

## **Minutes of the IQAC Meeting held on 11<sup>th</sup> October 2023 at 2.30 p.m.**

### **Members Present:**

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

### **Apologies**

1. Dr. Sonia Rodrigues, Associate Professor
2. Dr. Helen Joseph, Alumni Representative
3. Mr. Vinayak Dalvi, Nominee from Industry

### **Agenda**

1. Minutes of the meeting held on 2<sup>nd</sup> May 2023
2. Reporting on the student-led conference.
3. Student satisfaction survey report and action taken report.
4. Amendment in exam policy
5. BSW and MSW grid as per nep
6. Updates on upcoming events
7. Any other businesses

The minutes of the previous meeting held on 2<sup>nd</sup> May 2023 were proposed by Mr.

Elvis Thomas and secondary by Dr. Ronald Yesudhas

Dr. Lidwin announced Mr. Pravin Gavali, Librarian will be the secretary for the IQAC committee for this term.

### **Action Taken Report:**

- 1. Academic Calendar:** Dr. Lidwin said that the Academic calendar was finalized but because of the delay from Mumbai University to provide the academic schedule for BSW, some changes were made. So, we have now printed copies and soft copies of the whole calendar which is available on the college website. This was also circulated to all stakeholders.
- 2. International Conference:** Dr. Lidwin said that though we were supposed to receive the RUSA grant i.e., 1.25 crores, we did not receive it. Hence, we did not conduct the conference as the whole expenses will be on the college. In this context, it was proposed that the college needs to raise funds and have a drive to sustain financially all our programmes. Secondly, she said that for conducting an International Conference, we need to have a NOC from the Ministry which also takes time. So, in the faculty meeting, it was decided to change from the International Conference to the National Conference and have it in March 2024. We shall try to raise the funds from UGC or ICSSR. This proposal was accepted by the members.
- 3. AQAR Report 2021-22:** All the 7 criteria faculty members and convener have worked on it, At the final check from the principal it was found that a lot of missing data needs to be added and rectified. All the committee members are reworking on the suggestions given.

4. **MIS Software:** Dr. Lidwin asked about MIS software utilization. Dr. Ronald said that it is not up to the mark for attendance purposes. He said that it's not tailor-made based on our needs. Dr. Vaijaynta and Dr. Kalyani also shared that the Biometric attendance system can be explored. Dr. Lidwin said that we need to find a reputed MIS vendor in view of the NAAC visit.

### **Agenda:**

#### **1. Reporting on the student-led conference:**

Dr. Ronald informed that the National Level Student-led conference was organised by the College of Social Work (Autonomous) Nirmala Niketan on 29<sup>th</sup> and 30<sup>th</sup> September 2023 and it was held at the Extension Centre, College of Social Work (Autonomous), St. Pius Campus, Goregaon, Mumbai.

The Key theme of the Conference was “The Evolving Landscape: Envisioning the Future of Professional Social Work in India”. The conference majorly explored the sub-themes:

- A) Diversity and Inclusivity in Social Work,
- B) Citizen Rights, Politics and Social Action,
- C) Ecology and Wellbeing,
- D) Social Work Education

Ms. Josephine Sarodas and Ms. Treasa Roshni JC along with the organising committee from both MSW 2 and BSW 3 classes conducted the National Conference successfully. With a total of 35 external students participating from a total of 10 colleges, the conference saw an inspiring number of external paper presenters this year. Overall, there was participation of 150 students

inclusive of CSWNN, and some of the who took part were MVP College of Social Work, TISS Mumbai, School of Social Work, Roshni Nilaya Mangalore, Madras School of Social Work, Goa University, SNDT Women's University, Azim Premji University Bangalore, Visva Bharati Sriniketan, Athawale College of Social Work and University of Delhi.

A total 31 papers were presented and of those 6 papers were from our college students.

These papers presented at the conference covered a wide range of topics related to social work. The papers were well-presented and informative. The researchers used appropriate research methods and their findings were supported by data. The researchers also provided valuable suggestions for addressing the problems that they identified.

Dr. Lidwin thanked Dr. Vaijaynat Anand and Dr. Ronald Yesudhas, the Advisors of the Student-led conference for successfully organising the conference.

## **2. Student satisfaction survey report and action taken report.**

SSS was presented for the year 2019-20, 2020-21 and 2021-22

The major feedback given by the students were as follows:

MSW and BSW:

- Students expressed the need to have a course on CSR. Students also expressed the need to get more management skills in handling NGOs and CBOs.

- MSW students felt that the subject “MNPO” should be introduced at the Sem-III instead of Sem-IV so that they can use the information in the field.
- Majority of the students were satisfied with the structure of the syllabus, and they were taught well by the lecturers.
- They preferred interactive classes as well as informative lectures.
- With regards to infrastructure, students have suggested repairs to Gym equipment and a water filter facility on the 2<sup>nd</sup> floor.
- Students of MSW-II have requested that the timetable be structured keeping in mind core subjects and the electives.

**Concerning this feedback from students, the following actions were taken by**

**IQAC:**

- A field safety policy was prepared in 2020-21 and was shared with all the NGOs both for field work and Block placement.
- For the BSW students writing in Marathi/Hindi, a study class was introduced where Alumni of the college came and helped them understand the subject and prepare the answers. Through the Equal Opportunity Cell, sessions were taken for the students to face the exam effectively. Inputs were given on how to study, avoiding exam stress, and how to write exam papers.
- The suggestions related to the syllabus have been incorporated to some extent like MNPO addresses skills related to CSR and Social Enterprises.
- Other suggestions will be considered in the next syllabus revision.

- The timetable for classes was designed keeping in mind core subjects were all students need to attend and electives where selective students attend classes.
- The Gym equipment was repaired, and broken equipment was replaced.
- A water filter was installed on the 2<sup>nd</sup> floor.

Dr. Vaijayanta concluded by saying that the Google form for the SSS should be revised and each class should be covered. This will ensure that the feedback is more representative of student's needs. It was suggested by her that student representatives in various committees Students Council and Equal Opportunity Cell be asked to fill out the Google form.

### **3. Amendment in exam policy**

Students will have to clear Internal and External exams separately. Students with Disability will be given Compensatory time. For students with disabilities, we need to develop a Disability Policy that would allow for oral field work recording and oral assignments. Voice-to-text software needs to be encouraged. Students need to be oriented on Disability Policy.

### **4. BSW and MSW grid as per NEP**

**IQAC approved MSW Grid (based on NEP) for AY 2024, dated 10<sup>th</sup> Oct 2023**

Year	Semester	Major		RM	RP	Cumulative Credits
		Mandatory	Track Mode Electives/ Specialisation			
1	1	CC 1: Introduction to Social Sciences (4 credits)	DSE 1: Health and Social Work (4 credits) Or DSE 2: Rural and Urban Community Development (4 credits) Or DSE 3: Child and Family Studies (4 credits)	RMC 1: Research Methodology- 1 (4 credits)	---	22
		CC 2: Social Work with Groups (4 credits)				
		CC 3: Field Work in Specialisation Area- Part 1 (4 credits)				
		CC 4: History and Philosophy of Social Work (2 credits)				
	2	CC 5 : Community Organisation (4 credits)	DSE 4: Mental Health Practice (4 credits) Or DSE 5: Marginalisation and Social Inclusion (4 credits) Or DSE 6: Women Studies (4 credits)	RMC 2: Research Methodology- 2 (4 credits)	---	22
		CC 6 : Social Work Practice with Individuals and Families (4 credits)				
		CC 7 : Field Work in Specialisation Area- Part 2 (4 credits)				
		CC 8: Psychology for Social Work Practice (2 credits)				
Cumulative Credits required for Exit with PG Diploma:						44
2	3	CC 9: Social Policy in Development Context (4 credits)	DSE 7: Therapeutic Interventions (4 credits) Or DSE 8: Sustainable Development and Environment (4 credits) Or DSE 9: Geriatric Social Work (4 credits)	---	RP 1: Research Project- Part A (4 credits)	22
		CC 10: Administration in Social Work (4 credits)				
		CC 11: Field Work in Specialisation Area - Part 3 (4 credits)				
		CC 12: Training and Supervision in Social Work (2 credits)				
	4	CC 13 : Integrated Social Work Practice (4 credits)	DSE 10: Disability Studies and Practice (4 credits) Or DSE 11: Globalisation and Informal Labour (4 credits) Or DSE 12: Youth Work (4 credits)	---	RP 2: Research Project- Part B (8 credits) Research Tracks: A. Health Care B. Community Development C. Child and Family Welfare	22
		CC 14: Human Rights and Legal Literacy (4 credits)				
		CC 15 : Field Work in Specialisation Area - Part 4 (4 credits)				
	Cumulative Credits required for MSW Degree:					

In January, the syllabus development for the program will begin after the grid is approved by statutory bodies.

#### **5. Updates on upcoming events**

- On 30<sup>th</sup> November 2023 National Conference on AI is planned in association with the St. Paul's Institute of Communication Education for Women, with the support of ICSSR.
- On 2<sup>nd</sup> December 2023, Dr. Dorothy Baker Chair Lecture Series on Peace and Development was decided. The theme for the Lecture Series is "Youth for a Participatory and Rights-Based Inclusive Society" and for the Keynote Address, Dr. Rama Shyam is invited.
- On March 15-16, 2024, the National Conference of Field-Based Research in Social Work and Social Ethics is planned. The theme for the same was discussed and suggestions were offered for the final theme. Dr. Kalyani will finalise the concept note incorporating suggestions and circulate it to IQAC.

#### **6. Any other Business**

- It was informed that the next NAAC visit to the college will be in December 2024.
- It was discussed that since Mr. Vinayak Dalvi has not been attending IQAC meetings and has not been contributing much to the IQAC, a few more names can be suggested for the next academic in the Nominee from Industry category.



- The members suggested the following names as Industry nominee
  1. Mr Pramod Nigudkar
  2. Ms Ramona Hamid (CIPLA Foundation)
  3. Mr Prabhakar P
  4. Ms Mabelene (L&T) (Mrs Lambay will contact her)
- The name of the student representative nominated by the Principal in consultation with the faculty member will be declared in the next meeting

Meeting ended with vote of thanks to the chairperson.

## **Minutes of the IQAC Internal Committee Members Meeting held on 24th January 2024 at 2.00 p.m.**

Members were present:

Dr. Lidwin Dias - Chairperson

Dr. Vaijayanta Anand - Coordinator, IQAC

Dr. Renu Shah - Assistant Professor

Dr. Anitha Machado - Associate Professor

Dr. Sonia Rodrigues - Associate Professor

Ms. Meghna Vesvikar - Assistant Professor

Mr. Pravin Gavali - Librarian

### **The agenda for the meeting:**

1. Status of AQAR
2. National Conference Updates

#### **1. Status of AQAR**

Dr. Vaijayanta said that there was a technical problem with uploading AQAR in the NAAC website. Filled Data could not be seen on the website and links were also not opening. But all issues are sorted now. She informed that AQAR data for 21-22 is uploaded and data preparation for 22-23 and 23-24 is under process. Dr. Lidwin requested the Criteria Convenors to complete the AQAR 22-23 report on a priority basis in coordination with IQAC Coordinator. Dr. Lidwin thanked all 7 conveners of each criterion as well as Dr. Vaijayanta, the IQAC Coordinator for filling in the data in the NAAC portal for 21-22 successfully.

#### **2. National Conference Updates**

Update on the 2-day National Conference on “Practice-based Research in Social Work and Research Ethics” was given by Dr. Kalyani. It is organized on Friday 15<sup>th</sup> and Saturday 16<sup>th</sup> March 2024 at Goregaon Extension Campus.

3. Prof. Surinder Jaswal, Former Pro-Vice-Chancellor and Deputy Director (Research) TISS is the Keynote speaker. Dr. Geeta Balakrishnan, Former

Principal, of the College of Social Work Nirmala Niketan is the Valedictory Speaker. The 4 Plenary speakers are

4. 1. Dr. Ruchi Sinha will talk on the theme of Using Research for Social Work Interventions”
5. 2. Dr. Sangeeta Rege Director, CEHAT will talk on the theme of ‘Planning and implementing practice-based research
6. 3. Dr. Yamini Suvarna, Independent Consultant Training and Research and Documentation will talk on the theme Use of Digital Tools in Practice-based Research”
7. 4. Ms. Vinita Ajgaonkar, Associate Programme Director, Collaboration and Partnership, SNEHA will talk on the theme “Ethical Issues and Dilemmas in social Work Research
8. There have been 30 registrations so far. It was decided that MSW I students could participate in the conference with a registration fee. The students of MSW II can work on their research and term paper projects. Workshops and visiting lectures will be organized for BSW classes on 15<sup>th</sup> and 16<sup>th</sup> March 2024.

### **International Exchange Updates:**

Ms. Meghna informed the International Exchange Program MoU was forwarded to the University of Huston, Texas and Thomson River University, Canada regarding the exchange of Students/Teachers and Research Scholars. Two Sessions of the Global Peace (Online) program with the Tokyo University of Foreign Studies were conducted. 6 International Universities participated from India, Japan, Cambodia, Pakistan, and Sweden respectively.

Dr. Sonia informed that the last date for submitting the data for India today is 26<sup>th</sup> January 2024.

It was decided that the next IQAC committee meeting for external members will be held on 21<sup>st</sup> February 2024.

Meeting ended with vote of thanks.



## **Minutes of the IQAC Meeting held on 21<sup>st</sup> February 2024 at 2.30 p.m.**

### **Members Present:**

1. Dr. Lidwin Dias, Chairperson
2. Dr. Vaijayanta Anand, Coordinator, IQAC
3. Dr. Ronald Yesudhas, Assistant Professor
4. Dr. Kalyani Talvelkar, Assistant Professor
5. Ms. Meghna Vesvikar, Assistant Professor
6. Dr. Sonia Rodrigues, Associate Professor
7. Dr. Helen Joseph, Alumni Representative
8. Mr. Cletus Z., Assistant Professor
9. Mr. Pravin K. Gavali, Secretary IQAC
10. Ms. Shweta Malvankar, Office Superintendent
11. Ms. Swati Karekar, Assistant Administrator
12. Ms. Sabeena Gonsalves, Member of the Management
13. Mr. Santosh Shinde, Nominee from Stakeholders
14. Ms. Pavani Madduluri, Student Representative

### **Apologies**

1. Ms. Farida Lambay, Nominee from the Local Society
2. Dr. Renu Shah, Assistant Professor
3. Mr. Vinayak Dalvi, Nominee from Industry
4. Mr. Elvis Thomas, Nominee from Employers
5. Dr. Anita Machado, Associate Professor

### **The agenda for the meeting:**

1. Reading and approval of the IQAC meeting minutes (11th October 2023)
2. Update on the AQAR report submissions
3. Update on the upcoming National conference scheduled on the 15th and 16th of March 2024 on Practice-Based Research
4. Reporting on all the college activities held in the Second term of the academic year.
5. Update on the revisions of the Syllabus BSW, MSW in compliance with the NEP framework.
6. Any other business.

The minutes of the previous meeting held on 11<sup>th</sup> October 2023 were proposed by Ms. Helen Joseph and secondary by Dr. Ronald Yesudhas

## **Action Taken Report**

- Dr. Lidwin welcomed the newly appointed IQAC committee student representative- Ms. Pavani Madduluri from MSW-1.
- Dr. Lidwin informed that Rs. 1.25 crore grant from RUSA is pending and we need to submit proposals to receive the same.
- Dr. Lidwin requested Ms. Shweta to give brief information on the PM USHA grant. Ms. Shweta said that the main criteria for applying for a PM USHA grant is to have our land as its for-infrastructure development.
- Ms. Swati shared her experience with MIS software. She informed that faculty members could take attendance in MIS MIS-based app directly in the classroom. Faculty members need to mark only the absent students. If it is not possible for faculty members, then administrative staff can help enter the manual attendance taken in MIS. Regarding MIS, Dr. Ronald said that in the last meeting, it was suggested that we opt for a biometric attendance system. Ms. Shweta informed that few issues are there in biometric attendance such as optional subjects, multiple checks in and check-outs after every hour of lecture, etc.

## **Student Satisfaction Survey Report:**

Dr. Lidwin said we need to keep the same format that is available on the NAAC portal. We can't change the main indicators. 10 representatives from each class will fill out the survey. Dr. Vaijayanta suggested that allow only those students whose attendance is more than 80%. It was agreed upon by the members.

## **Disability Policy:**

IQAC deliberated on ways of making teaching and assessment disability friendly. Dr. Lidwin shared that oral fieldwork recordings will be difficult to document and maintain as we don't have any evidence during the assessment. IQAC will evolve

with much suitable methods for recording of the fieldwork for students with disability.

### **Conference and Lecture Series:**

- Dr. Ronald shared about the AI (Artificial Intelligence) conference which was held in St Paul's campus in Bandra in association with St. Paul Institute of Communication. 100 students and 30 faculty members from both the institutes participated in the event. The Keynote address was given by Dr. Nigel. He spoke about the emergence of AI in education. Followed by Dr. Nigel's presentation, resource person Mr. Will broad offered a hands-on workshop for faculty members and students on prompting techniques for utilising AI effectively using Chat GPT. Dr. Vaijayanta shared that the conference was beneficial to faculty and students.
- Dr. Lidwin shared about the Dorothy Baker Lecture series program. Dr. Rama Shyam was the Chief Guest for this biennial event this year. She has worked on communal harmony with slum communities in Jogeswari. She was able to relate to the students with her own life experience. and it was a very well-organized lecture.

### **Agenda:**

#### **Update on the AQAR report submissions**

Dr. Vaijayanta said that there was a technical problem with uploading AQAR in the NAAC website. Filled Data could not be seen on the website and links were also not opening. But all issues are sorted now. She informed that AQAR data for 21-22 is uploaded and data preparation for 22-23 and 23-24 is under process. Dr. Lidwin requested the Criteria Convenors to complete the AQAR 22-23 report on a priority basis in coordination with IQAC Coordinator. Dr. Lidwin thanked all 7 conveners of each criterion as well as Dr. Vaijayanta, the IQAC Coordinator for filling in the data in the NAAC portal for 21-22 successfully. Dr. Vaijaynta informed that from 2023-24 onwards we must add many new aspects such as the IDP (Institute

Development Plan) and comply with the higher education qualification framework as it is mandatory.

### **Update on the upcoming National conference scheduled on the 15th and 16th of March 2024 on Practice-Based Research**

Update on the 2-day National Conference on “Practice-based Research in Social Work and Research Ethics” was given by Dr. Kalyani. It is organized on Friday 15<sup>th</sup> and Saturday 16<sup>th</sup> March 2024 at Goregaon Extension Campus.

Prof. Surinder Jaswal, Former Pro-Vice-Chancellor and Deputy Director (Research) TISS is the Keynote speaker. Dr. Geeta Balakrishnan, Former Principal, of the College of Social Work Nirmala Niketan is the Valedictory Speaker. The 4 Plenary speakers are

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There have been 30 registrations so far. It was decided that MSW I students could participate in the conference with a registration fee. The students of MSW II can work on their research and term paper projects. Workshops and visiting lectures will be organized for BSW classes on 15<sup>th</sup> and 16<sup>th</sup> March 2024.



## **Reporting on all the college activities held in the Second term of the academic year.**

Students from all the classes of the BSW and MSW programs went to the Camps. Some changes regarding restricting camps were suggested by the committee members as there are many logistic and discipline challenges. A suitable camp policy will be drawn during April meetings for the next academic year.

### **Students Activities:**

Savitribai Phule lecture series was organised. Dr. Laxmi Lingam was invited as a speaker for the program. The program was well received by all the participants.

The RIVAYAT Intercollegiate Festival was organised by the students. Dr. Lidwin informed that Rs. 80,000 was raised by the students. 32 colleges from Mumbai participated in the festival. There were parallel events organised. Our students also participated but not as a competitor. Dr. Renu said that students organised the whole festival in a good manner, and they managed it very well. Specially MSW-1 class took the responsibility for organizing the program.

Sports day was organised in St. Pius Campus. Staff and students enjoyed the outdoor sports and appreciated the prize distribution program at the end. Ms. Pawani, THE student representative said that sports day was very well organised and managed by the sports committee and it was a memorable experience for the MSW-I class. She said that all the students came together and played sportively and won medals. It was a good team bonding experience for all students. She suggested that next year we can add Badminton or throwing the ball if possible.

Annual Day was organized in SNDT Patkar Hall. Dr. Lidwin thanked Student council members and faculty committee members for organizing the annual day in a well-organized manner. She also thanked Dr. Sonia for arranging the Snacks and Dr. Anita Machado for preparing the Background Banner. NEENV Magazine was released on that day.

Three more events are planned for this year, namely 9<sup>th</sup> of March will be the women's day celebration, the 23<sup>rd</sup> of March will be the Valedictory Program, and the 20<sup>th</sup> of April will be the graduation (degree distribution) day.

### **Project Updates:**

For the Saksham (Praman/Pravah) project faculty in charge was Ms. Reny but as she has left the institute, Ms. Anjana will be the faculty in charge for the rest of the duration of the project. On 12<sup>th</sup> February a review meeting was held with NACO and TISS, and the project will get over by 31<sup>st</sup> March 2024. Though there is a request, we will not continue with the next cycle of the Saksham project.

### **International Exchange Updates:**

Ms. Meghna informed the International Exchange Program MoU was forwarded to the University of Huston, Texas and Thomson River University, Canada regarding the exchange of Students/Teachers and Research Scholars. Two Sessions of the Global Peace (Online) program with the Tokyo University of Foreign Studies were conducted. 6 International Universities participated from India, Japan, Cambodia, Pakistan, and Sweden respectively.

### **Update on the revisions of the Syllabus BSW, MSW in compliance with the NEP framework:**

Dr. Lidwin informed the BSW and MSW grids were already presented. MSW I & II semester will be revised from this year as per NEP guidelines issued by UGC and University of Mumbai. There will be a Board of Studies meeting on 23<sup>rd</sup> February to finalise the MSW grid.

### **Any Other Business:**

- Dr. Lidwin informed that CSWNN is due for *Empowered Autonomy* status, and we need to do the follow-up for the same with University of Mumbai. This will enable the college to jointly award degrees with university of Mumbai. She requested Ms. Shweta to do a follow-up on the same.

- Dr. Lidwin informed that Dr. Vaijayanta, IQAC Coordinator who served the college for 30 years is going to retire on 31<sup>st</sup> March 2024. She thanked Dr. Vaijayanta for her contribution to the institution.
- Dr. Lidwin announced that from next term, Dr. Anita Machado will be appointed as IQAC co-ordinator
- Dr. Vaijayanta Anand thanked the principal and management for allowing her to work in this institute with full freedom and expressed gratitude for being bestowed with responsibilities like IQAC Co-ordinator, Controller of Examination, Field Work Coordinator, RUSA Nodal Officer, etc.

The meeting ended with a vote of thanks.