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 31^{st} May and could be presented to the Governing Body by the second week of June. All agreed to get it done by 31^{st} 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 faulty 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 20^{th} 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 alumi 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)

| 29 th July to 18 th September: | Concurrent field work for BSW Semester I and MSW Semester I |
|------------------------------------------------------|-------------------------------------------------------------|
| 23 rd to 29 th September: | State level conference |
| 11 th to 31 st 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 28^{th} February – 1^{st} 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-convenor 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.