

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

Members Present:

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

Apologies

1. Dr. Sonia Rodrigues, Associate Professor

The agenda for the meeting:

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

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

Action Taken Report:

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

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

role and requested to apply thus CSWNN applied the same. If the proposal is accepted, and only if the terms and conditions are clear Saksham project will be run from the Churchgate campus.

- Ms. Meghna informed the International Exchange Program MoU was forwarded to the University of Houston, Texas, and Thomson River University, Canada regarding the exchange of Students/Teachers and Research Scholars. Two Sessions of the Global Peace (Online) program with the Tokyo University of Foreign Studies were conducted. 6 International Universities participated from India, Japan, Cambodia, Pakistan, and Sweden.
- Dr. Lidwin informed, that Hesso University's contract was renewed. 3 students will be coming Donald, Adam, and Mary. They will be arriving in the 2nd week of August. Stay arrangements for 2 male students at Andheri PG rooms and 1 female student in Goregaon Asha Kiran Hostel. For field work 2 students will be placed at Pratham. Ms. Farida Lambay and Enrica and Kishor will supervise the students, and one student at FSC, Ms. Sheetal and Dr. Lidwin will be Field Instructor cum, Faculty advisor. In this program, they will stay 85 days in India with Nirmala Niketan Institute for One semester in which they need to qualify for 30 days of theory classes and 55 days of practical.
- Dr. Lidwin informed that, the Syllabus discussed in the last meeting, were passed in the BOS meeting, and the Academic Council also gave some valid suggestions proposed that only BSW honours with research program be

offered for the 4th year. The syllabus of BSW Semester 3 & 4 MSW Semester 1 & 2 were approved. The same were accepted by the Governing Board. From this Academic year June 2024 the BSW Semesters 3 & 4 and MSW 1 & 2 which were approved were implemented. The MASIE grid has been worked out as per NEP.

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

Agenda:

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

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

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

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

Reporting on the student's undertaking and instructions

The undertaking form with clear instructions was circulated to all students in May 2024 and the same is uploaded on the website. During the admission process, there will be an undertaking signed by the parents and the students abiding by all points.

75% attendance is mandatory and every month there will be attendance updates which will be provided and displayed on the class notice board. Regular meetings will be held with students and parents falling short of attendance.

Academic Audit recommendations by an external committee

- Dr. Anita Machado said that the Academic Audit was held on 22nd April 24. The external committee members Dr. Rajendra Shinde and Dr. Anderia Cutinho gave their feedback and appreciated the work undertaken and the documentation with regard to both Academics and extra curriculum.

They gave the following recommendations:

- To move towards the outcome-based education system with proper mapping and tracking the educational attainments scores on that basis the IQAC has prepared a basic process in which every unit will be assessed from this academic year, instead of having one or two internal assessments it will be unit-based assessment. The IQAC have given orientation for staff and students. Initially, there was resistance, but it was accepted. A software company that will help us in the documentation and evaluation of educational attainment.
- Ms. Amita Joji, a student representative requested that teachers could share the marks after each assessment, and there be more transparency. Her point was accepted by all.

- Dr. Anita also said that series of FDP in learning outcome goals with Bloom's taxonomy for teachers are organised to equip them and be more effective.

NAAC Accreditation and AQAR status

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

IQAC representatives from CSR and Student Representative

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

RUSA proposal of 1.25 cr. and activities planned

The college had been selected for the RUSA Rs. 5 crores in the year 2019 after receiving autonomous status. A grant of Rs. 3.5 crores was received, and spent, and inspection too was conducted. The last part of the grant which is 1.25 cr. is released in May 2024. The college has prepared a tentative budget plan, Dr. Lidwin thanked Ms. Greta Accountant and Dr. Anita Machado the nodal officer who completed their term and informed that Dr. Kalyani Talvelkar will be the new RUSA nodal officer, and Mr. Akshay as an accountant. The Breakup of the 1.25 grant is as follows.

Work	Work Description	Balance Amount
RENOVATION	Other Repairs	10,218
	Total	10,218
SEMINAR / WORKSHOPS	International/national/state/ city level conferences and seminars	1,70,000
	Inter-collegiate and college level seminars for students	1,49,966
	Enhanced national and international linkages using video Conferencing system with Polycom software and hardware virtual online classes.- Smart board for Board-room	1,50,000
	Total	4,69,966
TRAINING	Enhanced Counselling Services	1,20,000
	Workshops for recruitment procedures through Job Placement Cell	1,00,000

	Add-on courses - interdisciplinary and skill-based	2,24,858
	Upgrading classroom to enhance learning through Smart board in 4 classes	8,44,500
	Total	12,89,358
RESEARCH	Seed money to undertake minor-major research studies by faculty.	4,88,100
	Collaborative research projects with other institutes : International Research conference	15,50,000
	Field based research to be conducted by Research Unit	12,00,000
	Strengthening research studies carried out by students.	31,51,458
	Total	63,89,558
Capacity Building	Remedial and support classes for all students.	200000
	Field trips and exposure visits to organizations within and outside Maharashtra for students and Faculty members	11,00,000
	Orientation for administrative and support staff on teambuilding, stress and time management, leadership and communication skills	2,00,000
	Capacity building programmes for strengthening pedagogical skills	22,85,694
	Total	37,85,694
E cell Soft	EDP	1,41,200
	Develop and implement field action project on Livelihood for Tribal Women and Rural Youth (spandan)	2,00,000
	Develop projects on elderly and persons with disability; capacity building; care giving skills (Pravas)	1,00,000
	Youth Capacity and Leadership Training Programs (Anubhav)	1,14,245
	Total	5,55,445
	Grand Total	1,25,00,239

Govt scholarship report by Ms. Shweta and team

Ms. Shweta presented the Scholarship report, and she said that the office team also tried to prepare the background form which will help us to understand whether students have all the requirements matching that will help us to solve the backlogs. Making this process once this is done it is easy to enter the software that the government will release. An undertaking from the students if their scholarship is not granted by the government for whatever reason and they are to pay the fees of the open category will be shared with students as per government circular.

Any other Business:

- Student representative Ms. Amita Joji suggested that assignments should be taken online through Moodle or any other medium so that we do not need hard copies of the assignment and fieldwork report.
- She also said that the new assessment pattern we have got the orientation, and we hope that it will be carried out smoothly both on the part of students and teachers. She also suggested as a college we need to be more firm about attendance-related requirements.
- Dr. Lidwin also reported that now all the social work colleges shifted from the Department of Social Work to the Department of Higher Education.

- Sessions were held on IDP by Dr. Ronald in a lot of brainstorming sessions and various aspects of college functioning were taken this need to be taken forward and college IDP be formulated with external experts.
- Hilton Foundation has sanctioned a scholarship of Rs. 25000 dollars each for 2 years for short-term students for the courses on para-professional in social work, Basic counseling, Social entrepreneurship, and Elderly care. Dr. Geeta, Dr. Nilima, Ms. Sabeena and Dr. Lidwin will be planning and executing.
- Dr. Lidwin said that the student council 2024-25 was approved by governing board in April 2024 to be formed as per the guideline of Maharashtra Public University Act 2016, 99 A (b) page no. 108. This was accepted by the IQAC member.
- Dr. Lidwin said that this year in BSW there are 2 foreign students from Dubai, Oman whose enrolment for eligibility is in the program. They have paid college fees, and the university fees are 5 times the college fees to be paid directly to the University of Mumbai by students.