

The meeting of IQAC of the College of Social work, Nirmala Niketan was held on 17th June,2016 at 3.00 pm

Members Present :

Dr. Geeta Balakrishnan

Dr. Vaijayanta Anand

Dr. Prabha Tirmare

Dr. Anita Panot

Dr. Lidwin Dias

Mr. Elvis Thomas

Apologies- Ms.

Gracie Joseph

Business arising :

The members finalised the names of the External experts :

Dr. Nilima Mehta-Education

Ms. Nashreen – NGO representative Mr.

Koshi – Corporate representative

Student Representatives :

Mr. John – MSW II

Ms. Shruti – BSW III

The members decided that the same committee constituted for the revision of the BSW syllabus will also be responsible for the Revision of the MSW Syllabus. The Committee will follow up with the Individuals faculty members for subject content and reference lists for their respective subjects. All subjects to be finalised in consultation with the faculty body, by the end of July,2016.

The Committee also made a decision to encourage students to participate actively in seminars and conferences held by other educational Institutions. Faculty members should encourage students to write and present papers at such conferences.

Dr. Lidwin will co-ordinate this effort.

As part of the quality improvement process the committee proposed a few programmes.

- As per the NAAC peer team recommendation, a National Workshop was proposed in the month of December,2nd and 3rd. The theme suggested was, “ Child, Family and Education” Dr. Gracy Fernandes will be asked to write a concept note on the same, and Mr. Elvis Thomas will co ordinate the process.
- A Workshop for the teaching staff in the area of teaching/ learning, was also suggested. The dates suggested were 5th or 12th of August,2016.
- It was also suggested that a city level workshop for the non-teaching staff of Colleges in Mumbai could be arranged. Shweta along with Dr. Prabha will take this idea forward with the non-teaching staff of the college. This could be schedule for the 10th of December,2016.

- Mr. Elvis, Dr. Lidwin and Dr. Smita will collate and document the best practices of the College for the years 2014-15 and 2015-16. The deadline for this is the first week of August, 2016.
- The corpus for the staff welfare fund has accumulated a little over 2 lakh rupees, it was felt that this amount needs to be increased substantially.
- Dr. Vaijayanta and Dr. Anita Machado will redo the TAQ forms.
- Dr. Anita Panot will coordinate the BSW II remedial course.
- Dr. Geeta informed the members that the college needs to form a parent/ Teacher Association, as this was requirement by NAAC . Dr. Vaijayanta, Mr. Elvis and Ms. Shweta will be responsible for this and will also contact Dr, Yamini for information on membership requirements and other details of this body.
- Ms. Gracie Joseph will be handling interaction with industry in relation to how we can build partnerships with CSR and include them as stakeholders.
- Dr. Geeta also expressed the need for bridge courses especially for those students who have difficulty in academics, this will help them better their performance. Dr. Prabha and Ms. Roshni will be in charge of this.
- IQAC decided that the Internal Audit will be held in March 2017. Mr. Elvis and Dr. Anita Panot will coordinate this effort.
- Dr. Geeta also suggested the names of those students who top in the exams should be put up on the College website. Dr, Anita Panot and Ms. Shweta have taken this responsibility.
- Dr. Geeta informed the members that an additional core subject has been included in the BSW I syllabus as the first semester was very light.
- Dr. Geeta said that after listening to students she felt that they perceived faculty inclusion in Arambh was not required. They felt that the students should be entirely responsible in handling the event. Dr. Geeta informed the students that this was not possible as the name of the College was being used and basic standards were to be maintained since students from other college was being used and basic standards were to be maintained since students from other colleges would also be a part of the event. She further informed them that faculty involvement was a requirement to same extent and if this was not acceptable then they could consider not having it.
- In keeping with University rules, the College has constituted an Internal Complaints Committee that will address all complaints of sexual harassment. The members of this committee are : Ms. Tejaswini

Ms. Irene Sequeira Mr,
Elvis Thomas

Dr. Anita Machado

Ms. Alka D'britto

Mr. Virochan Raote

Mr. Elvis Thomas

IQAC Co-ordinator

The meeting of IQAC of the College of Social work, Nirmala Niketan was held on 27th January,2017 at 3.00 pm

Members Present :

Dr. Geeta Balakrishnan, Principal
Mr. Elvis Thomas,IQAC Coordinator
Dr. Vaijayanta Anand, Faculty member
Dr. Prabha Tirmare, faculty member
Dr. Lidwin Dias, faculty member
Mr. Gracie Joseph, Management Representative
Ms. Shweta Malvankar, Office Superintendent
Mr. Pravin Gavali, Librarian
Ms. Ashwathi Murlidharan , students Representative
Ms. Shaher bano Shah, students Representative

Dr. Geeta announced that since Ms. Kanitkar resigned as the coordinator Mr. Elvis Thomas has been appointed as the coordinator of the IQAC committee.

The minutes of the last meeting were read out.

Business arising :

Mr. Thomas raised the involving students in the various committees which was suggested in the last meeting, namely admission and recruitment.

Ms. Ashwathi proposed that senior students should help in recruiting students for the BSW Course as it was her opinion that the quality of students was deteriorating and some steps needed to be taken to remedy the situation. She suggested that senior BSW and MSW students should accompany the faculty members in speaking to students various colleges.

Dr. Lidwin said that the College should reach out to students to Junior colleges in the suburbs.

Other points discussed :

In relation to the class winning the shield, there was discussion on how to prevent an underserving class from winning it. A good suggestion was given by the student council members in that there should be a House system across classes. Each House will be named and have a head and an assistant. It was felt that this system would give the students an identity and sense of belonging and instil the

value of sharing. Further it would foster peer learning through peer pressure. Dr. Geeta suggested the idea of having student mentors. Students could be rewarded or penalised based on the house system and this would go towards the points accumulated by each house. Ms. Shweta suggested that ID cards of students could be colour coded for easy identification.

Dr. Vaijayanta informed the members about the revision of the BSW syllabus. She said that there will be an interaction with the outgoing BSW batch to get their suggestions in relation to the course content and related issues.

Ms. Ashwati informed the members that the course on “ Management of NGO’s is too theoretical and needs some skill based content.

Dr. Geeta suggested having skills workshops for the class. Dr. Ldiwin suggested a workshop by Ms. Anna Joy.

Ms. Shweta and Mr. Pravin reiterated the need for a Management information System to streamline various academic processes.

Dr. Prabha suggested to the students representative that all the outgoing students should become alumni association members. Ms. Gracy Joseph strongly endorsed this point of view. The faculty members in charge of the alumni association could follow up on this.

Dr. Geeta informed the members that the College is applying for the “ Best College Award” being given by the University. She has sent the application to the concerned authorities.

Lastly, Ms. Ashwathi said that at this time of the year, students are highly strung due to the heavy workload. She this suggested that the College could have a stress management workshop for the senior under graduate and post graduate students. This was agreed to by the other members.

The meeting ended with a vote of thanks to the Chair.

Ms.Anjali Kanitkar
IQAC Co-ordinator