

IQAC MINUTES 19th MAY 2021

Members Present:

- Dr. Lidwin Dias – Chairperson
- Mr. Elvis Thomas – Coordinator, IQAC
- Dr. Vaijayanta Anand – Member
- Dr. Prabha Tirmare – Member
- Dr. Anita Panot – Member
- Dr. Renu Shah – Member
- Ms. Sabeena Gonsalves – Admin Staff Representative

Apologies:

- Dr. Anita Machado – Member
- Ms. Sonia Rodrigues – Member

AGENDA:

- 1. Finalising of MSW and BSW syllabus**
- 2. AQAR 2019-20 updates**
- 3. Annual Report 2020-21**
- 4. Collating IQAC minutes to upload on the website**
- 5. Planning Faculty meeting schedule**
- 6. Any Other Business**

1. Finalising of MSW and BSW syllabus:

Dr. Lidwin discussed about the syllabus of MSW and BSW. It was decided that the MSW syllabus would be looked into by Mr. Elvis, Ms. Sonia and Dr. Renu and the BSW syllabus by Dr. Vaijayanta, Dr. Prabha and Dr. Anita Panot. It was proposed that the syllabus could be finalised by 31st May and could be presented to the Governing Body by the second week of June. All agreed to get it done by 31st May 2021.

2. AQAR 2019-20 updates:

The AQAR 2019-20 data was presented by Dr. Lidwin to the members and later after explaining the process to update some missing data, the faculty members were asked to finalise the same. The names of faculty members criterion wise was discussed which is as follows –

CRITERION I – DR. VAIJAYANTA AND DR. RONALD

CRITERION II – DR. ANITA PANOT AND MS. MEGHNA

CRITERION III – DR. ANITA MACHADO AND MS. ROSHNI

CRITERION IV – DR. PRABHA AND MR. CLETUS

CRITERION V – MR. ELVIS AND MR. ALBIN/MS. PALLAVI

CRITERION VI – DR. RENU AND MS. RENY

CRITERION VII – DR. LIDWIN AND MS. SONIA

In agreement with all, the last date to submit the AQAR was finalised for 29th May 2021.

3. Annual Report 2020-21:

The responsibility of the annual report 2020-21 was taken by Ms. Sonia and she would be finalizing it soon. However Dr. Lidwin requested Mr. Elvis to follow it up with Ms. Sonia as the report has to be presented both to the Governing Body and the CDC members in the upcoming meetings. It was decided to finalise the annual report by 31st May 2021 and forward the same to Dr. Lidwin in the PPT form. She would go through it and make the required changes if needed.

4. Collating IQAC minutes to upload on the website:

It was discussed that Mr. Elvis and Dr. Renu would upload on the website the minutes of the last IQAC meeting. It was brought to the notice of all the members present that Ms. Jaya, Alumni member of the IQAC is not able to attend the meetings for various reasons, and hence the need was expressed to think about replacing Ms. Jaya. Dr. Lidwin would inform Ms. Jaya about it. The name of Ms. Irene was proposed and it was unanimously accepted by all the members present. Also for the student representative from MSW I it was decided to select Shanti.

5. Planning Faculty meeting schedule:

All the members discussed a no of topics which could be taken for faculty meetings and a few were listed down which are as follows –

- a. Sharing of online teaching experience on 20th May 2021
- b. Sharing of Field work on 21st May 2021
- c. Review of projects SPANDAN, PRAVAAS and AYTC on 24th May 2021. It was decided to invite the IQAC external members for the presentation of all the three projects.
- d. Strategies to deal with different levels of learners in June 2021
- e. Perspective plan and policies in June 2021

All the above sessions would be held in the afternoon from 2 pm to 5 pm.

The meeting ended with a vote of thanks to the chair and one and all present.

Minutes of the IQAC meeting held on 17th June 2021

The meeting of the IQAC of the College of Social Work (Autonomous) was held on 17th June 2021.

Members Present:

Chairperson: Dr. Lidwin Dias, Principal

Director of the IQAC: Mr. Elvis Thomas, Senior Faculty Member

Management Member: Dr. Hazel Dlima

Faculty Members represented at all levels:

Dr. Vaijayanta Anand, Faculty Member

Dr. Prabha Tirmare, Faculty Member

Dr. Anita Panot, Faculty Member

Dr. Anita Machado, Faculty Member

Ms. Sonia Rodrigues, Faculty Member

Dr. Renu Shah, Faculty Member

Employers Nominee: Dr. Nilima Mehta, Visiting lecturer

Local Society Nominee: Dr. Geeta Balkrishnan, Former Principal, CSWNN

Administrative officers:

Ms. Sabeena Gonsalves, Administrator

Mr. Pravin Gavali, Librarian

Ms. Shweta Malvankar, Office Superintendent

Student Nominee: Ms. Shanti, Masters in Social Work II

Alumni Nominee: Ms. Irene Tayshete

Industrial/ CSR Nominee: Mr. Royston

Apologies received:

Stakeholders Nominee: Mr. Noel Pinto, Director Sneha Sadan, Field work Placement

Agenda Points:

1. Minutes of the previous meeting
2. Action taken report
3. Welcoming the new members (Student and Alumni representative) to IQAC
4. Admissions for MSW and BSW 2021-22
5. Tentative Academic Calendar 2021-22
6. Presentation of future plans
7. Any other business

Discussion:

1. Minutes of the previous meeting

Dr. Lidwin informed that the minutes of the previous meeting were already circulated to all and it is hoped that all the members read the same, to which members agreed and minutes were unanimously passed by all.

2. Action taken report

Dr. Lidwin presented the action taken report of the various aspects related to the functioning of College which are as follows:

- ❖ Field work- Dr. Lidwin informed that the field work was successfully conducted from 5th April to 8th May 2021 for all classes and it was mainly through online mode only. Overall students remained in the same organization however few were shifted to other organizations mainly because of change of their residences and also because organizations did not have enough scope of online work in this semester.
- ❖ Exams for all the classes were rescheduled due to cyclone, she also informed about the changed exam schedule for all the classes- BSW Semester VI (May 27th to 31st), BSW Semester II, IV and MSW Semester II, IV (1st to 9th June) were conducted on MS Teams platform. Re-exams were also conducted for few students who themselves or their family members were suffering from Covid.
- ❖ It was also informed that the two book, that is Community based peace building and Field Practicum in Social Work Education for which ISBN numbers are received, are ready for printing.
- ❖ E-cell of the college has come up with the first draft of MA in Social Entrepreneurship syllabus which will be presented to faculty members and experts then to BOS.
- ❖ While presenting the status of Scholarships for students for the year 2020-21, Dr. Lidwin shared that all the loan scholarships have been converted to freeships only for this year in the context of pandemic. Dr. Lidwin also presented a detailed account of all the individual and institutional donors for the said year, the purpose for which donation was provided and also the number of students who were provided with the benefit of donation. She also highlighted that the Maheshwari Foundation has provided a substantial amount for meeting the fees and hostel expenses for two students and they have promised to help for coming two years also. It was further highlighted that Ms. Roxan and Mr. Paul are our ex-students only who have helped our students.
- ❖ A four days Rural Entrepreneurship training program was organized by E-cell team at Talasari, 25 participants from four centres attended this program which was highly appreciated by all. Inputs were provided by E-cell team (Mr. Cletus, Ms. Irene, Mr. Sameer, Ms. Reny) and Fr. Richard. As part of the training, visits were carried out at Entrepreneurship unit at Talasari and all the 25 participants came up with the excellent business plans most of them tried mushroom, vegetable, and poultry farming. Further inputs and way forward will be provided by the centre in-charge and role of college E-cell is mainly for mentoring and guidance.

- ❖ Urban Entrepreneurship Program follow up- with regard to urban program, it was informed that three of our students have initiated their business ventures, that is, karisma on bottle painting, Basten on nutrition food catering, and Urja on kitchen catering. Their ventures are appreciated by many people and these students are being mentored by Mr. Cletus.
- ❖ RUSA updates- Dr. Lidwin mentioned that computers and other equipments are purchased through E-tendering, repair, maintenance, electricity, intercom, desks and external painting work are also being undertaken as part of RUSA. It was further informed that the E-tendering for solar electricity has already been done and the financial bid is opened and work will begin shortly. Third floor E-cell has been renovated and 10 computers are set up there. Internal painting tender also to be uploaded soon.
- ❖ Further information was shared about enrolment of students both in regular and short term courses (Churchgate campus and Goregaon campus). It was also informed that this year Extension Centre has introduced a new course, that is, Certificate Course in Legal Skills in Social Work, it was also informed there has been an overwhelming response for Para Professional course with 46 students however Diploma in Social Work course could not get started this year as there was very limited response due to pandemic related unpredictable situation.
- ❖ Three programs are being conducted as part of partnerships and collaboration with various institutes which are as follows:
 - Certificate Course in Bio-Medical Ethics 2020-21 by F.I.M.C Bio-Medical Ethics Centre in collaboration with college. Ms. Sonia Rodrigues and Dr. Ronald Yeshudas are coordinators from college and Ms. Sharon D'souza from Bio- Medical Ethics Centre. There were 88 participants in total and the course was carried out in a very systematic manner with assignments, valedictory, fest and all which was highly appreciated by all and very good feedback was also given about the entire management of course.
 - PG Diploma in Sustainable Development co-branded with UNESCO-Cardinal Paul Paupard Chair at St. Andrew's College, Institute of Indian Culture and College of Social Work. This year 15 students completed this course and this too is highly appreciated by all.
 - Global Campus Online Peace Education Program organized in collaboration with the Global Campus Program of Tokyo University of Foreign Studies, Japan and Universities in South Asia- the Gadjah Mada University, Indonesia; the Panasastra University, Cambodia; the Peradeniya University, Sri Lanka; Quaid; Azam University, Islamabad; and the Islamic University of Science and Technology, Srinagar, India. This program aims at building societies based on principles of sustainable peace, human dignity and equality through University partnerships. A total of 45 participants are there for this course.
- ❖ Updates were also provided about RUSA sponsored workshops as conducted during the year 2020-21 by faculty members as part of their courses, a total of 9 workshops were conducted during the said year.
- ❖ RUSA sponsored research- It was reported by Dr. Lidwin that 10 minor research studies were undertaken by faculty members and research unit in the year 2020-21.

She further informed that only two reports have been submitted as hard copy till now while others are in the process of finalization.

- ❖ With regard to CAS applications for the year 2020-21, Dr. Lidwin informed that till now three faculty members (Ms. Meghna, Dr. Saman, Dr. Ronald) have submitted their application for CAS promotions and selection committee has also been set-up for them. However, applications are yet to be received from three other faculty members for the said purpose (Ms. Roshni, Dr. Kalyani and Dr. Smita).
- ❖ Dr. Lidwin also informed that six faculty members (Mr. Elvis, Dr. Renu, Ms. Roshni, Dr. Kalyani, Ms. Meghna, Dr. Ronald) have participated in various Refresher and Short term courses in the year 2020-21 in online mode which have proved to be quite enriching experience for all of them.
- ❖ Staff development program- Dr. Lidwin informed that Staff development programs were organized both for teaching and non-teaching staff members in the year 2020-21. For non-teaching staff members, two programs were organized, namely a workshop on Stress Management and Time Management on 21st November with 24 participants and a two days program on Understanding Self, Society and Social Outreach at Raigad on 9th-10th March 2021. She further informed that for teaching staff a faculty development workshop was organized on Intellectual Property Rights along with a Workshop on Teaching-learning outcomes and addressing the need of variety of learners in online mode of teaching. Further, a sharing session was also organized wherein all the faculty members shared their experiences of both teaching and field work supervision in online mode in the last academic year in the context of pandemic which also proved to be quite enriching for all as various modalities and strategies were developed by faculty members to reach out to variety of students and to ensure that their learning does not get affected in the present scenario.
- ❖ Celebration of International Social Work Day- Dr. Lidwin reported that in order to commemorate International Social Work Day, an assembly towards the same was organized across classes on 16th March 202-21. A joint webinar was also organized on Challenges for Social Work Education and the National Council of Social Work Bill- a way Forward by the College of Social Work, Nirmala Niketan and Roshni Nilaya on 23rd March 2021.

After detailed presentation of Action taken report by Dr. Lidwin, comments and queries were sought by the members. Dr. Geeta asked about the freeship for this year whether students are supposed to return the same or no to which Dr. Lidwin clarified that loan scholarship has been converted into freeship only for this year and students are not required to return the same to college. Further, the issue of Diploma in Social Work course was also raised as it could not be started this year, to which also Dr. Lidwin replied that Mr. Virochan tried his level best to reach out and initiate the course but due to highly unpredictable situation last year we did not receive much response. It was further informed that this year right from the beginning google form has been sent to the candidates and by July/August, we should be able to start the course. An overwhelming response for Para-Professional course was also appreciated by members with 46 students enrolled for the same.

3. Welcoming new members (Student and Alumni representative to IQAC)

Dr. Lidwin informed about the new members to IQAC and also welcomed both of them.

Alumni representative- Ms. Irene Tayshete
Student representative- Ms. Shanti, MSW II

Dr. Lidwin also informed that Ms. Irene would be replacing Ms. Jayadarshini as alumni representative. She acknowledged Ms. Jaya's contribution towards IQAC and also expressed gratitude for her involvement. She further mentioned that Ms. Irene has just resigned from the college and she is actively involved in the advisory of the E-cell, she would be good to contribute towards IQAC. She also informed about new student representative, Ms. Shanti (MSW II), to IQAC, her name was chosen at Internal IQAC meeting amongst names of various other students and she has also done BSW from our own college in the year 2009-12. Both the new members were welcomed by all in the meeting.

4. Admissions for MSW and BSW 2021-22- Dr. Lidwin presented details about admissions at MSW, BSW, Phd and various short term programs which are as follows:

❖ **MSW – 270 plus applicants**

235 shortlisted for entrance exams

Intake capacity is 60

Last date for receiving applications was 31st May which was not extended

200 present for the exams on 15th June 2021

Interviews on 1st July to 3rd July, five panels are made for the same with both internal and formal faculty members of college.

❖ **BSW Admissions:**

Google form and notification is ready awaiting university guidelines

❖ **PhD Admissions:**

Notification is uploaded on the website

Dr. Lidwin also reported that many other Universities have already started implementing New Education Policy, 2020. She further stated that being a single Social Work college in University of Mumbai, it would be difficult for us and we are waiting for the guidelines for the same.

5. Tentative Academic Calendar 2021-22- Dr. Lidwin reiterated the fact that last year was the only year we could not have academic calendar planned in advance due to pandemic induced uncertain situation. This year a tentative academic calendar has been jointly prepared by all for the year 2021-22 which is further subject to change depending on Covid-19 situation but a broader blue-print is prepared for all the activities. She further highlighted the major events in her presentation:

5 th -12 th July:	Data collection for MSW II year students
5 th July:	Regular online classes for all
12 th July:	Regular online classes for MSW Semester III
22 nd July:	Inauguration for MSW I and BSW I

23rd July to 22nd September: Regular online classes for BSW I and MSW I

23rd July to 18th September: concurrent field work for all (it was felt that learning was hampered in the continuous field work last year due to which a decision has been taken to go back to concurrent field work this year)

29th July to 18th September: Concurrent field work for BSW Semester I and MSW Semester I

23rd to 29th September: State level conference

11th to 31st October: First term exam for all classes

She also presented that Diwali break is also planned and 18th December is Dorothy Baker lecture series as we are due for the same this year. Annual day program and integrated seminar both by BSW semester VI and MSW semester IV is also put in the calendar. We are also hoping that we would be able to conclude academic year by 30th April 2022 and have summer break in the month of May.

6. Presentation of future plans- Dr. Vaijayanta Anand presented future plans for the year 2021-22 to be anchored by IQAC as IQAC is mandated to conduct various events at different levels throughout the year. She reported that there was a brainstorming exercise in the faculty meeting held on 10th June 2021. The following plan has emerged from the discussion:

❖ National level conference to be held either online or offline in the beginning of the year 2022. Dorothy Baker Lecture series which we are due for this year can also be organised as national conference only. The following topics were suggested:

- Climate change
- Freedom of expression and human rights
- Present crisis in the health care system
- Present crisis in livelihood options for the marginalized groups in the urban, rural and tribal areas

❖ State level conference (This can be student led conference as part of the subject Integrated social work practice at the BSW-3 and MSW -2 level) on any of the following topics:

- Covid 19 and its impact on children and possible interventions, Orphan children, child labour in newer forms and the broader issue of child rights in the context of pandemic
- Early childhood care, Education crisis in terms of closure of schools in the rural areas resulting in dropouts, rise in child labour, experiences related to digital education

❖ Dr. Vaijayanta further mentioned that a need for consistent work in continuum spreading across three years leading to NAAC Accreditation process was also expressed at faculty meeting. This could be starting with conference in collaboration with likeminded organisations, followed by formation of a group which can engage in developing an intervention model, formulation of concrete policies and advocating for the inclusion of

these policies by the government at local, state or national level. Two areas were suggested where the work can be taken up:

- Child protection issues in the post pandemic era
- Health crisis

- ❖ It was also reported by Dr. Vaijayanta that a series of webinars can be organized by the faculty members in teams spread across the entire year either at local level or state level possibly on following issues of concern:
 - Mental health issues post pandemic times
 - Dealing with grief in the times of pandemic
 - Problems of disabled in the pandemic times

- ❖ A state level conference can also be held by the non-teaching staff
- ❖ Staff development programs would also be organized for the teaching staff spread across entire academic year.

She also reported that these plans were put up before governing body of autonomy cell and they were ok with these plans. She also informed about her interaction with Ms. Yamini as part of task force on street and homeless children and her interest towards engaging with college on a long term basis. Thus, possibility of collaborating with organizations such as UNICEF and Sneha Sadan, Family Service Centres, Hamara Foundation and Jan Swastha ABHIYAN etc can also be explored.

The future plans were highly appreciated by all members, Dr. Geeta mentioned that the whole plan is very nice and extremely good which is very vital in the present times where outside world is full of variety of issues to be engaged with. The whole pattern of having students' integrated seminars was also appreciated by her as one of the best practice of the college. An earlier practice of having reading course where students took up particular topics on which they were interested, read and presented papers, she mentioned if this practice could be re-introduced, learning is phenomenal. Dr. Nilima Mehta was also appreciative of the future plans, which she mentioned was very comprehensive, identifying vulnerabilities vis-à-vis children, public health crisis and persons with disability, very well chalked out continuum of care and intervention from an academic institution especially with UNICEF. She herself is also part of the task force on street children and offered her support to college in all these efforts. Mr. Elvis Thomas also mentioned that the whole idea of collaboration with UNICEF is a very good idea which would provide college a scope towards influencing policy in specific intervention areas and make us visible in this particular area. It was felt by all that these plans and collaborations would put college at the forefront, the visibility of college interventions is very important and collaboration with UNICEF is a great opportunity for college to be able to make significant contribution at policy and advocacy levels also. Dr. Prabha too appreciated the comprehensive future plan as presented by Dr. Vaijayanta Anand and highlighted the need of putting the history of various field action projects initiated by college in policy framework.

Towards the end of her presentation, Dr. Vaijayanta also expressed the need to make a faculty member (whose expertise lies in the child protection and Juvenile Justice system) responsible for spearheading the entire intervention as part of the Task Force on Street and Homeless Children.

Dr. Lidwin also mentioned that being the member of District Child Welfare Board, she represents college in most of the meetings of the task force and in case she is unable to attend those meetings, she does depute another faculty member for the same.

Mr. Royston too appreciated the plan as presented and also conveyed that his organization is willing to explore the possibility of providing support to college field action projects which was very well received and a separate meeting would be organized to further discuss the same.

7. Any other Business- In any other business, Dr. Lidwin mentioned the following aspects:

- ❖ It was informed that Mr. Peter retired on 30th April 2021 but his farewell is still pending
- ❖ Short break has been provided for Faculty members from 18th to 30th June 2021
- ❖ She expressed her gratitude and offered special thanks to both Mr. Elvis and Dr. Prabha for their extensive contribution towards growth of the college, she further announced the online farewell has been planned for both of them on 30th June 2021 (Mr. Elvis Thomas) and 31st July 2021 (Dr. Prabha Tirmare).
- ❖ It was also informed that Ms. Clera is appointed as the coordinator of Spandan and Karasgav community college will take over the project in the coming years as their outreach work. College will continue the supervision and support till it becomes an independent entity.
- ❖ Dr. Lidwin also informed about the newly constituted committee for Perspectives in Social Work Journal which has both national and international members from social work fraternity.

With this meeting ended with vote of thanks to the chairperson and one and all.

Minutes prepared by Dr. Renu Shah

Minutes of the IQAC internal committee meeting held on 15th July 2021 from 3.30 to 4.30 pm

The meeting of the IQAC internal committee of the College of Social Work (Autonomous) was held on 15th July 2021.

Members Present:

Chairperson: Dr. Lidwin Dias, Principal

Director of the IQAC: Dr. Vaijayanta Anand

Faculty members:

Dr. Anita Panot, Faculty Member

Dr. Anita Machado, Faculty Member

Dr. Renu Shah, Faculty Member

Administrative officers:

Ms. Sabeena Gonsalves, Administrator

Ms. Shweta Malvankar, Office Superintendent

Apologies received:

Ms. Sonia Rodrigues, Faculty Member

Mr. Pravin Gavali, Librarian

Agenda points:

1. Planning of national and state conference
2. Planning of webinars and workshops by teaching and non-teaching staff
3. Any other business

1. Planning for national and state conference-

It was discussed that for the present academic year 2021-22, IQAC should be organized both national and state level conference on issues of common concern to all along with series of webinars under the aegis of IQAC. It was further mentioned by Dr. Lidwin Dias that IQAC members should be taking lead in organizing these conferences and webinars at various levels.

- National Conference:

It was decided to have National level conference on Present Crisis in Livelihood Options for the Marginalized Groups in the Urban, Rural and Tribal Areas. The was one of the topics discussed at faculty meeting, IQAC meeting and academic council. The national conference is to be organized during 28th February – 1st March 2022 and Dr. Vaijayanta Anand would be the convener for this conference along with Mr. Albin and Mr. Sameer who would be the co-convener for the same.

- State level conference:

It was decided that a State level conference to be organized on Child Protection and Covid-19 (Covid-19 and its impact on children and possible interventions- the exact title would be further

crystallized by the team). The conference would be held during 1st - 2nd October, 2021 and Dr. Renu will be convener along with Ms. Meghna and Ms. Pallavi as co-conveners of the conference.

It was further discussed that with State level conference consistent interventions could be initiated in the field spreading across three years leading to NAAC Accreditation. Beginning with the state conference on child protection in collaboration with likeminded organisations, a group would work towards developing an intervention model, formulation of concrete policies and also for advocating for inclusion of these policies at local, state and national government levels.

2. Planning of webinars and workshops by teaching and non-teaching staff

- It was decided that in order to commemorate National Social Work Week would be (15th to 21st August 2021), students' experience sharing sessions vis-à-vis Covid-19 pandemic could be organized across classes and respective class teachers would moderate the same.
- With regard to webinars, it was unanimously decided that various sessions organized for our students during the orientation week could also be considered as Webinars organized by IQAC for this year. Dealing with grief in times of pandemic is one such session which was organized for MSW II year students and coordinated by Ms. Sonia and Mr. Cletus.
- Furthermore, it was decided that a Webinar on Mental health issues during post pandemic times also need to be organized by IQAC which would be open for all and Dr. Anita Machado would be convener for the same along with Dr. Saman and Dr. Smita as the co-conveners. Another webinar on Gender and Pandemic would be organized by ICC in the month of August as Ms. Sonia being the convener for the same. One more webinar would also be organized on the topic of Problems of disabled in the Pandemic times with Dr. Lidwin and Dr. Kalyani being the convener and co-convener for the same.
- It was further decided that staff development programs for the teaching staff be organized spread across the academic year by Ms. Sonia as convener along with Dr. Ronald, Mr. Cletus and Ms. Reny as members of the organizing committee.
- Dr. Lidwin also reported that a state level conference could also be organized by non-teaching staff of the college and Ms. Sabeena would be the convener for the same.
- As part of Integrated Social Work paper, a Student led conference could also be organized and students would be convener for the same and Dr. Vaijayanta along with Dr. Ronald would act as coordinators for the said purpose.
- With regard to intervention in health field, it was reported by Dr. Anita Panot that she along with Dr. Saman in collaboration and Jan Swasthya Abhiyan are initiating interventions in tribal areas of Palgarh in collaboration with SPANDAN.

3. Any other business

- Dr. Lidwin and Dr. Anita Panot both mentioned about few aspects related to assignments and examination such as assignment marks etc. which need to be discussed at the faculty meeting and then we would arrive at final decisions.

- Dr. Lidwin and Dr. Vaijayanta Anand both mentioned about feedback forms which need to be compiled and data is required for the AQAR report also.

With this meeting ended with vote of thanks to the chair and one and all.

Minutes of the IQAC meeting held on 18th November 2021

The meeting of the IQAC of the College of Social Work (Autonomous) was held on 18th November 2021.

Members Present:

Chairperson: Dr. Lidwin Dias, Principal

Director of the IQAC: Dr. Vaijayanta Anand, Senior Faculty Member

Management Member: Dr. Hazel Dlima.

Faculty Members represented at all levels:

Dr. Vaijayanta Anand, Faculty Member

Dr. Anita Panot, Faculty Member

Dr. Anita Machado, Faculty Member

Ms. Sonia Rodrigues, Faculty Member

Dr. Renu Shah, Faculty Member

Ms. Meghna Vesvikar

Dr. Ronald Yesudhas

Mr. Cletus Zuzarte

Employers Nominee: Dr. Nilima Mehta, Visiting lecturer

Local Society Nominee: Dr. Geeta Balkrishnan, Former Principal, CSWNN

Administrative officers:

Ms. Sabeena Gonsalves, Administrator

Mr. Pravin Gavali, Librarian

Ms. Shweta Malvankar, Office Superintendent

Ms. Swati, Administrative representative

Student Nominee: Ms. Shanti, Masters in Social Work II

Alumni Nominee: Ms. Irene Tayshete

Industrial/ CSR Nominee: Mr. Royston

Agenda Points:

1. Minutes of the previous meeting
2. Business arising
3. Update on the workshops and seminars held so far
4. Upcoming seminars and conferences
5. Sharing of final academic calendar, examinations held in Oct 2021 and plans of hybrid classes for next semester 22nd Nov 2021
6. Saksham project Nov 2021 to March 2024
7. IQAC new members update
8. Dorothy Baker Chair and book release 18th Dec
9. Information sharing of Non-teaching staff reshuffling roles
10. Information sharing of Awards and Achievements
11. Any other business

Discussion:

1. Saksham project sharing by Dr. Ronald (November 2021 to March 2024)

Since Dr. Ronald was in Saksham training program at Delhi, he could join meeting only for a brief while, meeting therefore began with Dr. Ronald sharing about the Saksham Project and minutes of the previous two meetings were read out later.

To begin with, Dr. Lidwin mentioned that we have got Saksham project from November 2021 to March 2024 and two regional coordinators have been appointed for this project out of 80 applicants- (Ms. Kalpana and Ms. Candida). Ms. Sylvi from extension centre would manage the accounts of extension center also and Dr. Ronald is the Principal Investigator for the project. Thereafter Dr. Ronald mentioned that the College was sub-recipient of the Saksham Project during the tenure of Dr. Geeta B. also and it has come back to us after five years. He further shared that the duration of the present project is from the year 2021 to 2024 and following are the two major components of the project:

Component A: PRAMAAN

Evaluation of Targeted Interventions in the states of Maharashtra, Goa and Karnataka as part of Link Workers' Scheme (LWS)

Component B: PRAVAH

The second component is all about TB in collaboration with National TB Eradication Department intended to develop capacities of TB counselors across the mentioned states.

It was further mentioned that staff members have been recruited as part of the project and right now training phase is going on. Material building and training of TB counsellors would be taken up at the later stage of the project.

Dr. Geeta B. congratulated the College for getting the project back and extended her best wishes to the team upon completion of sharing by Dr. Ronald.

2. Minutes of the previous meeting and Business Arising

Minutes of the previous two meetings held on 17th June and 15th July 2021 (Internal IQAC committee meeting) were briefly read out by Dr. Anita Panot and Dr. Renu Shah.

With regard to business arising, Dr. Lidwin shared the following information as the action taken report also:

- Dr. Vaijayanta Anand and Dr. Anita Panot are the convener and co-convener for the National Conference on Plight of Migrant Laborers in Informal Sector- during and post-Covid period.

- With regard to RUSA funded college building related work, it was reported that 80% of the painting work is completed and rest of the work would be completed within a week's time as the RUSA money was received on 18th November itself.
- Solar panels sponsored by RUSA have also been put and now the whole electricity is solar generated.
- With regard to CAS, it was reported that the scrutiny reports of Dr. Saman Afroz (stage 1 to 2) and Ms. Meghna (stage 2 to 3) have been received while the CAS files of Dr. Smita, Dr. Kalyani and Ms. Roshni have not yet been received. Only Dr. Ronald's file is received till now.
- With regard to admissions, it was mentioned that both MSW I and BSW I year batches have 60 students each however the BSW I year admissions were started late, their session started from 1st September 2021 onwards upon pre-admission counseling of students.
- With regard to Phd admission, it was informed that a notification for Phd admissions have been put on college website. She also informed about the RTI and also stay order which was there for the Phd admission mainly because of Research methodology course being a compulsory course for admission to Phd program of the college. There were also objections to the same by political parties as well. Dr. Lidwin further informed that 25 is the Intake capacity for Phd admissions and so far college has received 2 applications.
- With regard to scholarships, it was informed that nothing has been heard yet from Maheshwari Foundation about scholarships. We need to work towards the same.
- Dr. Lidwin also informed about the completion of both the books- Community Based Peace building initiatives and another one on Field Work Supervision by the college.

On completion of presentation of action taken report, Dr. Geeta B congratulated college and Dr. Lidwin for undertaking so many efforts even during the pandemic times.

3. Update on the workshops and seminars held so far

Dr. Renu Shah presented an update on the workshops, seminars and programs as undertaken by different units of the college during the period of June- November 2021 which is as follows:

- Avishkar Research Convention Organised by Department of Student's Development University of Mumbai on June 29, 2021. There were 6 students from MSW II year and one faculty member (Ms. Sonia Rodrigues) who had participated in the Convention. Ms. Shruti Kulkarni and Ms. Nicole Countinho secured second and third rank respectively in the humanities section. Ms. Sonia's presented was also appreciated a lot by the jury in the convention.
- Global Campus Online Peace Education Program: June-July, 2021 This course is conducted in collaboration with the Global Campus Programme of Tokyo University of Foreign Studies, Japan and in partnership with four other universities in South Asia. The course is coordinated by Dr Anita Panot at Mumbai level for the students of College of Social Work, Nirmala Niketan. The course consisted of five sessions and with 22 participants from India and 18 received certificate for participation.
- Workshop on Mental Health & Self-Care on 18th August 2021. Dr. Vaijayanta Anand, Dr. Anita Machado, Dr. Saman and Dr. Smita were conveners and co-conveners for the

workshop. This workshop was organised to commemorate National Social Workers' Week 2021 and its resource Person- Ms. Mona Sharma from Manorathi Foundation. Specific **objectives** of this workshop were to reach out to students, understand issues of mental health and self care, Help them identify early signs & symptoms of mental distress, equip students with practical techniques of stress management.

- **State Level Online Conference on Child Protection: Concerns and Responses during COVID 19 Pandemic** on 4th-5th October 2021. The conference was aimed at identifying child protection concerns in the pandemic context, learn about the response of both government and civil society towards addressing those concerns and also undertake concerted efforts in the field of child protection at Maharashtra level. It was a successful endeavor and the best part was that we had an overwhelming responses from organisations working within the domain of child protection not just in terms of participation but also in terms of paper presentation. Organisations such as Prayas, FSC, ILS Law college Pune, CSRD, Amcha Ghar, YWCA, MESCO, Responsible netism, Rangoonwala Foundation, Save the Children, DWCD Palghar etc were part of the conference. As a follow-up to the conference, a Child Protection Coordination Committee is set up having members from College (Dr. Renu Shah, Ms. Meghna and Ms. Pallavi) and representatives from the above mentioned organisations. It is intended to initiate and/or coordinate concerted efforts in the field of child protection within the state of Maharashtra through this committee.

- A session on **Gender Discrimination in Sports in India** organised by Women Development Cell, CSWNN on 11th October 2021. The resource person for the session was Ms. Meha Bharadwaj, Sports Presenter. The session was intended to orient and sensitize students about the issue of gender discrimination in sports as faced by women sportspersons not just in India but worldwide. Her session was truly enriching and enlightening and well appreciated by all.
- **Workshops organized by NCSIE- Nirmiti Centre for Social Innovation and Entrepreneurship as follows:**
 - a. **Introduction to Social Entrepreneurship** for E-cell members was organized on 2nd November, 2021 with an aim to introduce students to the basic understanding of social entrepreneurship and also to introduce students to NCSIE objectives, activities and plans for the academic year 2021-22. This workshop was attended by 54 E-cell members and 4 faculty members.
 - b. **Workshop on Problem Solving and Ideation** was organized on 9th November, 2021 to introduce students to problem solving and Idea in the context of social Entrepreneurship. This workshop was conducted by Dr. Ronald Yesudhas. Over 31 E-cell members and 5 faculty members attended this workshop.
 - c. **Journey of a Successful Entrepreneur** – third workshop by Nirmiti Centre was organized to provide students a platform to have conversation with a successful entrepreneur on 10th November, 2021. The resource person for the said session by Ms. Karon Shaiva whose sharing helped students get an insider's view to the journey of a social entrepreneur. There were 38 E-cell members, 6 faculty members and 2 consultants who were part of this particular inspirational session.

- Research and Term Paper Workshops were organised by Research and Term paper respectively for the MSW IInd year students:

Research Workshops (5)	Term Paper Workshops (3)
Data Entry, SPSS	Outline of Term paper project
Access to online library of College	Access to online library of College
Data Entry, cross graphs, SPSS	Review of Literature
APA style of referencing	Two seminars by students on the progress of their work
Chapter writing and Data analysis	

- Workshops undertaken by Research Unit- Workshops organised by Research unit in the said period are mentioned below:

Name of the Workshop	Resource Person	Date of the Workshop	No. of Participants
Qualitative Data Collection (Survey and Interview) in Webinar series on ‘Qualitative Research in Public Health Nutrition’	Dr. Kalyani Talvelkar, Faculty-in-Charge, Research Unit, CSW, NN.	11 th July, 2021	136
Online Workshop Series on Data Analytics Using Statistical Package for Social Sciences (SPSS)	Ms. Pallavi Xalxo, Assistant Professor, CSW, NN.	20 th & 21 st August 2021, 27 th & 28 th August 2021, 3 rd & 4 th September 2021 (12 Sessions, 2 Days a Week)	19
Online Workshop on the Art of Writing a Good Research Paper	Dr. Padma Deosthali, Programme Director at CREA	13 th & 14 th November 2021	161

- Workshops undertaken by Extension Centre- workshops and programs organised as organised by the Extension centre are mentioned below:
 - A Conclave on Corporate Social Responsibility and Sustainable Development** was organized by Extension Centre on 9th October with over 150 participants.
 - Senior Citizen Day Celebration- 35 participants
 - Session on Senior Citizens Rights and Government Schemes- 30
 - Livelihood Generation Courses discussion meeting- 25 members
 - Sessions organized by PRAVAS and Anubhav Youth Training Centre (AYTC)

PRAVAS	Anubhav Youth Training Centre
Session on Group Bonding-35 participants	AYTC orientation- 3 sessions with 106 participants in total
Health camp on Eye- check up- 50 community residents	Session on Democracy & Secularism- 55 participants
Diwali celebration- 40 participants	Session on Gender Sensitivity- 19 participants
	Session on Honesty & Integrity, Dignity of labour- 19 participants

- Webinar by Job Placement Cell (JPC)- A webinar on Study Abroad was organized by Job Placement Cell (JPC) of the college in collaboration with Riya Education on 6th October 2021 with the objective of guiding students about studying abroad and future prospects after studying in a foreign land. A total of 75 students participated in this webinar.

Dr. Lidwin sought comments and questions from the IQAC upon completion of the presentation of seminars and conferences as organized by the different units of the college. Dr. Geeta B. congratulated the college for organizing multiple meaningful programs and Dr. Nilima Mehta also appreciated the focused interventions of the college at various levels and was highly appreciative of the great team work as gets exhibited through these programs.

4. Upcoming seminars and conferences

- National Conference- Dr. Vaijayanta Anand was invited to present about the upcoming National Conference. She along with Dr. Anita Panot are conveners and co-conveners for the National Conference on Plight of Migrant Labourers during and post lockdown to be organised on 28th February – 1st March 2022 in online mode. Dr. Vaijayanta shared that the concept note for the same is prepared and Dr. Geeta B. and Prof. Michael are the advisory members for the conference. She also shared a broader structure of the conference, that is, it would begin with the keynote address and two panels with two plenary speakers in each of the panels on the first day and same way with two panels and plenary speakers along with the valedictory program on the second day. She further emphasised that the

committee envisaged to have focus of keynote address on the exodus analysis which took place during Covid induced lockdown in the first wave and second day focus would be on the response of state and civil society towards addressing the concerns and issues of migrant labourers during the period of the lockdown. The committee also reiterated the fact that they would have only the invited paper presenters so that good quality papers are received as part of the conference and a possibility of book could be explored following to the conference.

- Student-led conference- Dr. Vaijayanta Anand and Dr. Ronald Yesudhas are convenors and co-convenors for the student-led conference to be organised in the month of February/March 2022 as part of the Integrated Seminar Paper.
5. Sharing of Final Academic Calendar- Dr. Lidwin shared that in the last meeting tentative academic calendar was presented. With regard to BSW first year she mentioned that it was started late only from 1st September 2021. She further mentioned that their vacations have been cut down to 10 days only and it is a very motivated class. She also announced that Ms. Sonia Rodrigues has taken over as field work coordinator along with Dr. Renu and Dr. Kalyani as field work committee members. She further mentioned that the examination for all senior classes were conducted in the month of October and that of BSW Ist year would be conducted in the month of December 2021. Thereafter Ms. Sonia was invited to share about field work related program as carried out in the present semester. With regard to field work, Ms. Sonia shared the following updates on behalf of field work committee:

- Preparing, implementing google forms for students across classes and collating the data to ascertain students contact details, place of residence, vaccination status. This data was utilized to finalize placements
- Collated data on students (ex students seeking admission to higher grades) of previous placements
- Coordination with Student Induction Programme/Orientation Committee
- Fieldwork Orientation across classes
- Placements Coordination with agency, Faculty Members and students
- Inputs/Meeting external and internal Fieldwork Instructors
- Term I Evaluation guidelines for all classes
- BSW I Term I Programme planning, implementation, evaluation
- Fieldwork students' performance review
- Addressing issues/Concerns of Fieldwork

Ms. Sonia also provided field work related following updates for the present semester:

- Fieldwork-Bachelor of Social Work Semester III, V & Master of Social Work Semester I, II
- Number of placements: 58 organizations, Maharashtra, Bihar
- Hours allotted: 180
- Appointment of external Fieldwork Instructors:3
- Field Instructors from agency: 4
- Overview: Fieldwork Bachelor of Social Work Semester I
- Four components

- Student induction programme: Wednesday 1st September- Wednesday 22nd September 2021: 36 hours 15 minutes (15 marks)
 - Inputs: Thursday 16th September -Saturday 9th October 2021: 48 hours 45 minutes (15 marks)
 - Field based guided assignments (6): Saturday 16th October Saturday-30th October 2021: 45 hours (20 marks)
 - Continuous Fieldwork: Thursday 11th November-Saturday 20th November 2021: 60 hours (50 marks)
 - Total Inputs (Component I, II, III) : 2 sessions, 10 workshops, 4 Virtual Visits: 4
- Overview: Fieldwork Bachelor of Social Work Semester I contd
 - The number of placements: 22 placements: Maharashtra, Bihar, Kerala, Goa, UP, West Bengal
 - Appointment of Field Instructors; 3
- Other Tasks accomplished Fieldwork Committee
 - Small Group Evaluations, 20th-22nd October 2021
 - Field Instructors Meetings : Two (14th August , 2nd September 2021)
 - Fieldwork Tasks Based on Manual
 - Assessment Guidelines
6. Sharing about October Examinations- Dr. Lidwin shared that examinations for all the classes (except BSW I) were conducted in the month of October both in online and offline mode for few of the students. BSW I examinations would be conducted in the month of December. While mentioning about the examinations, Dr. Lidwin placed on record the hardwork and dedication of examination committee of the college along with the technical team of the college for facilitating the entire process and smooth conduct of examinations. She also extended her gratitude towards Ms. Swati, Ms. Sabeena, Mr. Pravin and Mr. Priyadarshan for their unstinted support in the entire process. She also thanked faculty members for conducting supervision of all the examinations almost on daily basis. With regard to examinations and academic program of the college in online mode, Ms. Shanti (Students' representative) expressed a deep sense of gratitude and admiration towards smooth conduct of all the programs in college especially examinations and field work. She also mentioned that not all the colleges are able to successfully undertaken all their academic activities however College of social work, NN has been able to carry out all its activities in a smooth and professional manner.
7. Planning of Hybrid classes- Dr. Lidwin shared that after a lot of brainstorming at college level along with the technical and administrative teams, it has been decided to begin with hybrid classes in the college. She also mentioned that prior to this, vaccination data of students has also been taken and hybrid classes would begin from 22nd November 2021. Two groups (Group A and Group B) have been made in each of the classes and one group would have classes one week and second week another group will come to college and attend the hybrid classes. Faculty members are also joining college from 22nd November

2021 in an offline mode. They would be taking classes in hybrid mode from classrooms only. Now a common class link would be generated and instead of each faculty member generating a separate link, there would be a common link for each class and all the faculty members would join from that link while teaching their respective subjects. She also mentioned that to facilitate smooth conduct of hybrid classes, a core committee for the said purpose has been created with class teachers, faculty representatives, CRs and students' representatives from each of the classes. Dr. Ldiwin also mentioned about the four old course students for whom a separate time table has been prepared and their classes are in offline mode only. It was further informed that classes for BSW first year students would be in the online mode only for the entire academic year. Upon sharing, Dr. Geeta B. mentioned that it is not easy to conduct classes in hybrid mode and she conveyed her best wishes to all for the same.

With regard to hybrid classes, Ms. Shanti raised a doubt as to whether its compulsory for outstation students to attend offline classes in college. To this, Dr. Lidwin replied that for the double vaccinated students it is imperative that they join college in offline mode and outstation students can join classes in offline mode by 3rd January 2022. For those students who are not fully vaccinated, last date is 20th January 2022 to join for offline classes. Dr. Lidwin also mentioned that for all the classes except BSW I year students, exams would be in offline mode and senior students have been called to college as there is a student-led conference in the month of February/March 2022 for which also students need to be around. Dr. Geeta B. also raised query about the vaccination status of faculty members, Dr. Lidwin mentioned that all the faculty members are double vaccinated except two and their vaccination also would be completed by the month of January 2022.

8. IQAC new members update- Dr. Lidwin mentioned that after retirement of Mr. Elvis and Dr. Prabha, more members could be included in the IQAC. Thus, Ms. Meghna, Dr. Ronald, Mr. Cletus and Ms. Swati have been included in the IQAC body. Dr. Lidwin further mentioned about the reconstituted committees for the AQAR related work which are as follows:

Part- A	Dr. Vaijayanta Anand, Ms. Sabeena, Ms. Shweta
Part- B	Ms. Meghna, Dr. Smita, Mr. Virochan, Ms. Nilima
Criterion- I	
Criterion-II	Dr. Anita P, Ms. Pallavi, Ms. Shweta, Ms. Maya
Criterion- III	Dr. Anita Machado, Dr. kalyani, Ms. Roshni and Ms. Reshma
Criterion- IV	Mr. Cletus, Mr. Pravin, Mr. Darshan, Ms. Alka
Criterion- V	Dr. Ronald, Mr. Albin, Mr. Sameer, Ms. Swati
Criterion-VI	Dr. Renu, Ms. Reny, Ms. Sabeena, Ms. Greta
Criterion-VII	Ms. Sonia, Dr. Saman, Mr. Sandesh

It was also mentioned that IQAC members are the convenors for each of these committees.

9. Dorothy Baker Chair and book release on 18th December 2021- Dr. Vaijayanta Anand briefed members about the planning for Dorothy Baker Chair program which is being carried along with RSCD organisation for this year. The program would have two components- one is the lecture series and another is the book release program. It was mentioned that Rakesh Tandon from PRIA would be the main speaker for the program on the theme- Civil Society and Participatory Democracy- which is also the theme of the book developed by Mr. Rajesh Kuruwella from RSCD. This theme also fits well within the larger theme of Peace and Development as decided for Dorothy Baker Chair. Dr. Vaijayanta then mentioned about structure of the program:

Part- I Main speaker
Part-II Release of the book by Mr. Rajesh Kuruwella

It was mentioned that during book release two of the college books (one on Field Work evaluation and another on Peace-building initiatives) could also be released at the same time. Dr. Anita Panot also suggested about the release of Community Practices book at the same. It was proposed that Dr. Hazel could release the book in offline mode and Mr. Bhimraskar, Dr. Hazel and all faculty members could attend the program in hybrid mode. It was also shared that 100 women sarpanchs would also be attending (online mode) the book release part of the program which would be both in Hindi and English Language. It was further suggested by Dr. Geeta B to record and transcribe the speech of chief guest during the program and publish the same in the Perspectives in Social Work journal.

10. Non-teaching staff reshuffling- Dr. Lidwin mentioned about the reshuffling of staff members. It was mentioned that no new staff member has been appointed in the college. Mr. Wilfred is now maintenance officer-cum-driver. Mr. Shankar at extension centre would be para-professional social worker with PRAVAS project. Ms. Sylvi would manage the accounts of both the Extension centre and SAKSHAM project. It was also mentioned that the three staff members- Ms. Swati, Mr. Sandesh and Ms. Sylvi have upgraded themselves and finished their Masters in Social Work program from IGNOU, they would now be involved with Ms. Nilima in course coordination work also. Within the short-term course unit, Mr. Vilas is graduate and he would now be trained as a clerical staff to absorb him at that level.
11. Information sharing of Awards and Achievements- Dr. Lidwin shared about the awards and other achievements which have been recently conferred to college. It was shared that the college is 91 rank among Autonomous colleges in India by Education World. According to NIRF ranking, we are at 71 level. The college has received the award of top most innovative college from the BEGIN-UP Foundation, same foundation has also appreciated our efforts as Outstanding College in Virtual learning. The college is also provided with the Centre for Excellence opportunity by Department of Social Welfare, it was there in the news but nothing has come in writing. Dr. Lidwin mentioned that even though nothing has come writing with regard to Centre for Excellence, we at college level have started the work for the same. Three major areas have been identified to work towards-

Research, Capacity Building and Social entrepreneurship. Dharavi community has been adopted to work towards livelihood generation of leather making community.

12. Any other business

- Dr. Lidwin congratulated Dr. Geeta B for the successful completion of phd of her student- Ms. Sandhna. It was mentioned that the work of two other scholars (Ms. Neeta and Ms. Sonia) is also in the pipeline, the comments from one of their reviewer have been received while that of another one are still awaited. It was also mentioned that Dr. Anita Machado and Dr. Renu Shah have been recognised as Phd guides by University of Mumbai, there are now five full time Phd guides in college. It is because of this reason, 6-7 more scholars can be admitted in the college for the Phd program.
- Dr. Lidwin mentioned about the initiation of BSW program by University of Mumbai in one of the Ratnagiri College. Students have been admitted for the said course, but the course has not yet begun. It was mentioned that college was requested to provide academic support to that college for the said course. Dr. Lidwin has requested them to make use of 2016 BSW course curriculum and launch their program after Diwali vacation. The said college is also in the process of appointment of staff members.
- With regard to Alumni association of the college, Dr. Lidwin expressed her deep concern about it being not an active body, she also opined that the alumni association of the college needs to be strengthened on an urgent basis, and she also requested Dr. Geeta B and Dr. Nilima Mehta (being the senior most alumni of the college) to help towards making it an active body. Both of them readily agreed to the request and extended their cooperation towards making alumni association of the college an active body. Dr. Lidwin also mentioned that Mr. Sameer is already there in the association, and one more teacher would also be put in the committee. Ms. Reny is the election officer for the election process of alumni association. Dr. Hazel too offered to mentor the committee for the said purpose.
- Dr. Geeta B. urged that college should take collaborative research with other institutions both at state and national level. To this, Dr. Renu mentioned about a possible collaborative research study to assess the impact of pandemic on children in Child Care Institutions within Maharashtra to be taken up by the Child Protection Coordination Committee (CPCC). Dr. Geeta B also mentioned to take up collaborative research with local self-government institutions at various levels.
- Dr. Geeta B also suggested that college should write to UGC and conduct orientation and refresher courses for other schools of social work within Maharashtra. It is essential that CSWNN works towards strengthening the capacities of other schools of social work. To this, Dr. Lidwin mentioned that same has been mentioned to Dr. Ananda and college can begin with organising short-term courses for other schools of social work and also mentoring of those institutes. It was also shared that research unit of college has been conducting series of workshops and sessions on research methodology in online mode but most schools of social work prefer sessions in Marathi language. Research unit has decided to take it ahead and prepare module in Marathi to cater to the needs of local institutes of social work across Maharashtra.

- Dr. Geeta B also suggested about compilation of best practices mainly the hybrid mode of teaching, which Dr. Lidwin mentioned that would also be done as part of the Annual report of the present academic year to be undertaken by Dr. Renu and Dr. Smita. The compilation of best practices is quite essential for NAAC related purpose also.
- With regard to college being considered as Centre for Excellence, Dr. Hazel made an important submission that we as college need to think as to how do we envision excellence and work towards strengthening other institutes of social work. We need to inject greater spirit of commitment and service amongst those colleges and need to draw a roadmap as to how to help out other colleges at various levels.
- Dr. Lidwin also shared about the Watershed Training Program, SPANDAN was part of, this training program was organised by YASHADA and participants were from rural colleges.
- While mentioning about State Conference on Child Protection, Dr. Nilima Mehta expressed that the fraternity of child protection at Maharashtra level has highly appreciated the conference and the practice-wisdom as generated through this conference. She thanked the entire organising team for the same. To this, Dr. Geeta B also mentioned that all these years all the conferences and seminars have always been followed up with some kind of field based interventions, field action projects or with initiation of course on the issue of concern. This is also one of the best practices of the college and an article needs to be written on the same, this could also be lesson for other colleges.

With this meeting ended with vote of thanks to the chairperson and one and all.

Minutes prepared by Dr. Renu Shah

Minutes of the IQAC internal committee meeting held on 8th February 2022 from 3.30 to 5.30 pm

The meeting of the IQAC internal committee of the College of Social Work (Autonomous) was held on 8th February 2022.

Members Present:

Chairperson: Dr. Lidwin Dias, Principal
Director of the IQAC: Dr. Anita Machado

Faculty members:

Dr. Vaijayanta Anand, Faculty Member
Dr. Anita Panot, Faculty Member
Dr. Renu Shah, Faculty Member
Ms. Sonia Rodrigues, Faculty Member
Dr. Ronald Yesudhas, Faculty Member
Ms. Meghna Vesvikar, Faculty Member
Dr. Kalyani Telvekar, Faculty Member

Administrative Staff:

Ms. Sabeena Gonsalves, Administrator
Ms. Shweta Malvankar,
Ms. Swati

Agenda points:

1. RUSA next phase planning
2. Strengthening Alumni association
3. Policies related to exams, admissions, transcripts, references etc.
4. Conference and staff development programs
5. NIRF and India Today
6. Feedback forms
7. Any other business

Discussion:

1. NIRF and India Today

To begin with Dr. Lidwin and all the members present went through the data filled in on NIRF website for the year 202-21 as uploaded on the NIRF website. Ms. Shweta and Ms. Swati have worked on the same along with Dr. Lidwin and Ms. Sabeena. There were few discussions with regard to faculty strength and job placement which would be updated.

2. RUSA next phase planning

Dr. Lidwin sought suggestions from faculty members to do planning for the RUSA second phase. She also mentioned that hard component is already exhausted and planning can now be

done only with reference to soft component including seminar/workshops, training, research and capacity building aspects. Following decisions were taken with reference to above mentioned aspects:

Training: It was decided to introduce following short-term Refresher courses for alumni on above mentioned topics. These programs would be for 8 hours each @ Rs. 1500/- per hour.

- Refresher course on Contemporary Rural Development- Dr. Lidwin Dias
- Course on Contemporary Urban Concerns- Dr. Vaijayanta Anand
- Course on Dance and Movement Therapy- Dr. Anita Machado
- Course on Child Rights- Dr. Renu, Ms. Meghna and Ms. Pallavi
- Course on CSR- Dr. Ronald
- Course on Persons with Disability- Dr. Kalyani

The said faculty members would prepare the proposal for their respective courses along with budget and other details and submit the same to Dr. Lidwin latest by the end of this week. It was also decided to introduce Faculty Development program for ad-hoc teachers, Ms. Sonia would prepare the proposal for the same and also on Qualitative Research which would be developed by the Research Unit. Both these programs can also be extended to our community colleges as well. The possibility of intercollegiate even and submission of proposal for the same could be worked upon by the Students' Council team.

Under scholarships head, the proposal for Educational Scholarship (for hostel accommodation, internship, laptop bank and sponsorship for higher studies) can be developed to be provided to the students (who are high scorers and who are from economically and socially marginalized groups). Ms. Sabeena would work on the same. The proposals with regard to entrepreneurship initiatives and master training under skills hub to be developed by Dr. Ronald and the team.

It was decided that under counselling services, the honorarium for counsellors to be earmarked under this head. It was also discussed that for providing remedial coaching to students, we can have Ms. Rushila (BSW I), Ms. Shama (BSW II) and Ms. Natty (BSW III) and the proposal for the same to be developed by Dr. Vaijayanta and Mr. Sameer.

It was also decided that the research unit would also prepare the proposal for evaluation of AYTC and SPANDAN project. Ms. Sonia was also requested to explore the possibility of inter-collegiate Faculty Development Program between College of Social Work and College of Home Science.

3. Strengthening Alumni Association

Dr. Lidwin mentioned that our alumni association needs to be strengthened and regular meeting of AGBM along with elections need to be conducted. Since the present committee for alumni association is over, we need to constitute a new committee and Dr. Vaijayanta and Dr. Anita Panot were requested to be in the same along with Dr. Geeta Balkrishnan and Dr. Nilima Mehta. It was also mentioned that the new committee has to be constituted by March this year.

4. Policies related to exams, admissions, transcripts, references etc

It was decided that Dr. Vaijayanta would work on policies related to transcripts and references and Ms. Sonia would work on examination related policies. Admission related policy is already there on the website and a suggestion was provided to freeze our policies for few years with an amendment clause then every year we need not revise all our policies and only amendments

can be introduced whenever required. Research and term paper policy can also be combined together and make into a booklet. It was decided to circulate all hard copies of all the policies to students and keep one-one hard copy of each policy in library and also in the IQAC office at third floor.

5. Conference and staff development programs

Since the discussion and information about the national conference, students led conference and also Faculty Development program was shared in the faculty meeting, it was not discussed here again. The information about faculty development program of non-teaching staff was however shared in the meeting which is being schedule for 18th-19th March 2022. Dr. Lidwin also shared about the workshop which Mr. Pravin is organizing along with Ms. Sulabha and Mr. Prahlad for other college librarians

6. Feedback forms

With regard to feedback forms, Ms. Sonia mentioned that those are uploaded on college website.

7. Any other business

Dr. Lidwin mentioned that Ms. Swati is now re-designated as Assistant Administrator and she will see all the work related to examination, ARIIA and NIRF. It was also informed that Mr. Wilfred is appointed as maintenance officer.

With this meeting ended with vote of thanks to the chair and one and all.

Minutes of the IQAC meeting held on 22nd April 2022

The meeting of the IQAC of the College of Social Work (Autonomous) was held on 22nd April 2022.

Members Present:

Chairperson: Dr. Lidwin Dias, Principal

Convenor: Dr. Vaijayanta Anand, Senior Faculty Member

Management Member: Dr. Hazel Dlima.

Faculty Members represented at all levels:

Dr. Vaijayanta Anand, Faculty Member

Dr. Anita Panot, Faculty Member

Dr. Anita Machado, Faculty Member

Ms. Sonia Rodrigues, Faculty Member

Dr. Renu Shah, Faculty Member

Ms. Meghna Vesvikar

Dr. Ronald Yesudhas

Mr. Cletus Zuzarte

Employers Nominee: Dr. Nilima Mehta, Visiting lecturer

Local Society Nominee: Dr. Geeta Balkrishnan, Former Principal, CSWNN

Administrative officers:

Ms. Sabeena Gonsalves, Administrator

Mr. Pravin Gavali, Librarian

Ms. Shweta Malvankar, Office Superintendent

Ms. Swati, Administrative representative

Alumni Nominee: Ms. Irene Tayshete (online)

Apologies:

Student Nominee: Ms. Shanti V

Industrial/ CSR Nominee: Mr. Royston

Stakeholder Rep: Mr. Noel Pinto

Agenda Points:

1. Minutes of the previous meeting
2. Action taken report
3. Presentation of the Annual report 2021-22
4. Any other business

Discussion:

1. Minutes of the previous IQAC meeting were confirmed by all.
2. Action taken report:

Saksham updates: Dr. Ronald is the Principal Investigator and Ms. Reny is the faculty incharge of Saksham project. While presenting the annual report of Saksham project, Dr. Ronald mentioned that College of Social Work (Autonomous) Nirmala Niketan has signed a 'Memorandum of Understanding' with Tata Institute of Social Sciences, Mumbai, to fight AIDS and Tuberculosis in India. Nirmala Niketan will carry out the two projects (a) Saksham Pramaan- The National AIDS Control Programme of Targeted Intervention (TI) & Link Workers' Scheme (LWS), which are run by NGO/CBO. The College of Social Work, Nirmala Niketan, is empanelling the evaluators to evaluate the programme. (b) Saksham Pravaah- Developing a National Master Trainers Pool to build capacities of the National TB Elimination Programme (NTEP) staff on psycho-social aspects of TB and counselling soft skills. The Saksham Project is funded by the Global Fund. Under the projects Saksham Pramaan and Pravaah, TISS has partnered with five academic institutions as Sub-Sub Recipient (SSR) called as Regional Institute of Capacity Building and Evaluation (RICE).

The five academic institutions are divided into five zones- East, North, South, West and Central, of which, College of Social Work (Autonomous), Nirmala Niketan Institute, Mumbai is implementing the project in the West Zone. The West Zone includes the State of Goa, Karnataka, Maharashtra and the District of Mumbai.

Saksham Pramaan

The College of Social Work (Autonomous), Nirmala Niketan, under the Project Saksham Pramaan, will support India's commitment to end the AIDS epidemic as a public health threat by 2030 in line with Sustainable Development Goals (SDG). The College is closely working with the State AIDS Control Societies (SACS) to conduct the seamless evaluation in Western Zone and complete the task as per the NACO timeline. The main objective of the project is 'to support the National AIDS Control Program (NACP) for evaluation of Targeted Interventions and Link Worker Schemes, build capacities of the evaluators, and coordinate evaluations of TI and LWS project under NACP.

The TIs reach out to the key High-Risk groups (HRGs) such as Female Sex Worker (FSW), Male having sex with Male (MSM), Transgender (TG), Injecting Drug Users (IDUs) and Bridge Populations such as Migrants and Long-Distance Truckers. Link Worker Scheme (LWS) reach out to HRGs, Bridge Population and Vulnerable Population residing in rural areas.

The three days National Level training for all Saksham Pramaan staff, including Faculty In-Charge and Finance Officer, was organized by Tata Institute of Social Sciences, Mumbai and conducted by National AIDS Control Organization (NACO), in Nov 2021, in Delhi. After the training, an advertisement was put up in the devnetjob and LinkedIn to recruit evaluators. Based on the collected applications, evaluators were picked up for the evaluation after fulfilling the requirement.

Following are the major tasks being undertaken by the College:

- Identification and empanelment of Evaluator on the basis of the ToR, which is developed by NACO so the College of Social Work Nirmala Niketan connected with various faculties from Schools of Social Work, Psychology, State Institute of Health & Family Welfare (SIHFW), State Health System Resources Centre (SHSRC), Representative from People Living with HIV (PLHIV), and community network.
- Conducting capacity building workshops for the evaluators

- Preparing a calendar of evaluation in consultation with SACS.
- Developing a pool of evaluators in coordination with SACS for three years.

The Targeted Intervention (TI) and Link Worker Schemes (LWS) are being implemented under NACP to provide HIV/AIDS prevention, testing and treatment services to high risk and vulnerable populations in urban and rural areas. The project has been initiated in 2021, and the completion of the project is in 2024.

Details of the project Saksham Pramaan

S.no	Activities		
1.	No. of Regional Team Members who attended the National ToT	4 (1 Faculty In Charge, 2 Regional Coordinators 1 Finance Officer)	
2.	Coordination Meeting with SACS (Goa, KA, MH, Mum) till Feb 2022	8	
3.	No. of application received for TI and LWS Evaluation (till Dec 2021)	328	
4.	Eligible applicants for TI & LWS evaluation	125	
5.	No. of shortlisted applicants for evaluation	75	
6.	No. of Regional Training Organized and conducted in coordination with SACS	Goa	2
		Karnataka	2
		Maharashtra	7
		Mumbai	2
7.	No of evaluators attended the regional training	Goa	14
		Karnataka	10 (8 for Programmatic & 2 for Finance)
		Maharashtra	73 (46 for programmatic & 27 Finance)
		Mumbai	17 (10 programmatic & 7 Finance)
8.	No. of TI/LWS evaluation completed till March 2022 with the Support of SACS	Goa	15
		Karnataka	7
		Maharashtra	83
		Mumbai	31
9.	No. of empanelled evaluators completed evaluation.	Goa	13
		Karnataka	8
		Maharashtra	52
		Mumbai	17
10.	No. of De-briefing Meetings attended by Reg. Co-ordinators	Goa	1
		Karnataka	1
		Maharashtra	12
		Mumbai	00 (till 17 Feb 2022)

Saksham Pravaah, in partnership with the National TB Elimination Programme, will provide counselling and psycho-social support for People Living with Drug-Resistant. It is being implemented in the West Zone, which includes the state of Maharashtra, Karnataka and Goa. The project will develop a National Master Trainers Pool to build capacities of the NTEP staff on psycho-social aspects of TB and counselling soft skills.

The project Saksham Pravaah, from its initiation, has provided counselling and psycho-social support to people living with Drug Resistant (DR) TB and their caregivers. The counsellors provide ongoing home-based counselling and address many issues, including TB related Stigma and Discrimination, Gender-based concerns and Mental Health. The project Pravaah will reduce the catastrophic burden of TB, and the Counsellors link People Living with TB to the existing Government of India Social Protection Scheme and Nutritional Support.

In the current implementation cycle (1st April 2021 to 31st March 2024), it will develop a national Master Trainers Pool to build capacities of the NETP staff on psycho-social aspects of TB and counselling soft skills.

The College of Social Work (Autonomous), Nirmala Niketan, will undertake the following task through project Saksham Pravaah:

- Development of a pool of Master Trainer (MT).
- Establishment of a strong co-ordination mechanism with the State TB Officer (STO), and State Training Demonstration Centre (STDC) in the region.
- Conducting Training of Trainers (ToTs) for the Master Trainers in co-ordination with TISS Saksham.
- Identification of Master Trainer in the region
- Undertaking Training of Trainers for the Master Trainers
- Undertaking Training of NTEP Staff in co-ordination with the STDC

The project Saksham Pravaah has been started in the month of January 2022. In the first quarter of 2022, 65 Master Trainers will be undergoing the training session. 30 MTs each will be from Maharashtra and Karnataka, and Goa will have 5 MTs.

NIRF updates: Dr. Lidwin shared with all that NIRF form has been submitted after working on all the queries, the details with regard to India Today and AQAR 2019-20 are also submitted. She further shared that filling of information with regard to 2020-21 is almost done only the finalisation part is left.

3. Presentation of the Annual report 2021-22

Dr. Lidwin presented detailed annual report of 2021-22. As part of the annual report, information was shared about various aspects including academic programs (both regular and short term), field work, assessment and examination, updates with regard to field action projects, extension centre were also provided. A detailed account of activities undertaken by various committees of college was also provided as part of the Annual report including women development cell, job placement cell, students' council, inter-faith committee of college, Rrotract club and Equal Opportunity Cell etc. Dr. Lidwin also provided updates about various workshops and research studies undertaken by the research unit of CSWNN. She also informed members about various seminars, conferences

and webinars as organised by College during the said academic year. IQAC faculty members also shared with Dr. Lidwin

Dr. Lidwin also shared about the **Skills Hub Initiative for the job role Office Assistant** as undertaken by CSW NN. She mentioned that on 4th January 2022, College received an email by the UGC Education Officer stating that the Ministry of Education and the Ministry of Skills Development & Entrepreneurship have envisioned for skill training hubs across the country. These skill hubs shall offer competency-based vocational training for school drop-out and out-of-school young population. This initiative is implemented through National Skill Development Corporation (NSDC) under the Central Component of Pradhan Mantri Kaushal Vikas Yojana 3.0 (PMKVY 3.0). All the institutes identified as skills hub shall offer short term skill-based programmes/course in one of two job roles. As per the UGC guidelines, the Skill Hub Initiative officially commences from 1st January 2022. However, College of Social Work Nirmala Niketan launched the course on 30th March 2022. After receiving this notification, a team was formed immediately by the college to study the guidelines and short-list the type of job roles college could host training on. The criteria for selecting the course were availability of infrastructure facility, technical know-how by the faculty (who were to be the trainer for the programme) and ensured job placement on the successful completion of the programme. About 80% of the candidate must be placed into industry post the successful completion of the course.

After series of meetings, the job role finalized for the implementation of Skill Hub Initiative was ‘Office Assistant’. The Office Assistant course is under the Management and Entrepreneurship and Professional Skill Council.

Since the focus of the skill-based vocational training was on school drop-out and out-of-school youth, the team realized how vulnerable they are to be absorbed into the informal sector. The team rationalized that training in the office assistant would give a chance to the youth to enter into formal sector, learn skill that would help them climb-up the ladder as well as the job may give them the opportunity to return back to the education system and enhance their qualification further.

The process of implementation

Step	Description
Step 1.	Registration of Institution and trainers (faculty) in the Skill India Portal
Step 2.	Enroll the faculty for the Training of Trainers (TOT)
Step 3.	Complete the TOT and its Assessment
Step 4.	Mobilize participant for the Skills Hub Initiative
Step 5.	Register the Participant in the Skill India Portal and Share their detail to the Skill Sector Council and create the batch
Step 6	Install the Aadhaar Enabled Biometric Attendance System (AEBAS) in the institute
Step 7.	Commencement of Class

Details of trainers and students

Total No. of Faculty undergone TOT	4 faculty (Dr. Ronald, Mr. Albin, Mr. Cletus, Mr. Sameer)
Total No. of Participants enrolled for the programme	23
Duration of the course	4 Months (April to July)

Following to the annual report presentation, Dr. Anita Machado was invited to present updates about RUSA related work. Dr. Machado shared about the repair, renovation and internal painting works as undertaken during first RUSA phase, she also mentioned about the computer room renovation work. It was also mentioned that a series of subject wise workshops were organised during RUSA phase-I and also a State level Online Conference on Child Protection: Concerns and Responses during Covid-19 Pandemic. She further informed that as part of RUSA phase- II, the Job Placement Cell of the college came up with a series of sessions to facilitate placement of students in various organisations upon completion of their degree programs. Two conferences were also organised as part of RUSA phase-II. Dr. Lidwin expressed her gratitude towards Ms. Greta, Ms. Shweta, Mr. Pravin, Dr. Anita Machado for facilitating and streamlining all the RUSA related work. She also thanked Mr. Shantanu especially for all his support, and cooperation in the entire process.

With the completion of both the presentations (annual report and RUSA), Dr. Hazel expressed her concern about spread of hate propaganda as prevalent in the country today and emphasised that CSW NN through Anubhav Youth Development Centre (AYDC) needs to work towards positive youth development and nurturing healthy attitudes amongst youth in the present context. As AYDC has completed its 35 years of active engagement with youth, it can influence youth in a positive direction. At this, Dr. Ronald also mentioned that we need to document the work and processes of all the efforts undertaken by AYDC till date.

Dr. Nilima Mehta appreciated college efforts to undertake all these activities in a meaningful manner even in the pandemic times and kept up to its values of quality education and reaching out to the most unreached even in the challenging times of pandemic. She further provided following suggestions to further strengthen college efforts:

- Curriculum review in the context of New Education Policy, 2021. Dr. Lidwin mentioned that we as faculty group and management as well need to develop insights on NEP for which few workshops and consultations would be organised following which curriculum restructuring would be taken up in phased manner.
- Organisation of skills based training programs for field work supervisors
- The concept and values of eco-social work can be integrated on the basis of non-polarisation and inclusion as we go forward especially to mark the World Social Work Day themes.

Dr. Geeta Balkrishnan also congratulated college and the entire team for all the work undertaken in the given year. She too offered few of her suggestions which are as follows:

- From the perspective of NAAC peer review, Dr. Geeta B. reiterated that efforts should be directed towards integrating NEP in our curricular structure.
- She further mentioned that as per NAAC 4th cycle, lot of emphasis is placed on criteria I & II, that is, teaching-learning and research. Value-building and ethics need to be integrated in all our programs. MOOCs, research fellowships, research publications are other areas we need to focus upon. Another important area of concern is MoU with national and international organisations and alumni.

Dr. Vaijayanta Anand mentioned that we have aligned our annual report with AQAR format and decentralisation has been to undertake AQAR related work as per the various criterion therein.

4. Any other business

- As part of Dr. Lidwin informed that Dr. Anita Machado has now been appointed as the RUSA Nodal officer from the college side. She also informed that there is an academic audit planned in the month of April 2022 and Dr. Vaijayanta Anand would be coordinating the same.
- Dr. Lidwin also informed that offline exams were held for all the classes in the month of April 2022. There was a backlog of four students and pressure was being put from University of Mumbai to have MCQs and have exams in the offline mode, however with the support of Registrar, University of Mumbai we successfully completed offline exams for all our students.
- She further informed that degree distribution program is being planned on 29th April 2022 for the year 2019-20 and 2020-21.
- Dr. Lidwin also informed that SPANDAN- Field Action project is still with us and gradually it would be handed over to Nirmala Institute.
- As part of AOB, Mr. Cletus also informed about the **Strategic Planning** exercise which was undertaken by all the faculty members and we have come up with few plans and directions for the present academic year. As part of the Strategic Planning, he mentioned that we all are envisaging to undertake two national conferences (on field work and tribal issues) and also a student-led conference. Apart from this, it is also planned to undertake short-term faculty development programs for social work educators across Maharashtra.

Towards the end of meeting, Dr. Lidwin expressed her deepest gratitude towards outgoing committee, Dr. Geeta Balkrishnan, Dr. Nilima Mehta and Ms. Hazel D'lima, Mr. Noel Pinto, Mr. Royston, Ms. Irene, Ms. Shanti V and all other external IQAC members for their valuable inputs and support towards college and all its endeavours. With this meeting ended with vote of thanks to the chairperson and one and all.

Minutes prepared by Dr. Renu Shah, IQAC Member

Approved by Dr. Lidwin Dias, Principal