculty Meetings conducted                                   | <b>ANNEXURE IX</b>   |

### IV. INFRASTRUCTURAL FACILITIES

|  |   |
|--|---|
| <b>1. Infrastructural facilities</b>   |   |
| a) Special instruments, if any indicate users and usage incidences (Pl. specify from record) | 1. Audio Visuals – Departmental Programmes, Village Awareness Programmes & Rural Camp<br>2. Vessels – Rural Camp<br>3. Musical Instruments - Departmental Programmes, Village Awareness Programmes & Rural Camp<br>4. LCD Projectors – 4 Nos. |
| b) Computers   | Desktop Computers – 6 Nos.<br>Laptop Computers – 2 Nos.   |
| c) Class Room  | Class Rooms – 2 Nos.<br>Tutorial Rooms – 6 Nos.   |
| d) Staff Room  | 7 Nos.  |
| e) Other space available   | Parlor -1<br>Seminar Hall – 1<br>Computer Centre - 1  |



|  |   |                      |
|--|---|----------------------|
|  | Audio Visual – 1<br>Psychological Testing Room – 1<br>Guest Rooms – 2   |                      |
| 2. Whether the space is fully utilized or not?   | Yes   |                      |
| 3. Deficiencies/Problems, if any   |   |                      |
| 4. Utilization of Library  |   |                      |
| Central  | 1. Students have separate library access registers<br>2. Students are assigned with condensing books for each subject |                      |
| 5. Library (in the central Library)  |   |                      |
| i) No. of books  | 4149  |                      |
| ii) No. of Periodicals/Journals subscribed (enclose list)                              | 11  |                      |
| <b>iv) Amount spent during the last 2 years on Books/ Periodicals/Journals etc</b>     | <b>2013 -14</b>   | <b>2014 -15</b>      |
| Books  | -   | Rs. 14,162.00        |
| Periodicals/Journals Subscribed  | Rs. 23,290.00   | Rs. 3,440.00         |
| <b>Total</b>   | <b>Rs. 23,290.00</b>  | <b>Rs. 17,602.00</b> |
| v) Any other facility provided to the students such as, INTERNET, INTRANET,E-MAIL, etc | 1. Digital Library for students<br>2. Department Computer centre with internet facility                               |                      |

## V. DEPARTMENT FACULTY PROFILE - Annexure X

| <b>1. Publications (Plan period)</b>   | <b>2012-13</b> | <b>2014</b> | <b>2015</b> |
|--|----------------|-------------|-------------|
| i) Details of papers published in foreign journals.  | -              | -           | -           |
| ii) Details of papers published in Indian Journals.  | 14             | 10          | 7           |
| iii) Books & other publications  | 1              |             | 1           |
| iv) Details of unpublished work  | -              | -           | -           |
| <b>2. Participation of Faculty Members in Conferences/Seminars/Workshops/Symposia/Orientation Programme/ Refresher Courses</b> |                |             |             |
| i) Within India  | 4              | 4           | 3           |
| ii) Abroad   | 4              | 8           | 2           |
| <b>3. National or State Awards / Honors conferred on Faculty members</b>   | 3              |             |             |
| 4(a). Scholarships for the faculty members   | -              | -           | -           |
| 4(b) Financial Assistance sought from any funding agency   | 5              | 4           | 1           |
| <b>5. Foreign assignments</b>  | -              | -           | -           |
| i) Academic  | -              | -           | -           |
| ii) Administrative   | -              | -           | -           |
| <b>6. Indian assignments</b>   | -              | -           | -           |
| i) Academic  | -              | -           | -           |
| ii) Administrative   | -              | -           | -           |
| <b>7. Any other</b>  |                | -           |             |

## VI. RESEARCH

|   |  |
|---|--|
| 1. Whether Research facilities are available in the department? If yes, whether the facilities are fully utilized | Yes,<br><br>Dept. has a computer lab for research.<br>Used by M.Phil and PG students<br>Used for data processing for consultancy researches. |
|---|--|

## VII. PROJECTS AND INTERACTIONS

|   |   |
|---|---|
| 1. Projects undertaken by the department/individual during the last 2 years.                            | -   |
| 2 Intra-Departmental Collaborative Programmes/Projects undertaken by the faculty during the last 2 yrs. | -   |
| 3. Inter-Departmental Programmes projects undertaken by the faculty during the last 2 years.            | International Seminar on Religions, Conflicts and Human Rights organized by PG & Research Dept. of Social Work, Sacred Heart College, Tirupattur, Vlr Dist in Collaboration with Salesian Pontifical University, Rome on 11 <sup>th</sup> August, 2014. |
| 4. Department-Industry interaction  | We do not have any interaction but we send our students to field work. – list attached  |
| 5. Participation in Extension Activity  | General Coordinator for DEEDS   |
| 6. Consultancy Services   | 10 (ANNEXURE XI)  |

## VIII. STUDENT PROFILE

### 1. Result analysis of the Department for the last 2 years.

| Batch      | NAME OF THE COURSE | SENT | PASSED | FAILED | PASS%  | FAIL%  | 1 CLASS | 2 CLASSES | 3 CLASS | DISTINCTION |
|------------|--------------------|------|--------|--------|--------|--------|---------|-----------|---------|-------------|
| April 2014 | MSW                | 41   | 38     | 3      | 92.68% | 07.32% | 38      | 0         | 0       | 7           |
| April 2015 | MSW                | 42   | 42     | 0      | 100%   | 0.00   | 40      | 2         | 0       | 2           |
|            |                    |      |        |        |        |        |         |           |         |             |

### 2. Extra - Curricular Activities

**Participation & Achievements**

| <b>Name of the Institution</b>               | <b>No. of Students</b> | <b>Achievements</b>  |
|--|------------------------|--|
| Don Bosco College- Kerala                    | 15                     |  |
| Madras Christian College- Chennai            | 12                     | 2nd Poster Presentation, 1st In Short Film   |
| Loyala College- Trivandrum                   | 8                      |  |
| St. Joseph Arts and Science College- Kovoov  | 11                     | Overall 12nd , 2nd in Mime, Photography, Street Theatre , Poster making                    |
| Bharathiar University- Coimbatore            | 14                     |  |
| Sacred Heart College - Tirupattur            | 2                      |  |
| Don Bosco College- Dharmapuri                | 2                      |  |
| IIT Madras                                   | 2                      |  |
| St. Joseph Arts and Science College- Chennai | 7                      | 1st Mime & Poster presentation, 2nd Collage&Variety,3rd Street theatre best manager        |
| Madras School of Social work- Chennai        | 5                      |  |
| Restless Developmnt- youth consultation      | 3                      |  |
| loyala College- Chennai                      | 2                      | 2nd -Quiz, Photography, Variety, Theme dance. 3rd Mime, 1st Treasure Hunt, Debate, Collage |
| loyala College- Chennai                      | 1                      | 2nd Group song, Quiz, 1st Theme song, Debate   |
| Madras School of Social work- Chennai        | 10                     |  |

## **IX. PROBLEMS AND CONSTRAINTS FACED BY THE DEPARTMENT IN ACHIEVING ACADEMIC OBJECTIVES**

- Admission to MSW: Number of students coming for written test and personal interview has come down to maximum of 60 in the last few years. Reasons like MSW programmes 2 in Vellore, 1 Krishnagiri, 1 in Darmapuri and MBA & M.Sc Counselling Psychology in the college itself have led to this partly.
- College has blindly struck to CBCS pattern from 2007 onwards thereby denying two important privileges used earlier- Internal assessment has been reduced to 25 marks from 50; Another issue was the implementation of Uniform Credits of only 90 for all PG Courses – For example Optional, Auditing and Required electives system adopted as early as 1985 has been scrapped and only Required electives currently in practice to fit the curriculum into 90 credits from the 120 credits enjoyed earlier
- Most of the Development Organizations where Professionals (MSWs) supervise field work practice of the students are in Chennai and Bangalore and few in Vellore. So to save travel cost, travel time and accommodation cost on a weekly basis, Department has introduced 14 days or 28 days block fieldwork (only) for II MSW students. In a way this has resulted in irregular Field work supervision on a concurrent basis.
- While Government sanctioned strength of Faculty Members is 1+ 5, government has not sanctioned the post of 4 faculty members who have retired since 2009. So there are 4 staff members paid by management and this could increase student's fee.

## **X. FUTURE PLANS OF THE DEPARTMENT FOR THE NEXT THREE YEARS**

- Based on academic audit restructuring the curriculum and syllabus (2017-2020)
- Plans are underway to sign a MoU with National University of Ireland (NUIM) to receive students who study Post Graduate Diploma in Youth & Community Work. Prof. Anastasia Crickley, Head of Department, Dept. of Applied Social Studies, Maynooth University, Maynooth, Co.Kildare, Ireland visited the P.G & Research Dept. of Social Work on 4<sup>th</sup> December 2014 along with two of her students – Veronica Bagnall and Nieve Ryan and Dr. Casimir, the alumnus of Maynooth University. She had discussion with staff, students and the College Management Council and has expressed consent to take it forward with the University authorities. The students will come for a three month Field Work Visit to the college.
- Two more faculty members have to get M.Phil Research Guide status for eligible faculty members
- M. Phil. Dissertation submission
- Communicative English for Students
- Involvement of all Staff members (as of now not all are available or equipped) and most of the students in Research Consultancy
- Parent's Meeting for MSW students
- Slow learner identification and assistance, Guiding Advanced Learners

## **XI. ANY OTHER INFORMATION (Highlights)**

1. The Department is Organizing an International Conference on Youth-led Sustainable Development – Opportunities and Challenges on on 19<sup>th</sup> & 20<sup>th</sup> January, 2016. The theme of the conference is about the role of the youth in enabling sustainable development in some of the focus areas outlined in the 2030 Agenda of UN. This conference is organized in collaboration with North East Institute of Social Sciences and Research, Dimapur, Nagaland and Restless Development, an International NGO based in New Delhi.

Prominent speakers include **Prof. Paul J Bueno** and **Prof. Kay Johnson Bueno**, both from University of Rhode Island, Kingston USA and **Ms. Nalini Paul** the Director of Restless Development India.

Students, Scholars, youth leaders, academicians, practitioners and researchers will have opportunities to present posters, papers and theme based cultural programmes. They would also interact with lot of youth leaders and youth volunteers from India, USA, UK and Australia.

2. The office bearers of the association of Social Work Students have sent a proposal to Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumandur. To organize a three day programme on Entrepreneurship Skill Development Training for Scheduled Community (SC) students to be conducted in collaboration with vSeed Foundation, Chennai in the College Premises. The Department has already conducted a



similar programme funded by RGNIYD on Youth Employability Skills for SC/ST students last year.

3. RGNIYD has got permission from Ministry of Youth Affairs and Sports to start Distance Education Programme in Youth Development. Dr. Henry Rozario is one of the expert committee members in designing the curriculum. Out of the four core courses for the diploma the dept was given the responsibility to coordinate two courses with 28 modules which the department had completed successfully. The department is also applying for the status of Partnering Institution for rolling out the Diploma Programme in the Country.
4. The department has also sent a proposal for developing Training manual on Project Cycle management to RGNIYD. This involves developing a training manual with the expertise of 22 resource persons.
5. The Department has a Facebook Page wherein all the Association and other extra-curricular activities of the department is posted with the report and photos. There is tremendous response from Alumni over Facebook and this helps the department to keep in touch with the Alumni.
6. The Department gives lots of importance to students attending conferences and participating in cultural events. In the last two months alone nearly 40 out of 82 students have been sent to conference in MCC, St. Joseph's College, Chennai, Bharathiyar University, Coimbatore, Loyola Institute of Social Sciences, Trivandram, Don Bosco Arts and Science College, Wayanadu and a group will be going to Rajagiri School of Social Sciences on 8<sup>th</sup> and 9<sup>th</sup> of January 2016. Being an semi-urban area the department

believes that such type of exposures will be of great help to the students.

## ANNEXURE- I

| S.No | Name of the Faculty     | Designation         | Qualification                          | Specialization            | Date of Joining | Teaching Experience in Years | DOB        | Age | Sex |
|------|-------------------------|---------------------|--|---------------------------|-----------------|------------------------------|------------|-----|-----|
| 1.   | Dr. J. Henry Rozario    | Associate Professor | M.S.W., Ph.D.,<br>D.S.L. (Philippines) | Youth Development         | 7-7-1988        | 27                           | 16-04-1959 | 56  | M   |
| 2.   | Dr. S. Paul Raj         | Associate Professor | MSW, M.Phil, Ph.D                      | Human Resource Management | 21.08.1989      | 26                           |            | 54  | M   |
| 3.   | Fr. Andrews Raja        | Assistant Professor | MSW (UGC - NET)                        | Community Development     | 2012            | 3                            |            |     | M   |
| 4.   | Dr. K. Arockia Raj      | Assistant Professor | MSW, M.Phil, Ph.D<br>( UGC - NET)      | Youth Development         | 01-06-2007      | 8                            |            |     | M   |
| 5.   | Mr. C.R.Christi Anandan | Assistant Professor | MSW<br>( UGC - NET)                    | Human Resource Management | 01-07-2009      | 6                            |            |     | M   |
| 6.   | Ms. E. Lisa             | Assistant Professor | MSW, M.Phil ( UGC - NET)               | Human Resource Management | 01-06-2013      | 2                            |            |     | F   |

|    |                    |                     |                          |                       |            |   |  |  |   |
|----|--------------------|---------------------|--------------------------|-----------------------|------------|---|--|--|---|
| 7. | Mr. T. Selvam      | Assistant Professor | MSW, M.Phil ( UGC - NET) | Community Development | 01-06-2014 | 1 |  |  | M |
| 8  | Fr. Daniel Ambrose | Assistant Professor | MSW                      | Community Development | June 2015  |   |  |  | M |

## ANNEXURE - II

### LIST OF SUPPORT STAFF

| S.No | Name of the Support Staff | Designation   | Qualification | Date of Joining | Total Experience in Years | DOB            | Age | Sex |
|------|---------------------------|---|---------------|-----------------|---------------------------|----------------|-----|-----|
| 1    | Mr. Antony                | Driver<br>College Bus<br>– Part timer<br>in the<br>Department | SSLC          | 1988            | 27                        | 13-02-<br>1960 | 55  | M   |

### ANNEXURE – III

Course Catalogue of all the Programmes of the Department-  
Attachment Sent

## **ANNEXURE – IV**

Percentage of Attendance – Class wise

### **2013-15 Batch**

Semester I - 89.75%

Semester II - 97.72%

Semester III - 97.13%

Semester IV - 95.01%

### **2014-16 Batch**

Semester I - 96.44%

Semester II - 94.67%

## **ANNEXURE – V**

Collection of Question papers for the last four semesters and problems reported with decisions taken.

From students level during the evaluation we have not received any major problems with regard to question papers.

The staffs have scrutiny board for question papers set by both internal and external question paper setters with the Head of the Department as the Chairperson of the Scrutiny board. Each question paper is scrutinized on the following aspects.

- Appropriateness of the questions in relation to the sections (For ex. Part A section to test knowledge, Part B section to test understanding and Part C section to test the application)
- Sometimes we find descriptive questions in Part A and only theory question with no application in Part C.
- Very rarely one or two units may not be properly represented in the question paper.
- If the anomalies are going to affect the students significantly then the entire board discusses that aspect and makes correction in the question paper. Feedback about the question paper and the corrections that have been carried out and the reasons for making corrections are given to the Controller of Examination duly signed by the course teacher and the chairperson of the scrutiny board.
- Actual question papers of four semesters will be submitted to the panel when they visit the Department.

## **ANNEXURE – VI**

1. National Seminar on “Contemporary Psychological Issues of Adolescents- The Way Forward” organized in collaboration with Dept. of Psychology, Periyar University, Salem on 8<sup>th</sup> September, 2015
2. International Seminar on ‘Religions, Conflicts & Human Rights’ organized in collaboration with Salesian Pontifical University, Rome on 11<sup>th</sup> August, 2014

## ANNEXURE – VII

### Workload of the Department

#### Workload – PG & Research Department of Social Work 2015-2016: Odd Semester

##### Dr. J. Henry Rozario

|   |              |
|---|--------------|
| I – MSW – MSW102T - Social Work Practice with Individuals | 9.0 Hrs      |
| II- MSW – MSW206F - Concurrent Field Work Guidance        | 1.5 Hrs      |
| II- MSW – MSW404J - Research Project Guidance             | 1.5 Hrs      |
| <b>Total</b>  | <b>12Hrs</b> |

##### Dr. S. Paul Raj

|  |                 |
|--|-----------------|
| II – MSW – MSW303H - Union Management Relations    | 9.0 Hrs         |
| II-MSW – MSW305A - CSR and Social Entrepreneurship | 3.0 Hrs         |
| I – MSW – MSW106F - Concurrent Field Work Guidance | 1.5 Hrs         |
| II- MSW – MSW206F - Concurrent Field Work Guidance | 1.5 Hrs         |
| II- MSW – MSW404J - Research Project Guidance      | 1.5 Hrs         |
| <b>Total</b>                                       | <b>16.5 Hrs</b> |

##### Fr. J. Andrews

|   |                 |
|---|-----------------|
| II-MSW – MSW304N - Local Self Government in Rural and<br>Urban Settings | 6.0 Hrs         |
| II-MSW – MSW305A - CSR and Social Entrepreneurship                      | 4.0 Hrs         |
| I – MSW – MSW106F - Concurrent Field Work Guidance                      | 1.0 Hrs         |
| II- MSW – MSW206F - Concurrent Field Work Guidance                      | 1.0 Hrs         |
| II- MSW – MSW404J - Research Project Guidance                           | 1.0 Hrs         |
| <b>Total</b>  | <b>13.0 Hrs</b> |

##### Dr. K. Arockia Raj

|  |                 |
|--|-----------------|
| II-MSW – MSW301T - Research Methodology and Statistical<br>Application with SPSS | 6.0 Hrs         |
| II-MSW – MSW303N - NGO Management  | 6.0 Hrs         |
| I – MSW – MSW106F - Concurrent Field Work Guidance                               | 1.0 Hrs         |
| II- MSW – MSW206F - Concurrent Field Work Guidance                               | 1.0 Hrs         |
| II- MSW – MSW404J - Research Project Guidance                                    | 1.0 Hrs         |
| <b>Total</b>   | <b>15.0 Hrs</b> |



**Mr. C.R. Christi Anandan**

|  |                 |
|--|-----------------|
| I-MSW- MSW105A - Psychology for Social Work Practice | 6.0 Hrs         |
| II-MSW – MSW304H - HR Practices in Service Industry  | 6.0 Hrs         |
| I – MSW – MSW106F - Concurrent Field Work Guidance   | 1.0 Hrs         |
| II- MSW – MSW206F - Concurrent Field Work Guidance   | 1.0 Hrs         |
| II- MSW – MSW404J - Research Project Guidance        | 1.0 Hrs         |
| <b>Total</b>   | <b>15.0 Hrs</b> |

**Ms. E. Lisa**

|   |                 |
|---|-----------------|
| I-MSW- MSW101T - Introduction to Social Work Profession | 6.0 Hrs         |
| II-MSW-MSW 302T - Labour Legislation and Labour Welfare | 6.0 Hrs         |
| I – MSW – MSW106F - Concurrent Field Work Guidance      | 1.0 Hrs         |
| II- MSW – MSW206F - Concurrent Field Work Guidance      | 1.0 Hrs         |
| II- MSW – MSW404J - Research Project Guidance           | 1.0 Hrs         |
| <b>Total</b>  | <b>15.0 Hrs</b> |

**Mr. T. Selvam**

|  |                |
|--|----------------|
| I-MSW- MSW104T - Social Work Practice with Communities | 6.0 Hrs        |
| II- MSW – MSW404J - Research Project Guidance          | 1.0 Hrs        |
| <b>Total</b>   | <b>7.0 Hrs</b> |

**Fr. Daniel Ambrose**

|  |                |
|--|----------------|
| I MSW –MSW 103T- Social Work Practice with Groups  | 6.0 Hrs        |
| I – MSW – MSW106F - Concurrent Field Work Guidance | 1.0 Hrs        |
| II- MSW – MSW206F - Concurrent Field Work Guidance | 1.0 Hrs        |
| <b>Total</b>                                       | <b>8.0 Hrs</b> |

## P.G. Dept. of Social Work

### Work Load – 2015-16 Even Semesters

#### **Dr. J. Henry Rozario**

|              |                                |        |
|--------------|--------------------------------|--------|
| II MSW 401 T | Life Skills for Social Workers | 9 Hrs  |
| II MSW 404 J | Research Project Guidance      | 3 Hrs  |
|              | Total                          | 12 Hrs |

#### **Dr.S.Paul Raj**

|              |                           |          |
|--------------|---------------------------|----------|
| I MSW 203 T  | Human Resource Management | 3 Hrs    |
| II MSW 402 H | Organizational Behaviour  | 9 Hrs    |
| II MSW 404 J | Research Project Guidance | 3 Hrs    |
| I MSW 206 F  | Field Work Guidance       | 1.5 Hrs  |
|              | Total                     | 16.5 Hrs |

#### **Fr. Andrews Raja**

|              |                                     |        |
|--------------|-------------------------------------|--------|
| I MSW 202 T  | Rural & Urban Community Development | 6 Hrs  |
| II MSW 403 N | Development Strategies              | 6 Hrs  |
| II MSW 404 J | Research Project Guidance           | 2 Hrs  |
| I MSW 206 F  | Field Work Guidance                 | 1 Hr   |
|              | Total                               | 15 Hrs |

#### **Dr. K. Arockia Raj**

|               |                              |        |
|---------------|------------------------------|--------|
| II MSW 402 N  | Counseling & Career Guidance | 4 Hrs  |
| I MSW 204 T - | Youth Development            | 6 Hrs  |
| II MSW 404 J  | Research Project Guidance    | 6 Hrs  |
| I MSW 206 F   | Field Work Guidance          | 1 Hr   |
|               | Total                        | 17 Hrs |

#### **Mr. C.R. Christi Anandan**

|              |  |        |
|--------------|--|--------|
| I MSW 201 T  | Social Policy & Welfare Administration | 6 Hrs  |
| II MSW 403 H | Human Resource Development             | 6 Hrs  |
| II MSW 402 N | Counseling & Career Guidance           | 2 Hrs  |
| II MSW 404 J | Research Project Guidance              | 2 Hrs  |
| I MSW 206 F  | Field Work Guidance                    | 1 Hr   |
|              | Total                                  | 17 Hrs |

**Ms.E.Lisa**

|              |                                    |        |
|--------------|------------------------------------|--------|
| I MSW 205 A  | Sociology for Social Work Practice | 5 Hrs  |
| II MSW 405 A | Human Rights & Social Legislation  | 6 Hrs  |
| I MSW 203 T  | Human Resource Management          | 4 Hrs  |
| II MSW 404 J | Research Project Guidance          | 2 Hrs  |
| I MSW 206 F  | Field Work Guidance                | 1 Hr   |
|              | Total                              | 18 Hrs |

**Mr.T.Selvam**

|              |                           |       |
|--------------|---------------------------|-------|
| II MSW 404 J | Research Project Guidance | 2 Hrs |
|              | Total                     | 2 Hrs |

**Fr.Daniel Ambrose**

|              |                           |       |
|--------------|---------------------------|-------|
| II MSW 404 J | Research Project Guidance | 2 Hrs |
| I MSW 206 F  | Field Work Guidance       | 1 Hr  |
|              | Total                     | 3 Hrs |

## **ANNEXURE – VIII**

Time Table of the Department

Attachment Sent

## **ANNEXURE – IX**

Faculty Meeting Minutes of the last 2 years

### **Minutes of the Staff Meeting**

**Date :** 03/2/2014

**Day :** Monday

**Time:** 2.30pm to 5.00pm

The Staffs who attended the Meeting:

Dr.A.J.Christopher

Prof.Christi Anandhan

Dr.Henry Rozario

Fr.Andrews Raja

Dr.S.Paul Raj

Prof.E.Lisa

Dr.Arockia Raj

The Staff Meeting started with a short prayer. The day's meeting was to discuss the following,

1. First one week in July for I MSW there will be an Induction Program.
2. One week Observation Visit to various settings practicing Social Work
3. One Week Lab sessions on Case Work, Group Work and Community Organization

4. In Case Work One Case from FCC is Compulsory for each Student
5. Community Organization will be practiced by the students by undertaking projects related to Community Development, the projects may be like

Plastic Awareness

Anti Smoking

Tree Plantation

Alcohol De addiction

Go Green Projects

6. Second Semester I MSW students will be given 10 days Training on Field Work Competencies by the professionals either inside the college or from any Institutes.

7. Field Work Competencies Include

Communication and Presentation Skill

Project Proposal Writing Skill

Various Therapy's in Social Work

Basics of Excel and PPT

Evaluation Skills

Communication Skills for Administration

Psychotherapy Techniques

Street Theatre Trainings

8. In the Second Semester for next block 20 days the students will be placed in Social Work Agencies
9. Each Field Work Group must take in charge of any International Days and celebrate

10. Next Academic year Rural Camp and Study Tour will be in the Even semester
11. Guidelines for Case Work, Group Work and Community Organization will be prepared
12. Training fees for the Trainers will be collected by the College from the Fees during admission
13. Spoken English classes will be taken by trained professional from college

**Date :** 22/2/2014

**Day :** Saturday

**Time:** 9.00am to 2.00pm

The Staffs who attended the Meeting:

Dr.A.J.Christopher

Prof.Christi Anandhan

Dr.Henry Rozario

Fr.Andrews Raja

Dr.S.Paul Raj

Prof.E.Lisa

Dr.Arockia Raj

The Staff Meeting started with a short prayer around 9'o clock. The day's meeting was to discuss the following,

1. The Question Paper for CA and Semester must be fulfilling the following,
  - A- Knowledge
  - B- Understanding
  - C- Application
2. Board of Studies meeting will be organized on 6<sup>th</sup> March 2014 to discuss the changes in the I MSW Field Work Pattern.
3. March 5<sup>th</sup> – Farewell function from the Department for Dr. A.J.Christopher

4. March 12<sup>th</sup>- Farewell function for II MSW
5. March 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> – Viva Voce for I and II MSW
6. March 28<sup>th</sup>- Question Paper Scrutiny
7. Industrial Visits by Various Specialization on  
CD- Odandhurai Panchayat & ITC, Coimbatore- 28<sup>th</sup> Feb, 1<sup>st</sup>  
and 2<sup>nd</sup> March  
YD- Kerala- 28<sup>th</sup> Feb, 1<sup>st</sup> and 2<sup>nd</sup> March  
HRM- coorg- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> March
8. Settlement of Department, Forum and Field Work Accounts
9. Introducing Disciplinary File for Field Work
10. Giving advertisements about the course to various colleges  
before admission
11. Before Admission of I MSW Students who complete their UG  
from Sacred Heart College Reference from the Particular  
Department Should be done.
12. Introducing Rules & Regulations for taking action against  
Leave, Attendance and Boy, Girl Relationship
13. Introducing Certificate and Diploma Courses related to Social  
Work and Other Streams
14. Staffs those who are interested can frame Syllabus for any  
Subjects and introduce it as a Subject in the Online Course  
organized by College
15. From next year Field Work pattern will be changed according to  
Thirupattur Context. The plan was to send the trainees for  
training the SHGs practicing casework, group work and  
community organization with those groups.
16. Common guidelines for assignment will be followed from next  
academic year.

Thus the staff discussed on the above points and programs in the meeting organized and finalized the programs with the suggestions from the staffs.

Thus the staff discussed on the above points and programs in the meeting organized and finalized the programs with the suggestions from the staffs.

**Date :** 30/6/2014

**Day :** Monday

**Time:** 3.00pm to 5.00pm

The Staffs who attended the Meeting:

Dr.Henry Rozario

Fr.Andrews Raja

Dr.S.Paul Raj

Prof.E.Lisa

Dr.Arockia Raj

Mr. Selvam

Prof.Christi Anandhan

The Staff Meeting started with a short prayer around 3'o clock and the day's meeting was to discuss the following,

1. Schedule for I MSW Induction and Subject Bridge Course was displayed and the Programs along with Staffs in charge were finalized for four days i.e. from 1<sup>st</sup> July 2014 to 4<sup>th</sup> July 2014.
2. International Seminar on Religion and Human Rights will be organized on August 11 as per the annual Calendar Schedule.

The Participants will be Staff and Students from Department of Social Work, Sacred Heart College, Thirupattur and Don Bosco College, Dharmapuri. Invitation will also be sent to all other Staffs who teach Human rights Paper in Sacred Heart College.

The following Resource persons will be invited for the Seminar

Mr. Henry from Peoples Watch

Mr. Jebamalai from Loyola College



Mr. Siva Kumar from RGNIYD

Mr. Pushparaj, University Professor

3. Changes were made in the Programs in the Department Annual Calendar for the Month of July and the following programs will be organized,

5s Implementation- Dr. Henry Rozario

NHRD – Dr. Paul Raj

Blood Donation Camp- Ms. Lisa

4. Research Guidance Hour will be every week one hour, first week Monday Last hour, for the Second week Tuesday Fourth Hour, Third week Wednesday Third Hour, Fourth Week Thursday Second Hour and Fifth Week Friday First Hour.
5. Field Work Supervision Dates will be discussed in the next Staff Meeting
6. List of NGOs and CBOs to be included in the Course Calendar was discussed
7. For this Semester Five Marks for Library will be allotted in the following basis,  
Students should allot separate Note Book for each Subject and daily they should visit Library and Collect Notes related to the Subject. Then the Students should get Signature from the Respective Staff.  
Class Participation will also be taken into account for the Library Marks.

## **Minutes of Board of Studies**

The Board of Studies of the P.G. & Research Department of Social Work, Sacred Heart College, Tiruapttur was held on 6<sup>th</sup> March 2014 in the Department of Social Work. The following members were present for the meeting.

Dr. A. J. Christopher, Chairman

Dr. Arul Kamaraj, University Nominee, Loyola College, Chennai.

Dr. A. Satheesh, Subject Expert, Pondicherry University, Puducherry.

Dr. J. Henry Rozorio, Member

Dr. S. Paulraj, Member

Dr. K. Arockiaraj, Member

Mr. C.R. Christy Anandan, Member

Fr. J. Andrews Raja, Member

Ms. E. Lisa, Member

1. Dr. A. J. Christopher started the meeting with the prayer and welcomed the members for the meeting.
2. Miss. Lisa presented the field work pattern of first semester and second semester for the IMSW course.
3. Dr. A. J. Christopher presented the syllabus for the certificate courses on Basics of Counseling, Basics of Psychology, Counseling Skills and Basics of Psychotherapy.

4. Dr. S. Paulraj presented the on line certificate course on “Front Office Management”
5. Fr. Andrews Raja presented the on line certificate course “ Social Entrepreneurship”

The members discussed and finalized the syllabus. Finally it is resolved that the field work patten, the syllabus for certificate course and syllabus for on line certificate course is passed by the board and suggested to present to the Academic Council for the final approval.

**Date :** 27/3/2015

**Day :** Friday

**Time:** 3.00pm to 5.00pm

The Staffs who attended the Meeting

Dr.HenryRozario

Prof.ChristiAnandhan

Dr.S.Paul Raj

Prof.E.Lisa

Fr.Andrews Raja

Mr. Selvam

Dr.Arockia Raj

The Staff Meeting started with a short prayer. The day’s meeting was to discuss the following:

1. Some important dates and agendas were listed by the Head of the Department.

28/3/2105 – Academic Council

30/3/2015 – Scrutiny and Last Signing Day

18/4/2015 – I MSW one month Internship Guidance

2. Efforts to be taken to publish the research study done for DB Tech through Sage Publications

3. DBSARC research study – status update - Data collection will be done by MSW students in May
4. Forum Amount accounts should be used for the next academic year
5. Research project copies of II MSW students will be sent to their respective organizations by courier
6. Subjects were allocated for the year 2015-16
7. Time Table for year 2015 -16 was finalized
8. Field Work and Research Project norms were finalized
9. From next academic year Research project viva will be conducted for both semesters but marks will not considered for third semester
10. II MSW students should present their learning's within first 10 days to their field work supervisor
11. Five marks allotted to library attendance. From each unit 5 questions (25 questions) should be set as objective type questions and it should be considered for internal marks.
12. CA will be conducted in the beginning of the semester

**Date :** 15/6/2015

**Day :** Monday

**Time:** 3.00pm to 5.00pm

The Staffs who attended the Meeting

Dr.HenryRozario

Prof.ChristiAnandhan

Dr.S.Paul Raj

Prof.E.Lisa

Fr.Andrews Raja

Mr. Selvam

Dr.Arockia Raj

Fr. Ambrose

The Staff Meeting started with a short prayer. The following are the outcome of the meeting:

1. The staff members welcomed Fr. Daniel Ambrose to the Department of Social Work. HOD informed that Fr. Rector has asked the department to give one subject to Fr. Ambrose to teach in each semester for this year.

2. Changes made in the Time Table and Subject Allocation for the year 2015- 16 finalized in March 2015 that included Fr. Ambrose.

3. Students were separated according to their specialization and Research guides were allocated.

YD – 7+6

CD – 6+3+3

HRM – 6+6+6

4. I MSW field work students will be divided into 6 groups (7 each)

5. HRM Forum coordinator- Ms. Lisa, YD Forum Coordinator – Dr. Henry Rozario, CD Forum Coordinator – Mr. Selvam

6. Holy Mass/ Prayer service to be conducted once or twice per semester

7. I MSW class teacher- Prof. Christi Anandhan, II MSW class teacher – Dr. Arockia Raj

7. 31<sup>st</sup> July- last date to apply for Minor or Major UGC Projects

8. 50 copies of course catalogue will be printed; Dr. Paul Raj will be in charge for correction in the hard copy. Money will be collected from students for students copy and for staffs money will be given from Field Work amount

9. EPP was finalized for the year 2015- 16

10. Website Updating in charge will be Dr. Henry Rozario

11. 22/6/2015 – I MSW Entrance exam and Selection

i. Orientation will be given at 8.45 am

ii. Written test for 50 marks- 10 marks for English (3 questions one each from each specialization), 40 marks for Objective type Questions (20 questions). Staff In charge- Dr. Arockia Raj & Prof. Christi Anandan

iii. Certificate Verification- 100 marks for Main Subjects. Staff In charge- Ms. Lisa& Mr. Selvam

iv. Personal Interview- 10 marks. Single panel will be sitting for interview, panel members will be Dr. Henry Rozario, Dr. Paul Raj, Fr. Andrews Raja

12. 1<sup>st</sup> July classes begins for I MSW

13. July 6<sup>th</sup> fresher's Welcome- 2.30 pm

14. July 13<sup>th</sup> to August 12<sup>th</sup> field Work for II MSW Students and letters should be sent before 22<sup>nd</sup> June

15. July 13<sup>th</sup> to August 12<sup>th</sup> Skill Development Training for I MSW Students (first week training & next week English Crash Course)

16. August 31<sup>st</sup> to September 6<sup>th</sup> Rural Camp for I MSW & Educational Tour for II MSW.

**Date :** 19/11/2015

**Day :** Wednesday

**Time:** 3.15pm to 6.45pm

Staff Members Present for the Meeting

Dr.HenryRozario

Mr.ChristiAnandhan

Dr.S.Paul Raj

Ms. E.Lisa

Fr.Andrews Raja

Mr. Selvam

Dr.Arockia Raj

The Staff Meeting started with a short prayer. The day's meeting was to discuss the following,

1. Academic Audit – Duties of each staff in Academic Audit were discussed. It is to strengthen the department and to find the SWOT analysis of Department.

2. I MSW FW for this Semester

Community Organization: Tackling a social issue

Groupwork& Casework: to be done in any schools nearby or in any other institutions with the supervisors guidance.

3. Library Marks: **2.5** - Book Summary-for each subject

**2.5** – 3 types of tests will be conducted by the course teacher and marks will be given. This will consist of a objective type test, short answers type test and application type test

4. Balance update on DBTECH research

5. Discussion was done on sending students to various conferences held in Rajagiri, Vayanadu and Coimbatore

6. Staff and Student exchange program along with North East Institute of Social Science will be done on January 18,19,20,21 of 2016 and

there will be a conference organized by the department on January 22<sup>nd</sup>& 23<sup>rd</sup> of 2016 on “ Youth led Sustainable Development”

7. Association Programs for this semester were discussed

8. Every Thursday first hour will be Field Work Conference for first year students

9. Monthly once Staff refresher course will be organized

10. Mr. Christi will be responsible for transferring consultancy amount from college account to the department account.

11. All the Staffs should complete their syllabus only by themselves but not by asking students to take seminars during class hours or by giving assignments

## **ANNEXURE – X**

Faculty Profile

Attachment Sent



## ANNEXURE – XI

### SPONSORED/CONSULTANCY PROJECTS UNDERTAKEN

| S.N | Title/subject of research Project(s)  | Name of Sponsoring/<br>Funding Agency                                     | Date of Completion |
|-----|---|---|--------------------|
| 1.  | Perceived Impact of Inter-religious Marriages   | Institute of Dialogue with Cultures and Religion, Loyola College, Chennai | July, 2015         |
| 2.  | Capacity Mapping of NGOs – Study done for Child Fund India in executing capacity assessment of 26 Partner NGOs of Child Fund India in Tamil Nadu, Andhra Pradesh and Karnataka States                 | In Collaboration with IMPACT Partners for Social Development, Delhi       | December, 2014     |
| 3.  | Skill development training needs Assessment<br>A cross sectional study of youth in Bihar, Chhattisgarh, Jharkhand and Odisha  | DB Tech, India  | June, 2014         |
| 4.  | Skill Development Training Needs Assessment – A Cross Sectional Study of Indian Youth, funded by DB Tech, New Delhi, (Major National level study comprising 53,263 respondents in 23 States of India) | DB Tech, India  | April, 2014        |
| 5.  | Academic performance of students - Results analysis<br>Elgi mat. Hr.sec. School, Coimbatore   | ELGI Public Welfare Trust, Coimbatore                                     | Jan, 2014          |

|     |  |   |                             |
|-----|--|---|-----------------------------|
| 6.  | International Survey on 'Youth and Human Rights                                | Coordinated by Wurzburg University, Germany and done in collaboration with Salesian Pontifical University, Italy. | Nov, 2013                   |
| 7.  | Needs Assessment & Strategic Planning In Northern Sri Lanka                    | Salesian Province, Sri Lanka  | 30 <sup>th</sup> April 2013 |
| 8.  | Needs Analysis of Visually Challenged Children, IELC, Bargur, Krishnagiri Dist | IVDP, Krishnagiri Dist  | Aug, 2013                   |
| 9.  | Green Energy Community with Bio-Gas  | Michelin Tyres India Tamilnadu Pvt. Ltd, Periyapalayam, Tiruvallur Dist   | June, 2013                  |
| 10. | Need Analysis to Create an Agency for Downtrodden                              | St. Joseph ITI, Katpadi, Vellore, India   | March, 2013                 |