

Minutes of the IQAC Meeting held on 26<sup>th</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> year undergraduates and 1<sup>st</sup> 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 15<sup>th</sup> and 30<sup>th</sup> 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 1<sup>st</sup> 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 28<sup>th</sup> 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 business

Dr. Lidwin reported that Education World Ranking had ranked the college 29<sup>th</sup> 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 selfhelp groups who would create kitchen gardens in the villages.

IQAC Meeting held on 30<sup>th</sup> 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 31<sup>st</sup> 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 18<sup>th</sup> 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 Nirmitya 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.

## **Minutes of the IQAC meeting held on 12<sup>th</sup> March 2021**

The meeting of the IQAC of the College of Social Work (Autonomous) was held on 12<sup>th</sup> March 2021.

### **Members Present:**

Dr. Lidwin Dias  
Mr. Elvis Thomas  
Ms. Hazel Dilima  
Dr. Geeta Balakirshnan  
Dr. Nilima Mehta  
Dr. Vaijayanta Anand  
Dr. Anita Panot  
Dr. Prabha Tirmare  
Dr. Anita Machado  
Ms. Sonia Rodrigues  
Dr. Renu Shah  
Ms. Gargi Patil  
Ms. Sabeena Rodrigues  
Mr. Pravin Gavli  
Ms. Shweta Malvankar

### **Apologies received:**

Ms. Jaya Dharshini  
Mr. Noel Pinto  
Mr. Royston

## **Agenda Points:**

1. Minutes of the previous meeting
2. Business arising
3. Reporting of the E cell CSWNN (Nirmiti Kaushalya Kendra)
4. NIRF, ARIA and India Today Ranking
5. RUSA update
6. Staff development Program under RUSA
7. Any other Business

## **Discussion:**

1. Minutes of the last meeting were read and passed.

2. Business arising:

✚ Dr. Vaijayanta Anand gave information about this term field work which also is going to be online mode but wherever situation permits, we would try to have it both in online and offline mode.

✚ Dr. Lidwin informed all that the semester end examinations would be held at the end of May 2021. She also reported that the AQAR reports upto 2018-19 had been submitted to NAAC. She further said the internship for this year has been cancelled due to the pandemic.

✚ She also informed all about the ISBN numbers which college has received. She also gave an update about International Conference on Community Based Peace Building- Challenges and Opportunities which was successfully carried out by college in the month of December 2020. It was well-coordinated and more than 1000 people viewed it through youtube. She extended her gratitude towards management, college, advisory committee and all towards their support and contribution in successful culmination of the conference. Dr. Nilima Mehta also congratulated college on the organization of this conference which was multi-disciplinary and multi-experiential in its nature.

✚ Dr. Lidwin also reported that 29 students were provided with freeship, their full fee was paid with the help of individual donors and benefactors. Ms.

Sabeena provided update about the fellowship. It was also informed that loan scholarship has not been given this year.

3. Reporting of the Nirmiti Centre for Social Innovation and Entrepreneurship (NCSIE):

Mr. Cletus reported about the Entrepreneurship Cell of the College, namely Nirmiti Centre for Social Innovation and Entrepreneurship (NCSIE). This Cell has been started as per the Strategic Plan of CSWNN for 2019-22 under RUSA 2.0, envisaged to create and develop an **Entrepreneurship Employability Career Hub** as per ARIIA guidelines and indicators. As part of this hub, it is intended to:

- Develop and implement field action project on Youth
- Develop and implement field action project on Livelihood for Women Tribal Populations
- Implement projects on Youth and Women
- Develop projects on elderly and persons with disability
- Implement projects on youth, women, elderly and Persons with Disability
- Review and consolidate projects

He further mentioned that they have been able to develop better clarity with ARIIA indicators and along with setting up of Centre for Social Innovation and Entrepreneurship, initiation of add-on courses with enrolment of E-cell members (currently 55) and also offering training programs such as FDP, EDP, E-cell, Pre-incubation, and incubation is also included within the purview of the Cell (Mr. Cletus made detailed presentation about the same). While mentioning about the coordinating team and working of NCSIE, Mr. Cletus also presented a status report of all the activities as undertaken during the academic year 2019-20 as part of the Cell. He presented a trajectory of the NCSIE cell as evolved through various sessions in its beginning phase. He also presented a bird eye's view of multiple activities as undertaken as part of various Field Action projects including SPANDAN, PRAVAAS, AYTC, and also reported both about the Faculty Development Program as carried out on Intellectual Property Rights and also about the Psychodrama Therapy Course 2021. On a very positive note, he also spoke about the Urban Entrepreneurship Development Program and Rural Entrepreneurship Program 2021 as has been initiated by NCSIE in the present year. Various activities were also highlighted which have been initiated till now as part of both Urban and Rural EDP Incubation programs. The entire training schedule at both the levels and experiences of partnering with various organizations in rural

and urban areas were shared by him. He ended his presentation with the presentation of ARIIA Framework and NSCIE plan for the year 2020-21. All the IQAC members unanimously appreciated College's efforts in undertaking this initiative and also congratulated Mr. Cletus and the entire team in this endeavor which is one of the best practices as envisaged and carried forward by the college.

4. NIRF, ARIIA, India Today Ranking and
5. RUSA update

Dr. Lidwin reported on the NIRF, ARIA and India Today rankings of the College. According to the NIRF ranking, the College is ranked 91 among autonomous colleges in the country. She also gave an update on the utilization of the RUSA funds where the amount for hard component was spent and the soft component had to be utilized fully still which is a greater challenge as it has to be spent on training, workshops, research and capacity building programs. Dr. Lidwin also reported that the idea of laptop bank and virtual classroom were well appreciated by RUSA which they are planning to replicate in other colleges too. Dr. Geeta mentioned that the idea of laptop was initially proposed by Ms. Tejaswini, she should therefore be duly acknowledged for this contribution. Dr. Lidwin also mentioned that the college has got permission for auditorium upgradation and also the whole process of e-tendering is quite challenging. She also reported that the College has started a few new PG courses and some are to be upgraded further. One of the courses is MA programme on Social Entrepreneurship, which would be of two years duration. Dr. Ananda and Dr. Balaji Kendre have submitted their report of the external audit for the year 2020-21.

Dr. Anita Panot also informed that teachers have organized various workshops as part of their classes under RUSA and they have also been able to submit the report of these sessions along with other pre-requisites.

It was further reported eight teachers have taken up minor research and four have submitted their reports. Concern was also expressed at the limited involvement of the alumni in the college affairs. There is an upcoming election of the alumni association and Ms. Reny has been appointed as the presiding officer.

## 6. Staff development Program under RUSA

A staff development program for non-teaching staff members was organized on 9<sup>th</sup> and 10<sup>th</sup> March in kolad, Mangaon. This program was intended towards team building and also provide staff members an exposure about rural life and also the interventions as carried out by various organisations in the respective areas. Exposure visits were made to Sarva Vikas Deep, Jeevandhara and Snehavardhini organisations. Mr. Pravin and Ms. Shweta shared their experiences during the program, they were really appreciative of the efforts undertaken by these organizations and described their experiences as unforgettable memories.

Dr. Vaijayanta and Mr. Elvis also reported about the Faculty Development Program which is being planned in the month of April 2021 mainly to enable faculty members equip with skills of dealing with variety of learners (such as advanced learners etc.) and learn about various assessment modalities especially in the context of online teaching. It is being envisaged to have this training in offline mode however the final decision would be taken keeping in mind the prevailing situation at that time.

## 7. Any other business

Dr. Nilima expressed that being an external IQAC member, she would like to contribute a lot more to the College and so would like to be involved wherever possible. She also suggested that soft skills in relation to students' engagement should be included in faculty development programmes.

Dr. Geeta had many suggestions to offer for the college:

- She also proposed that Dr. Nilima Mehta could be invited to conduct various training programs with faculty members mainly on use of CBT and RET for personal development, enhancement and relationship management. For skill training on eclectic model, Dr. Nilima could be a very valuable resource person.
- She said that there should be a feedback review cell to look into whether feedback got from various stakeholders has been analysed. This feedback should be given to the management too.
- She was of the opinion that there should be quality enhancement and augmentation of the programmes of the College.
- The review of field action projects should be shared with the IQAC body.

- The IQAC should be informed about the minor and major research projects taken by the faculty members.
- Involvement of the alumni in College affairs, college could also think in terms of initiating any diploma/certificate course for alumni as well.
- There should be a review of Diploma and Certificate courses currently being run by the college mainly in terms of enrolment, and method of teaching.
- Information on consultancy by teachers should be shared.
- Information on teachers who are due for CAS.
- Information on teachers who have done refresher or short term courses.
- Initiatives of teachers as to how they offset learning loss by students, eg. Webinars, seminars, etc.
- Information about publication of faculty members and functioning of the placement cell need to be provided in the IQAC.
- Documentation of college efforts during Covid is also needed, she suggested that a common form could be developed about the same, thereafter documentation would be much easier.

Responding to her suggestions, Dr. Lidwin highlighted that diploma and certificate courses run by college also come under CBCS pattern and Dr. Ronald, Ms. Nilima and Mr. Virochan are in the process of review of all those courses which would be presented in the next BOS.

About research it was reported that Dr. Ronald has got one minor research sanctioned under UGC while 8 other faculty members are conducting minor research under RUSA.

Dr. Lidwin and Dr. Prabha expressed their reservations about involvement of alumni association in the college as executive council is not very active and they do not take active interest in the association rather senior alumni have been contributing a lot. It was further suggested that most of our alumni are there in CDC and IQAC committees, change of leadership is needed in the present alumni association to have both senior and junior members to make association as a vibrant body. Dr. Lidwin also suggested to have both Dr. Geeta Balkrishnan and Dr. Nilima Mehta as members of alumni association to have a blend of both senior and junior alumni mainly to facilitate the functioning of alumni association in a much more effective manner.

It was further reported that the review of field action projects would be taken in the April faculty meetings. Dr. Anita Panot and Ms. Sonia Rodgrives are actively

engaged in the process of review of feedback from various stakeholders. They have got data from various sources which need to be collated now.

Dr. Lidwin and Dr. Vaijayanta Anand also informed that classes and field work both have been mainly in the online mode in this year due to pandemic and all the efforts have been undertaken to ensure that students' learning is not compromised at any level.

Dr. Prabha reported about the Kranti Jyoti Lecture Series which was held on 25<sup>th</sup> January 2021, Ms. Kamla Bhasin was invited as the speaker for the program. Her lecture was quite insightful, challenging the existing notions of patriarchy and gender inequality. Dr. Prabha further informed the members about the International Women's Day program to be organized by WDC cell of the college on 13<sup>th</sup> March 2021 and invited all the members to attend the program.

Thereafter Dr. Lidwin was congratulated by all for her appointment as the principal of the College of Social Work.

Meeting ended with a vote of thanks to the chairperson and to one and all present.

Minutes prepared by Dr. Renu Shah