

IQAC Meeting, February 12th,2020

The meeting of the IQAC of the College of Social Work (Autonomous) was held on 12th Feb 2020.

Members present:

1. Dr. Lidwin Dias
2. Mr Elvis Thomas
3. Dr. Vaijayanta Anand
4. Dr. Prabha Tirmare
5. Dr. Anita Panot
6. Dr. Anita Machado
7. Ms. Sonia Rodrigues
8. Ms. Sabeena Gonsalves
9. Ms. Shweta Malwankar
10. Mr. Pravin Gavli
11. Ms. Gargi Patel
12. Ms. Jaya
13. Dr. Hazel D'Lima
14. Fr. Noel Pinto
15. Dr. Renu Shah

Apologies: 1. Dr. Nilima Mehta 2. Mr. Koshy Daniel

The agenda

1. Minutes of the previous meeting and business arising
2. Report of the formation of the Internal Committee for AQAR
3. Updating about events :
 - i. Annual Day
 - ii. Student Led Conference
 - iii. RIWAYAT Students intercollegiate fest
4. Reporting on IQAC Internal committee members meeting.
5. Reporting on action taken.
 1. Alumni Association (Dr. Nilima and Ms. Jaya)
 2. TAQ
 3. New members added :
Dr. Hazel D'lima : Management Representative
Fr. Noel D'Souza : Stake holder

Dr. Lidwin welcomed the new members Dr. Hazel Dlima, Management representative. Fr. Noel Pinto, stakeholder representing field work placement organization and Dr. Renu Shah representing the faculty.

1. The minutes of the previous meeting were read and confirmed. Business arising from the previous meeting are as follows:

- ❖ Dr. Lidwin reported that Dr. Geeta had almost completed the 2018-19 AQAR.
- ❖ The annual report for the academic year 2019-20 is to be done by Elvis, Albin and Irene.
- ❖ Dr. Lidwin reported that the two 'Best practices for the academic year 2019-20 were:
 - a) Initiatives for the elderly in Bhagat Singh Nagar, Goregaon, through the open community placement.
 - b) Good Governance initiative by Anubhav Mumbai project.

2. Report on the formation of the Internal Committee for AQAR: Dr. Lidwin presented the committee list for AQAR of IQAC College of Social Work (Autonomous) Nirmala Niketan. The committee was formed for the smooth functioning of filling the AQAR and involvement of all staff members in different Criterion as per the NAAC new guidelines for Autonomous colleges.

2019-2022

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| Part A of the AQAR | Mr. Elvis Thomas Ms. Sabeena G Dr. Lidwin D |
| Part B Criterion 1 : Curricular aspects | Dr. Vaijayanta Anand Dr. Ronald Yesudhas Dr. Smita Bammidi |
| Criterion 2 : Teaching Learning and Evaluation | Dr. Anita Panot Ms. Meghna Vesvikar Ms. Shweta M |
| Criterion 3 : Research Innovation and Extension | Dr. Anita M Dr. Kalyani T Ms. Roshni A |
| Criterion 4 : Infrastructure and learning resources | Dr. Prabha T Mr. Cletus Mr. Pravin G Mr. Dharshan |

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| Criterion 5 : Student Support and Progression | Mr. Elvis T Mr. Albin T Mr. Sameer M Ms. Irene T |
| Criterion 6 : Governance, Leadership and Management | Dr. Renu S Ms. Reny R Ms. Sabeena G Ms. Greta L |
| Criterion 7: Institutional Values and Best Practices | Ms. Sonia R Dr. Saman A Dr. Lidwin D |

3. Updating about events :

- a. Annual Day of the college 30th Jan 2020: The theme for the annual day was Retro to Metro where the students, teaching and non-teaching staff participated and was well appreciated by all. The play on Constitutional values was staged by the students which gave a strong message on values and appreciate our Indian Constitution.
- b. Student Led Conference: Mr. Elvis reported on the student led National Conference on ‘Relevance of Social Work in contemporary times. It was held on 17th and 18th Feb 2020. He stated that the students organized it very well and the speakers invited were also good and spoke on relevant issues. The papers presented by the students were qualitatively good. There was good participation of students not only from other colleges in Mumbai but from various states too.
- c. RIWAYAT means redefining tradition. The annual gathering of youth with various activities to spread social values among youth through competitions like poster making, dance, street play, and short films was organized by the students of the College of Social Work (Autonomous) Nirmala Niketan, Mumbai on 19th Feb 2020. Twelve colleges participated actively and around 300 students were there on the day of the event. Our students got a good opportunity to plan, organize and also raise funds. This event will continue in the coming academic year and the students are asked to plan in advance along with the teachers in charge of the student’s council.

4. Reporting on IQAC Internal committee members meeting: Mr. Elvis Thomas reported that the IQAC faculty internal committee members had met to finalize the exam policies, filling of AQAR, and other day to day functioning of the college. Ms. Vaijayanta gave a brief on the fieldwork seminar for students. The students were able

to explain and analyze their field intervention with understanding of their learning objectives as well as were able to give an incisive analysis about strategies used. There was active participation from them and a sense of self satisfaction at the end. Dr. Lidwin also informed the Committee that the new guidelines by NAAC suggested that the College needs to have an MOU with every organization where students are placed for fieldwork. Also, the organizations would need to give the students a certificate of completion at the end of the year. Another suggestion was that we could get a feedback from the organizations on the performance of the students. All this were discussed in the internal IQAC meeting.

5. Reporting on action taken.

- ❖ Alumni Association compiling of data needs to be followed up by Dr. Nilima Mehta and Jaya.
- ❖ Dr. Vaijayanta has finalized the Teacher Assessment Questionnaire (TAQ) forms as per the new syllabus. Dr. Geeta volunteered to help Dr. Vaijayanta and the final draft will be circulated to the members. Swati the admin staff will help to translate the BSW TAQ forms and also convert all into google forms.
- ❖ New members added to IQAC :
 - Dr. Hazel D'lima : Management Representative
 - Fr. Noel Pinto: Stake holder, Field work placement organization
 - Dr. Renu Shah, Faculty Representative

Any other business:

Dr. Geeta suggested the College should undertake an analysis of the student's health cards so that the health status of the student body could be ascertained for future.

Ms. Jaya said she would help with work on criteria 3 of NAAC which is in the area of Research.

Ms. Gargi would assist in criteria 5 dealing with student support.

Dr. Prabha explained the thrust of Spandan and added that CIF had agreed to fund the development of the school infrastructure in Anvir pada.

Dr. Renu stated that students were placed in many organizations and there were certain commonalities in some of the issues they worked on. She suggested that these interventions could be documented in order to assess their viability and effectivity. Theoretical linkages could also be drawn to strengthen student's learning.

Dr. Lidwin reported that RUSA had sanctioned a grant to the College but it was very difficult to put it in use due to the many formalities and bureaucratic requirements. She also updated the Committee on the developments on the International Conference being planned.

She reported on the visit of the faculty members and students from the University of Houston, Texas. They had discussions with the faculty and students of the College and were highly impressed with the work being done, especially the community work which involved working with large numbers of people on complex issues. They appreciated the chance to talk in small groups as it helped in more participation by all.

Fr. Noel Pinto brought to the notice of the members that the impartial marking in field work by the faculty members. He said that the students who write score high and the students who actually work in the field are marked less. There is a need for faculty members to visit field work agencies and supervise on a regular basis to bring about objectivity.

Ms. Gargi said that there should be leadership training for students.

Dr. Geeta said that the College needs to re visit its strategic plan.

A quality policy must be developed.

A guideline for academic presentations should be prepared.

The College should develop a policy and guidelines for mentorship of junior faculty members.

Feedback forms for all stakeholders need to be prepared.

The IQAC could plan a workshop on 'Teaching pedagogy' for teachers.

Documenting strategies used for advanced and weak students should be done.

The College should implement more green measures in its day to day working.

There should a SWOT analysis done every year.

It is important to analyze the student's results yearly and the Convener of Exams should bring out a report on the same.

All the activities undertaken by the College should be documented chronologically.

The College must apply to NAAC for financial assistance for conferences and seminars.

The College must prepare a code of ethics to prevent plagiarism.

Dr. D'Lima suggested that areas of importance for the College needed to be identified and acted on to better streamline its functioning.. Dr. Dlima also appreciated all that the Principal and staff are doing to meet the guidelines of NAAC, UGC and it is not an easy task with too many demands.

Dr. Lidwin emphasized that marksheets of all exams should be given on time. She also said that though the results are declared on time there is a delay in marksheets she requested Ms. Sabeena to monitor it.

Dr. Vaijayanta opined that we should publish events about fieldwork with the permission of the organizations.

Dr. Prabha said that we should encourage students to write stories on the College and its events. This she said may bring about a sense of belongingness among them.

It was announced that Mr. Koshi Daniel had resigned from the IQAC for lack of time.

It was jointly decided that the IQAC meetings will be held in the month of April, July, November and Feb of every academic year. Lidwin said that we need to have academic audit and the peer team members for this were Dr. Nandita Mangalore and Dr. Ananda A. It was decided that the Academic audit would be on the 25th of April 2020 and the next IQAC meeting on the 1st of April, 2020. Dr. Geeta volunteered to help Ms. Sonia to develop templates in order to get information for the audit.

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

Agenda for the IQAC meeting 26th May 2020

1. Minutes of the previous meeting and business arising
2. Admission and examination updates
3. Online peace education June 2020
4. Feedback forms for all stakeholders
5. Presentation by Admin staff on MIS
6. Planning of National conferences for the academic year 2020-2021
7. International conference 2020
8. New Academic year plan – Classes, Field work, Research, Term papers
9. Any other business:
 - a. Education World India Higher Education Ranking 20-21
 - b. Reporting of students online meetings
 - c. Students involvement in the relief work and volunteering in BMC ward office through NYK

Minutes of the IQAC Meeting held on 26th May, 2020.

Members present:

Dr. Lidwin Dias

Mr. Elvis Thomas

Dr. Vaijayanta Anand

Dr. Prabha Tirmare

Dr. Anita Panot

Dr. Renu Shah

Dr. Anita Machado

Ms. Sonia Rodrigues

Dr. Geeta Balakrishnan

Dr. Nilima Mehta

Dr. Hazel D'Lima

Fr. Noel Pinto

Ms. Sabeena Gonsalves

Ms. Shweta Malwankar

Mr. Pravin Gavli

Ms. Gargi Patel

Ms Jaya

Business arising:

No points were raised by the members.

Agenda:

Dr. Lidwin informed the committee that the UGC has decided not to have exams for the 1st and 2nd year undergraduates and 1st year post graduates. They will be promoted directly to the next class, their results will be based on the previous

year's results whereby 50% of the internal and external marks will be taken. College will fix the exams in the third week of July, 2020. The Controller of Exams, University of Mumbai had requested the UGC to cancel exams of the final year under graduate and post graduate students also but this will most probably not be accepted. The UGC further said that all results should be declared between the 15th and 30th of August, 2020. Dr. Prabha enquired if there was any discussion about online exams for the college but the reply was that there had not been. This will be difficult as the proper infrastructure has to be set up.

The new academic year will begin from the 1st of August, 2020.

Dr. Anita Panot said that the process for the online course on Peace Education has begun from February, 2020. Students including the BSW III and MSW II students have been informed. As of date 18-20 students have enrolled. The course will most likely start in June, 2020. In all eight Universities from various countries will be involved. This year, Mr. Irfan Engineer will be a resource person for the course. Interested faculty members can also attend the course.

Feedback forms for all stakeholders have been done by Dr. Anita Panot, Ms. Sonia and Dr. Nilima, they have to be translated into Marathi and initially will be administered to students and parents. Dr. Geeta said she will go through them and give her feedback to Dr. Lidwin. All were asked to give their comments by the end of the week.

Dr. Lidwin said that the TAQ forms have been circulated to all faculty members, they have been translated into Marathi and given to the BSW I and II students.

The administrative staff have attended webinars on MIS and have found them very useful. Ms. Sabeena, Ms. Shweta and Mr. Pravin presented information on various components of the subject. They were of the opinion that this would enhance the functioning of the admin staff and make record keeping and documentation much easier. It would also help streamline the entire system by centralizing data and making it accessible to all. There will be a demonstration of MIS and DMS for the college staff on the 28th of May, 2020.

Dr. Lidwin said that the College will have a National Conference organized by the students, this will include colleges from the Social Science stream so as to be more inclusive. The students will form committees and begin planning for the same. She

further added that an International Conference will also be planned at the end of the year, the theme being 'Peace'.

Classes for the new year will begin in the month of August, 2020. Teachers have been asked to prepare for online teaching as well as classroom teaching.

Due to the circumstances this year, fieldwork will have to be designed in a way that students are not exposed to infections. This means that rural and community placements will not be possible. Dr. Vaijayanta will be contacting the fieldwork agencies and finding out alternate possibilities for the students. The Municipal Corporation would also like to have students placed with them to reach out to people, and for documentation work. Dr. Lidwin said that there is a possibility of having a webinar on fieldwork with colleges of social work.

Mr. Elvis suggested that the fieldwork process under the changed circumstances would be an apt topic to discuss. This would help in the exchange of ideas between and could act as a tool of handholding for some. Dr. Vaijayanta suggested that another area could be the concrete work done by various organizations on the ground. This would bring to the fore the strategies used that proved effective. Dr. Prabha seconded this idea. She also suggested looking at social work practices and theories, the changes and challenges in fieldwork.

Dr. Geeta said it would be good to have a webinar with fieldwork organizations on the nature of fieldwork for students for the future. This could probably be in June.

Dr. Prabha suggested that a webinar on the role of those mobilizing/ providing resources for the affected could also be organized by the college as they had played an important part in the relief work.

Dr. Lidwin said that this would be better if were done by the Alumni association of the college.

Dr. Vaijayanta put forth the idea that a 'conversation' with fieldwork agencies could be organized in the form of a National seminar. The fieldwork committee will be guided by Dr. Geeta and Fr. Noel in this. Some other suggestions came forth also, for e.g. Guidance of research students by Dr. Vaijayanta. In this regard Dr. Geeta cautioned that there should be clarity about such a research seminar.

Dr. Hazel said that there should be some thinking about the post corona period, what role will the college play? What goals will the college have? Dr. Prabha wanted to look at 'how people will cope after reverse migration, what will be their livelihood support? She suggested a study on the 'resettlement of reverse migrants'.

International Conference: Dr anita P asked whether it should be held in the form of a webinar. She said that eight Universities from Asia could be included, also Mr. Sameer from Kashmir and Mr. Irfan. Dr. Lidwin said that there is a need for the advisory committee to meet. Also the various committees are to be decided and need to start working. The date also has to be finalized.

Dr. Lidwin explained that the new academic year will begin from 1st August, 2020.

This will include classes for students.

Dr. Vaijayanta said that there will not be rural placements this year.

Dr. Prabha said that students could be asked to write their views about their own localities and the problems faced there. Further they could do a cross analysis of NGOs in a particular area of work.

Dr. Nilima said that they could be helped in understanding a crisis and develop in themselves the capacity in building resilience in others.

Dr. Geeta suggested that the faculty members should do an exercise in re imaging fieldwork tasks.

Dr. Lidwin said that faculty members need to sound out their agencies about fieldwork.

Research/ Term Paper: It was informed that the faculty members had unanimously decided that this year all students would be asked to write a term paper and no student would undertake research.

Dr. Anita P requested that MSW I students could be given a certificate for the SPSS course they did. This was agreed to.

Any other busines

Dr. Lidwin reported that Education World Ranking had ranked the college 29th out of 86 colleges in Maharashtra. Dr. Geeta said that the organization should first inform the college of the process and then proceed.

Dr. Lidwin reported that she had an online meeting with 47 MSW and a few BSW students in relation to matters relating to their academic activities.

She also reported the involvement of 2 students in the intervention of BMC in the pandemic in Mumbai. 14 students had applied and 2 were selected to work.

Dr. Lidwin appreciated the contribution of Dr. Geeta in the functioning of the Autonomy cell. She helped immensely in the preparing of the AQARs of the college and in the preparation of various other tasks.

The services of Ms. Mayuri Rokade who was appointed as the coordinator of the cell have been discontinued.

Dr. Lidwin informed the committee that two alumni members of the senior citizens group expired recently. They are Ms. Nalini and Mr. Dilip.

Dr. Prabha reported that Spandan (a college field action project), had received Rs. 17 lakhs plus one and a half lakh, from Concern India Foundation.

A donation of Rs. 6 lakhs was given by Mr. Mohit Lalwani to develop children's self-help groups who would create kitchen gardens in the villages.

IQAC Meeting held on 30th October, 2020.

Members present:

Dr. Lidwin Dias

Mr. Elvis Thomas

Dr. Vaijayanta Anand

Dr. Prabha Tirmare

Dr. Anita Panot

Dr. Renu Shah

Dr. Anita Machado

Ms. Sonia Rodrigues

Dr. Geeta Balakrishnan

Dr. Nilima Mehta

Dr. Hazel D'Lima

Ms. Sabeena Gonsalves

Ms. Shweta Malwankar

Mr. Pravin Gavli

Ms. Gargi Patel

Ms Jaya

Mr. Royston

Apologies:

Fr. Noel Pinto

Dr. Lidwin welcomed the members and introduced the new member Mr. Royston.

Dr. Anita Panot gave an update on the Peace Education Course being conducted by the College.

Dr. Geeta suggested that the course should be documented as it was relevant in today's times. She added that it could be shared with other universities.

Dr. Prabha gave an update of Spandan and said that the work was going on smoothly.

Agenda points.

Dr. Lidwin shared the statement of accounts of the College. She informed the group that the grant from UGC came very late and the entire amount of Rs. 10 lakhs could not be spent by 31st March, 2020.

Greta informed all that money had been spent on the purchase of a scanner and paper shredder, renovation of the first floor toilet had been done, additionally expenses for courses for non-teaching staff, on classroom furniture, books and journals and office furniture was incurred. The total amount came to Rs. 7.5 lakhs. Part of RUSA funds was received in December, 2019, but only Rs.30 lakhs spent due to lockdown. She was hopeful that the money could be spent properly in the next 3 months.

Dr. Lidwin said that all colleges were having problems with RUSA and their functioning. Despite having a meeting with principals, there was no clarity.

Dr Nilima said that there were similar problems in the development field due to outsourcing.

Dr. Lidwin reported that online classes have been going on, initially there were many problems but teachers and students have managed to overcome them. Classes had started in August, 2020.

The admission for new students was smooth. There were a few drop outs in BSW and MSW. These seats were given to former students who were in the waiting list. Final year exams for BSW and MSW were held online, with multiple choice questions. Question papers had 25 questions having a total of 50 marks. She also said that the semester will end by the second week of November, 2020, followed by a month of fieldwork. Exams will be held by the second week of January, 2021. Dr. Anita Panot gave an update on the short term courses.

Dr. Lidwin reported that there was a good response for the PG Diploma courses.

Dr. Vaijayanta explained that the students will have to complete a total of 150 hours for their fieldwork in the semester. It will be continuous for a month. On an average they have to do 6 hours of work. There will be 6 hours for orientation and safety protocols initially. Students are to be placed in organizations near to their place of stay. This is so that if required they can visit the agency easily. Many students are in their native places so teachers and students will identify organizations in their respective areas for placement.

Dr. Geeta said that teachers should prepare an alternative plan in case of emergencies. She added that the Committee should also rework the evaluation criteria to suit the changed pattern of fieldwork.

Dr. Anita Panot gave an update of the International Conference. The dates are the 18th and 19 of December, 2020. It will be for 3 hours each day.

AOB:

Dr. Lidwin said that attempts to raise funds for Anubhav Mumbai have been made by sending proposals to various organizations.

Dr. Kalyani Talvelkar has been appointed as the Director of the Research Unit. Three staff have been appointed on an ad hoc basis, till April, 2021, to assist her.

The backlog for perspectives has been cleared. The August issue is to be printed soon. All volumes will be sent to UGC.

The College has been ranked 62 in the country by the NIRF.

The NOC for the Principal's post has been received but not for the teaching staff.

The Social Entrepreneurship Cell of the college has been established. It is named Nirmiti Kaushalya Kendra. The college has partnered with an organization, Navyuvak Kendra to train the students.

The Rotract Club of the college has been functioning online, with programs and meetings.

Dr. Geeta said that there should be a list of the enrollments for the short term courses. In addition she stressed the need for the completion of the AQAR reports. She also said that the work on the Covid pandemic done by the College should be documented. She also said that publications of teachers need to be listed, status of

scholarships for students and documentation of teaching pedagogy were very important.

All appreciated the College and the Principal for the well planned and executed admission process.

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