Minutes of the IQAC Meeting held on 26th July 2024 at 3.00 p.m. (Online Mode)

Members Present:

- 1. Dr. Lidwin Dias, Chairperson
- 2. Dr. Anita Machado, Coordinator, IQAC
- 3. Dr. Renu Shah, Assistant Professor
- 4. Dr. Ronald Yesudhas, Assistant Professor
- 5. Dr. Kalyani Talvelkar, Assistant Professor
- 6. Ms. Meghna Vesvikar, Assistant Professor
- 7. Dr. Helen Joseph, Alumni Representative
- 8. Mr. Cletus Z., Assistant Professor
- 9. Mr. Pravin K. Gavali, Secretary IQAC
- 10. Ms. Shweta Malvankar, Office Superintendent
- 11. Ms. Swati Karekar, Assistant Administrator
- 12. Ms. Sabeena Gonsalves, Member of the Management
- 13. Mr. Santosh Shinde, Nominee from Stakeholders
- 14. Ms. Farida Lambay, Nominee from the Local Society
- 15. Ms. Mabel Abraham, CSR Representative
- 16. Mr. Elvis Thomas, Nominee from Employers
- 17. Ms. Amita Joji, Student Representative

Apologies

1. Dr. Sonia Rodrigues, Associate Professor

The agenda for the meeting:

- 1. Minutes of the previous meeting
- 2. Action taken report
- 3. report on the admissions of BSW, MSW, MASIE, and short-term courses
- 4. Reporting on the student's undertaking and instructions
- 5. Academic Audit recommendations by an external committee
- 6. NAAC Accreditation and AQAR status
- 7. IQAC representatives from CSR and Student Representative
- 8. RUSA proposal of 1.25 cr. and activities planned
- 9. Govt scholarship report by Ms. Shweta and team
- 10. Any other business.

Mr. Pravin read the minutes of the meeting held on 26th February 2024. Minutes were proposed by Dr. Helen Joseph and secondary by Ms. Farida Lambay.

Action Taken Report:

Dr. Lidwin shared the action taken report which is as follows:

- On the Students' satisfaction report, it was decided that 10 representatives from each class would fill out the form and only those students whose attendance is more than 80%. The April 2004 student satisfaction report was submitted by IQAC coordinator Dr Anita Machado.
- A lengthy discussion took place regarding the students' camp, bills, refunds, and student discipline. As per the revised policy, all students, Bachelor's or Master's, would go to camp only once during the program, in BSW-III and MSW-I. The revised policy was discussed with the students and the decision was shared. Students however wanted camp. For this year through RUSA grant Field, Exposure Trips for 3 days will be organised and MSW-I will go for 5 days camp, 3 days of food and accommodation will be met by RUSA grant. However, from next year only MSW-I and BSW-III will go for camp.
- Saksham's Praman and Pravah projects were completed in March 2024.
 NACO has not yet paid the evaluators. TISS has floated an application for a new grant. Expenses like travel and salary are high so CSWNN decided not to take up the grant at the closure of the last phase. TISS appreciated our role and requested to apply thus CSWNN applied only if the proposal is accepted,

- Saksham will be run from the Churchgate campus only if the terms and conditions are clear.
- Ms. Meghna informed the International Exchange Program MoU was forwarded to the University of Houston, Texas, and Thomson River University, Canada regarding the exchange of Students/Teachers and Research Scholars. Two Sessions of the Global Peace (Online) program with the Tokyo University of Foreign Studies were conducted. 6 International Universities participated from India, Japan, Cambodia, Pakistan, and Sweden.
- Dr. Lidwin informed, that Hesso University's contract was renewed. 3 students will be coming Donald, Adam, and Mary. They will be coming on 2nd week of August. Stay arrangements for 2 students in Andheri and 1 in Goregaon. For field work 2 students will be at Pratham. Ms. Farida Lambay and Enrica and Kishor will supervise the students, and 1 student opted for FSC, Ms. Sheetal and Dr. Lidwin will be Field Instructor cum, Faculty advisor. In this program, they will stay 85 days in India with Nirmala Niketan Institute for One semester in which they need to qualify for 30 days of theory classes and 55 days of practical.
- Dr. Lidwin informed that, the Syllabus discussed in the last meeting, were passed in the BOS meeting, and the Academic Council also gave some valid suggestions proposed that only BSW honours with the research program offered for the 4th year BSW Semester 3 & 4 MSW Semester 1 & 2 syllabus were approved. The same were accepted by the Governing Board. From this

Academic year June 2024, BSW Semesters 3 & 4 and MSW 1 & 2 which were approved will be implemented. The MASIE grid has been worked out as per NEP.

 CSWNN received Empowered Autonomy status on 29th June 2024, which is valid for 10 years.

Agenda:

Report on the admissions of BSW, MSW, MASIE, and short-term courses

For MSW, a total of 170 applications were received, and 120 students were selected for the GD, amongst them, 60 students were selected for final admission. 3 students dropped out and were replaced with waiting list candidates.

BSW admissions were also started on time 98 applications were received and 60 students were selected for final admission.

MASIE total of 84 students applied for entrance. 30 candidates came and 14 students were selected for the course. 2nd year there are 8 students.

Reporting on the student's undertaking and instructions

The undertaking form with clear instructions was circulated to all students in May 2024 and the norms are uploaded on the website. During the admission process, there will be an undertaking signed by the parents and the students abiding by all points. 75% attendance is mandatory and every month there will be attendance

updates which will be provided and displayed on the class notice board. Regular meetings will be held with students and parents falling short of attendance.

Academic Audit recommendations by an external committee

Dr. Anita Machado said that the Academic Audit was held on 22nd April 24.
 The external committee members Dr. Rajendra Shinde and Dr. Andeire
 Cutinho gave their feedback and appreciated the work undertaken and documented in both Academics and extra curriculum.

They gave the following recommendations:

- To move towards the outcome-based education system with mapping and tracking the educational attainments scores on that basis the IQAC has prepared a basic process in which every unit will be assessed from this academic year, instead of having one or two internal assessments it will be unit-based assessment. The IQAC had orientation for staff and students. Initially, there was resistance, but it was accepted. A software company that will help us in the documentation and evaluation of educational attainment.
- Ms. Amita Joji, a student representative requested that teachers could share the marks after each assessment, and there be more transparency. Her point was accepted by all. Dr. Anita also said that taking FDP in learning outcome goals with Bloom's taxonomy for teachers is organised to equip them and be more effective.

NAAC Accreditation and AQAR status

NAAC is valid till 31st December 2024 and the 4th cycle of accreditation will start from 2024. We have completed 2023-24 AQAR, and we will submit by the first week of September 2024. There was a mistake in 2022-23 due to some technical error. The submission tab was removed because there is a possibility it may have been our mistake that we submitted unknowingly, or the NAAC may have removed the tab because of new parameters launchings. However, the data for 2022-23 made available in an Excel sheet any time when the NAAC requests that data. Dr. Lidwin Dias also said that She and Dr. Sonia will be attending the NAAC western zone workshop on Binary Accreditation at Ahmedabad on 30th July 2024.

IQAC representatives from CSR and Student Representative

Dr. Lidwin said that Ms. Mabel Abraham will be the CSR Representative from L&T, and Amita Joji, MSW 2 as a student representative. She extended a warm welcome. Both representatives reciprocated the welcome of the principal and thanked the college for considering them as a part of IQAC.

RUSA proposal of 1.25 cr. and activities planned

The college had been selected for the RUSA Rs. 5 crores in the year 2019 after receiving autonomous status. A grant of Rs. 3.5 crores was received, and spent, and inspection too was conducted. The last part of the grant which is 1.25 cr. is released in May 2024. The college has prepared a tentative budget plan, Dr. Lidwin and Ms. Greta Accountant thanked Dr. Anita Machado the nodal officer who completed

their term and informed that Dr. Kalyani Talvelkar will be the new RUSA nodal officer, and Mr. Akshay as an accountant. The Breakup of it is as follows.

| Work | Work Description | Balance Amount |
|------------------------|---|----------------|
| RENOVATION | Other Repairs | 10,218 |
| | Total | 10,218 |
| SEMINAR / WORKSHOPS | International/national/state/ city level conferences and seminars | 1,70,000 |
| | Inter-collegiate and college level seminars for students | 1,49,966 |
| | Enhanced national and international linkages using video Conferencing system with Polycom software and hardware virtual online classes Smart board for Board-room | 1,50,000 |
| | Total | 4,69,966 |
| | 7000 | 4,02,200 |
| TRAINING | Enhanced Counselling Services | 1,20,000 |
| | Workshops for recruitment procedures through Job Placement Cell | 1,00,000 |
| | Add-on courses - interdisciplinary and skill-based | 2,24,858 |
| | Upgrading classroom to enhance learning through Smart board in 4 classes | 8,44,500 |
| | Total | 12,89,358 |
| RESEARCH | Seed money to undertake minor-major research studies by faculty. | 4,88,100 |
| | Collaborative research projects with other institutes: International Research conference | 15,50,000 |

| | Field based research to be conducted by | |
|-------------------|---|-------------|
| | Research Unit | 12,00,000 |
| | Strengthening research studies carried | 24 54 450 |
| | out by students. | 31,51,458 |
| | Total | 63,89,558 |
| | | |
| Capacity Building | Remedial and support classes for all students. | 200000 |
| | Field trips and exposure visits to organizations within and outside Maharashtra for students and Faculty members | 11,00,000 |
| | Orientation for administrative and support staff on teambuilding, stress and time management, leadership and communication skills | 2,00,000 |
| | Capacity building programmes for | |
| | strengthening pedagogical skills | 22,85,694 |
| | Total | 37,85,694 |
| | | |
| | EDP | 1,41,200 |
| E cell Soft | Develop and implement field action project on Livelihood for Tribal Women and Rural Youth (spandan) | 2,00,000 |
| | Develop projects on elderly and persons with disability; capacity building; care giving skills (Pravas) | 1,00,000 |
| | Youth Capacity and Leadership Training Programs (Anubhav) | 1,14,245 |
| | Total | 5,55,445 |
| | Grand Total | 1,25,00,239 |

Govt scholarship report by Ms. Shweta and team

Ms. Shweta presented the Scholarship report, and she said that the office team also tried to prepare the background form which will help us to understand whether

students have all the requirements matching that will help us to solve the backlogs. Making this process once this is done it is easy to enter the software that the government will release. An undertaking from the students if their scholarship is not granted by the government for whatever reason and they are to pay the fees of the open category will be shared with students as per government circular.

Any other Business:

- Student representative Ms. Amita Joji suggested that assignments should be taken online through Moodle or any other medium so that we do not need hard copies of the assignment and fieldwork report.
- She also said that the new assessment pattern we have got the orientation, and we hope that it will be carried out smoothly both on the part of students and teachers. She also suggested as a college we need to be more firm about attendance-related requirements.
- Dr. Lidwin also reported that now all the social work colleges shifted from the Department of Social Work to the Department of Higher Education.
- Sessions were held on IDP by Dr. Ronald in a lot of brainstorming sessions
 and various aspects of college functioning were taken this needs to be taken
 forward and college IDP be formulated with external experts.
- Hillton Foundation has sanctioned a scholarship of Rs. 25000 dollars each for
 2 years for short-term students for para-professional, Basic counseling, Social

entrepreneurship, and Elderly care. Dr. Geeta, Dr. Nilima, Ms. Sabeena and

Dr. Lidwin will be planning and executing.

• Dr. Lidwin said that the student council 2024-25 was approved by governing

board in April 2024 to be formed as per the guideline of Maharashtra Public

University Act 2016, 99 A (b) page no. 108. This was accepted by the IQAC

member.

• Dr. Lidwin said that this year in BSW there are 20 foreign students from

Dubai, Oman whose enrolment for eligibility is in the program. They have

paid college fees, and the university has charged 5 times the college fees.

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

Dr. Lidwin Dias

Minutes of the IQAC Meeting held on 18th November 2024 at 2.30 p.m.

Members Present:

- 1. Dr. Lidwin Dias, Chairperson
- 2. Dr. Anita Machado, Coordinator, IQAC
- 3. Dr. Renu Shah, Assistant Professor
- 4. Dr. Ronald Yesudhas, Assistant Professor
- 5. Dr. Kalyani Talvelkar, Assistant Professor
- 6. Dr. Sonia Rodrigues, Associate Professor
- 7. Ms. Meghna Vesvikar, Assistant Professor
- 8. Dr. Helen Joseph, Alumni Representative
- 9. Mr. Cletus Z., Assistant Professor
- 10. Mr. Pravin K. Gavali, Secretary IQAC
- 11. Ms. Shweta Malvankar, Office Superintendent
- 12. Ms. Swati Karekar, Assistant Administrator
- 13. Ms. Sabeena Gonsalves, Member of the Management
- 14. Mr. Elvis Thomas, Nominee from Employers
- 15. Ms. Amita Joji, Student Representative

Apologies

- 1. Mr. Santosh Shinde, Nominee from Stakeholders
- 2. Ms. Farida Lambay, Nominee from the Local Society
- 3. Ms. Mabel Abraham, CSR Representative

Agenda of the Meeting:

- 1. Review and confirmation of the minutes of the previous meeting
- 2. Action taken report
- 3. Status of RUSA funds
- 4. Report of Examination Committee
- 5. Semester 1 report on Student council and activities, Non-teaching Staff training, Teaching staff FDPs
- 6. Reporting on the National Student-led Conference
- 7. Upcoming International Conference status and update
- 8. Upcoming program of student activities in Sem 2
- 9. Any other Business

To begin with, observe 2 minutes silence on sudden demise of our BSW-III-year student Kusum Tiwari.

Mr. Pravin read the minutes of the previous meeting held on 26th February 2024. Minutes were proposed by Dr. Helen Joseph and seconded by Mr. Elvis Thomas.

Action Taken Report:

Dr. Lidwin shared the action taken report which is as follows:

She informed that NAAC is valid till 31st December 2024, the 4th accreditation cycle will start in 2025. Technical errors of 2022-23 were resolved and the same was successfully submitted. Also 2023-24 report is under process and will be completed in the coming week and Ms. Shweta's will check all the links and add college seal and principal's signature on all attached documents.

AGENDA:

- 1. Dr. Kalyani presented the 1.25 cr. RUSA budgets on soft component. Smart boards were installed in all classes. 7 faculty members completed minor research studies. The International conference will be conducted on 28-29th Nov 2024. Fifteen SPSS licenses were purchased. The balanced to be spent by Dec 2024 is Rs. 3044680 under various heads. RUSA college team along with the principal will rework the budget and make a workable plan.
- 2. Dr. Anita Machado presented the examination committee's work. She explained the process of conducting the exams and colleting the results. In BSW 1 students with very low attendance were not allowed to appear for the exams. She presented passing data for all classes with graphs and percentage and new measures in exam management. Ms. Swati explained the MIS process.
 - Dr. Lidwin presented that there were 3 cases of 4 student's unfair means. All students admitted their mistakes. Two of the student's

papers were not sent for assessment since their offence was grave. Dr. Anita Machado explained the assessment rubrics and need for faculty to be systematic. Two students who had written on question papers at the last hour of exams were punished with minus 5 marks.

- Dr. Renu also expressed concern regarding the internal assessment process under OBE.
- Dr. Ronald shared that the Exam committee can check the dates for unit wise assessments and class test and co-ordinate with the faculty for the same.
- A student representative Amita Joji shared that TAQ should be anonymous and exit survey should be prepared for each course.
- 3. Amita Joji presented the extracurricular activities for 2024-25, she explained the composition of the committee, its objectives, responsibilities the inter college seminar students' achievement and students plans for RIWAYAT, Annual day. The theme for the RIWAYAT would be celebrating "Diversity and inclusion" which will be held on 25th January 2025. Annual Day will be held on 22nd February 2025 at Patkar Hall. 11 January is Sports day, and all Saturdays will be kelp for Annual day and Sports day practice.
- 4. Ms. Swati shared a report on the non-teaching staff POSH programme. It was attended by 24 staff members. She shared the objectives, cases, importance of ICC, and LCC for women in the unorganised sector. This was followed by Question-and-Answer session.
 - Ms. Shweta presented her report on LAVASA 2-day workshop held on 23-24th Aug 2024. It was attended by 26 members with sessions on Leadership, ownership, and Team building.
 - Dr. Ronald conducted a Worksop on customer relationship.

- 5. POSH training for teaching staff was conducted by Adv. Persis Siddhva. Dr. Sonia presented the objectives of the workshop. 60 staff members and 250 attendees benefitted from the session including 28 hostel staff from Goregaon. Feedback was also taken regarding the ICC responsibility to make students aware, about consent and interpersonal communication. A safety audit in the campus was suggested by the students and the external committee. Dr. Lidwin said that the college would be closed for all at 6.00 pm. Dr. Vijayanta also shared her experiences on sexual harassment at workplace and appreciated the programme.
- 6. Dr. Anita Machado presented the OBE activities (Outcome based education). Splashgain technology will help the college to understand the objectives and key aspects of OBE including Blom taxonomy. FDPs on OBE were conducted on 24th June 15th July 22nd July and 29th July 5th august 16th Aug 14th oct 18th Nov and 21-22 Nov 24.
- 7. Dr. Ronald presented on the National students led conference held on 27-28th September. The theme was Equity and social justice with 21 papers presented 5 internal and 16 external, and 169 participants including students from Roshni Nilaya, Karve etc. Students appreciated the conference especially as it was entirely managed by students.
- 8. Dr. Ronald presented regarding the international conference to be held on 28-29 November 2024 at YMCA and sponsored by RUSA. There will be 46 external participants. He shares the programme schedule banner brouchers etc. He also mentioned that permission was not required from the Ministry of external affairs and home affairs as there were no invitees from Pakistan Bangladesh etc. The book of abstract will be published. He specially thanked to Dr. Lidwin and Mr. Cletus for raising funds.

9. Any other business

- A. Dr. Lidwin mentioned that she had attended the NAAC workshop for the next phase of Binary evaluation. She said college will not apply for binary evaluation but will wait for Maturity Based Graded Accreditation (MBGA). Once NAAC comes up with the indicators we need to apply within 3 months' time.
- B. Dr. Ronald and Dr, Lidwin attended a UGC workshop at Nagpur and discussed the loopholes in the NEP grid of SEM-VI of BSW programme, since internship has to be introduced under OJT it was proposed that the major Field Work be shifted to OJT and CSR which was under OJT to be shifted under major. It was further approved that internship be held during Diwali vacation before 6th SEM begins.
- C. Dr. Lidwin also said that an NEP committee will be formed comprising of Faculty non-teaching staff and students. The students who will be called NEP SARTHI, Ishan, Jermy and Mary all from BSW III would be in SARTHI to create awareness on NEP. She also explained about ABC which is the National Credit Transfer system. Dr. Ronald mentioned that each students APAR ID is created during the admission and the ABC team will upload the date and create the credit bank. He also informed about the UTSAH portal.
- D. Dr. Lidwin mentioned that the college journal had been cloned in Lucknow and was charging money for publication. The journals

have been cloned from the 2021 issue. A complaint has been launched on the UGC portal.

- E. Ms. Sabeena reported that Hilton foundation that had visited us in May 2023 regarding scholarships for needy students of the Short-Term Courses. They have sanctioned scholarship of 50000 USD for 2 yrs. 25000 USD for around 50 students from Paraprofessional, Para Counselling, Elderly care and social entrepreneurship was disbursing.
- F. Amita Joji shared that there should be continuity in field work. First Sem should have 30 days of field work. Soft skills and extracurricular activities for the job market should be conducted.

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

Dr. Lidwin Dias
Principal

Minutes of the IQAC Committee Members of staff Meeting held on 13th January 2025 at 2.00 p.m.

Members were present:

Dr. Lidwin Dias - Chairperson

Dr. Anitha Machado - Coordinator, IQAC

Ms. Sabeena Gonsalves – Member of the Management

Dr. Renu Shah - Assistant Professor

Dr. Sonia Rodrigues - Associate Professor

Dr. Ronald Yesudhas - Assistant Professor

Ms. Meghna Vesvikar - Assistant Professor

Dr. Kalyani Talvelkar - Assistant Professor

Mr. Pravin Gavali – Librarian

Ms. Swati Karekar – Assistant Administrator

Agenda:

- Finalising AISHE data
- HEI grading as per NEP 2020
- NAAC and AQAR Status
- Updates on OBE
- Validation of field work hours and passing resolution
- Annual Report compilation responsibilities
- NIRF Ranking

• Finalising AISHE data

Ms. Swati read out the questions from newly developed AISHE format as per NEP. The IQAC members discussed thoroughly and went to the entire format. The data was entered collectively, and form were finalised.

• HEI grading as per NEP 2020

Dr. Anita Machado read out the grading of Higher Education Institutions (HEI) based on implementation of National Education Policy (NEP) 2020. This was discussion done on total 49 eligibility quantifiers. The quantifiers were mainly about

- Appointment of Faculty members,
- Appointment of Professor of practice,
- Teachers training programme under Malviya Mission,
- NIRF ranking,
- Enrolment of 3000 or more students,
- UTSAH Portal, AISHE portal, ABC portal
- 4 year UG programmes with multiple entry and exit, ,
- Whether NCrF is adopted or not,
- Curriculum and credit framework for undergraduate and post graduate programmes,
- NEP-SAARTHI,
- Establishment of Research and Development Cell, Placement Cell, Industry Relation Cell and Alumni Connect Cell,
- Building accessible for differently abled persons or not
- MoUs with industries
- Internship for Degree programmes
- Teaching in Indian Languages
- Providing Equitable Opportunity for the Socio-Economically Disadvantages Groups
- Financial Support to needy in the form of Scholarship/Freeships
- Enrolment of International Students for current academic session
- Publishing Academic Calander
- Incorporation of IKS into curricula
- Adoption of CUET for admission to UG and PG programmes

- E-Samadhaan Portal for Redress Grievances
- Feedback on University Activity Monitoring Portal (UAMP)
- Online portal for redressal of Students Grievances
- Implementation of SWAYAM Regulations 2021 and credits of SWAYAM courses
- Implementation of Anti-ragging measures as per UGC regulations
- Implementation of Mulya Pravah portal
- Implementation of Life Skills (Jeevan Kaushal) 2.0
- Institutional Development Plan as per UGC guideline

IQAC members discussed each quantifier and correspondingly data was updated. Dr. Anita Machado sought help from IQAC body to fill all the relevant information in the given format. Ms. Meghna was requested to help her in this compilation process.

NAAC and AQAR Status

Dr. Lidwin further informed that for NAAC reaccreditation assessment process we have been asked to hold on till May 2025, till we received further updates from NAAC.

All AQAR till 2024 were submitted.

• Updates on OBE

With reference to OBE, it was decided to give more emphasis on first year programmes as teachers also need to learn the entire process. Dr. Anita Machado further requested that faculty members need to upload CO/PO data on time and not delay submission of internal marks. Admin staff should upload the data regularly. Once in a week the OBE representative will upload the data.

• Validation of field work hours and passing resolution

Dr. Lidwin informed that one of our Alumni (Mr. Anil Parmar) asked for Validation of his Field work hours for AASW as he has applied for the his further education at Australia. He mentioned that the total field work hours to be 1000 hrs. Mr. Anil also mentioned that since he was placed in rural agency travel hours is acceptable. However Dr. Lidwin had asked Anil to get in writing from the concerned person. A mail was received on 13th Jan from Thakur Prashanth Singh, Senior Process Consultant - Australia stating that As per the AASW guidelines detailed on their official website (link to AASW

website) and outlined in the attached document (Page 2, Criterion 4), applicants must complete a minimum of 1,000 hours of fieldwork during their social work education. The AASW permits the inclusion of travel time to and fro from the fieldwork site in calculating these hours. Based on this information the IQAC members discussed and passed a resolution that Mr. Anil Parmar's hours to be calculated counting the travel hours to and fro from field work and the same to be submitted to the concerned person for validation.

Annual Report compilation responsibilities

Annual report data collection responsibilities have been assigned to respective faculty members. Annual Report data preparation – Dr. Ronald and Dr. Sonia, India Today Ranking – Dr. Sonia and Dr. Anita Machado

Dr. Anita Machado mentioned about the need to complete all the necessary Audits (Green Audit, Examination Audit, Gender Audit) for the year 2024-25 before the completion of the present academic year.

• NIRF Ranking

A decision was also taken to apply within college ranking category instead of overall ranking for the NAAC ranking framework.

Meeting ended with the vote of thanks to the Chairperson.

Minutes Prepared by Mr. Pravin K. Gavali

IQAC, Secretary

Dr. Lidwin Dias