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# IQAC MINUTES

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2019-2020



COLLEGE OF SOCIAL WORK (AUTONOMOUS)

NIRMALA NIKETAN

Mumbai

## **Minutes of the Meeting of the Internal Quality Assurance Cell**

*(held on 24<sup>th</sup> April 2019, 2.00 p.m-3.45 p.m, Board Room, College of Social Work, Nirmala Niketan)*

### ***Members Present:***

#### External Members

Ms Nilima Mehta  
Dr Daniel Koshy  
Dr Geeta Balakrishnan

#### Faculty members

Dr Lidwin Dias, In-charge Principal, College of Social Work, Nirmala Niketan  
Mr Elvis Thomas,  
Dr Vaijanta Anand  
Dr Prabha Tirmare  
Dr Anita Panot  
Dr Anitha Machado  
Ms Sonia H Rodrigues

#### Administrative Representatives

Ms. Sabeena Gonsalves  
Mr Pravin Gavali  
Ms Shweta Malvankar

#### Alumni Representative

Ms Jaya Darshini

### **Agenda of the Meeting**

1. Business Arising
2. To report on the progress of steps taken by the College in relation to becoming autonomous.
3. To report the composition of the committees and their functions.
4. To set up a schedule of planning of responsibilities of the committee and its individual members.
5. To report on the process of the revision of the curriculum.
6. Any other business with the permission of the Chair.

## **Business Arising**

- Mr Elvis Thomas presented the minutes of the IQAC meeting held on 24<sup>th</sup> February 2019 at 3 pm, the College of Social Work, Nirmala Niketan. The minutes were passed by Dr Daniel Koshy and seconded by Dr Anita Panot. Important suggestions given by members present included: An Action Taken Report to be prepared on measures taken at the end of every three months; need for goal setting (short term and long term) and objectives to be achieved for every academic year and review of roles and responsibilities of the IQAC for Colleges with autonomous status for clearer tasks division. It was decided that Dr Elvis Thomas would send the IQAC policy to all members.
- Dr Geeta Balakrishnan asserted that the most important tasks of the IQAC should be taken up on a priority specifically setting of an Examination Center, Syllabus Finalization and completion of Academic Audit.
- Dr Anita Panot was assigned the role of coordinating the completion of the Annual Quality Assurance Report (AQAR) for the academic year 2018-2019, 2017-2018 has been prepared by Dr Geeta Balakrishnan. Preparing a report on the seven criteria of the Academic Audit was taken up by the Faculty Members at the meeting
  - a) Best Practices: Dr Elvis Thomas, Lidwin Dias
  - b) Dr Vajjanta Anand: Curriculum
  - c) Dr Anita Panot: Infrastructure
  - d) Dr Anita Panot: Student Support
  - e) Dr Anita Machado: Research
  - f) Ms Sonia H Rodrigues: Teaching and Learning
  - g) Governance and Institutional Responsibility: Dr Prabha Tirmare and Sr Sabeena Gonsalves
- Members were asked to review the format of the AQAR Guidelines from the University Grants Commission website. It was decided that the first draft of the report should be prepared by end of July 2019 and the AQAR should be uploaded by September 2019.

**1. To report on the progress of steps taken by the College in relation to becoming autonomous.**

Dr Lidwin Dias informed the members that various steps have been taken by the College on becoming autonomous:

- A talk by Dr Ananda Amritmahal, Principal, Sophia College, was organized by the College for its teaching and non-teaching staff highlighting the measures taken by Sophia College in curriculum and infrastructure development after being rewarded academic autonomy.
- A talk was also organized by Dr. Pabrekar, RUSA on the implications of Academic Autonomy for the College for teaching staff members and heads of all other departments of the College (Accounts, Administration, Research, Library, Extension Center, Computer Laboratory and Audio-Visual Unit). The importance of innovative social welfare practices for students and research by Faculty Members was stressed upon.

**2. Composition of the IQAC and its functions**

Dr. Lidwin explained the composition of the IQAC and its functions as per the guidelines on Autonomy which are as follows:

Composition:

- a. Chairperson: Head of the Institution
- b. Teachers to represent all level (Three to eight)
- c. One member from the Management
- d. Few Senior administrative officers
- e. One nominee each from local society, Students and Alumni
- f. One nominee each from Employers /Industrialists/Stakeholders
- g. One of the senior teachers as the coordinator/Director of the IQAC

Functions:

- a. Development and application of quality benchmarks
- b. Parameters for various academic and administrative activities of the institution;
- c. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- e. Dissemination of information on various quality parameters to all stakeholders;

- f. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g. Documentation of the various programmes/activities leading to quality improvement;
- h. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- i. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- j. Periodical conduct of Academic and Administrative Audit and its follow-up
- k. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

### **3. Planning**

- a) It was decided to set up a schedule of planning of responsibilities of the committee and its individual members:
- b) It was jointly felt by all members that the Alumni Association of the College needs to be strengthened. Various measures suggested for the same included:
  - *Preparing a data base of all the Alumni by Dr Nilima Mehta and Ms Jaya Darsini, Secretary Alumni Association;*
  - *Regional, National and International Chapters of Alumni under the leadership of Dr Prabha Tirmare;*
  - *Establishing link on College website enabling Alumni to upload their profile; research on alumni.*
- c) Dr Geeta Balakrishnan reminded the members that an important task of the IQAC is to prepare the Perspective Plan statement for the next five years and Quality Assurance Policy and the planning of international and national conferences must be focused on quality enhancement of the College.

### **4. Revision of the Curriculum**

- Dr Lidwin Dias stated that the curriculum revision process has already begun. Subjects offered at the Semester I and II for Bachelor in Social Work and Master in Social Work were taken up for revision. Only 20 percent of revision for every subject was considered. Each subject was assigned to a team of three teachers for revision and a presentation of the same was held in April 2019. The revised drafts have been sent to external subjects experts for comments.

- Dr Nilima Mehta suggested that the syllabus from other colleges, universities and national and international bodies must be reviewed, the difference in the levels of the syllabus for Bachelor in Social Work and Master in Social Work and relevance of the theory offered to Field Practicum must be considered in the process of curriculum revision.
- Dr Vaijanta Anand presented the Grid for every semester. The allocation of subjects semester wise will offer more choice of course to the students. Internal Assessment will be reintroduced for the Bachelors in Social Work Degree. Emphasis will be on self-learning and skill development across classes.
- Dr Lidwin Dias stated that the College also plans to offer an alternative to research paper, which was compulsory so far. Term Paper could be introduced for students who found meeting research criteria difficult.
- Dr Vaijanta Anand informed that Field work would have six credits every semester and an induction programme in workshop mode would be organized for students in the beginning of Fieldwork. The Field Work manual is being revised and there would be class wise tasks allotted for students to enhance their analytical skills. Dr Geeta Balakrishan stated there is a need to differentiate between tasks and activities for Field Work.
- Dr Anita Machado stated that the scope for specialization in every subject could be met through electives and value-added courses that will be now introduced in every semester.
- Dr Lidwin Dias informed that the College plans to introduce add-on credit courses such as Art Based Therapy for Compassion, Basic Research Skills for grassroot workers, and social work practitioners, media and communication, Social Entrepreneurship Skills Enhancing Livelihood, and Advanced Research in Qualitative and Quantitative research methods.

**Any other business with the permission of the Chair.**

Dr. Prabha shared about the Spandan Project and her efforts to collect funds. She also reported that Ms. Reshma is appointed as full time staff at Spandan. Dr. Nilima Mehta showed interest in the project and willingness to raise funds. The next meeting was decided for July 22<sup>nd</sup> 2019 at 3 pm. The meeting ended with Vote of Thanks to the Chair.

## Minutes of the IQAC Meeting held on 22-7-2019

### Members Present

- Dr. Lidwin Dias – Chairperson
- Mr. Elvis Thomas – Coordinator, IQAC
- Dr. Vaijayanta Anand – Member
- Dr. Prabha Tirmare – Member
- Dr. Anita Panot – Member
- Dr. Anita Machado – Member
- Ms. Sonia Rodrigues – Member
- Dr. Geeta Balakrishnan – Alumni Member
- Dr. Nilima Mehta – Expert
- Ms. Sabeena Gonsalves – Management Representative
- Ms. Shweta Malwankar – Admin Staff Representative
- Ms. Gargi Patil – Student Representative.

### Apologies.

- Mr. Koshi Daniel
- Mr. Pravin Gawli

### Agenda.

1. Business Arising
2. Reading of Minutes of previous meeting
3. Action taken report (Dr. Geeta B.)
4. Reporting on Student Welfare Committee (Dr. Anita M.)
5. Reporting of Orientation prog. (Ms. Sonia R.)
6. Reporting on Induction prog. for new students (Dr. Vaijayanta A.)
7. Reporting on the discussion on the Draft National Education Policy organized by the CSW. Reporting on the intervention of the College in the Malad disaster.
8. Presentation by Dr. Geeta B on the roles and responsibilities of the IQAC in relation to Academics and Examinations.

The minutes of the last meeting were read by Mr. Elvis Thomas.

### Business Arising:

- D, Anita Machado clarified whether those responsible in specific areas for the AQAR would have to coordinate the same throughout the year. This was confirmed by Dr. Lidwin.
- Dr. Geeta mentioned that the AQAR of the previous years, 2015-16 and 2016-17 have yet to be uploaded and this should be done at the earliest. The AQAR for the year 2018-19 has to be completed.
- Dr. Lidwin said that two best practices have been identified by her and Mr. Elvis
  - a) The Kerela Flood Relief efforts by the College
  - b) Anubhav Mumbai Youth and Governance Activities.
- Dr. Vaijayanta reported that the field work manual is ready. Dr. Geeta suggested that it could be sent to the IQAC members for perusal. This was seconded by Dr. Nilima.
- D. Lidwin suggested that the deadline for the AQAR information could be extended to the 10<sup>th</sup> of August, 2019. This was agreed upon by all.
- Dr. Nilima suggested that the minutes of meetings should be sent 15 days after the meeting and the minutes and Agenda of the next meeting should be intimated to the members at least 15 days in advance.

### Action Taken Report:

- Dr. Lidwin informed the Committee that the University and State Government representatives to the various autonomous bodies of the College have been appointed and their names have been received.
- This had earlier created an issue for the Finance Committee which had met on the 3<sup>rd</sup> of May, 2019. The budget passed in this meeting had to be kept in abeyance due to the University representative not being present. In a later meeting (10<sup>th</sup> May'19) where the University representative was present the same budget to be sent to the UGC, was passed.
- The Board of Studies meeting was held on the 24<sup>th</sup> of May, 19 was held to approve the revised syllabus of BSW and MSW semester I. At this meeting a few suggestions were given and they were approved by the members.
- It was decided that a BoS meeting would be held on the 24<sup>th</sup> of August, 19, to pass the syllabi content of the remaining semesters of BSW and MSW courses.
- The meeting of the Academic Council was held on the 30<sup>th</sup> of May, 19. In this meeting the grid for the BSW and MSW, sem I and II were approved.



- The Academic Council also approved the pattern of examinations and seconded the decision that the Question papers would be in English only for the Master's students.
- Dr. Lidwin also reported that the implications of Autonomy were explained to all students. She further said that two add-on courses have been started from this academic year. The response has been good. They are:
  - a) Art based Therapy – 20 students
  - b) Sills in Social Entrepreneurship – 40 students.
- Dr. Prabha reported on the FAP Spandan that after the initial phase, a social worker has been appointed and is in the process of identifying the nature of the approach in intervening. Concern India has been sent a proposal for funding. Dr.Geeta supported a small initiative of the project with Rs. 5,000/-Dr. Dias also reported that Dr. Nilima Mehta was able to raised Rs. 1,10,000/-and made her contribution of Rs. 35000 towards Spandan project. She thanked Dr. Nilima for the support and efforts put in. Dr. Nilima stressed the need for timely acknowledgement of help received by sending receipts and thank you letters on time to the donors. It was decided that the project head drafts the thank you letter and follows up with the accounts office for receipts to be sent on time. The thank you letter to be jointly signed by the principal and the project head. Dr. Nilima also suggested that the donors be given a report by the project head on a regular basis.
- Dr.Geeta suggested that the College should create a Field Action Cell to facilitate the functioning the FAP. Dr. D'lima and Dr. Geeta will be conceptualizing this idea.
- Dr. Nilima suggested that 30% of all funds got for FAP should be earmarked for administrative costs to decrease the burden of the College.

Agenda points:

1. Dr. Anita M explained the beginning of the Student Welfare Committee. It will look to the welfare of the all students especially from the backward castes. It comprises of 21 students across all classes. The Committee will also be having orientation for the students in relation to the functioning of the College, the help that can be accessed and any other need the student may have.

2. English language classes will also be held for those weak in the language. Other programs are on leadership, sessions on scholarships, overseas studies, study classes, assisting the Visually impaired students etc. The Committee will also give information about scholarships and related matters.
3. Ms. Sonia reported on the Orientation programme held for the various classes at the beginning of the academic year. These included field visits based on their theory subjects as well as exposure to rural areas and the problems of the marginalized.
4. Dr. Vaijayanta reported about the induction of the new students to the course. The MSW semester I class had a week of talks on various aspects of social work in relation to the Ethics, Values and Principles of the profession, as well as skills required. The BSW semester I class had the same as well as sessions on Constitutional Values and a Heritage walk.
5. This year, the College started what could be termed as a Best Practice, namely, each student was given a health card which had to be filled in by their doctor at the beginning of every academic year, to state their health status. This need was felt as every year students fall ill and miss out on classes and fieldwork. The information provided would help the College understand the health needs of the students. Dr. Lidwin said that the College would organize a health check during the year.
6. It was suggested that students need to have some stress busters. Dr. Anita Machado suggested that support groups could be started with the help of the Counsellor. Dr. Nilima Mehta volunteered to help with the support groups.
7. It was also suggested that the Counsellor should have specific time slots for meeting students, at the same time students in need should be able to meet the Counsellor whenever convenient to them.
8. Dr. Lidwin reported on the discussion on the 'New Education Policy', organized by the College. The speaker was Dr. Kannama Raman, retired professor from the dept. of Economics, University of Mumbai. A committee was formed to frame a response in the form of feedback to the Education Minister.
9. Dr. Lidwin presented the composition of the Student's Council to be formed and the electoral process to be followed.

10. Dr. Lidwin also reported on the efforts of the College in the Malad disaster. Dr. Renu, Mr. Sameer and Ms. Irene are involved in this effort. They will be conceptualizing on how to carry this effort forward.
11. Dr. Nilima requested that the role of the IQAC should be crystalized for all. She also felt that the College should prepare a module for disaster response for the future.
12. Dr. Geeta presented the role and responsibilities of the IQAC in relation to the requirements of NAAC and under Autonomy.
13. The next meeting was fixed for the 1<sup>st</sup> of October, 2019.

The meeting ended with a vote of thanks to the chair.

## **IQAC MINUTES**

**28<sup>th</sup> November 2019**

### Members Present:

- Dr. Lidwin Dias – Chairperson
- Mr. Elvis Thomas – Coordinator, IQAC
- Dr. Vaijayanta Anand – Member
- Dr. Prabha Tirmare – Member
- Dr. Anita Panot – Member
- Dr. Anita Machado – Member
- Ms. Sonia Rodrigues – Member
- Dr. Geeta Balakrishnan – External member
- Ms. Sabeena Gonsalves – Admin Staff Representative
- Ms. Shweta Malwankar – Admin Staff Representative
- Mr. Pravin Gawli – Admin Staff Representative

### Apologies:

- Mr. Koshi Daniel – External Member
- Dr. Nilima Mehta – External Member
- Ms. Gargi Patil – Student Representative.
- Ms. Jaya – Alumina representative

### Agenda.

1. Reading of Minutes of Previous Meeting and Business Arising
2. Action Taken Report by Dr. Lidwin Dias
3. International and National Conferences
4. Examination Policy
5. UNESCO P G Diploma in Interreligious Dialogue and Water for Sustainable Development
6. Mahawalkathon
7. RUSA
8. Any Other Business

1. The minutes of the previous meeting were read and the following points on business arising was reported:

- Dr. Lidwin reported that the health cards are made but the status report and follow up needs to be done. She requested Ms. Sonia to look into the matter.
- The Counsellor Ms. Irawati was told to schedule the timings for Counselling which has been implemented but in case of emergency students are allowed to meet without appointment.
- Dr. Lidwin reported that students raised Rs. 1,85,000/- and provided the utensils and study materials to 100 families identified with the help of our Para professional students and Anubhav staff. On 1<sup>st</sup> August a silent rally too was organized which ended with a prayer for the souls of the deceased families.

2. Action Taken Report:

Dr. Lidwin reported that Mr. Elvis and 5 students attended the citizens journal workshop organized by Dr. Gloria from UK in collaboration with CARE. The objective of the workshop was to help ordinary people to become Citizen Journalist. This helped in improving the communication skills and writing skills to raise local issues and pen them.

3. Discussion on Agenda Points

a. International Conference:

Dr. Lidwin reported that a brainstorming on the themes of the International conference was held on 10<sup>th</sup> August Faculty meeting wherein 3 themes emerged

- a. Conflict, Migration and Citizenship: Call for Peace
- b. Induced migration: Challenges for social work practice
- c. Intolerance and migration: Challenges for Social Work

These were also discussed in the CDC and the Faculty members accepted the theme “Conflict, Migration and Citizenship: Call for Peace”. The IQAC members agreed upon the same.

b. National Conference:

In February 2020 a National conference led by the students was proposed. The IQAC convener, Mr. Elvis and Dr. Lidwin Principal had a meeting with the senior students both of Bachelors and Masters to discuss about the dates and theme of the conference. After brainstorming on different themes, the students unanimously selected the theme “*Student Led Conference on Relevance of Social Work in Contemporary Times*”. This Conference would be totally managed by the students by selecting their own conveners, Co-conveners and secretariat and various committees for the smooth running of the conference. The students are also asked to present paper and moderate the sessions. The advisory committee and the faculty members will only mentor and guide whenever needed.

4. Examination Policy:

The Examination Committee has drafted the Examination Policy keeping in mind the requirement of the Autonomous college rules. The Examination Committee visited St. Xavier's College to seek clarity and with their guidance prepared the Exam policy which was discussed with the faculty members and finalised.

5. UNESCO P G Diploma in Interreligious Dialogue and Water For Sustainable Development:

Dr. Lidwin reported that this course was started 2 years back for MSW I year students in collaboration with St. Andrews College, Bandra and Indian Institute of Culture, Andheri. This year after reviewing and evaluating the course it was felt that the course be run from Short Term Unit so that graduate from other Colleges and alumni could benefit. Dr. Ronald will co-ordinate along with Fr. S M Michael. The course will begin from 9<sup>th</sup> December 2019.

6. Mahawalkathon:

Dr. Lidwin shared about the letter from the Govt. Of Maharashtra requesting all the Colleges to organize the Mahawalkathon for No hornking, road safety and responsible Citizen on 30<sup>th</sup> November 2019. Mr. Cletus, Dr. Prabha and Ms. Smita will co-ordinate the same.

7. RUSA:

Dr. Lidwin informed that RUSA has sanctioned 5 crores with Central Govt. Share 60% and State Govt. Shared 40%. The challenge faced would be to utilize the money by March 2020. The Faculty members are working on the detailed Plan report which was submitted to RUSA in May 2019.

8. A.O.B:

- On 31<sup>st</sup> August 2019, a condolence meet was held for Late. Mr. Alpam in the college where Mr. Alpam's wife and son had come. A few Alumni too were present.
- The meeting of the BOS and Academic Council were held as scheduled in October 2019 to finalise the MSW Semester II and III and BSW semester II, III and IV.
- The camps for BSW and MSW were held in November from 16<sup>th</sup> to 23<sup>th</sup> November 2019 as scheduled to Latur, Pune, Ahmedabad, Tulzapur, Anand, Belgaum, Ahmednagar and Nagpur.
- College will be participating in the NIRF. Dr. Geeta Balakrishnan is helping in the same.
- Perspective in Social Work has been approved by UGC Journalist under Journals of Social Sciences.
- The Add-on Courses of Media skills and basic Research skills will be held from January 2020.

The meeting ended with thanks to the chair.

## Minutes of the IQAC Meeting held on 12<sup>th</sup> February, 2020

The meeting of the IQAC of the College of Social Work (Autonomous) was held on 12<sup>th</sup> Feb 2020.

Members present:

1. Dr. Lidwin Dias
2. Mr Elvis Thomas
3. Dr. Vaijayanta Anand
4. Dr. Prabha Tirmare
5. Dr. Anita Panot
6. Dr. Anita Machado
7. Ms. Sonia Rodrigues
8. Ms. Sabeena Gonsalves
9. Ms. Shweta Malwankar
10. Mr. Pravin Gavli
11. Ms. Gargi Patel
12. Ms. Jaya Darshini
13. Dr. Hazel D'Lima
14. Fr. Noel Pinto
15. Dr. Renu Shah

Apologies:

1. Dr. Nilima Mehta
2. Mr. Koshy Daniel

### **Agenda**

1. Minutes of the previous meeting and business arising
2. Report of the formation of the Internal Committee for AQAR
3. Updating about events :
  - i. Annual Day
  - ii. Student Led Conference
  - iii. RIWAYAT Students intercollegiate fest
4. Reporting on IQAC Internal committee members meeting.
5. Reporting on action taken.
  - i. Alumni Association (Dr. Nilima and Ms. Jaya)
  - ii. TAQ
  - iii. New members added in IQAC

1. **The minutes of the previous meeting were read and confirmed. Business arising from the previous meeting are as follows:**

Dr. Lidwin reported that Dr. Geeta had almost completed the 2018-19 AQAR. The annual report for the year 2019-20 is to be done by Elvis, Albin and Irene. Dr. Lidwin reported that the two 'Best practices for the academic year 2019-20 were:

- a) Initiatives for the elderly in Bhagat Singh Nagar through community placement.
- b) Good Governance initiative by Anubhav Mumbai project.

2. **Report on the formation of the Internal Committee for AQAR:**

Dr. lidwin presented the committee list for AQAR of IQAC College of Social Work (Autonomous) Nirmala Niketan. The criterion committee (2019-2022) was formed for the smooth functioning of filling the AQAR and involvement of all staff members in different Criterion as per the NAAC new guidelines for Autonomous colleges.

Part A of the AQAR	<b>Mr. Elvis Thomas</b> Ms. Sabeena G Dr. Lidwin D
Criterion 1: Curricular aspects	<b>Dr. Vaijayanta Anand</b> Dr. Ronald Yesudhas Dr. Smita Bammidi
Criterion 2: Teaching- Learning and Evaluation	<b>Dr. Anita Panot</b> Ms. Meghna Vesvikar Ms. Shweta M
Criterion 3: Research Innovation and Extension	<b>Dr. Anita M</b> Dr. Kalyani T Ms. Roshni A
Criterion 4: Infrastructure and Learning Resources	<b>Dr. Prabha T</b> Mr. Cletus Mr. Pravin G Mr. Dharshan
Criterion 5: Student Support ad Progression	<b>Mr. Elvis T</b> Mr. Albin T Mr. Sameer M Ms. Irene T
Criterion 6: Governance, Leadership and Management	<b>Dr. Renu S</b> Ms. Reny R Ms. Sabeena G Ms. Greta L
Criterion 7: Institutional Values and Best Practices	<b>Ms. Sonia R</b> Dr. Saman A Dr. Lidwin D



### **3. Updating about Events:**

- a) Annual Day of the college 30<sup>th</sup> Jan 2020: The theme for the annual day was Retro to Metro where the students, teaching and non-teaching staff participated and was well appreciated by all. The play on Constitutional values was staged by the students which gave a strong message on values and appreciate our Indian Constitution.
- b) Student Led Conference: Mr. Elvis reported on the student led National Conference on 'Relevance of Social Work in contemporary times' was held on 17<sup>th</sup> and 18<sup>th</sup> Feb 2020. He stated that the students organized it very well and the speakers invited were also good and spoke on relevant issues. The papers presented by the students were qualitatively good. There was good participation of students not only from other colleges in Mumbai but from various states too.
- c) RIWAYAT means redefining tradition. The annual gathering of youth with various activities to spread social values among youth through competitions like poster making, dance, street play, short film was organized by the students of the College of Social Work (Autonomous) Nirmala Niketan, Mumbai on 19<sup>th</sup> Feb 2020. Twelve colleges participated actively and around 300 students were there on the day of the event. Our students got a good opportunity to plan, organize and also raise funds. This event will continue in the coming academic year and the students are asked to plan in advance along with the teachers in charge of the student's council.

### **4. Reporting on IQAC Internal Committee Members Meeting:**

Mr. Elvis Thomas reported that the IQAC faculty internal committee members had met to finalise the exam policies, filling of AQAR, and other day to day functioning of the college. Ms. Vaijayanta gave a brief on the fieldwork seminar for students. The students were able to explain and analyze their field intervention with understanding of their learning objectives as well as were able to give an incisive analysis about strategies used. There was active participation from them and a sense of self satisfaction at the end. Dr. Lidwin also informed the Committee that the new guidelines by NAAC suggested that the College needs to have an MOU with every organization where students are placed for fieldwork. Also, the organizations would need to give the students a certificate of completion at the end of the year. Another suggestion was that we could get a feedback from the organizations on the performance of the students. All this were discussed in the internal IQAC meeting.

### **5. Reporting on Action Taken:**

- Alumni Association compiling of data needs to be followed up by Dr. Nilima Mehta and Jaya.
- Dr. Vaijayanta has finalized the Teacher Assessment Questionnaire (TAQ) forms as per the new syllabus. Dr. Geeta volunteered to help Dr. Vaijayanta and the final draft will be circulated to the members. Swati the admin staff will help to translate the BSW TAQ forms and also convert all into google forms.
- Dr. Lidwin welcomed the new members Dr. Hazel Dlima (Management representative), Fr. Noel Pinto (stakeholder representing field work placement organization) and Dr. Renu Shah (representing the faculty).

## **6. Any Other Business:**

- Dr. Geeta suggested the College should undertake an analysis of the student's health cards so that the health status of the student body could be ascertained for future.
- Ms. Jaya said she would help with work on criteria 3 of NAAC which is in the area of Research.
- Ms. Gargi would assist in criteria 5 dealing with student support.
- Dr. Prabha explained the thrust of Spandan and added that CIF had agreed to fund the development of the school infrastructure in Anvir pada.
- Dr. Renu stated that students were placed in many organizations and there were certain commonalities in some of the issues they worked on. She suggested that these interventions could be documented in order to assess their viability and effectivity. Theoretical linkages could also be drawn to strengthen student's learning.
- Dr. Lidwin reported that RUSA had sanctioned a grant to the College but it was very difficult to put it in use due to the many formalities and bureaucratic requirements. She also updated the Committee on the developments on the International Conference being planned.
- Dr. Lidwin reported on the visit of the faculty members and students from the University of Houston, Texas. They had discussions with the faculty and students of the College and were highly impressed with the work being done, especially the community work which involved working with large numbers of people on complex issues. They appreciated the chance to talk in small groups as it helped in more participation by all.
- Fr. Noel Pinto brought to the notice of the members that the impartial marking in field work by the faculty members. He said that the students who write score high and the students who actually work in the field are marked less. There is a need for faculty members to visit field work agencies and supervise on a regular basis to bring about objectivity.
- Ms. Gargi said that there should be leadership training for students.
- Dr. Geeta said that the College needs to revisit its strategic plan.
- A quality policy must be developed, and a guideline for academic presentations should be prepared. She also mentioned that the College should develop a policy and guidelines for mentorship of junior faculty members.
- Feedback forms for all stakeholders need to be prepared.
- The IQAC could plan a workshop on 'Teaching pedagogy' for teachers.
- Documenting strategies used for advanced and weak students should be done. The College should implement more green measures in its day to day working. There should a SWOT analysis done every year. It is important to analyze the student's results yearly and the Convener of Exams should bring out a report on the same.
- All the activities undertaken by the College should be documented chronologically.
- The College must apply to NAAC for financial assistance for conferences and seminars.
- The College must prepare a code of ethics to prevent plagiarism.
- Dr. D'Lima suggested that areas of importance for the College needed to be identified and acted on to better streamline its functioning.
- Dr. Dlima also appreciated all that the Principal and staff are doing to meet the guidelines of NAAC, UGC and it is not an easy task with too many demands.

- Dr. Lidwin emphasized that marksheets of all exams should be given on time. She also said that though the results are declared on time there is a delay in marksheets. She requested Ms. Sabeena to monitor it.
- Dr. Vaijayanta opined that we should publish events about fieldwork with the permission of the organizations.
- Dr. Prabha said that we should encourage students to write stories on the College and its events. This she said may bring about a sense of belongingness among them.
- It was announced that Mr. Koshi Daniel had resigned from the IQAC for lack of time.
- It was jointly decided that the IQAC meetings will be held in the month of April, July, November and Feb of every academic year. Dr. Lidwin said that we need to have academic audit and the peer team members for this were Dr. Nandita Mangalore and Dr. Ananda A. It was decided that the Academic audit would be on the 25<sup>th</sup> of April 2020 and the next IQAC meeting on the 1<sup>st</sup> of April, 2020. Dr. Geeta volunteered to help Ms. Sonia to develop templates in order to get information for the audit.

The meeting ended with a vote of thanks to the Chair.