

### Meeting of the IQAC Meeting held on Monday, April 27, 2015 at 10.30 am

The meeting was an in-house meeting. The External member Ms Nisreen Ibrahim was therefore not present.

#### **Agenda:**

1. To introduce the new members to the functioning of the IQAC.
2. To discuss the re-constitution of the IQAC as per the NAAC guidelines and as suggested by the Peer Team
3. To discuss the IQAC initiatives to be undertaken for 2015-2016 and decide on the priorities.

#### **Members Present:**

Dr Geeta Balakrishnan	Convener	Principal
Ms Anjali Kanitkar	IQAC Coordinator	Faculty Member
Mr Abraham	Member	Faculty Member
Mr Elvis Thomas	Member	"
Dr Prabha Tirmare	Member	"
Dr Vaijayanta Anand	Member	"
Mr Pravin Gawali	Member	Librarian
Ms Gracie Joseph	Chief Administrator & Management Representative	

**Apologies:** Ms Shweta Malvankar, Member (Non-Teaching Staff)

#### **Agenda No. 1:**

The Convener, Dr Balakrishnan welcomed the new members to the IQAC.

Dr Prabha Tirmare and Dr Vaijayanta Anand had been nominated as senior faculty members and Mr Pravin Gawali and Ms Shweta Malvankar had been nominated as representatives of the non-teaching staff.

#### **Agenda No. 2:**

As per the IQAC guidelines, it was decided to include two students on the IQAC, one from each of the senior classes. After some discussion the names of Ms Ashwathi Muralitharan of MSW I and Mr Yashasvi Mukesh of BSW II were finalized.

Members were requested to identify persons from the field of education and industry to be experts on the Committee. Similarly, it was felt that some distinguished alumnus should also be identified. The decision on these names was deferred for the next meeting.

#### **Agenda No. 3:**

The following discussions and decisions were tabled-

**a. Teaching-learning related priorities:**

The Annual Calendar of the college should be planned in such a way that it includes each and every activity of the College and reads like a blueprint; each Committee to submit its plans with dates so that the events can be incorporated in the blueprint.

Teachers to work out unit plans for each subject with methodology and topic-wise reading list by July 10 in odd semesters and December 5 in even semesters to IQAC. This will facilitate collation of the same for future NAAC reports.

For fieldwork, teachers (faculty advisors) to initiate semester-based work-plans in consultation with students, indicating learning goals; field instructors to maintain diaries/log-books for conferences and field visits, to be signed by both- the teacher and the student.

Term Paper and Research files to be maintained by student on an on-going basis with instructions listed out and signed by both; students to take print-outs of emailed instructions and maintain the same as hard copy.

Faculty to consider submission of Assignments, Term Paper and Research drafts on-line. Assignments especially can be taken as hard copies as well as soft copies and the latter can be stored as folders by individual teachers, but collated at the end of the year by the office for year-wise documentation.

There will be an In-house Orientation Programme planned for the newly recruited faculty members regarding the history and philosophy of the college, the milestones achieved and the systems of functioning and expectations. **Dr Geeta Balakrishnan and Ms Gracie Joseph will organize it.**

There was a discussion on forming a faculty committee to look into grievances of faculty and staff members so that issues, if any do not escalate. It was felt that as this was one of the roles of the IQAC, there was no need for another committee to be formed. It was also pointed out that such an internal committee could be seen as a Best Practice, but would have no locus standi as the Maharashtra Universities Act provides for such a committee at the University level but not at the college level.

**All the above suggestions to be tabled, discussed and finalized at the Faculty-IQAC meeting in June 2015.**

**b. Documents and Records:**

College to initiate immediate search for consultants to develop MIS package where student-wise record maintenance will be facilitated also, all other data regarding faculty and non-teaching staff, recruitments, appointments, TAQ, fees, charges, syllabus, college committees, unfair means and grievance cases, other complaints, student programmes, GBMs, LMC and other statutory committee meeting data, etc. will be stored, connected and available easily.

Mr Daniel Koshy's name was suggested as a person who could help start the process.

**Ms Gracie Joseph will contact Mr Koshy.**

***c. Staff Development Programmes:***

For faculty members, something like a **Roundtable** to be arranged once in every two months; faculty members could present an article/ book/ intervention/new thinking in any area related to social work; this should gradually be an open forum for students also to attend and debate; it could also be outside academicians/practitioners being invited to present.

There will be thus two such Roundtables every semester- to begin with, it could be at least one per semester. This could also be open for PhD scholars to present their work.

The Research Unit could also be asked to present their current research at hand, and the methodology and findings, at such meetings.

The aim of these Roundtables would be to promote a research climate in the institute and the ability to present, discuss and debate on open forum- for both, staff and students.

**Mr Elvis Thomas and Dr Vaijayanta Anand will help develop the programme.**

Similarly, there will be one programme every semester for the non-teaching staff. The topics could be personality development, stress management, communication skills, phone etiquettes, time and workload management, filing systems, gender sensitization and other relevant topics.

**Ms Shweta Malvankar and Mr Pravin Gawali will help plan and implement these programmes.**

The idea of a staff welfare fund was also mooted for the benefit of mostly the support staff. Ms Joseph informed that former faculty member Mrs Muzumdar had agreed to contribute handsomely to such a fund on condition that all staff of the College was willing to contribute to augmenting the amount. She said, that since Mr Abraham had already declared his contribution for such a Staff Welfare Fund for the non-Teaching staff, **the idea should be mooted again in the faculty meeting when College reopens.**

***d. Student Related Plans:***

The NAAC Peer Team's concern about the College having a hostel was discussed. It was felt that with more girls now opting to share flats on rent, the demand for the hostel was decreasing. Ms Gracie Joseph reported that the Management had decided to sell the Vasai flat that had been bought as hostel for the boys. The flat had been under-utilised as it was very far from the railway station and the students had not found it a viable option. Instead, there could be a possibility of locating more rental flats nearer to College.

The concern of recovery of student loans was discussed at length. It was difficult to recover money from the students once they had passed from the College; very few actually came back and returned the amounts taken. It was felt that as far as possible the College should facilitate loans from the bank and

connect students to the bank; only in very needy cases where bank finance was not possible, should College consider extending loans.

For the benefit of the students coming from extremely weak socio-economic backgrounds, the idea of a Laptop Bank had been mooted by Ms Tejaswini Uzgare in an earlier faculty meeting. It was agreed that an attempt would be made to work this out.

Mr Pravin, the Librarian and Ms Uzgare would work on translating to Marathi a glossary of terms most used in social work in order to facilitate the students and faculty members who needed such translations. All faculty members would be asked to submit a list of frequently-used social work concepts and terms to the library to facilitate the translation.

The Alumni Association will have to be rejuvenated majorly. As an immediate priority step, the publication on "Alumni Who's Where" that was mooted during the NAAC process should be taken up as a Diamond Jubilee Programme.

**Dr Geeta Balakrishnan and Ms Anjali Kanitkar will initiate discussions with Alumni Solomon and Leanne Fernandes for the same and put out requests on Facebook and LinkedIn pages of the College.**

The MIS will have to incorporate a system whereby students going for higher education are at least tracked.

The Feedback from students and other stakeholders will have to be formalized. The TAQ will have to be revised and methods of formalizing feedback from parents, NGOs and alumni need to be devised.

The College needs to give serious thought to implementing ecological concerns. Students should be involved in assessing and reducing the carbon footprint of the College.

***e. Academic Audit:***

The University had sent a circular to the College in 2014-2015 that an academic audit of the College would be carried out by them. The process had taken a back-seat during the NAAC reaccreditation process. **This will be taken up again by the Principal with the concerned University Department when College reopens in June.**

The meeting ended with thanks to the Chair. The next meeting of the full IQAC will be held in July 2015.

**Anjali Kanitkar**  
IQAC Coordinator

**Dr Geeta Balakrishnan**  
Principal

## Minutes of the IQAC Meeting Held on Saturday, August 1, 2015

### **Members Present:**

Dr Geeta Balakrishnan, Principal

Ms Anjali Kanitkar, IQAC Co-ordinator;

Mr Elvis Thomas, Dr Prabha Tirmare, Dr Vaijayanta Anand, Dr Lidwin Dias- Faculty Members

Mr Pravin Gawali, Librarian

Ms Gracie Joseph, Management Representative

Ms Ashwathi Muralidharan, Mr Yashashvi Mukesh- Student Representatives

**Apologies:** Ms Nisreen Ibrahim, External Expert; Ms Shweta Malvankar, Office Superintendent

### **Agenda No. 1: Minutes of the last meeting and business arising**

The minutes of the previous meeting held on April 27, 2015 had already been circulated to the members; however, since it was the first meeting for some of the members, Ms Kanitkar reiterated briefly the salient points of the earlier meeting. She also conveyed that all the suggestions arising from the IQAC meeting had been conveyed to the faculty members in a subsequent faculty meeting.

The points arising from the minutes were discussed and finalized as follows:

- **Field work:** Work plans should be finalized by students by the end of 2-3 weeks of the semester in consultation with the faculty advisor/field instructor and agency and should be retained as a signed document separate from recordings; subsequent changes in plans/activities may be added to this if needed. The document should also contain two key areas of cognitive and skill development that the student can achieve during the semester; it should be signed by the student as well as the instructor and assumed to be the base document for evaluation at the end of the semester.
- **Field Work Diaries:** Field instructors should be encouraged to keep diaries of the individual/group conferences held with student/s and the field visits conducted and the purpose for the visit and the outcomes achieved. This will serve as evidence of the time invested in field instruction.
- **Roundtables:** The need for organizing at least one roundtable discussion on some topic of significance to the social work field was reiterated. The first such discussion was decided for the following week; it would address the debate on capital punishment; students from each class would participate and the debate would be moderated by Adv Mahrukh Adenwala.
- **Student Loans:** The difficulty faced by the College in recovering the loan amounts extended was reiterated. Student representatives were requested to spread the message among students

regarding the crunch that the College faces when students do not repay the loans and also request students to avail of the loans only if absolutely necessary.

### **Agenda No. 2: Diamond Jubilee Conference on August 27, 2015**

Dr Lidwin Dias explained the schedule of the Conference and said that all guest speakers had confirmed their presence for the Conference. She said that confirmations from field work agencies were also trickling in. The issue of taking Rs 50/- from BSW and MSW students as a token contribution towards the expense of the Conference was also discussed. The student representatives present at the meeting agreed that Rs 50/- per student was a reasonable expectation.

Dr Dias also conveyed the good news that the ICSSR had agreed to fund the Conference and Rs 75,000/- had been sanctioned for the same.

### **Agenda No. 3: Fund Raising Programme for Diamond Jubilee Programme**

The following points were discussed and finalized in view of the Diamond Jubilee of the College:

- The Musical Evening in collaboration with Klub Nostalgia would be one programme on September 24, 2015 that will require the concerted effort of all to make it a success
- Students and staff would help in fundraising through individual/corporate contacts; the appeals would be distributed to all; only limited souvenirs would be printed for the occasion and souvenirs will not be sold on the day of the programme.
- A small book release function would be organized during the programme to release the book on Child Welfare Services written by Dr Gracy Fernandes. The Chief Guest would be Dr Parsuraman of TISS.
- The fundraising effort will be continued throughout the year.

### **Agenda No. 4: New Add-on Course on Fundraising Management proposed by Mr Ronald Yesudhas**

Mr Ronald had submitted a proposal to the IQAC to conduct an add-on course on Fundraising Management for MSW Semester IV. His rationale is that the present course on Non Profit Management is more oriented toward HR and MbO; fundraising- an important component of a social worker's skills is almost entirely missing. Mr Yesudhas had worked out the syllabus for a 2- credit course spanning 30 hours. The IQAC approved the proposal. It was agreed that the course could be offered to students at a cost and would be arranged outside the curricular activities; students could opt for the course if they so wished; it was also felt that the course could be opened to alumni/ field practitioners.

## **Agenda No. 5: Feedback about and from students**

Student Representatives raised the following points:

- The policy for submission of soft copies of assignments must be clear and uniform across all classes and followed similarly by all teachers; this holds good regarding Term Paper and Research submissions also.
- The faculty members should stand by the policies themselves- the dead-lines for submission of Term Paper and Research in particular; as there was a discrepancy in the way faculty members treated the intermediate dead-lines for student submission, a general lackadaisical attitude was being fostered among students- that anything is allowed.
- Students wanted to continue with the Inter-College Youth Festival Aarambh- that was started last year; they felt that for continuity, if it was held this year too, then others could take it forward once in two years from next time; otherwise, with the present BSW III and MSW II graduating, the other students would have no clarity about what the festival was, and hence continuity would be hampered.

**It was decided that Aarambh would be held this year too and there would be two consecutive days for Aarambh and the College Annual Day in January 2016.**

- Students felt that they could help the College on several committees like the Admission Committee- to help students fill forms, on the day of the Entrance Test and generally to guide them regarding admission matters; on Orientation Committee and others like the SC/ST Committee, Anti-Ragging Committee, etc. They felt that their support should be enlisted by the faculty in the governance of the College, rather than keeping students limited to only the Students' Council.
- They suggested that a PR Committee should be established in College such that it will always work on projecting the College in the public domain; their observation was that we go to the media only when there is an event or when we are fundraising; this does not help.
- Students were willing to help with updating and working on the College website; their help and creativity should be engaged by the College.
- There were some suggestions regarding lectures and tests:
  - Mid-semester test question papers were extremely simple; they should be set with a little more care and be challenging for students
  - Lecturers should keep at least 10 minutes at the end of each class/topic for a discussion or debate on the topic so that students can clarify their ideas about the same

**Agenda No. 6: Any Other Business**

Ms Kanitkar explained the schedule for the Klub Nostalgia Programme and the responsibilities for fundraising taken up by staff and students.

The meeting ended with thanks to the Chair.

Minutes Prepared By: Ms Anjali Kanitkar, IQAC Co-ordinator