

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
Gachibowli, Hyderabad –500 032
Accredited with 'A' Grade by NAAC



Internal Quality Assurance Cell (IQAC)

**Proforma for 2021-2022 MANUU Annual Report &
Annual Quality Assurance Report (AQAR)**

Information required from 1st April 2021 to 30th June 2022

(The information sought below will be used for the preparation of the 24th University Annual Report and AQAR to be submitted to NAAC)

(Please provide the relevant document and links necessarily)

Profile

1) Name of the Department/Centre/Directorate/College/Polytechnic/ITI: Social Work

The Department of Social Work aspires to develop social work professionals with an inclination and orientation to work with the marginalized sections and contribute to human well being. The department owes this to the very mandate of Maulana Azad National Urdu University (MANUU) which is expected to provide higher, technical and professional education, and to promote Urdu language- the repository of composite Indian culture.

The Department of Social Work is presently offering Master of Social Work (MSW) program for Urdu knowing students. The majority students have a challenging life trajectory and we, at Department of Social Work, see it as a great opportunity to work with these students. The Department has also started Ph.D. programme from academic session 2014-15.

With the first batch of MSW starting in 2009, the department has evolved to develop a large network with the NGOs and governmental agencies in and around Hyderabad. This has resulted in effective and rigorous field work training. The experiences of running the course, consistent queries from students, feedback from the pass-out social work students, the department's own assessment of the market requirements, the mandate of MANUU and Urdu as medium of instruction resulted in innovative teaching and learning methods.

This is reflected in the initiatives at the Department called Innovative Academic Interventions. The regular weekly individual conferences, field work seminars and skill labs have added to the creativity and commitment of the Department to enhance and enrich the knowledge and skill base of students. More recently department is experimenting with visual narratives through documentary film screenings and post-screening discussions for making sense of (hegemonic) common sense. It endeavors to facilitate students in questioning their own perceptions, develop sensitivity to issues and imbibe progressive human values.

The curriculum supplements the quest of the Department of Social Work at Maulana Azad National Urdu University (MANUU), Hyderabad to develop professionals capable enough to feel, reflect and challenge the oppressive social structures within the society; locate problems areas; develop intervention plans; and contribute in the overall development processes.

2) Date of Establishment: 2009

3) Name of the Head/Director/Principal/Regional Director/ In-charge: Prof. M.D. Shahid Raza

4) Details of the Faculty

Name	Highest Qualification	Designation
Prof. Md. Shahid Raza	PhD	Professor & HoD
Prof. Mohd. Shahid	PhD	Professor
Mr. Md. Israr Alam	MSW, MBA & UGC-NET	Assistant Professor
Dr. Md. Aftab Alam	PhD	Assistant Professor
Abu Osama	MSW & UGC-NET	Assistant Professor

6) Total number of courses having focus on employability/ entrepreneurship/ skill development offered by the Department during the year 2021-22

Name of the Course	Course Code	Year of Introduction	Activities/Content with direct bearing on Employability/ Entrepreneurship/ Skill development	Link to the relevant document
Concurrent Field Work	----	2010	Two days a week fieldwork in different setting for 6 hours per day	https://manuu.edu.in/sites/default/files/Courses/2022-08/MSW%20Curriculum%202010.pdf
Block Placement	MMSW351CCP	2010	Block Placement after the completion of Second Semester Exam in reputed organization for 6 to 8 weeks	https://manuu.edu.in/sites/default/files/Courses/2022-08/MSW%20Curriculum%202010.pdf
Concurrent Field Work and Skill Lab	MMSW150CCP MMSW250CCP MMSW350CCP MMSW450CCP	2014	Two days a week fieldwork in different setting for 6 hours per day Fieldwork Presentation in Each semester 6 to 8 skill lab Exercises on four themes of Communication, Analytical, Sensitivity and Technical	https://manuu.edu.in/sites/default/files/Courses/2022-08/MSW%20Curriculum2014.pdf https://manuu.edu.in/sites/default/files/2019-11/7.2Field%20WorkManual2015.pdf https://manuu.edu.in/sites/default/files/2019-11/7.3%20Skill%20Lab%20Outline.pdf
Dissertation	MMSS451CCP	2016	A practical research activity on a topic chosen by students themselves undertaken with a guidance of faculty supervisor	https://manuu.edu.in/sites/default/files/Courses/2019-11/DSW_CBCS%20Curriculum_MSW_%2025.01.2019.pdf
Social Welfare Administration	MMSW303CCT		Four credit theory paper focusing on acquiring knowledge and skills of managing and administrating development services and skills in Project Formulation and Evaluation	
NGO Management	MMSW301DST		Four credit theory paper about understanding the nature and significance of nongovernmental organizations in social work practice as well as knowledge about functioning and legal aspects of NGOs	

7) Number of new courses introduced of the total number of courses across all programs offered during the year 2021-22

Name of the Course	Course Code	Year of introduction	Activities/Content with direct bearing on Employability/ Entrepreneurship/ Skill development	Link to the relevant document
Ph.D	PHCC104CCT	2021	Research & Publication Ethics	https://manuu.edu.in/sites/default/files/Courses/2022-05/PhD-Syllabus-Final-May-2022.pdf

8) Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented during the year 2021-22

Programme Code	Programme name	Year of Introduction	Status of implementation of CBCS / elective course system (Yes/No)	Year of implementation of CBCS / elective course system	Year of revision (if any)	If revision has been carried out in the syllabus during the year, Percentage of content added or replaced	Link to the relevant document
MSW	MSW	2009	-	2016	-	-	-
Ph.D	Ph.D	2014	-	2016	-	-	-

9) Department's integration of crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Write description in maximum of 200 words.

To integrate with issues of professional ethics, gender, human values, environment and sustainability, the Department offers the following as part of curricular and co-curricular activities:

1. Offer theory paper on social work profession, highlighting the critical aspects of Social Work Professional Ethics as prescribed by National Association of Social Workers. Besides this, concurrent fieldwork also provides opportunity to develop and imbibe professional values among students.
2. Theory papers on Sociology, Human Rights and Social Justice, Social Policy and Planning, Social Development, and Social Welfare Administration provides opportunity for theoretical orientation and perspective building on issues of gender, human values, equality, justice, environment and sustainability. In addition, concurrent fieldwork placement in different organizations, skill lab on sensitivity exercises and fieldwork presentations also provides a vital prospect to students to have not only a practical exposure about these issues but also an opportunity to engage in handling the issues.
3. MANUU Social Work Club, a co-curricular and extracurricular forum of students of social work organizes activities like fresher's and farewell parties, observes days like International Day of Non-violence, Mother Tongue Day, International Women's Day, World Environment Day, Social Work Day etc and other outdoor activities as and when required.

10) Number of value-added courses and students enrolled thereof, for imparting transferable and life skills offered during the year 2021-22

Name of the value added courses (with 30 or more contact hours)offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Concurrent Field Work &Skill Lab	MMSW	2014	2 times	Two year	34	30

11) Number of students undertaking field projects / research projects / internships during the year 2021-22

A. MSW Dissertation (MMSW451CCP)

Programme name	Program Code	List of students undertaking field projects /research projects / internships	Link to the relevant document
Master of Social Work	MMSW451CCP	Amreen Jahan	https://manuu.edu.in/sites/default/files/2022-08/Dissertation--2019-2020.pdf
		Danish Raees	
		Shabana Khatoon	
		Saddam Husain	
		Ashfaq Ahmad	
		Rubeena Bano	
		Mohd Feroz	
		Md Sadique Nawaz	
		Ariful Islam	
		Ainul Huda	
		Md Tabrez Khan	
		Minhaj Khan	
		Shakira Begum	
		Mohd Sharib	
		Safi Ashraf	
Farhan Yusuf			
Sanjeeda Bano			

B. Block Placement (MMSW251)

Programme name	Program Code	List of students undertaking field projects /research projects / internships			Link to the relevant document
		Name of the student	Enrollment No	Organization details	
Master of Social Work	MMSW	KM Kaneez Fatma	A200475	Pratham Education Foundation Ranchi, Jharkhand	https://manuu.edu.in/University/SASS/social-work/Resources/Internship-Projects
		Mohammad Aubaid Mir	A200476	Human Aid Society Baramulla, Jammu & Kashmir	
		Musrat Abdullah	A171324	HELP Foundation Kupwara, Jammu & Kashmir	
		Gulafshan Siddiqui	121132733	EFRAH New Delhi	
		Mohammad Osama	A171066	CHETNA Lucknow	
		Abu Hanzala	A200479	CHETNA Lucknow	
		Irshad Alam	A160310	Amanat Foundation Trust Kolkata, West Bengal	
		Ishrat Jahan	A201389	Chetna Sewa Sanstahan Rampur, Uttar Pradesh	
		Mohd Danish	A201457	Bihar Grameen Jagrukta	

				Abhiyan Samiti Begusarai, Bihar	
		KM Rahila	A201459	Parivartan “The Change” Moradabad, Uttar Pradesh	
		Sadaf Saniya	A201460	UDAAN Society Aligarh, Uttar Pradesh	
		Shariq Aziz	A202061	Rehab India Foundation Katihar, Bihar	
		Minhaj Ahmad Khan	A202062	Mithila Gram Vikas Parishad Darbhanga, Bihar	
		Dilshad Ahmad	A200475	Pratham Education Foundation Ranchi, Jharkhand	
		Shamim Akhtar	A200476	Human Aid Society Baramulla, Jammu & Kashmir	

12) Action Taken Report on the structured feedback for design and review of syllabus – semester wise

Feedback	Link	Action Taken Report
Students' Feedback	https://manuu.edu.in/sites/default/files/IQAC/feedback/Student-feedback-report/May-2022/MANUU%20UMS%20%20Students-Feedback-May-2022-SocialWork.pdf	---
Teachers' Feedback		
Employers' Feedback		
Alumni Feedback		

13) Demand Ratio: Number of seats available in the programmes during the year 2021-22

Programme name	Programme Code	Number of seats available/sanctioned	Number of eligible applications received	Number of Students admitted
MSW	MMSW	35	112	30
PhD	MMSW	3	31	3

14) Total number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the year (Excluding Supernumerary Seats) during the year 2021-22

Programme name	Programme Code	Number of seats sanctioned for SC/ST/OBC/Divyangjan etc.	Number of eligible applications received	Number of Students admitted (Please provide the number category-wise)
MSW				18
PhD				1

15) The Department assesses the learning levels of the students and organises special programmes for advanced learners and slow learners: Write the description in maximum of 200 words

Under tutorial classes, learning of students is assessed through discussion, presentation, assignment and internal written test which is a weekly once held exercise in each semester. Those students who are found to be slow in learning they are given extra time other than class hours as per their learning requirement.

16) Student - Full time teacher ratio during the year 2021-22

	MSW	PhD	Total
Number of Students	36	14	50
Number of Teachers			5

Programme name	Programme Code	Number of seats available/sanctioned	Number of eligible applications received	Number of Students admitted
Master of Social Work		30	112	30
Ph.D		3	31	3

17) Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences: (Write a description in maximum of 200 words)

In each semester there is compulsory curricular component called Concurrent Fieldwork and Skill Lab (MMSWCCP) which is a practical paper. In skill lab 6 to 8 exercises are designed on four major themes of Communication; Analytical; Sensitivity and Technical, and these exercises are fully participatory and undertaken by students themselves. Assigned Faculty to each exercise only facilitates and moderates the session. During Skill Lab students experiment and learn how different tools, techniques and skills of social work practice can be applied in field setting. Based on the learning from skill lab, students use these tools and techniques in their respective field work setting and also in the organizations they serve after graduating from the course.

18) Teachers use ICT enabled tools including online resources for effective teaching and learning processes during the year 2021-22: (Write description in maximum of 200 words)

Teachers use PPT for classroom teaching other than lecture. They also provide recordings of classes to the students for further help. Besides, students are oriented how can they access resources from infolibnet, jstor, etc. Students are also helped and guided to develop their presentation on power point. Dissertation theses and block placement reports are being considered only in typed form with proper formatting style. This develops ability of students in using application like MS Office, SPSS, Mendeley Referencing Tool, etc.

19) Ratio of students to mentor for academic and other related issues during the year 2021-22:

Number of mentors:	5
Number of students assigned to each mentor	7

S. No.	Name of the Faculty	Details of student allotment	
		Semester III	Semester I
1.	Prof. Mohd. Shahid	Mohammad Osama Shariq Aziz Minhaj Ahmad Khan	Hena Kauser Sayyada Batool Shahbaz Alam Mohd Arkan Ahmed
2.	Prof. Md. Shahid Raza	KM Kaneez Fatma Abu Hanzala	Najmunnisa Begum Abdul Wadood Md Ehtashamul Hasan Mohammad Sufiyan
3.	Mr. Md. Israr Alam	Mohammad Aubaid Mir KM Rahila Dilshad Ahmad	Ibtesham Shahid Faizan Haider Mohammad Naushad Aliya Kousar
4.	Dr. Md. Aftab Alam	Musrat Abdullah Ishrat Jahan Shamim Akhtar	Mohd Shadab Tahir Firoz Badr E Alam Abdul Karim Mohd Shadab Tahir Firoz Badr E Alam Abdul Karim
5.	Mr. Abu Osama	Gulafshan Siddiqui Sadaf Saniya Muhammadullah	Zainab Fatima Mohammad Talha Mubarak Qudsi Ghulam Rasool Abdul Basit Md Jawed Ansari

20) Details of Mentoring sessions held (provide the documents/proofs/links of the mentoring sessions)

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Department of Social Work

Ref. MANUU/DSW/2021-22/

Fieldwork and Individual Conference Calendar
 (Session 2021-22)

S. No.	Month	Fieldwork Days Scheduled		Individual Conference Days Scheduled	
		Semester-II	Semester-IV	Semester-II	Semester-IV
1.	March	5-day Preparatory Fieldwork (24-29) 30 th , 31 st	23 rd , 24 th , 30 th , 31 st		28 th
2.	April	6 th , 7 th , 13 th , 20 th , 21 st , 27 th , 28 th	6 th , 7 th , 13 th , 20 th , 21 st , 27 th , 28 th	1 st , 8 th , 15 th , 22 nd	4 th , 11 th , 18 th , 25 th
3.	May	11 th , 12 th , 18 th , 19 th , 25 th , 26 th	11 th , 12 th , 18 th , 19 th , 25 th , 26 th	13 th , 20 th , 27 th	9 th , 23 rd , 30 th
4.	June	1 st , 2 nd , 8 th , 9 th , 15 th , 16 th , 22 nd , 23 rd	1 st , 2 nd , 8 th , 9 th , 15 th , 16 th , 22 nd , 23 rd	3 rd , 10 th , 17 th , 24 th	6 th , 13 th , 20 th , 27 th
Total		28	25	11	12

Note: Any further information/update/change relating to fieldwork shall be communicated to the fieldwork agency/supervisor from time to time.

Field Work Coordinator



Head
 Dept of Social Work

Department of Social Work, Maulana Azad National Urdu University, Gachibowli
 Hyderabad - 500 032, T.S. Contact No. 04023008439/438/7382601330 Email: swmanuu@maulanaazadnationalurduuniversity.edu.in

HEAD
 Dept. of Social Work
 Maulana Azad National Urdu University
 Gachibowli, Hyderabad - 500 032

21) Total Number of fulltime teachers against sanctioned posts during the year& Total teaching experience of full time teachers in the same institution during the year 2021-22

Name of the Full-time teacher	PAN	Designation	Year of appointment	Nature of appointment (Against Sanctioned post, temporary, permanent)	Name of the Department	Total years of Experience in the same institution	Is the teacher still serving the institution/If not last year of the service of Faculty to the Institution
Prof. Md. Shahid Raza	ATZPS3865K	Professor & HoD	2014	Sanctioned post Associate Professor	Social Work	15 Years	Yes
Prof. Mohd. Shahid	ALPPR0777H	Professor	2014	Sanctioned post Professor	Social Work	10 Years	Yes
Mr. Md. Israr Alam	ALKPA9065G	Assistant Professor	2012	Sanctioned post Assistant Prof	Social Work	10 Years	Yes
Dr. Md. Aftab Alam	BFQPA2822E	Assistant Professor	2014	Sanctioned post Assistant Prof	Social Work	8 Years	Yes
Abu Osama	ACBPO3885C	Assistant Professor	2016	Sanctioned post Assistant Prof	Social Work	6 Years	Yes

22) Total Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Super speciality/D.Sc./D. Lit. during the year 2021-22

Name of full time teacher with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D. Lit.	Qualification (Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit.) and Year of obtaining	Whether recognised as research Guide for Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D.Lit.	Year of Recognition as Research Guide
Prof. Md. Shahid Raza	Ph.D	Yes	2014
Prof. Mohd. Shahid	Ph.D	Yes	2010
Dr. Md. Aftab Alam	Ph.D	Yes	2014

23) Total number of fulltime teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year 2021-22

Name of full time teachers receiving awards from state level, national level, international level	Year of Award	PAN	Designation	Name of the award, fellowship, received from Government or Government recognised bodies	Name of the Awarding Agency	Incentives/Type of the incentive given by the HEI in recognition of the award	Link to the relevant documents
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

24) The department has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents: (Write description in maximum of 200 words)

Learning outcomes of each course under Master of Social Work Programme and Ph.D. programme are described in the CBCS Course Curriculum as is uploaded on the university website. Learning outcomes of MSW Programme are assessed through different evaluation systems like tutorials, field work presentation, fieldwork supervision, individual conferences and external viva voce.

25) Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year 2021-22: (Describe the method of measuring the level of attainment of POs, PSOs and COs in not more than 200 words.)

Attainment of programme outcomes are evaluated through the following
 Continuous Internal Assessment – the way students articulate their classroom learning in discussion, presentation and written test in tutorial classes
 Concurrent Fieldwork – the way student apply class room learning in fieldwork setting
 Fieldwork Seminar Presentation – the way students articulate classroom learning and fieldwork exposure in their overall perspective building
 Fieldwork Viva voce

26) The department received seed money to its teachers for research (amount INR in Lakhs) in 2021-22

Name of the teacher provided with seed money	The amount of seed money	Year of receiving	Link to the policy document for Sanction of seed money / grants for research from the institution
-	-	-	-
-	-	-	-

27) Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year 2021-22

Name of the teacher awarded national/ international fellowship/financial support	Name of the award/fellowship	Year of Award	Awarding Agency
-	-	-	-
-	-	-	-

28) Number of JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the department during the year 2021-22

Sl.No	Name of Research fellow	Year of enrolment	Duration of fellowship	Type of the fellowship	Granting agency	Qualifying exam if any (NET, GATE, etc.)
1	Hina Khan	2021-22	5 years	Fellowship for Ph.D		NET

29) Department has UGC-SAP/CAS/ DST-FIST/ DBT/ ICSSR and other recognitions by national and international agencies during the year 2021-22

Name of the Scheme/Project/ Endowments/ Chairs	Name of the Principal Investigator/ Co Investigator (if applicable)	Name of the Funding agency	Type (Government/Non-Government)	Year of Award	Funds provided (INR in lakhs)	Duration of the project
-	-	-	-	-	-	-
-	-	-	-	-	-	-

30) Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the department/university during the year 2021-22 (INR in Lakhs)

Name of the Scheme/Project/ Endowments/ Chairs	Name of the Principal Investigator/ Co Investigator (if applicable)	Name of the Funding agency	Type (Government/Non-Government)	Department	Year of Award	Funds provided (INR in lakhs)	Duration of the project
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

31) Grants for research projects sponsored by the government agencies during the year 2021-22 (INR in Lakhs)

Name of the Scheme/Project/ Endowments/ Chairs	Name of the Principal Investigator/ Co Investigator (if applicable)	Name of the Funding agency	Type (Government/Non-Government)	Year of Award	Funds provided (INR in lakhs)	Duration of the project
-	-	-	-	-	-	-
-	-	-	-	-	-	-

32) Number of research projects funded by government and non-government agencies during the year 2021-22

Name of the Scheme/Project/ Endowments/ Chairs	Name of the Principal Investigator/ Co Investigator (if applicable)	Name of the Funding agency	Type (Government/Non-Government)	Year of Award	Funds provided (INR in lakhs)	Duration of the project

33) If the department/centre/college is associated with the creation of an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge? (Describe available Incubation centre and evidence of its usage (activity) within a maximum of 200 words)

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34) Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the year 2021-22

Year	Name of the workshop/ seminar	Number of Participants	Date From – To	Link to the Activity report on the website	Date of establishment of IPR cell
					-
-	-	-	-	-	-

35) Number of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year

Title of the innovation	Name of the Awardee	Name of the Awarding Agency with contact details	Year of Award	Category- institution/teacher/research scholar/student
-	-	-	-	-
-	-	-	-	-

36) The department provides incentives to teachers who receive state, national and international recognitions/awards

1. Commendation and monetary incentive at a University/department function; 2. Commendation and medal at a University/department function
3. Certificate of honor; 4. Announcement in the Newsletter / website

Name of full time teachers receiving awards from state level, national level, international level	Year of Award	PAN	Designation	Name of the award, fellowship, received from Government or Government recognised bodies	Name of the Awarding Agency	Incentives/Type of the incentive given by the HEI in recognition of the award	Link to the relevant documents
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

37) Total number of Patents published/awarded during the year

Name of the Patenter	Patent Number	Title of the patent	Year of the award of the patent	Year of the patent published

38) Number of PhDs awarded during the year2021-22 and the Number of recognized guides in the department

Number of PhDs awarded during 2021-22	Number of Guides
4	3

Name of the PhD scholar	Name of the Department	Name of the guide/s	Title of the thesis	Year of registration of the scholar
Abul Salim Khan	Social Work	Prof. Mohd Shahid	Maternal and Child Health Practices among Muslims in the Slums of Hyderabad	15.07.2014
Afsana	Social Work	Prof. Mohd Shahid	A Study of Reproductive Health of Muslim Women in Nainital District of Uttarakhand	29.07.2015
Syeda Saba Quadri	Social Work	Prof. Md .Shahid Raza	Persons with Disabilities and Welfare Schemes: A Study of Hyderabad	29.07.2015
Md Parwez Alam	Social Work	Prof. Mohd Shahid	Vocational Education and Employment Opportunities: A study of Muslim Youth of Hyderabad	29.07.2015

39) Number of research papers in the Journals notified on UGC website during the year 2021-22

Title of paper	Name of the author/s	Department of the teacher	Name of journal	Year of publication	ISSN number	Link to the recognition in UGC enlistment of the Journal
Contraceptive Use among the Marginalized Women in India: An Overview	Prof. Md. Shahid Raza	Social Work	Social Work Bulletin	2021	2582-7790	https://manuu.edu.in/sites/default/files/Research-Publication/Social-Work/Prof.%20Md.%20Shahid%20Raza-Contraceptive%20Use%20among%20the%20Marginalized%20Women%20in%20India-%20Article.pdf
Political Representation of Muslims in India. Political Discourse	Prof. Md. Shahid Raza	Social Work	Political Discourse	2021	2395-2229	https://manuu.edu.in/sites/default/files/Research-Publication/Social-Work/Prof.%20Md.%20Shahid%20Raza-Political%20Representation%20of%20Muslims%20in%20India.%20Political%20Discourse%20(Co-authored)-%20Article.PDF
Male Gulf Migration: Effects on left-behind women in Bihar.	Prof. Md. Shahid Raza	Social Work	Social Work Bulletin	2021	2582-7790	https://manuu.edu.in/sites/default/files/Research-Publication/Social-Work/Prof.%20Md.%20Shahid%20Raza-Male%20Gulf%20Migration%20Effects%20on%20Left%20Behind%20Women%20in%20Bihar-%20Article.pdf
Socio-Economic Status of Muslim Gulf Migrants of Gopalganj district of Bihar	Prof. Md. Shahid Raza	Social Work	ANVESAK	2021	0378-4568	https://manuu.edu.in/sites/default/files/Research-Publication/Social-Work/Prof.%20Md.%20Shahid%20Raza-Socio-Economic%20Status%20of%20Muslim%20Gulf%20Migrants%20of%20Gopalganj%20district%20of%20Bihar%20(Co-authored)-%20Article.PDF
Corona Buhraan aur mutaalliq pasmandagi se nimatne me peshe warana social work ki ahmiyat aur mumkina madaakhlat	Md. Israr Alam	Social Work	Mahnaama Urdu Duniya, 23(01), 71-74	2021	2249-0639	https://manuu.edu.in/sites/default/files/Research-Publication/Social-Work/Md.%20Israr%20Alam-Corona%20Buhraan%20aur%20mutaalliq%20pasmandagi%20se%20nimatne%20me%20peshe%20warana%20social%20work%20ki%20ahmiyat%20aur%20mumkina%20madaakhlat%20-%20Article-2021.PDF
Ethnography as a Social	Dr. Md.	Social Work	Perspectives in	2022	0974-5114	https://manuu.edu.in/sites/default/files/Research-Publication/Social-Work/Dr.%20Md.%20Ethnography%20as%20a%20Social%20Work%20-%20Article-2022.PDF

Work Perspective: A Review and Challenges	Aftab Alam		Social Work			ch-Publication/Social-Work/Dr.%20Md.%20Aftab%20Alam-Perspectives%20in%20Social%20Work-%20Article.PDF
معذوری اور انسانی خدمات کے پیشے Mazoori Aur Insani Khidmaat Ke Peshey	Dr. Md. Aftab Alam	Social Work	Tahzibul Akhlaq	2022	2348-2257	https://manuu.edu.in/sites/default/files/Research-Publication/Social-Work/Dr.%20Md.%20Aftab%20Alam-Mazoori%20Aur%20Insani%20Khidmaat%20Ke%20Peshey-%20Article-2022-ISSN-23482257.PDF
بھارتی آئین کا اجمالی تعارف Bharati Ain Ka Ajmaali TarooF	Dr. Md. Aftab Alam	Social Work	Hindustani Zaban	2021	0378-3928	https://manuu.edu.in/sites/default/files/Research-Publication/Social-Work/Dr.%20Md.%20Aftab%20Alam-Bharati%20Ain%20Ka%20Ajmaali%20TarooF-Article-2021.PDF
Aalamisatah par ghairhokoomatitanzeemo'n ka irtiqa'a	Abu Osama	Social Work	TahzibulAkhlaq	2021	2348-2257	https://manuu.edu.in/sites/default/files/Research-Publication/Social-Work/Abu%20Osama-Aalamisatah%20par%20ghairhokoomatitanzeemo%E2%80%99n%20ka%20irtiqa%E2%80%99a-%20Journal-2021-ISSN-23482257.PDF
Ghairhokoomatitanzeemo'n ki badaltijhaat	Abu Osama	Social Work	Urdu Duniya	2022	2249-0639	https://manuu.edu.in/sites/default/files/Research-Publication/Social-Work/Abu%20Osama-Ghairhokoomatitanzeemo%E2%80%99n%20ki%20badaltijhaat-%20Journal-2022.PDF

40) Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year 2021-22

Sl. No.	Name of the teacher	Title of the book/chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference	National / International	Year of publication	ISBN/ISSN number of the proceeding	Affiliating Institute at the time of publication	Name of the publisher
1	Dr. Md Aftab Alam	School Social Work. In Rather, A., Khanam, S., & Uzair, M. (202. <i>Areas of Social Work Practice.</i>	School Social Work. In Rather, A., Khanam, S., & Uzair, M. (202. <i>Areas of Social Work Practice.</i>				2021	978-81-949931-6-2		AlterNotes Press: New Delhi.
2	Dr. Md Aftab Alam	Everyday Life at a Minority School, An ethnographic Study					2021	978-81-949931-8-6		AlterNotes Press: New Delhi.
3	Mr. Abu Osama (Translator)	Garam Hava Ke Daur Mein- Insaaf Aur Jamhuriyath Ke Sarookar					2021	978-93-87370-01-2		AlterNotes Press: New Delhi.

41) E-content is developed by teachers during 2021-22:

1. For e-PG-Pathshala
2. For CEC (Under Graduate)
3. For SWAYAM
4. For other MOOCs platform
5. Any other Government Initiatives
6. For Institutional LMS

Name of the teacher	Name of the module developed	Platform on which module is developed	Date of launching e content	Link to the relevant document and facility available in the institution	List of the e-content development facility available	Provide link to videos of the media centre and recording facility
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

42) a) Bibliometrics of the publications during 2021-22 based on average Citation Index in Scopus/ Web of Science/PubMed

Scopus	Web of Science
-	-
-	-

b) Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the department/University

Scopus	Web of Science
-	-
-	-

43) Total amount generated from consultancy training during the year 2021-22 (INR in lakhs)

Name of the consultant	Name of consultancy project	Consulting/Sponsoring agency with contact details	Year	Revenue generated (INR in Lakhs)
-	-	-	-	-
-	-	-	-	-

44) Total amount generated from corporate training during the year 2021-22 (INR in lakhs)

Revenue generated from corporate training during the year 2021-22					
Names of the teacher-consultants/corporate trainers	Title of the corporate training program	Agency seeking training with contact details	Year	Revenue generated (amount in rupees)	Number of trainees
-	-	-	-	-	-
-	-	-	-	-	-

45) Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the year 2021-22:

(Describe the impact of extension activities in sensitizing students to social issues and holistic development within a maximum of 200 words)

Due to COVID-19 protocol extension activities could not be held

46) Number of awards received by the department, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the year 2021-22

Name of the activity	Name of the Award/ recognition	Name of the Awarding government/ government recognised bodies	Year of award
-	-	-	-
-	-	-	-

47) Number of extension and outreach programs conducted by the department including those through NSS/NCC/ Government and Government recognised bodies during the year 2021-22

Name of the activity	Organising unit/ agency/ collaborating agency	Name of the scheme	Year of the activity	Number of students participated in such activities
-	-	-	-	-
-	-	-	-	-

48) Total number of Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year 2021-22

Sl. No.	Title of the collaborative activity	Name of the collaborating agency with contact details	Name of the participant	Year of collaboration	Duration	Nature of the activity	Link to the relevant document
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

49) Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year 2021-22

Organisation with which MoU is signed	Name of the institution/ industry/ corporate house	Year of signing MoU	Duration	List the actual activities under each MOU year wise	Number of students/teachers participated under MoUs
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

50) The department has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc. (Describe the adequacy of facilities for teaching–learning as per the minimum specified requirement by statutory bodies. (Describe within a maximum of 200 words.)

Two Classrooms
 One classroom enabled with computer, internet and projector facility
 One Research Scholars Seminar room

51) Number of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities in the department

Room number or Name of classrooms/Seminar Hall with LCD / wifi/LAN facilities with room numbers	Type of ICT facility	Link to geo tagged photos and master time table
207	LCD Projector, Internet, Visual Narratives, Films, Role Play, Participatory Techniques, IEC Materials	

52) Number of computers in the department for academic purposes in working condition:

Number of Students	Number of Computers
-	-

53) Total number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the year (other than the students receiving scholarships under the government schemes for reserved categories)

Year	Name of the scheme	Number of students benefited by government scheme and amount		Number of students benefited by the institution's schemes and amount		Number of students benefited by the non-government agencies (NGOs) and amount			Link to relevant document
		Number of students	Amount	Number of students	Amount	Number of students	Amount	Name of the NGO/agency	
-	-	-	-	-	-	-	-	-	-

54) Total number of students benefited by career counselling and guidance for competitive examinations offered by the department during the year 2021-22

Year	Name of the Activity conducted by the HEI to offer guidance for competitive examinations offered by the institution during the year		Name of the Activity conducted by the HEI to offer guidance for career counselling offered by the institution during the year		Number of students placed through campus placement	Link to the relevant document
	Name of the Activity	Number of students attended / participated	Details of career counselling	Number of students attended / participated		
-	-	-	-	-	-	-
-	-	-	-	-	-	-

55) Following Capacity development and skills enhancement initiatives are taken up by the Department during 2021-22

1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology

Name of the capability enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)
Preparatory Fieldwork for MSW Semester III	03.11.2021-25.11.2021	13	Department of Social Work, MANUU
Preparatory Fieldwork for MSW Semester II	24.03.2022-29.03.2022	21	Department of Social Work, MANUU
Skill Lab for MSW Semester IV	01.04.2022-29.04.2022	13	Department of Social Work
Skill Lab for MSW Semester II	25.03.2022-29.04.2022	21	Department of Social Work

a) Preparatory Fieldwork for MSW Semester III

Preparatory Fieldwork for MSW Semester III

Date: 01.11.2021

The MSW III semester students are informed and directed to participate in the below listed activities in the month of November 2021 before attending the concurrent fieldwork from the month of December 2021:

Day, Date & Timing	Activity/Task	Facilitator/Moderator
Day 1 3.11.2021 10:00am – 10:30am	Welcome and Introduction	Head & All Faculty Members
	Documentary Screening and	Prof. Md. Shahid

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Department of Social Work

Preparatory Fieldwork for MSW Semester II

Date: 23.03.2022

The MSW II semester students are informed and directed to participate in the below-listed activities in the month of March before attending the concurrent fieldwork:

Day, Date & Timing	Activity/Task	Facilitator/Moderator
Day 1 24.03.2022 10:30am – 1:00pm	Introduction to the MSW Course Curriculum	Mr. Md. Israr Alam
2:00pm – 5:00pm		Dr. Md. Aftab Alam Mr. Abu Osama
Day 2 25.03.2022 10:00am – 6:00pm	Workshop on Participatory Techniques	Prof. Mohd. Shahid Mr. Md. Israr Alam
Day 3 26.03.2022 10:00am – 4:00pm	Field Exposure: Agency Visit	Two Faculty Members
Day 4 28.03.2022 10:00am – 4:00pm	Enriching Fieldwork Practicum: English Ability Exercises	External Resource Person & All Faculty Members
Day 5 29.03.2022 10:00am – 4:00pm	Enriching Fieldwork Practicum: English Ability Exercises	External Resource Person & All Faculty Members

Fieldwork Coordinator
(Abu Osama)

Head
(Prof. Md. Shahid Raza)
HEAD
Dept. of Social Work
Maulana Azad National Urdu University
Gachibowli, Hyderabad - 500 032

b) Preparatory Fieldwork for MSW Semester II

c) Skill Lab for MSW Semester IV

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Department of Social Work

Innovative Academic Interventions
MSW Skill Lab Semester IV (March to June 2022)

Time: 3:40 to 5:40 pm

Room No. 207


S. No.	Date	Broad Skill	Activity	Facilitator	Moderator
1	25 03 22	Communication	Communication Without Looking	Prof. Md. Shahid Raza/Mr. Abu Osama	Dr. Md. Atiq Alam
2	01 04 22	Analytical	Paraphrasing	Dr. Md. Aftab Alam/Mr. Md. Israr Alam	Prof. Mohd. Shahid
3	08 04 22	Sensitivity	Proverb Inventory	Prof. Mohd. Shahid	Mr. Abu Osama
4	15 04 22	Technical	Socio-gram	Mr. Md. Israr Alam/ Mr. Abu Osama	Dr. Md. Shahid Raza
5	22 04 22	Analytical	Referencing	Dr. Md. Aftab Alam	Prof. Md. Shahid Raza
6	29 04 22	Communication	Crazy Comic	Dr. Md. Shahid Raza/Mr. Abu Osama	Mr. Md. Israr Alam

PhD Scholars

1. Shaneha Tarannum
2. Akhtar Hussain
3. Shafiqe Ahmad
4. Hina Khan

Note: Research Scholars are to actively coordinate with concern faculty facilitators.


 Faculty In-charge, Skill Lab
 Md. Israr Alam


 Head
 Prof. Md. Shahid Raza
HEAD
 Dept. of Social Work
 Maulana Azad National Urdu University
 Gachibowli, Hyderabad - 500 032

d) Skill Lab for MSW Semester II

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Department of Social Work

Innovative Academic Interventions
 MSW Skill Lab Semester II (March to June 2022)

Time: 3:40 to 5:40 pm

Room No. 207

S. No.	Date	Broad Skill	Activity	Facilitator	Moderator
1	01.04.22	Communication	Extempore	Prof. Md. Shahid Raza	Mr. Abu Osāma
2	08.04.22	Technical	Group as Vehicle	Mr. Md. Israr Alam/ Dr. Md. Aftab Alam	Prof. Md. Shahid Raza
3	15.04.22	Analytical	Who am I	Dr. Md. Aftab Alam	Prof. Mohd. Shahid
4	22.04.22	Sensitivity	Agree-Disagree (Gender Sensitivity)	Prof. Mohd. Shahid/Dr. Israr Alam	Mr. Abu Osāma
5	29.04.22	Analytical	Visualizing Future	Dr. Md. Aftab Alam	Prof. Mohd. Shahid

Research Scholars:

1. Faiyaz Ahmad
2. Md. Tarique Enam
3. Nahid Sarwar
4. Najma Mushtaq
5. Sadaf Fatima

Note: Research Scholars, to actively coordinate in consultation with concerned faculty facilitator.

Faculty In-charge, Skill Lab
 Md Israr Alam

Head
 Prof. Md. Shahid Raza
 HEAD
 Dept. of Social Work
 Maulana Azad National Urdu University
 Gachibowli, Hyderabad - 500 032

59) Total number of outgoing students placed during the year 2021-22

Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment	Link to the document
Danish Raees	Master of Social Work	8896681961	1.80 Lakh	https://manuu.edu.in/sites/default/files/2022-08/Job-Placement--2019-2020.pdf
Ashfaq Ahmad	Master of Social Work	8576006321	3.00 Lakh INR	
Md Sadique Nawaz	Master of Social Work	9504874122	3.00 Lakh INR	
Ariful Islam	Master of Social Work	6289653943	2.04 Lakh INR	
Ainul Huda	Master of Social Work	8957758341	2.16 Lakh INR	
Md Tabrez Khan	Master of Social Work	8019445698	3.00 Lakh INR	
Minhaj Khan	Master of Social Work	9027697697	1.80 Lakh INR	
Amreen Jahan	Master of Social Work	9550045738	1.80 Lakh INR	
Mohd Sharib	Master of Social Work	9935078784	3.00 Lakh INR	
Mohd Feroz	Master of Social Work	8142848196	1.80 Lakh INR	

60) Number of recently graduated students who have progressed to higher education during the year 2021-22

Name of student enrolling into higher education	Program graduated from	Name of institution joined	Name of programme admitted to	Link to the document
-	-	-	-	-
-	-	-	-	-

61) Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the year 2021-22

Year	Name of the award/ medal	Team / Individual	Inter-university / state / National / International	Name of the event	Name of the student	Link to the document/certificate

62) Presence of Student Council and its activities for department development and student welfare. Describe the student activities for the student welfare within a maximum of 200 words. Provide relevant supporting document:

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63) Number of sports and cultural events / competitions organised by the department during the year 2021-22

Date of event/competition (DD-MM-YYYY)	Name of the event/competition

64) Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year 2021-22

Year	Name of teacher	PAN	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

65) Number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the year 2021-22

Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
06.09.2021-19.09.2021	Refresher Course in Sociology & Social Work	----	83

66) Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year 2021-22 (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)

Name of teacher who attended	Title of the program	Duration (from – to) (DD-MM-YYYY)

67) Describe quality enhancement initiatives in the academic and administrative domains successfully implemented by the department during the year 2021-22

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68) Measures initiated by the department for the promotion of gender equity during the year 2021-22

Highlight the curricular and co- and extra-curricular activities promoting gender equity and sensitization.

Gender Equity Activity	Link to the document

69) Green campus initiatives by the department during 2021-22:

Initiative	Link to the document

70) Sensitization of students and employees of the department to constitutional obligations: values, rights, duties and responsibilities of citizens. Describe the various activities of the department for inculcating values for becoming responsible citizens as reflected in the Constitution of India (within a maximum of 200 words).

71) Department celebrates / organizes national and international commemorative days, events and festivals. Describe the efforts of the department in celebrating /organizing national and international commemorative days, events and festivals during the year 2021-22 (within a maximum of 200 words).