

MINUTES OF THE IQAC meeting held on Friday 27th June 2025, 11.00 a.m.

Members Present

1. Dr Lidwin Dias
2. Dr Anitha Machado
3. Ms Meghna Vesvikar
4. Dr Ronald Yesudhas

Apologies Dr Renu Shah and Dr Kalyani Talvelkar

Agenda of the meeting

1. SWAYAM courses
2. Examination policy and other related policies to be approved
3. Any other documents that need to be uploaded on the website, preparing a yearly calendar for IQAC and other statutory committee meetings
4. ABC and NEP updates
5. Any other Business

Major decisions taken

1. SWAYAM courses

Prof Lidwin Dias informed the IQAC members that the University Grants Commission (UGC) has invited Expression of Interest (EOI) from eligible Faculty Members of Higher Educational Institutions (HEIs) for the development of Massive Open Online Courses (MOOCs) across various disciplines to be offered on the SWAYAM platform. The last date to submit EOI is 30th June 2025. The applicant faculty should be a PhD holder with 5 years of teaching experience.

It was decided that the College would apply for MOOC for the subject of Social Entrepreneurship in collaboration with the Extension Centre. Other courses would be considered gradually as we begin to understand the logistics, requirements and work associated in developing modules. Faculty Members who are eligible could be informed about the courses and Faculty Members interested may be engaged in the process.

2. Examination policy and other related policies to be approved

Dr Anitha Machado, Controller of Examinations, presented the suggestions by Prof Lidwin on the Examination Policy. It was suggested that each policy be presented separately. The changes were incorporated in the Revised Examination Policy that would be circulated to all.

3. Any other documents that need to be uploaded on the website, preparing a yearly calendar for IQAC and other statutory committee meetings

Dr Anitha Machado, Convenor, Internal Quality Assurance Cell, confirmed with Prof Lidwin that the Environmental/Energy, and Gender Audit reports must be uploaded on the College website. Ms Priyadarshan Naik will be contacted for the purpose.

Prof Lidwin shared that the Accessibility Audit would be completed in September. The Administrative Audit also is pending and may be completed this academic year. Dr Ronald Yesudhas was requested to guide in the process of the Administrative Audit.

The frequency of minimum number of meetings to be held by Statutory Committees was decided by the members present.

- Internal Quality Assurance Cell: Four meetings in a year, two meetings each semester
- College Development Committee: Two meetings in a year, one each semester
- Board of Studies: One meeting
- Academic Council: One meeting
- Governing Board: One meeting

The dates for the IQAC meeting were finalised for the academic year 2025-2026 as presented below. A calendar with the dates was subsequently prepared by Dr Anitha Machado and posted on the IQAC group [Annexure I]

Statutory Body	July	August	September	December	January	February	March	April
Internal Quality Assurance Cell:	26/7/25	-----	13/9/25	6/12/25			14/3/26	
College Development Committee		23/8/25				20/2/26		
Board of Studies:		18/8/25			10/1/26			
Academic Council							18/3/26	
Governing Board						26/27 th /2/26 [as per availability of Chairperson]		To be confirmed

4. ABC and NEP updates

Dr Ronald Yesudhas, Nodal Officer, NEP Cell presented the first NEP Implementation Status Report, June 2025 as per UTSaH (Undertaking Transformative Strategies and Holistic Approach) requirements. Some of the key highlights of the presentation are summarized further. Dr Ronald Yesudhas shared that the College has made notable strides in implementing the National Education Policy (NEP) 2020, aligning with the UTSaH (Undertaking Transformative Strategies and Holistic Approach) guidelines. Significant progress has been achieved in areas such as curriculum reform, student-centric learning frameworks, inclusion, and institutional governance. A key success has been the adoption of the National Credit Framework (NCrF) and the integration of the Academic Bank of Credits (ABC) and Multiple Entry-Exit Mechanism (MEME) into the undergraduate programs. The institution has also accepted MOOCs and SWAYAM courses, appointed a Professor of Practice to strengthen skill development, and established a Research Development Cell (RDC) along with mandatory internships for undergraduates. Teacher capacity-building initiatives have been initiated, and essential governance structures—such as the Institutional Development Plan, student grievance redressal mechanisms, and the Internal Complaints Committee—are in place. The College has shown strong commitment to equity and inclusion through the establishment of an Equal Opportunity Cell, Women’s Cell, and community engagement projects, while also promoting human values through Mulyapravah 2.0. Additionally, Indian Knowledge Systems (IKS) have been embedded into the curriculum, and instruction in local languages has been promoted at foundational levels.

Dr Ronald enumerated the areas that still required focused attention such as development of formal policies for inter-institutional credit transfers; the adoption of the NCrF at the postgraduate diploma level; and figuring out integration of vocational and general education pathways; need to establish a Digital Nodal Centre; notify off-campus centres/ satellite campuses (using University of Mumbai provisions; and enhance HEI-industry linkages. Faculty development through the Malaviya Mission Teacher Training Programme (MMTTP) needs to be scaled up, with a target of 75percent coverage. Accreditation efforts remain incomplete due to external factors. Student wellness infrastructure—such as a support centre for physical, emotional, and mental health—needs to be set up. With reference to internationalisation front, while MoUs have been signed with foreign universities, the college is yet to establish an International Affairs Office, an Alumni Connect Cell, or implement twinning, joint, or dual degree programs. A stronger global citizenship approach is also recommended. Key thrust must be on preparing a clear roadmap to transform Single Stream College into a multidisciplinary institution with a student strength of 3000 by 2030.

Dr Ronald Yesudhas, Nodal Officer, ABC also briefly shared the highlights of the first ABC Implementation Status Report, June 2025 as per UTSaH (Undertaking Transformative Strategies and Holistic Approach) requirements. He stated that A total of 1,572 mark-sheets have been successfully uploaded to the ABC system, that indicates the significant progress by the Institution in integrating academic credit data into the national digital repository. Four hundred and fifty unique APAAR (Automated Permanent Academic Account Registry) IDs have been seeded with credits. As of now, the institution has not issued any degrees, provisional degree certificates, or diplomas via ABC. This means that while credit data exists in the system, it is not yet being used to deliver or validate final academic qualifications in a digital format. Dr Ronald asserted that that from 2026 May, the Institution will have to be prepared for it as an Empowered Autonomous Institute. This step will be of great utility for students who may wish to leverage their credits for higher studies, lateral entry, or employment. In the near future, students will be provided information about credit transfer via ABC platform. This will help students to explore or take advantage of the flexible credit mobility options envisaged under the National Education Policy (NEP) 2020.

The future plan/recommendation were enumerate as follows:

- i. Awareness and Training: Conduct orientation sessions for students and staff to encourage ABC account creation and usage.
- ii. Issuance of Credentials: Start uploading digital degrees and diplomas by 2026 to enhance platform utility.
- iii. Integration with Academic Life-cycle: Ensure ABC is embedded into admission, progression, and exit processes for all programs- full time as well as short term.
- iv. Track Usage Metrics: Monitor and improve engagement, particularly in credit transfer and re-entry mechanisms.
- v. Align with NEP Goals: Use ABC effectively to support multiple entry-exit and academic flexibility under NEP 2020.

5. Any other business

- i. *Collaboration for Joint Degree Programme*: Prof. Lidwin informed the members that Fr Conrad Barnabe, Don Bosco Academy (DBA) Nerul and DBIMA (Don Bosco Institute of Media Arts), Paris, wished to introduce degree programs in partnership with autonomous and accredited institutions such as the college in Mumbai, leveraging its NAAC rating and university affiliation. The collaboration could be part of the dual, twinning/joint degree programmes. Don Bosco International Media Academy would anchor the logistics, management and finances of the programme. The meeting is scheduled on 3rd July 2025, 3 p.m., to discuss the partnership as per the NEP guidelines for the Joint Degree programme.
- ii. *Faculty Development Programme*: Three topics for the Faculty Development Programme were finalised: *How to develop digital content*, *Presentation tools*, and the *Use of Artificial Intelligence for teaching and learning Methods*. The Faculty Development Programme may be scheduled during the Faculty Meeting. The tentative date for the workshop on the Use of Presentation Tools was scheduled for Monday, 14th July 2025. Dr Anitha requested Prof Lidwin to form a core team that could work together to coordinate IQAC related tasks and responsibilities. Prof Lidwin confirmed that the IQAC Internal faculty team could be the core group. The internal members are Dr Renu Shah, Dr Kalyani Talvelkar, Dr Ronald Yesudhas, Sonia H Rodrigues.

- iii. *Stakeholders IQAC*: After a brief discussion, the names of Ms Dolly James [project consultant, Navjeevan] and Ms Binaifer Jesia [Founder-Director, Manav] were suggested as stakeholder representatives for the Internal Quality Assurance Cell. Prof Lidwin said she will decide based on their availability.
- iv. *AQAR*: Prof Lidwin informed the members that the preparation of the AQAR report of 2024-2025 may begin. The NAAC website is being consistently being checked for updates on the NAAC Accreditation process as per the new guidelines. The list of the core group formed for each of the seven criteria will be posted on the IQAC and Faculty Members group. There is a need to start their work related to each criterion from July. Templates for the same should be shared. Along with the report, each group will be asked to compile relevant evidences for their respective criteria. The final reports along with evidences should be submitted by the first week of September.
- v. *Annual Report*: Prof Lidwin reminded the team on the completion of the Annual Report 2024-2025 by the end of August. Dr Sonia Rodrigues informed that the Annual Report is being prepared by Dr Ronald Yesudhas, Dr Anjana Parmar and Dr Sonia Rodrigues. The component assigned to Dr Sonia will be completed by August end as instructed.
- vi. *Guidelines and Requirement under NEP*: Prof Lidwin expressed the need to be abreast of the development on the AEDP, MMTP [Malaviya Mission Teacher Programme], UTSAH [Undertaking Transformative Strategies and Actions in Higher Education] portals and guidelines of NEP Sarthis.
- vii. *Bachelor of Social Work programme fourth year*: The fourth year of the Bachelor of Social Work programmes needs to be aligned with the First Year of the Post Graduate programme. The Bachelor of Social Work fourth year grid needs to be reviewed. The Maharashtra GR for NEP must be considered in finalising the curriculum and grid.
- viii. *Open Electives*: Dr Ronald Yesudhas informed that no student has enrolled for any courses on the Swayam portal as an option for Open Electives offered in Semester II, III and IV of the Bachelor of Social Work Programme. The support of NEP Saarthis would be involved to encourage students and promote the implementation of NEP at

various levels. Dr Anitha Machado suggested students may continue to attend the courses as per the syllabus.

- ix. Others: Prof Lidwin Dias announced that the NEP Cell would work in coordination with the Examination Committee.

As a followup of the meeting

- Coordination with the Extension Center for the EoI regarding the development of Massive Open Online Courses (MOOCs)
- The calendar with the dates of meeting of the statutory bodies would be circulated to IQAC members
- Faculty Development Programme to be confirmed for the selected topics.
- Audit reports of the academic year 2024-2025 to be uploaded on the college website.
- Annual Report 2024-2025 to be completed by end of August
- Template for AQAR and list of Faculty Members incharge of each criterion to be circulated.

Prof Lidwin thanked the members for their attendance and participation in the meeting. The meeting ended at 12.30 p.m.

Minutes submitted by: Sonia H Rodrigues

Minutes of the IQAC Meeting held on 30th July 2025 at 3.00 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. Mr. Cletus Z., Assistant Professor
9. Mr. Pravin K. Gavali, Secretary IQAC
10. Ms. Swati Karekar, Assistant Administrator
11. Ms. Sabeena Gonsalves, Member of the Management
12. Ms. Farida Lambay, Nominee from the Local Society
13. Ms. Mary Munda, Student Representative
14. Ms. Mabel Abraham, CSR Head at L & T, Nominee from Industrialists/CSR
15. Ms. Dolly James, Project Consultant, Navjeevan, Nominee from Stakeholders

Apologies

1. Ms. Shweta Malvankar, Office Superintendent
2. Dr. Helen Joseph, Alumni Representative

Agenda of the Meeting:

1. Minutes of the previous meetings
2. Business Arising
3. Presentation by the exam committee on April exam results and July ATKT
4. Admissions of regular and self-financed courses for the year 25-26
5. Reporting of field work placements
6. Student council 25-26
7. PhD status
8. Approval of Field Work and Research Policy as per NEP syllabus
9. National Education Policy (NEP 2020) and Academic Bank Credit (ABC) preparedness and implementation updates
10. Any other business

1. Mr. Pravin read the minutes of the previous meeting held on 30th July 2025. Minutes were proposed by Dr. Ronald Yesudhas and seconded by Dr. Renu Shah.

2. Action Taken Report:

Dr. Lidwin Informed following actions were taken:

- College has nominated Dr. Ronald as specific point of contact (SPOC) for the SWAYAM MOOC's courses. The proposal to set up SWAYAM local chapter in our college is accepted by the Ministry. This will enable our students to take up to 40% courses in an academic programme from SWAYAM portal. The SPOC will be able to track the student's study in different courses online and play a connection between college exam cell and the students. This will ensure that the credits of the online courses undertaken by the students will be incorporated in their marksheets.
- FDP's conducted by the college since June 2025
 1. FDP on Teaching learning in Higher Education for ad-hoc faculty members from June 4-6, 2025
 2. FDP on making effective PPT
 3. FDP on Field work supervision for field work supervisors
- All the AQAR criterion conveners and their respective teams have started preparing AQAR 24-25 related data is expected to be completed by end of Sept 2025
- Annual Report for 24-25 is prepared and table to the management/CDC in the next meeting
- With respect to BSW 4th year there needs further clarity on whether the 4th year of BSW will be of a first year of MSW curriculum as per Maharashtra Govt G.R. or should be work on the previous grid developed by the syllabus committee. College is waiting for the new board of studies to be constituted to take a informed decision on this matter.

3. Presentation by the exam committee on April exam results and July ATKT

Dr. Anita Machado, Controller of the examination committee, presented a brief report on the examinations held in April 2025. She stated that the April 2025 exam statistics for several programs show a strong overall performance. Across the board, most programs had high pass rates, with both BSW I and

BSW III achieving a perfect 100% pass rate. BSW II also performed well with a 97.87% pass rate. In the graduate programs, MSW I and MSW II maintained high standards, with pass rates of 98.21% and 96.67%, respectively. The MASIE II program also saw all eight of its students pass, while MASIE I had the lowest pass percentage at 85.71%. Additionally, the data shows that 20 students were not permitted to sit for the exams, while another 25 students will be taking ATKT (Allowed to Keep Terms) exams in July 2025 to clear their failed subjects.

4. Admissions of regular and self-financed courses for the year 25-26

BSW:

The summary of the BSW 2025 admissions report, presented by Ms. Meghna Vesvikar, provides a clear overview of the process. The report highlights that the admission cycle began on June 13, 2025, and included both a personal interview and a written aptitude test. Following this, 59 students were selected for the final BSW course. The report also mentions that a parents' meeting was held to provide information about the course before the start of classes.

MSW:

Dr. Kalyani presented the MSW Admission report. She informed that On June 19, 2025, the MSW admission process began with an entrance test, and on June 26, the provisional merit list was released. Initially, 60 students were admitted after paying their fees.

She informed that After the 'TISS CEUT' results were announced, three students—Salmali Khadtare, Harshal Kale, and Juee Sakpale—withdrawed in early to mid-July. To fill these seats, three new candidates—Sumit Jadhav, Ashishkumar Yadav, and Pratik Salve—were admitted based on their entrance exam scores.

Later, in the fourth week of July, two more students, Sanyami Shah and Saarah Mondal, also withdrew. This left two seats vacant. Because there were no other eligible candidates on the existing merit list, the Principal, Dr. Lidwin Dias, convened a meeting with the MSW Admissions Committee on July 25, 2025. Uma Yadav and Rohit Rathod were selected to fill the two vacant seats.

Additionally, a third student, Tejaswi Gamare, was given a provisional admission. This admission is conditional upon the University of Mumbai approving the college's request to increase the MSW I class size from 60 to 61 students. This request was made in anticipation of a potential future student drop-out and considering that the MSW II class has fewer than 60

students. Ms. Gamare signed an undertaking agreeing to these terms, and the letter was sent to the university.

MASIE:

Mr. Cletus gave an update of the MA-SIE Program which was now being carried out through the Goregaon Campus from June 2025. He gave the status of the admissions as follows:

65 prospectus MA-SIE applicants enrolled, 46 were shortlisted, 18 appeared in person and 38 appeared online. 32 applicants were offered provisional admission to the MA-SIE course. 10 paid the fees, however one visually challenged candidate dropped out as her parents were not in favour of her study. The one-year fees of Rs. 50000/- was returned to her with deductions as applicable by the NNEC admin.

Cletus also gave an update on the status of the self-financed Programs / Courses of NN Extension Centre

- a. PGD in RM (will start in Aug): 3
- b. PGD in Therapeutic Counselling (Started):18
- c. PGD in CSR (Started):16
- d. Certificate in Social Entrepreneurship (Just completed the batch): 12
- e. Certificate in Social Work for Paraprofessionals (will start on 3rd Aug): 13
- f. For Certificate in Para Counselling and
- g. PGD in Child Rights n CP, only 1-1 admissions each.

5. Reporting of field work placements

Dr. Lidwin Thanked Dr. Sonia, for her valuable contribution as a field co-ordinator. and welcomed Dr. Renu as a new Field Co-ordinator.

Dr. Renu, the new Field Co-ordinator, presented a report on the field placements for the MSW and BSW programs. The report detailed the specific organizations where students have been placed and provided a timeline for their fieldwork.

The report categorized the field placement centres by program:

MSW: SNEHAVARDHINI, PRAVAS, Manav Foundation, Bal Asha Trust.

BSW II and III: AYDC, PRAVAS, Snehasadan, MESCO.

BSW I: Doorstep School, Aseema Charitable Trust, Salam Balak Trust, Chuim Community Centre.

Dr. Renu provided the following schedule for the fieldwork placements:

BSW I:

- Term 1: Induction from June 16-21, 2025. Concurrent fieldwork from July 10 to September 6, 2025, followed by continuous fieldwork from September 8-13, 2025.
- Term 2: Continuous fieldwork from October 8-20, 2025, and November 6-29, 2025.

BSW II, BSW III, and MSW II:

- Term 1: Continuous fieldwork from June 19-28, 2025. Concurrent fieldwork from July 3 to September 13, 2025.
- Term 2: Continuous fieldwork from October 8-20, 2025, and November 6-29, 2025.

MSW I:

- Term 1: Continuous fieldwork from September 8-13, 2025. Concurrent fieldwork from July 17 to September 6, 2025, and September 18-27, 2025.
- Term 2: Continuous fieldwork from November 6-28, 2025.

Dr. Renu concluded her report by addressing several key concerns regarding the placements. These included mapping fieldwork organizations, peer learning, the challenges posed by Saturday being a day off, the internal dynamics of agencies, and student safety concerns.

6. Student council 25-26

As per Maharashtra Public University Act, the student council of the college of social work is constituted. The faculty representative on the council is Dr. Saman and MS. Vinnarasi.

7. PhD status

Dr. Lidwin informed that from 2022 the research and recognition committee for the PhD programme in social work is not constituted by the university resulting in non-approval of guideship's, topic approval, thesis evaluation holding viva etc., after intervention of the principal RRC is established in the month of Sept 2025. All the students who were admitted for the programme were formally approved by the RRC. The other challenges are expected to be resolved within 2-3 months.

8. Approval of Field Work and Research Policy as per NEP syllabus

Dr Sonia presented the Outline of the Research Manual that focussed on the contents of the manual divided into five sections. Dr Sonia informed that the Research Manual was shared with the Faculty Members and IQAC core group on 26th June 2025 and based on the suggestions the Research Manual was edited.

Dr. Lidwin asked Ms Sonia to post the Research Manual in the IQAC Official group so that External Members can review the Manual and share their valuable feedback.

Once the feedback is received and integrated with the Research Manual the Manual would be sent to the class by the Administrative In charge.

9. National Education Policy (NEP 2020) and Academic Bank Credit (ABC) preparedness and implementation updates

Dr. Ronald's report on the college's National Education Policy (NEP) 2020 implementation status in June 2025 provides a comprehensive overview of progress and remaining challenges.

The college has made significant strides in adopting NEP 2020 and its associated UTSAH (Undertaking Transformative Strategies and Holistic Approach) guidelines. Key successes include:

- **Curriculum Reform:** Integration of the National Credit Framework (NCRF), Academic Bank of Credit (ABC), and Multiple Entry-Exit Mechanism (MEME) into undergraduate programs.
- **Skill Development:** Adoption of MOOCs and SWAYAM courses, and the appointment of a Professor of Practice.
- **Research & Governance:** Establishment of a Research Development Cell (RDC) and mandatory internships for undergraduates. Essential governance structures like the Students Grievance Redressal Mechanism and Internal Complaints Committee are now in place.
- **Inclusion & Values:** The college has established an Equal Opportunity Cell and Women's Cell and is promoting human values through Mulyapravah 2.0 and incorporating Indian Knowledge Systems (IKS) into the curriculum.

However, the report identifies several areas requiring focused attention:

- **Policy Gaps:** The need for formal policies for inter-institutional credit transfers and the adoption of NCRF at the postgraduate diploma level.

- **Infrastructure:** The college still needs to establish a Digital Nodal Centre and enhance HEI-industry linkages.
- **Faculty Development:** The Malaviya Mission Teacher Training Programme (MMTTP) needs to be scaled up to cover 75% of the faculty.
- **Student Wellness:** A crucial students' wellness infrastructure, including a physical, emotional, and mental health support centre, is yet to be established.
- **Internationalization:** Despite signing MOUs, the college has yet to set up an International Affairs Office, Alumni Connect Cell or implement joint/dual degree programs.

The report concludes by emphasizing the need for sustained efforts to fully institutionalize these reforms and achieve the long-term vision of transforming the college into a multidisciplinary institution with 3,000 students and ensure full compliance with NEP's transformative vision.

First ABC Implementation Status Report June 2025

Dr. Ronald updates that the institution has made significant progress in implementing the Academic Bank of Credit (ABC) under the UTSAH guidelines. A total of 1,572-mark sheets has been uploaded, and 450 unique APPAR IDs have been seeded with credits. This indicates a successful initial step toward integrating academic data into a national digital repository.

While the credit data is successfully stored, the institution has not yet started issuing digital degrees, provisional degrees, or diplomas through the ABC portal. Dr. Ronald notes that (as an Empowered Autonomous Institute), the college must be prepared to begin this process by May 2026. This move will be highly beneficial for students, offering them greater flexibility for higher studies, lateral entry, or employment through credit transfers. The college plans to soon inform students on how to leverage this feature.

To fully utilize the ABC platform, the report outlines five key recommendations:

1. **Awareness and Training:** Conduct orientation sessions to encourage ABC account creation and usage among students and staff.
2. **Issuance of Credentials:** Begin uploading digital degrees and diplomas by 2026 to enhance the platform's utility for students.

3. **Integration with Academic Lifecycle:** Embed the ABC system into the admission, progression, and exit processes for all programs, including both full-time and short-term courses.
4. **Track Usage Metrics:** Monitor and analyse platform usage to improve student engagement, particularly in credit transfers and re-entry mechanisms.
5. **Align with NEP Goals:** Effectively use the ABC to support key National Education Policy (NEP) 2020 provisions like Multiple Entry-Exit and academic flexibility.

10. Any Other

- Dr. Ronald informed that a formal MOU for research collaboration has been established with the 2 foreign universities namely Houston university in USA and Durban university of technology south Africa. The College is in talks with Thompson Rivers Uni Canada for a MOU on student and faculty exchange.
- Students pursuing Para social work, Para counselling, Therapeutic counselling and CSR are provided with Hilton scholarship. From the current academic year 2 new academic prizes are established for the MASIE programme i.e. Best Outgoing students in the MASIE prog instituted by Dr. Lidwin Dias, The Freddy Endowment Price for the best student in Entrepreneurship subject and social innovation subject of the MASIE programme.
- Dr. Lidwin informed that MSW-II Ms. Purvi appointed as a Student Representative for the CDC Committee.
- Dr. Lidwin welcomed Ms. Sadaf new counsellor in place of Ms. Shama Sawant. She informed that till date 30 students approached to Ms. Sadaf for counselling.

The meeting ended with a Vote of Thanks to the Chairperson.

Minutes written by

Mr. Pravin K. Gavali

Secretary, IQAC

Minutes of the IQAC meeting held on 22nd September 2025 at 3.00 p.m.

Members present:

Dr. Lidwin Dias - Chairperson

Dr. Anita Machado – Co-ordinator, IQAC

Mr. Pravin Gavali – Secretary, IQAC

Dr. Renu Shah - Associate Professor

Dr. Sonia Rodrigues - Associate Professor

Dr. Ronald Yesudhas - Assistant Professor

Dr. Kalyani Talvelkar - Assistant Professor

Ms. Meghna Vesvikar - Assistant Professor

Apologies: Ms. Shweta Malvankar and Ms. Swati Karekar

Agenda of the meeting:

1. Review of IDP (Institutional Development Plan)
2. Planning of upcoming FDP sessions
3. Academic Audit
4. Access Audit
5. Discussion on setting up the Ph.D. Centre
6. FAP – New development updates

1. Review of IDP (Institutional Development Plan):

Dr. Lidwin Dias shared that the draft IDP is already prepared and revised based on her Ratnagiri workshop she attended. The IDP will be tabled at next IQAC meeting for approval.

- IQAC internal team needs to work on how IDP 2024-2029 to be implemented.
- In addition to it college should make attempts for expansion of infrastructure by **purchasing land** is planned under CIDCO.

- **Skill Development Programmes** need to be planned for non-teaching staff. Dr. Anita Machado will be overseas that workshop.
- It was suggested that a **Reporting Desk Officer** be assigned to IQAC to ensure so that every week's report on the various programs/sessions conducted by the faculty members/non-teaching/students is collated easily.

2. Planning of upcoming FDP sessions:

- Dr. Ronald announced that Prof. Raisuya Bhagwan and Dr. Wafa Singh from Durban University of Technology, South Africa, will present their inputs on community engagement on September 27, 2025, from 2:00 to 4:00 p.m. From September 30 to October 1, 2025, they will be at the Goregaon Extension Centre and will meet MASIE students as well as Youth Development Centre (YDC) and PRAVAS programme beneficiaries.
- The sessions taken by Dr. Geeta on Field work supervision and session on PPT by Arch Diones Communication Centre for the faculty members will be considered as an FDP session.

3. Academic Audit and Access Audit:

- It was decided to conduct an Academic Audit and Access Audit. The proposed external experts for the audits are Dr. Chandrashekhar Chakradev (Associate Dean, University of Mumbai), Ms. Karuna Gokarn, Principal, Xaviers College, and Dr. Cibil, Principal, St. Andrew's college.
- Planning for the audits will begin in December 2025. Dr. Sonia and Dr. Machado will co-ordinate the process.

4. Discussion on setting up the Ph.D. Centre:

- The PhD centre of the college will operate through the Research & Development Cell. It requires a **Coordinator** to link the PhD centre and its students with the Research and Promotion Cell (RAPC) at Mumbai University.
- All PhD candidates admitted in the course should submit their 6 months progress report regularly to their respective guides.
- All PhD candidates should obtain their course work completion certificate (Research Methodology course) of the minimum credit requirement as per UGC before proceeding for synopsis.
- The roles of PhD guides need to be clearly specified.
- The proposed external DAC members will be as Dr. Vijay Raghvan, Dr. Madhura, Dr. Josphine Antony and Dr. M.T. Joseph. They will be contacted by Head of the Research Centre.
- The completion of the PGDRM course from Nirmala Niketan needs to be ensured. This process will be co-ordinated by Mr. Anshit Bakshi, supported by Dr. Kalyani and Ms. Pratima.

5. FAP – New development updates:

- **SPANDAN** is in the process of being handed over to the Karazgaon community. Dr. Lidwin Dias will be coordinating and mentoring the project from college. She reported that two staff are appointed and payed by the college. Ms. Kanchan has been appointed as Co-ordinator as per MSW scale. Ms. Shaila will be paid a part-time salary of Rs. 15,000. A proposal for nutrition program was prepared and sent to HPT which is sanctioned. Gyan Jyoti Community College (GCC) will help with the Unnati life skills programme. The other projects Saki, Kishordhara, Shayogi will be financed by college, and the Spandan staff too will raise funds for the activities.

- The Anubhav Youth Development Centre is renamed as the **Nirmala Niketan Youth Development Centre**. NNYDC and Pravasa will be independently handled by the extension staff with Ms. Nilima as coordinator.
- Dr. Anita Machado emphasized that the visibility and appropriate recognition of the FAP (Faculty Attendance/Action Plan or equivalent program) are crucial when the project concludes. This will be taken into consideration when the project is handed over.

6. Any other points:

- The **₹7 lakh RUSA fund** remaining must be utilized for **student training, recruitment-related workshops, and inter-collegiate activities** by **December 2025**.
- The National Assessment and Accreditation Council (**NAAC**) mandates that the **Academic Year** for all institutions submitting data should be considered from **June 1st of one year to May 31st of the following year**. Hence Annual Report should contain data till May.

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

Minutes written by Mr. Pravin K. Gavali, Secretary, IQAC

Minutes of the IQAC Meeting held on 9th October 2025 at 3.00 p.m.

Members Present:

1. Dr. Lidwin Dias, Chairperson
2. Dr. Anita Machado, Coordinator, IQAC
3. Dr. Renu Shah, Assistant Professor
4. Dr. Kalyani Talvelkar, Assistant Professor
5. Dr. Sonia Rodrigues, Associate Professor
6. Ms. Meghna Vesvikar, Assistant Professor
7. Mr. Cletus Z., Assistant Professor
8. Mr. Pravin K. Gavali, Secretary IQAC
9. Ms. Swati Karekar, Assistant Administrator
10. Ms. Sabeena Gonsalves, Member of the Management
11. Ms. Farida Lambay, Nominee from the Local Society
12. Ms. Dolly James, Project Consultant, Navjeevan, Nominee from Stakeholders

Apologies

1. Ms. Shweta Malvankar, Office Superintendent
2. Dr. Helen Joseph, Alumni Representative
3. Dr. Ronald Yesudhas, Assistant Professor
4. Ms. Mary Munda, Student Representative
5. Ms. Mabel Abraham, CSR Head at L & T, Nominee from Industrialists/CSR

Agenda of the Meeting:

1. Minutes of the previous meetings
2. Action Taken Report
3. Proposed Institutional Development Plans of the College of Social Work
Nirmala Niketan
4. Field Work and OJT Updates under NEP
5. Updates on Oct 2025 examinations
6. Audit Updates (Gender Audit and Green Audit Exam Audit)
7. Dr. Dorothy Baker Lecture Series, In Commemoration of the Platinum
Jubilee Celebrations of the College
8. Ph.D. Centre of the College of Social Work, Proposed Plans and Updates
9. RUSA updates
10. Saksham project updates
11. Updates from WDC Rotary Club, Equal opportunity cell initiatives and
Institution Innovation Council (IIC)
12. Any other business

1. Mr. Pravin read the minutes of the previous meeting held on 30th July 2025. Minutes were proposed by Ms. Farida Lambay and seconded by Mr. Cletus Zuzarte.

2. Action Taken Report:

Dr. Lidwin Dias informed that members from Durban University of Technology, South Africa — Prof. Raisuya Bhagwan and Dr. Wafa Singh — visited Goregaon Extension Centre on September 27, 2025. She shared information about the community engagement session. They spent one day with the Goregaon Extension Centre staff. They also visited the Bhagat Singh Nagar community and discussed online teaching. Dr. Wafa Singh shared her experience visiting Kutch, Gujarat. Mr. Cletus shared information about the meeting with the MASIE students. They appreciated the community visit. They signed an MOU with the institute.

3. Proposed Institutional Development Plans of the College of Social Work Nirmala Niketan:

Dr. Lidwin Dias presented the IDP plan to committee. The plan was presented to the committee, indicating a formal step toward its consideration and potential adoption. IDP was proposed by Ms. Dolly James and seconded by Dr. Kalyani.

4. Field Work and OJT Updates under NEP:

Dr. Kalyani given the updates on Field work and OJT. The process for fieldwork placements for all classes for the academic year 2025-26 started, as usual in month of April and by first week of June the correspondence for the confirmation from all agencies had been completed.

- MSW II Placements were as per the three elective tracks mentioned in NEP Curriculum
- MSW I Placements were in various organizations (20) in the broad categories

- BSW II & III Placements were in total of 21 organizations
- BSW I Placements were in total of 6 organizations
- BSW I Fieldwork Dates of Term I –
 Induction: 16th – 21st June 2025
 Concurrent field work: 10th July – 6th September 2025
 Continuous field Work: 8th – 13th September 2025
- BSW I Fieldwork Dates of Term II –
 Continuous FW: 8th October to 20th October 2025 and 6th
 November to 29th November 2025
- BSW II, III & MSW II Fieldwork Dates of Term I –
 Continuous field work (8 days on daily basis): 19th June – 28th June
 2025
 Concurrent field work: 3rd July – 13th September 2025
- BSW II, III & MSW II Fieldwork Dates of Term II –
 Continuous field work: 8th October to 20th October 2025 and 6th
 November to 29th November 2025
- MSW I Fieldwork Dates of Term I –
 Concurrent field work: 17th July – 6th September 2025 and 18th to
 27th September 2025
 Continuous field Work: 8th – 13th September 2025
- MSW I Fieldwork Dates of Term II –
 Continuous field work: 10th October to 20th October 2025
 Continuous Field work: 6th to 28th November 2025
 Rural Camp – 29th November to 6th December

OJT (On the Job Training):

On-Job training course is a mandatory requirement at BSW Semester VI as per New Education Policy, 2020 requirements. Students are expected to complete minimum ONE MONTH of On-Job Training starting from 8th till

20th October 2025 (11 working days) and again from 6th – 29th November 2025 (21 working days). It is expected that students adhere to agency's timings during this period. Throughout the OJT period, the Mentor from the Host Agency will regularly assess the students' performance, providing constructive feedback and guidance for improvement. They will also evaluate students' performance (out of 50 marks) as per the given parameters and submit Confidential Report for each of the student interns in their organization. The host organization also needs to provide student interns with their individual certificate of completion of OJT upon the conclusion of their OJT course. This certificate must be sent to the college office within fifteen days upon completion of OJT. Students will be assessed by the panel during viva for the remaining 50 marks.

5. Updates on Oct 2025 examinations:

Dr. Anita Machado presented the brief report on examination held on October 2025.

Dr. Machado highlighted several changes and procedures implemented for the recent examination:

- **Answer Sheet Confidentiality (Masking System):** A **masking system** was newly applied to the answer sheets to ensure confidentiality during the evaluation process.
- **Examiner/Moderator Allotment:** Dates were allotted to examiners and moderators 20 days prior to the commencement of evaluation activities.
- **Assessment Method: Unit-based assessment** was conducted as part of the evaluation.
- **Question Paper Pattern Change:** The question paper pattern was revised to include **Section A and Section B**.

- **Grievance Mechanism:** An **Examination Grievance form** was made available to students.
- **Hall Ticket Generation:** The **MIS (Management Information System)** was used for generating the Hall tickets.
- **OBE Application:** The **OBE (Outcome-Based Education) application** was utilized and is currently in the process of being integrated into the examination system.

6. Audit Updates (Gender Audit and Green Audit Exam Audit):

Green Audit:

Dr. Anita Machado presented the Green Audit.

- **Audit Performed By: Power Tech Energy Solutions**
- **Audit Date: March 6, 2025**
- **Outcome:** Dr. Machado submitted the **full report** from the Green Audit to the committee.

Gender Audit:

Gender Audit report presented by Dr. Sonia. The audit was held on **March 28, 2025**.

Audit Committee and Invited Experts

- **Invited External Auditors:**
 - Dr. Lata Pujari
 - Prof. Joseph MT.
- **Other Committee Members:**
 - Dr. Anita
 - Ms. Sabeena
 - Dr. Saman
 - Dr. Smita

Ms. Dolly James suggested mentioning the **inclusiveness of the third gender** in the report.

Exam Audit:

Dr. Anita Machado presented the report on examination

Inclusion Audit:

It is informed that it is **In Process** (started but **not yet completed**).

Academic Audit:

Dr. Anita informed that **Academic Audit:** Scheduled to be conducted in **March 2026**.

7. Dr. Dorothy Baker Lecture Series, In Commemoration of the Platinum Jubilee Celebrations of the College:

Dr. Lidwin Dias informed that this year is the Platinum Jubilee year (75th year) of Dr. Dorothy Baker programme. The theme for the programme is “Peace and Inclusivity. The organising committee is Ms. Farida Lambay, Dr. Geeta Balakrishnan, Alwin D’Souza, Mr. Cletus Z., Dr. Lidwin and Ms. Sabeena.

Following the Dr. Dorothy Baker Programme, an **Alumni meet** will be held in the evening. The meet will include **dinner**.

8. Ph.D. Centre of the College of Social Work, Proposed Plans and Updates:

- The PhD centre of the college will operate through the Research & Development Cell. It requires a **Co-ordinator** to link the PhD centre and its students with the Research and Promotion Cell (RAPC) at Mumbai University.

- All PhD candidates admitted in the course should submit their 6 monthly progress report regularly to their respective guides.
- All PhD candidates should obtain their course work completion certificate (Research Methodology course) of the minimum credit requirement as per UGC before proceeding for synopsis.
- The proposed external DAC members will be as Dr. Vijay Raghvan, Dr. Madhura, Dr. Josphine Antony and Dr. M.T. Joseph. They will be contacted by Head of the Research Centre.
- The completion of the PGDRM course from Nirmala Niketan needs to be ensured. This process will be co-ordinated by Mr. Anshit Bakshi, supported by Dr. Kalyani and Ms. Pratima.

9. RUSA updates:

Dr. Kalyani presented summary of the completed RUSA-sponsored activities and events at CSW, NN, from 2019 to October 2025:

The total number of completed RUSA activities and programmes under the Soft Component is **315+**.

The report also mentions 8 Planned Activities (**Till End of December 2025**). The amount remaining is Rs. 7,58,564.

10. Saksham project updates:

Dr. Lidwin Dias provided the summary of the Saksham Project from March 2025 to September 2025.

Saksham Project Staff

The project leadership and team were structured as follows:

- **Principal Investigator:** Dr. Lidwin Dias
- **Co-Principal Investigator:** Dr. Ronald Yesudhas
- **Faculty In-Charge:** Mr. Anshit Bakshi

- **Regional Co-ordinators:** Ms. Kalpana Gaikwad and Ms. Nischita Bhagtani
- **Finance and Administrative Officer:** Ms. Supriya Ahire

The total interventions evaluated in June and July was 119 (Maharashtra – 58 and Karnataka – 61). The total Evaluations conducted by the evaluators was 97.

Financial Updates

The **Total Expenditure** for the project was reported as **Rs. 64,52,456**.

This expenditure covered the following areas:

- Project staff **remuneration** and **communication expenses**.
- **Printing and stationary** expenses and **utilities**.
- **Organisational overheads**.
- **Reimbursement** for honorarium, travel, and accommodation of evaluators for both the **Maharashtra** and **Karnataka** evaluations.

11. Updates from WDC, Rotary Club, Equal opportunity cell initiatives and Institution Innovation Council (IIC):

Ms. Sabeena presented the report on Women Development Cell (WDC) activities. She informed that Friendship Day week programme was held from 30th July to 6th August 2025. Programme aimed to explore the significance of friendship in fostering, empathy, emotional well-being and solidarity. Each day focused on a distinct theme allowing students and staff to meaningfully engage with the concept of friendship.

Day 1 – Wall of stories – Friendship that changes me – 30th July

Day 2 – Creative Collab – The art of Friendship – 31st July

Day 3 – Post, Appreciate. Pass it on – 1st August

Day 4 – Letters across barriers - 2nd August

Day 5 – Letters and Photo Booth – 4th August

Day 6 – Dice and Dialogues: Pause, Play and Reflect – 5th August

Day 7 – Sharing the Human Spirit Through Friendship – 6th August

In addition to the Friendship Day Week Celebration the WDC also conducted a Menstrual Awareness session on 3rd September 2025. The initiative aimed to create awareness, break taboos and ensure health and dignity for students.

Upcoming Events:

The WDC has planned the following events for 2026:

- Dissemination of the Humrah Video Series in January 26. Video series on the POCSO Act
- Krantijyoti Savitribai Phule Lecture Series on 7th January 26
- International Women's Day celebration on 11th March 26

Equal Opportunity Cell:

- Ms. Meghna presented the report on Equal Opportunity Cell. The Cell carried out pre-admission counseling for students from reserved categories for MSW and BSW programs to ensure a level playing field for them. This included the structure and syllabus of the programs, essential components like fieldwork and rural camp etc.
- Ms. Pallavi Patil, BSW-III and Mr. Kalpesh Masmar, MSW-II was elected as the reserved categories students' representatives in a meeting organized to update students about available government scholarships. It was attended by the Principal, Administrator, EO Cell faculty and clerical staff.
- The Vocal Conference will be organized by the EO Cell in the upcoming semester i.e. December 2025-March 2026.

IIC:

The Institutional Innovation Council of the college will be formed by replacing the members who have finished the term. Dr. Ronald is the Convenor and Mr. Cletus is the Co Convenor. Two student representatives

along with internal faculty members and experts as per the requirements will be formed.

Rotary Club:

Mr. Albin, the convener of the Rotaract club presented the works of Rotaract club. He shared that it is a small membership club unlike students' council. mostly the activities are based for the inhouse members, and few activities are for the entire college. In the previous year the club undertook activities such as voter ID camp, Sex Education session and so on. Junoon, the fundraising exhibition event was also part of the previous academic year. where 14 entrepreneurs came to sell their products and there was a footfall of above 650 people.

This year the club had its election which elected 5 office bearers and installation also took place with the parent rotary club. programmes like, treasure hunt, nature trek and so on. Junoon.2 is planned for 17 December 2025, and the preparations are going on, Rs. 4000 is decided for the stalls.

Future plans of the club were also mentioned by Mr.Albin.;

Green initiative of clean classroom will start once the students are back.

Training session on Public Speaking will be organised for the club members.

IQAC recommended to take up the initiatives that have come under the green audit and suggested the club to initiate the activities of a green club also.

Any Other Business

- Dr. Lidwin Dias informed that the Ms. Sandhya Wankhede retired on 30th August 2025.
- Mr. Mukund Modak from AV Unit also retired in September 2025. Mr. Mukund's tenure was reappointed to look into the documentation in relation to NAAC and AQAR also seeing to the audio-visual requirements till March 26, 2026.

Meeting ended with vote of thanks to the chairperson.

Minutes written by

Mr. Pravin K. Gavali

Secretary, IQAC