



# College of Social Work (Autonomous)

Nirmala Niketan Institute

Affiliated to the University of Mumbai

N.A.A.C. Re-accredited with CGPA  
of 3.53 on four point scale at  
Grade 'A' 3rd Cycle (2015)

## Minutes of Annual General Body Meeting

Year: 2024-2025

Date: 13/02/2025


Time: 2:10 P.M – 4:45 P.M

Venue: College Hall, CSWNN, Mumbai.

### Attendees:

- Principal, CSWNN: Dr. Lidwin Dias 


- Faculty Members:


Dr. Renu Shah 


Dr. Anita Machado 


Dr. Sonia Rodrigues 


Dr. Smita Bammidi 


Dr. Ronald Yesudhas 

Dr. Kalyani Talvelkar 

Dr. Anjana Parmar 


Dr. Sameer Mohite 

Ms. Arokkiya Vinnarasi 


Mr. Albin Thomas 


Ms. Pallavi Xalxo 

Mr. Cletus Zuzarte 

Ms. Nirmiti Bhor 

- Administration Members:

Ms. Greta Lopes 

Ms. Maya Barsing 

Ms. Alka D'Britto 

Ms. Shweta Malvankar *Smalvankar*

Mr. Akshay Gamare *Akshay*

- Non-Teaching Staff Members:

Mr. Priyadarshan Naik *Priyadarshan*

Mr. Pravin Gavali - *Pravin*

- Student Council & Committee Members
- Students from all Classes

### **Agenda of the Meeting:**

1. Welcome Address
2. Principal's Address
3. Reading of the Previous AGBM Minutes
4. Presentation of Student Activities (Extra-Curricular & Student Council)
5. Cultural Events (Riwayat & Annual Day)
6. Sports Events (Indoor Sports, Annual Sports Day & University Participation)
7. Addressing Student Queries & Concerns
8. Any Other Business
9. Vote of Thanks

### **Meeting Proceedings:**

#### **1. Welcome Address:**

Ms. Antara Saxena, Student Council member, opened the meeting by explaining its purpose, emphasizing the review of the past year's performance and the introduction of a participative decision-making system. She introduced the suggestion box initiative that was utilised for organising the current annual general body meeting, which collected student queries and concerns from various classes in advance.

#### **2. Principal's Address:**

Dr. Lidwin Dias, Principal of the College, acknowledged student participation and emphasized that the AGBM serves as a collaborative platform for students, faculty, and

staff to work together rather than as a forum for grievances. She encouraged collective efforts and declared the meeting officially open.

### **3. Reading of the Previous AGBM Minutes:**

Mr. Jaison Cheruveli, General Secretary, presented the minutes of the last AGBM held on 21st December 2023. He also reviewed the decisions implemented from the previous meeting.

### **4. Presentation of Student Activities:**

#### **Women's Development Cell Report:**

Ms. Jue Sakpale, Student Representative of the Women's Development Cell, highlighted events from June 2024 to January 2025, including:

- Friendship Day Celebration (August 7, 2024)
- A guest lecture on mental health, interactive sessions, and performances.
- Savitribai Phule's 194th Birth Anniversary (January 8, 2025) – Including a lecture on her contributions, a theatre performance, and a poster-making competition.

#### **Student Council & Extra-Curricular Activities:**

Mr. Jaison Cheruveli outlined key initiatives, including:

- Seminar on Violence Against Women with Advocate Abha Singh.
- Inter-Collegiate Seminar on social issues and public policy.
- Events such as International Yoga Day, Fresher's Party, Sports Events, Christmas Celebration, and Suicide Prevention Awareness Program.

#### **Sports Committee Report:**

Ms. Sai Pawar, Student Representative for Sports, presented the sports activities:

- Indoor Sports Day (August 28, 2024) – Chess, carrom, table tennis, and badminton.
- Inter-Collegiate Participation – Kabaddi and Table Tennis.
- Annual Sports Day (January 11, 2025) – Including track, field, and team events.
- Procurement of sports equipment to enhance student participation.

### **Cultural Events Report:**

Ms. Zainab Ishteyaqye, Cultural Representative, provided an overview of:

- RIWAYAT 2025 – A socio-cultural festival featuring poetry, dance, debates, and musical performances.
- Annual Day 2025 (Theme: Bharat Kal, Aaj Aur Kal) – Scheduled for February 22, 2025, showcasing India's past, present, and future.
- She also clarified that the Annual Day theme was selected based on class cultural representatives' suggestions and faculty approval.

### **5. Addressing Student Queries & Concerns (Thematic Classification):**

#### **1. Attendance & Scholarship Concerns:**

- Detailed discussions were held regarding attendance calculations and the MAHADBT scholarship process. Ms. Alka D'Britto, from the administrative staff, explained that attendance is calculated based on the total number of lectures attended, and errors may arise due to miscommunication or technical issues. Additionally, clarification regarding the attendance committee of the college was clarified by Dr. Anita Machado, who mentioned that it consists of Dr. Lidwin Dias, Ms. Sabeena Gonsalves, Ms. Maya Barsing, and Ms. Swati Karekar. She also mentioned that students who believe their attendance has been incorrectly marked were advised to approach their subject teachers, who would verify records and coordinate with office staff to make necessary corrections.
- Regarding the MAHADBT scholarship process, Ms. Maya Barsing and Ms. Greta Lopes informed students that application details and documentation requirements are clearly mentioned on the official website and are also announced in class. She emphasized the importance of timely submission of documents such as income certificate, caste certificate, and domicile certificate to avoid disqualification. A college form with a checklist is provided to reserved category students, and meetings have been conducted in the boardroom with Dr. Lidwin Dias and Ms. Swati Karekar to clarify the process. Students were reminded that scholarship funds are directly credited to their bank accounts, and they are responsible for informing the college upon receiving the funds. Failure to do so has created discrepancies in financial records and impacted the institution's ability to manage fee collection efficiently. She further stressed that students must complete all required formalities on time to avoid financial and

administrative issues. Since 2018, scholarship funds have been deposited directly into students' accounts, leading to financial losses for the college. Many students pay only a small portion of their fees, receive the full scholarship amount, but do not reimburse the required fee to the college. This creates challenges for auditing and financial accountability, as the institution is obligated to ensure accurate fee collection. To address this, the accounts staff has proposed a new policy requiring students to pay their full fees upfront, with scholarship refunds being directly transferred to their bank accounts. This measure aims to ensure students take responsibility for submitting necessary scholarship-related documents and adhering to deadlines.

## **2. Enhancing Teaching Methods and Curriculum Structure**

Students expressed concerns about the overuse of PowerPoint presentations in teaching, the exchange of elective and core subjects among faculty, and inquired about the need for research as a compulsory paper for MSW1 students.

- In response, Dr. Lidwin Dias clarified that, as per the New Education Policy and Board of Studies Academic Council, research would be a mandatory subject for MSW1 students, and from the upcoming year, BSW students would also pursue honors in research. She assured that faculty members are regularly encouraged to adopt more creative teaching methods and that elective and core subject exchanges would be clearly communicated in advance. Additionally, an extra class timetable would be introduced in March 2025 to ensure syllabus completion.
- Dr. Anita Machado highlighted that faculty members had undergone multiple training sessions under IQAC to improve teaching methodologies. She emphasized that PowerPoint should be a supporting tool rather than the primary teaching method, and students would be given clarity on assessments and testing patterns.
- Dr. Smita Bammidi further added that the Outcome-Based Education System had encouraged faculty members to implement more innovative teaching and assessment techniques, allowing for greater student engagement and participation.

## **3. Examination Patterns and Assessment Concerns**

Students raised concerns regarding unit-based assessments, online exams, research viva scheduling, and examinations being conducted during the Holy Week.

- Dr. Anita Machado clarified that the Outcome-Based Education System introduced this year mandates that every unit must be assessed, making changes to the unit-based assessment pattern unfeasible. To prevent scheduling conflicts, she suggested

implementing a CIA Calendar in each class, where faculty members would note their assessment dates, with Class Representatives (CRs) responsible for updating any changes. She also acknowledged ongoing discussions about the effectiveness of the system but emphasized its role in mapping student progress using data analytics.

- Regarding online assessments, Dr. Anita Machado addressed concerns about academic dishonesty, stating that ethical responsibility lies with students. She emphasized that online assessments are just one of several evaluation methods, and the decision to conduct them remains at the discretion of individual faculty members.
- For the research term paper viva, Dr. Lidwin Dias explained that under the UGC plan for autonomous status, all examinations must be conducted at the extension center. While vivas could be held on the main campus if space permits, the building's occupancy prevents this during certain periods. Additionally, she announced that the MASIE class would be relocated to the Goregaon Campus in the upcoming year due to space constraints.
- Regarding the concern over exams scheduled during Holy Week, Dr. Lidwin Dias clarified that university exam timelines cannot be altered. However, a five-day gap is provided after April 16<sup>th</sup> before the next exam, ensuring adequate preparation time, including considerations for Easter observances.

#### **4. Field Work Placements, Evaluations, and Online Submissions**

Students raised concerns regarding the selection of fieldwork placements, coordination between the college and fieldwork organizations, and the possibility of submitting fieldwork reports online.

- Dr. Sonia Rodrigues addressed these concerns, clarifying that for MSW1 students, field placements are assigned based on their elective subjects in Semester 1 and 2. Meanwhile, MSW2 and BSW3 students already have the option to select their fieldwork settings. However, due to syllabus requirements and student profiles, BSW3 students do not have the flexibility to choose their placements. Assignments are made considering factors such as student profiles, addresses, and curriculum alignment.
- Regarding fieldwork evaluation, she explained that assessments are both qualitative and quantitative. In Term 1, evaluations include continuous assessments through conferences, tasks, presentations, and reflective learning. In Term 2, assessments consist of 60% internal evaluation and 40% external viva, conducted by field experts appointed by the Board of Examination. The viva follows a structured rubric outlined in the

fieldwork manual. Regular faculty meetings ensure standardization in evaluation, updates on fieldwork agencies, and resolution of student concerns.

- To improve coordination with fieldwork organizations, faculty review forms and student feedback forms are collected in April. This feedback determines whether organizations continue as placement sites. The college maintains continuous communication with field contacts through WhatsApp groups and other mechanisms. A Memorandum of Understanding (MoU) is signed with organizations to align mutual expectations and ensure structured placements. Students were also encouraged to communicate with faculty whenever placement-related concerns arise.
- Regarding online submissions of fieldwork reports, Dr. Sonia Rodrigues stated that the existing assessment structure does not support online report submissions, as not all students may be comfortable with digital formats. Lastly, she informed students that under the New Education Policy, the concurrent fieldwork model for BSW Semester 6 students would transition into an on-the-job training internship model, where students would undertake a one-month continuous internship in the month of November, during their Diwali holidays replacing the existing pattern.

#### **5. Camp Policy for MSW Students**

MSW 1 students raised concerns about why they do not have a camp in their second year.

- Dr. Lidwin Dias explained that past experiences with disciplinary issues and financial constraints have led to challenges in organizing multiple camps. Concerns from auditors regarding camp fund management have further complicated the process. Over the past four years, discussions have taken place among faculty members, the governing board, and IQAC to address these issues. In February of the previous year, it was collectively decided that only one camp would be conducted during the entire MSW course. This decision was also approved by the Finance Committee of the University, and as a result, the camp fee was removed from the overall fee structure.
- Dr. Lidwin also clarified that this year a proposal was submitted to RUSA (Rashtriya Uchchatar Shiksha Abhiyan), which included field exposure visits outside Mumbai for six classes: BSW I, BSW II, BSW III, MSW II, MASIE 1 and 2 for three days, with the expenses being covered by RUSA funds. Additionally, the proposal included a 5-day camp for the MSW 1st-year class, with RUSA covering the costs for food and accommodation. However, starting from the next academic year, there will only be one camp for the entire course, for both BSW and MSW programs.

## **6. Internal Complaints Committee (ICC) Procedures and Inclusivity**

Students raised concerns regarding the Internal Complaints Committee (ICC) procedures and whether the committee adequately addresses issues faced by male students.

- Dr. Sonia Rodrigues explained that the Prevention of Sexual Harassment Policy outlines a 15-step process for handling complaints, ensuring that proceedings are completed within 90 days. However, delays may occur due to incomplete documentation, lack of witnesses, or other valid concerns, in which case justified extensions are allowed for case compilation and final recommendations.
- Dr. Lidwin Dias emphasized that the college website includes a dedicated Student Zone where policies related to anti-ragging, discrimination, and ICC procedures are outlined as per UGC requirements. She encouraged students to familiarize themselves with these resources to stay informed about their rights and institutional support mechanisms.
- Addressing concerns about ICC being perceived as a women-focused body, Dr. Sonia clarified that the ICC is gender-neutral and does not operate from a perpetrator-victim perspective. All cases are handled objectively, and, when necessary, referrals are made to external experts for further review. Final reports of investigations are submitted to the Principal for appropriate action.
- Additionally, Dr. Sonia highlighted the Code of Ethics and Conduct Declaration signed by students during induction. Clauses 5 and 19 specifically address sexual harassment policies, grievance committees, and different forms of harassment, ensuring that all students, regardless of gender, have access to a fair and transparent complaint resolution process.

## **7. Library and Network Issues**

Students raised concerns regarding network connectivity problems in the library and restrictions on access to the computer lab.

- Mr. Priyadarshan Naik clarified that steps were being taken to separate the Wi-Fi connections of the library from the rest of the college to improve connectivity. Mr. Pravin Gavali further explained that excessive use of Wi-Fi on mobile phones was causing bandwidth issues, and students were advised to limit network usage to their laptops for academic purposes.
- Regarding the computer lab, Mr. Priyadarshan stated that the lab remains closed during technical lectures as there are no alternative classrooms available for these sessions.



However, concerns about keeping the lab open until 6:00 PM were acknowledged, and efforts would be made to accommodate this request.

- Dr. Lidwin Dias addressed concerns about the lab being closed on Wednesday afternoons, explaining that Wednesday afternoons are designated for student programs and events, and all students are encouraged to participate in these collective activities rather than spending time in the lab.

#### **8. Soft Skills Training in the Curriculum**

Students requested greater emphasis on soft skills training as part of the college curriculum.

- Dr. Sonia Rodrigues responded that due to time constraints, incorporating a dedicated soft skills module into the formal curriculum was not feasible. However, she assured students that induction programs for first-year classes already include soft skills training sessions. She also encouraged students to suggest specific areas of training, which could be integrated into future induction and workshop sessions to better address their needs.

#### **9. Interfaith Committee and Program Diversity**

Students raised concerns about the Interfaith Committee, questioning the lack of diverse interfaith programs and the emphasis on Holy Mass.

- Mr. Cletus Zuzarte clarified that as CSWNN is a minority institution, priority is given to Catholic traditions, including the Holy Mass. However, he assured students that attendance is not mandatory and does not interfere with their academic schedules. He emphasized that the committee promotes respect and understanding of all faiths and is not limited to Christian practices.
- At the beginning of each academic year, an orientation session is held where students are encouraged to enrol and participate in discussions about the types of programs the committee will organize. Past events have included memorial services for students and faculty and visits to holy sites at subsidized rates. The committee remains open to student suggestions for future programs to ensure inclusivity.

#### **10. Infrastructure and Facility Concerns**

Students raised concerns about the need for a boys' common room, sanitary napkin machines, class hygiene, charging facilities, fans, and gym room cleanliness.

- Dr. Lidwin Dias explained that infrastructure improvements have been undertaken through RUSA funds, including several renovations. However, due to space constraints, a dedicated boys' common room is not feasible, but a shared space for support staff and male students could be considered. She also clarified that the college premises belong

to the Institute of Social Service (ISS), requiring external approval for any structural modifications.

- Regarding sanitary napkin machines, Dr. Lidwin stated that the Women's Development Cell has been working to ensure proper usage, but student cooperation is lacking, leading to machine damage. To maintain washroom and classroom hygiene, a policy was introduced to close classrooms and washrooms by 6:00 PM to prevent misuse. She emphasized that students should take responsibility for cleanliness, as littering inside desks has been a persistent issue.
- For classroom ventilation, Dr. Lidwin assured that the management would review the request for more fans in MSW1 classrooms. Charging facilities were restricted due to misuse and high electricity costs, but students with genuine needs may be accommodated.
- Addressing concerns about damaged classroom equipment, she reminded students that all equipment belongs to the government and is subject to audits. Mishandling affects institutional accountability, and students must use resources responsibly. Similarly, for gym cleanliness, she stressed that students should maintain hygiene and prevent misuse of gym equipment to ensure its longevity.

#### **11. Canteen Policy and Seating Arrangements**

Students raised concerns about not being allowed to eat lunch in the canteen and requested a reduction in meal prices.

- Dr. Lidwin Dias clarified that the canteen is managed by the Institute of Social Service (ISS) and the hostel, not the college, meaning the college administration has no authority over pricing policies.
- Regarding the lack of seating space, she suggested that students use the college's backyard area for lunch, and assured that staff would address cleanliness concerns to make the space more suitable for student use.

#### **12. Attendance for External Events and Other Concerns**

Students raised concerns about attendance issues when participating in external college events and the formation of a theatre group.

- Dr. Lidwin Dias clarified that students who submit valid evidence of participation in external events will have their attendance updated at the end of the semester. However, they must have prior permission from the college and be officially representing the institution. Attendance during the event may initially be marked absent but will be

adjusted later, provided the necessary documentation is maintained in their personal file. Attendance application formats are available with Ms. Alka and Ms. Maya, and students must follow the required procedure.

- Regarding the formation of a theatre group, Dr. Lidwin stated that it is not feasible due to space constraints.
- Addressing concerns about prior notice for college closures during heavy rains, she explained that the college must follow directives from government authorities, and cannot independently declare holidays without official approval.

### **13. Sound System Issues in Classrooms**

Students raised concerns about problems with the sound system, particularly in the BSW2 classroom.

- Dr. Lidwin Dias stated that Mr. Mukund would personally visit the class to assess the issue and determine necessary improvements. Additionally, enhancements to the sound system in the BSW Hall and MSW2 classroom would be prioritized to ensure better audio quality for events.

### **14. Transparency of Student Council and Committee Activities**

Students raised concerns about the transparency of the Student Council and various committees regarding decision-making and event organization.

- Dr. Renu Shah clarified that each class has representatives who actively participate in the student bodies, ensuring that all classes are fairly represented. She emphasized that many students do not read or respond to messages shared by their class representatives (CRs), leading to miscommunication. She urged students to be more proactive in engaging with council updates and participating in events.
- She further explained that all student-related decisions are discussed with CRs and other student representatives, ensuring an inclusive decision-making process. Addressing concerns about low participation in sports activities, she highlighted that both student suggestions and active participation are crucial for the success of events such as Indoor Sports Day and Annual Sports Day. She stressed that without student ownership and involvement, organizing such events effectively would be difficult.

### **15. Classroom Thefts and Student Responsibility**

Students raised concerns about incidents of theft occurring within classrooms.

- Dr. Lidwin Dias emphasized that students must take responsibility for safeguarding their personal belongings. Additionally, she reminded them that ensuring a safe and secure classroom environment is a collective responsibility.

#### **16. College Closure and Reopening Dates**

Students requested clarification on the dates for college closure and reopening.

- Dr. Lidwin Dias stated that these dates are clearly outlined in the academic calendar, which all students are expected to strictly follow. She advised students to refer to the official schedule to avoid any confusion and to plan accordingly.

#### **6. Any Other Business and Conclusion**

After addressing all listed concerns, Dr. Lidwin Dias opened the floor for any additional queries. However, as no further concerns were raised, no additional matters were discussed. Before concluding the meeting, Dr. Lidwin emphasized the importance of conducting two Annual General Body Meetings (AGBMs) each year, one at the beginning of the academic year to discuss student expectations and another at the end of the year to review and summarize the experiences and progress made throughout the year. She also announced that, starting from the next academic year, there would be a single student body, the Student Council, replacing the current system of two separate bodies, the Student Committees and the Student Council. Additionally, she conveyed that membership to this body would be based on academic merit and other specific requirements. The meeting officially concluded with a vote of thanks delivered by Ms. Bridget, Student Council Member, expressing gratitude to all attendees for their participation. She specially appreciated everyone's cooperation in ensuring a structured and respectful discussion and emphasised that the spirit of collaboration and constructive dialogue should be fostered, serving as a foundation for future meetings to enhance the institution's quality. The meeting was thus officially concluded.

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**Meeting Adjourned.**



[JAISON CHERUVELI]

GENERAL SECRETARY



[AMITA JOSHI]

STUDENT COUNCIL MEMBER