

1.1.1. The Institution ensures effective curriculum delivery through a well planned and documented process



PATRICIAN COLLEGE OF ARTS AND SCIENCE  
DEPARTMENT OF SOCIAL WORK

Thursday, 11<sup>th</sup> January 2021 – 9.30 A.M.

Agenda

Prayer - Ms. Usha Jose

1. ATR - Ms. Raichel Diana
2. Matters from HOD
  - a. Internal mark Consolidation and Entry
  - b. Field work and Soft Skills - Internal, External and Agency Supervisor's Mark
  - c. E2E , Field Work Money and College Fees
  - d. Subject Allocation Even Semester 2021-2022
  - e. Best Practices in Practice
  - f. Field Work Fees Accounts Settlement (Report to be given by Field Work Coordinators)
3. SDP for Even Semester and Summer Vacation - Class Teachers
4. IQAC Documentation and Preparation for Academic Audit 2021-2022 Status - Ms. Raichel Diana
  - a. 2019-2020 - Monday
  - b. 2020-2021 - Tuesday
  - c. Wednesday - Completion of Soft Copy Checking and Binding
5. Newsletter Draft - Ms. Leanne and Ms. Raichel
6. Sower's Tentative Plan and Draft -
  - a. Conference - Dr. Sindhu Sivan , Ms. Raichel
  - b.
  - c. Pre Conference Workshops - Mr. Justus Wallis
  - d. Inter Collegiate - Ms. Leanne Maria
7. ICT Register - For Full Semester 2021-2022
8. Class taken Register - For Full Semester 2021-2022
9. Academic Log Book - For Full Semester 2021-2022
10. Attendance of December Month - Class Teachers
11. Fees Status - Class Teachers
12. STAR SOCIAL WORK TRAINEE OF THE MONTH - Class Teachers
13. Social Work Arcadia - Class Teachers
14. Department Accounts - Ms. Divya
15. SWOC - Best Practices - Mr. Justus Wallis
16. Any Other Matter

(45)

| Social Work Department Faculty Meeting - 11th January 2022 |                                    |                      |
|--|------------------------------------|----------------------|
| Date: 11.01.2022   | Meeting Time : 11.00 A.M.- 1.15 PM |                      |
| Faculty Secretary  | Ms. Raichel Diana                  |                      |
| Attendees  | Designation                        | Attendees Signature  |
| Ms. Divya J  | Head of the Department             | <i>Divya J</i>       |
| Ms. Usha Jose  | Associate Professor                | <i>Usha Jose</i>     |
| Dr. Sindhu Sivan   | Associate Professor                | <i>Sindhu Sivan</i>  |
| Ms. Leanne Maria   | Assistant Professor                | <i>Leanne Maria</i>  |
| Mr. Justus Wallis  | Assistant Professor                | <i>Justus Wallis</i> |
| Ms. Raichel Diana  | Assistant Professor                | <i>Raichel Diana</i> |
| Absentees  |                                    |                      |
| Ms. Reena Rachel   | Assistant Professor                | <i>Reena Rachel</i>  |
| Ms. Vinola Sharobell                                       | Assistant Professor                | <i>Vinola</i>        |
| NIL  |                                    |                      |

| Agenda 1          | ATR Follow up  | Faculty Incharge        | Deadline   |
|-------------------|--|-------------------------|------------|
| Ms. Raichel Diana | Faculty Secretary  |                         |            |
| Discussions       | The Action Taken Report was read out by the Faculty Secretary and the status of each actions taken were discussed.   |                         |            |
| Agenda 2          | Matters from HOD Meeting   |                         |            |
| MS. Divya J       | Head of the Department   |                         |            |
|                   | <b>Internal mark Consolidation and Entry:</b><br>Faculty are asked to complete their internal marks on or before 18th Jan 2022. Class teachers are asked to send the format to the subject teachers. | All Faculty             | 18.01.2022 |
|                   | <b>Field work and Soft Skills - Internal, External and Agency Supervisor's Mark:</b><br>Field Work Coordinators are asked to collect the above said marks and keep it ready                          | Field Work Coordinators | 20.01.2022 |

|                  |   |   |            |
|------------------|---|---|------------|
| Discussions      | <p><b>E2E , Field Work Fees and College Fees:</b> Faculty are asked to collect Field work fees and E2E money as early as possible from the students and follow up with the students for college fees payments. The Field work coordinators are asked to check the bank statement and match the students field work payment with the transaction number and complete the students payment details. The last and final date to be kept as issue of Odd Semester Hall tickets.</p> | Class Teachers and Field Work Coordinators  | 30.01.2022 |
|                  | <p><b>Subject Allocation Even Semester 2021-2022:</b> The faculty are asked to give any one subject of their interest so that it might be considered during subject allocation next semester.</p>   | All Faculty                                 | 15.01.2022 |
|                  | <p><b>Best Practices in Practice:</b> It is found that many best practices that have been proposed in the department has not been followed up on regular basis. The Faculty were asked have a continuous follow up for all the best practices.</p>  | All Faculty                                 | 30.01.2022 |
|                  | <p><b>Field Work Fees Accounts Settlement (Report to be given by Field Work Coordinators):</b> The advance taken from the field work fees to be used for TA, field work report printing and the like. After which to be settled with Ms.Reena Rachel the accounts cocordinator of the department.</p>   | Field Work Coordinators                     | 19.01.2022 |
|                  | <p><b>Library Link:</b> The faculty are asked to share the library link to the students and make sure they know about our digital library facility</p>  | All Faculty                                 | 15.01.2022 |
|                  | <p><b>Teaching Pedagogy:</b> The faculty are asked to submit their documentation on Teaching pedagogy for the semester with google tag photos.</p>  | All Faculty                                 | 30.01.2022 |
|                  | <p><b>Enabling Classes:</b> Enabling classes for a minimum of 3 days should be taken with video recording and attendance.</p>   | All Faculty                                 | 30.01.2022 |
|                  | <p><b>Guest lectures:</b> Guest Lectures to be conducted by the following Faculty through online mode.</p>  | Dr. Sindhu Sivan, Ms. Divya and Ms. Raichel | 11.02.2022 |
| <b>Agenda 3</b>  | <b>SDP for Even Semester and Summer Intership</b>   |   |            |
| Dr. Sindhu Sivan | Class Teacher   |   |            |
| Discussions      | To select NPTEL Courses for the students and register for this semester. MSW I yr - Ms.Divya J and Ms. Reena, MSW II yr - Mr. Justus Wallis and Ms. Vinola, BSW III yr - Ms. Raichel  | Mr. Justus, Dr. Sindhu & Ms. Raichel        | 30.01.2022 |

|   |   |                        |            |
|---|---|------------------------|------------|
|   | Each Class to complete 2 capacity building courses out of which one has to be completed in this current semester.   | All Class teachers     | 30.01.2022 |
|   | Summer internship based on subjects to be planned for I BSW and II BSW  | Ms. Vinola & Ms. Reena | 30.01.2022 |
|   | Value added that is not yet finished and the certificate courses for odd mester that is not completed and for BSW, even semester certificate courses to be planned.   | Class Teachers         | 30.01.2022 |
| <b>Agenda 4</b>   | <b>IQAC Documentation and Preparation</b>   |                        |            |
| Ms. Raichel Diana   | IQAC Extended Member  |                        |            |
| Discussions   | All faculty are asked to submit the required documents for the academic year 2019-2020, 2020-2021 and till date for 2021-2022.  | All Faculty            | 30.01.2022 |
| <b>Agenda 5</b>   | <b>News Letter</b>  |                        |            |
| Ms. Leanne Maria & Ms. Raichel                              | Student Engagment Coordinators  |                        |            |
| Discussions   | The class teachers were asked to collect articles, poems and other write ups from their students. The class teachers are asked to send the files with the name of the student with a picture of the student to Ms. Raichel Diana. | Ms. Raichel            | 30.01.2022 |
|   | The posters and other art works of the students who participated in various competition in the department should be collected and saved for newsletter.   | Ms. Leanne             | 30.01.2022 |
| <b>Agenda 6</b>   | <b>Sowers Tentative Plan in the forth-coming months</b>   |                        |            |
| Ms. Reena , Mr. Justus, Ms. Leanne Maria & Ms. Raichel      | Sowers Coordinators   |                        |            |
| Discussions   | <b>Conference:</b> The conference was planned and discussed to be conducted on 3rd Week of March 2022. The Broucher should be sent to participants on 24.01.2022.   | Ms. Raichel            | 24.01.2022 |
|   | PreConference has to planned and the details have to be given on or before 24.01.2022.  | Msr. Justus Wallis     | 24.01.2022 |
|   | Inter Collegiate competitions have to be planned and details have to given on or before 24.01.2022.   | Ms. Leanne Maria       | 24.01.2022 |
| <b>Agenda 7</b>   | <b>ICT Register - Full Semester</b>   |                        |            |
| Ms. Vinola, Ms Reena, Ms. Raichel , Mr. Justus & Dr. Sindhu | Class Teachers  |                        |            |
| Discussions   | The class teachers were asked to submit the ICT Register for the semester   | All Faculty            | 30.01.2022 |

| <p style="text-align: center;"><b>ACTION TAKEN REPORT</b><br/> <b>December 2022</b><br/> <b>Presented in January Monthly Meeting 11.01.2022</b></p> |   |  |                         |            |           |                                      |
|---|---|--|-------------------------|------------|-----------|--------------------------------------|
| S.No.   | Action Items  | Faculty Completed                                | Faculty yet to Complete | Deadline   | Status    | Coordinator's Name & Signature       |
| 1   | Organisational Feedback                                   | <u>Justus Wallis</u><br>Ms Usha Jose             | Field Work Coordinators | 19.01.2022 | Completed | Mr Justus Wallis                     |
| 2   | Stakeholders Feedback                                     | Pending  | Class Teachers          | 19.01.2022 | Pending   | Ms Usha Jose<br>Dr Sindhu Sivan      |
| 3   | Students Feedback   | Pending  | Class Teachers          | 19.01.2022 | Pending   | Ms Vinola Sharowbell                 |
| 4   | NPTEL Registration  | MSW BSW  | Class Teachers          | 19.01.2022 | Completed | Ms Vinola Sharowbell                 |
| 5   | Peer Mentor Information to class                          | All Class Teachers Completed                     | All Faculty             | 19.01.2022 | Completed | Ms Divya J                           |
| 6   | Fees defaulters, Dropout students and Long absentees data | All Done   | Class Teachers          | 19.01.2022 | Completed | Ms Divya J                           |
| 7   | Collection of articles for Newsletter                     | <u>Raichel Diana</u>                             | Class Teachers          | 19.01.2022 | Completed | Ms Leanne Maria and Ms Raichel Diana |
| 8   | Guest Lectures Status                                     | Ms.Divya J                                       | All Faculty             | 19.01.2022 | Completed | Ms Leanne Maria and Ms Raichel Diana |
| 9.  | December Attendance                                       | Ms. Vinola & MS. Raichel                         | All Faculty             | 19.01.2022 | Pending   | Ms Divya J                           |
| 10.   | ICT, Academic Logbook                                     | Ms. Divya , Ms. Raichel, Dr. <u>Sindhu Sivan</u> | All Faculty             | 19.01.2022 | Pending   | Ms Divya J                           |



**PATRICIAN COLLEGE OF ARTS AND SCIENCE**

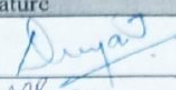
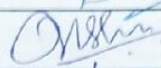
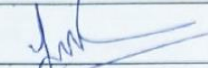

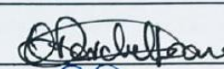


**DEPARTMENT OF SOCIAL WORK**

Tuesday, 1<sup>st</sup> February 2022 – 1.30 P.M.

**Agenda**

Prayer - Ms. Reena Rachel

1. ATR - Ms. Raichel Diana
2. Matters from HOD
  - a. E2E
  - b. Fees
  - c. SDP Courses
3. Academic Advisory Committee
4. Students Support meeting
5. Library Book Audit
6. Magazine Report
7. Newsletter Draft - Ms. Leanne and Ms. Raichel
8. Sowers Action Plan
9. Sower's Tentative Plan and Draft -
  - a. Conference - Ms. Raichel
  - b. Pre Conference Workshops - Mr. Justus Wallis
  - c. Inter Collegiate - Ms. Leanne Maria
  - d. Social Workers Day
10. ICT Register, Class taken Register, Attendance and Academic Log Book- For Full Semester
11. Enabling Class
12. Teaching Methodology
13. STAR SOCIAL WORK TRAINEE OF THE MONTH - Class Teachers
14. Department Accounts - Ms. Divya
15. Any Other Matter

| Social Work Department Faculty Meeting - 1st February 2022 |                                   |   |
|--|-----------------------------------|---|
| Date: 1.02.2022  | Meeting Time : 1.15 PM to 3.00 PM | Meeting pictures Link : <a href="https://drive.google.com/drive/folders/1VAAPavLyxUAwWY147Gw_ul_ggdGNYXc5o?usp=sharing">https://drive.google.com/drive/folders/1VAAPavLyxUAwWY147Gw_ul_ggdGNYXc5o?usp=sharing</a> |
| Faculty Secretary  | Ms. Raichel Diana                 |   |
| Attendees  | Designation                       | Attendees Signature   |
| Ms.Divya J   | Head of the Department            |   |
| Ms.Usha Jose   | Associate Professor               |   |
| Dr.Sindhu Sivan  | Associate Professor               |   |
| Ms. Leanne Maria   | Assistant Professor               |   |
| Mr. Justus Wallis  | Assistant Professor               |   |
| Ms. Raichel Diana  | Assistant Professor               |   |
| Ms. Reena Rachel   | Assistant Professor               |   |
| Ms. VinolaSharobell  | Assistant Professor               |    |
| Absentees  |                                   |   |
| NIL  |                                   |   |

| Agenda 1         | ATR Follow up   | Faculty Incharge                           | Deadline   |
|------------------|---|--|------------|
| Ms.Raichel Diana | Faculty Secretary   |  |            |
| Discussions      | The Action Taken Report was read out by the Faculty Secretary and the status of each actions taken were discussed.  |  |            |
| Agenda 2         | Matters from HOD Meeting  |  |            |
| MS. Divya J      | Head of the Department  |  |            |
| Discussions      | <b>E2E , Field Work Fees and College Fees:</b> Faculty are asked to submit the E2E Receipt books. and ensure that field work and E2E amount is settled and clarified with bank statement. | Class Teachers and Field Work Coordinators | 20.02.2022 |
|                  | <b>FEES :</b> The class teachers were asked to update about the fees status of the students and encourage students to pay the fees.   | Class Teachers                             | 20.02.2022 |
|                  | <b>SDP COURSES :</b> The faculty are asked to plan courses for the students and submit Proposal for Certificate Course Value added Course and Capacity Building Course.                   | All Faculty                                | 28.02.2022 |
| Agenda 3         | Academic Advisory Committee   |  |            |
| Ms. Divya J      | Head of the Department  |  |            |

|   |  |                                  |            |
|---|--|----------------------------------|------------|
| Discussions   | The Academic Advisory Committee is to be formed in the department.<br>The members are as Follows<br>Mr. Arun and Mr. Prabakaran - Alumni<br>Ms. Reena and Ms. Vinola - Faculty<br>Ms. Mary Infant Swathi and Mr. Stephen - Final year Students<br>Mr. Manikandan - Industrialist |                                  |            |
| <b>Agenda 4</b>   | <b>Students Support meeting</b>  |                                  |            |
| Ms. Divya J   | Head of the Department   |                                  |            |
| Discussions   | The students support Meeting is to be conducted on the first Monday of every Month   | Ms. Vinola                       | 07.02.2022 |
| <b>Agenda 5</b>   | <b>Magazine Report</b>   |                                  |            |
| Dr. Sindhu Sivan  | Coordinator  |                                  |            |
| Discussions   | All faculty are asked to submit the magazine report with geo tagged photos and captions.   | All Faculty                      | 05.02.2022 |
| <b>Agenda 6</b>   | <b>Newsletter Draft</b>  |                                  |            |
| - Ms. Leanne and N  | Sowers Coordinators  |                                  |            |
| Discussions   | The class teachers are asked to collect articles and writeups from the students for the Newsletter.  | All Class teachers               | 15.02.2022 |
| <b>Agenda 7</b>   | <b>Sowers Action Plan</b>  |                                  |            |
| Ms Reena, Ms. Raichel , Mr. Justus & Ms. Leanne             | Sowers Coordinators  |                                  |            |
| Discussions   | The Sowers Coordinators are to submit the sowers action plan for the even semester.  | Sowers Coordinators              | 15.02.2022 |
| <b>Agenda 8</b>   | <b>Sowers Tentative Plan</b>   |                                  |            |
| Ms Reena, Ms. Raichel , Mr. Justus & Ms. Leanne             | Sowers Coordinators  |                                  |            |
| Discussions   | All faculty were asked to submit the Class Taken for the Semester  | All Faculty                      | 15.02.2022 |
| <b>Agenda 9</b>   | <b>Academic Log Book</b>   |                                  |            |
| Ms. Vinola, Ms Reena, Ms. Raichel , Mr. Justus & Dr. Sindhu | Class Teachers   |                                  |            |
| Discussions   | Mr. Justus Wallis gave the workshop plan scheduled on 04.02.2022   |                                  |            |
|   | Ms. Vinola on behalf of Ms. Leanne Maria presented the tentative plan on Intercollege Competitions during the conference   |                                  |            |
|   | Ms. Raichel presented the schedule and other details for the international conference  |                                  |            |
|   | The coordinators were asked to work on the broucher and other details for the conferecne and workshop  | Mr. Justus Wallis and Ms.Raichel | 10.02.2022 |



|                   |  |              |            |
|-------------------|--|--------------|------------|
|                   | <p>The Social Workers Day planning was discussed and it was decided to have a human chain with slogans in college, a street theatre and also to have a thumb impression campaign.</p> <p>The following are the responsibilities allotted to faculty<br/>                 Special Invite - Mr. Parbhakar<br/>                 Human Chain and Placards - Mr. Justus Wallis<br/>                 Banner and Colour Palette - Ms. Vinola and Mr. Jerome<br/>                 Street Theatre - Ms. Reena and Mr. Prabhakar</p> |              |            |
|                   | The proposal for Social Workers Day was asked to submit  | Coordinators | 17.02.2022 |
| <b>Agenda 10</b>  | <b>ICT Register, Class taken Register, Attendance and Academic Log Book- For Full Semester</b>   |              |            |
| Ms. Divya J       | Head of the Department   |              |            |
| Discussions       | The faculty are asked to submit the consolidated ICT, Class taken register, Attendance and Academic Logbook for the full semester  | All Faculty  | 15.02.2022 |
| <b>Agenda 11</b>  | <b>Enabling Class</b>  |              |            |
| Ms. Divya J       | Head of the Department   |              |            |
| Discussions       | The faculty are asked to document the Enabling classes taken during the odd semester for their classes and upload the same in the google drive.  | All Faculty  | 15.02.2022 |
| <b>Agenda 12</b>  | <b>Teaching Pedagogy</b>   |              |            |
| Ms. Divya J       | Head of the Department   |              |            |
| Discussions       | The faculty are asked to document the Teaching Methodologies adopted during the odd semester for their classes and upload the same in the google drive.  |              |            |
| <b>Agenda 13</b>  | <b>Star Social Work Trainees of the Month</b>  |              |            |
|                   | BSW 1yr -  |              |            |
|                   | BSW II yr - Sr. Marthal  |              |            |
|                   | BSW III yr - Nil   |              |            |
|                   | MSW I yr - Logeshwar   |              |            |
|                   | MSW II yr -  |              |            |
| <b>Agenda 14</b>  | <b>Department Accounts</b>   |              |            |
| Ms. Divya J       | Head of the Department   |              |            |
|                   | The department accounts were presented to the faculty during the meeting   |              |            |
| <b>Agenda 16</b>  | <b>Any Other matter</b>  |              |            |
| Mr. Justus Wallis | MOU with Tamil Nadu Government Agencies - It was shared that the department is signing MOUs with Government agencies to conduct a social survey  |              |            |

| <p style="text-align: center;"><b>ACTION TAKEN REPORT</b><br/> <b>January 2022</b><br/> <b>Submitted in Feb 2022 Monthly Meeting</b></p> |  |   |            |           |                                |
|--|--|---|------------|-----------|--------------------------------|
| S.No.  | Action Items   | Faculty yet to Complete                   | Deadline   | Status    | Coordinator's Name & Signature |
| 1  | Internal Marks Consolidation and Entry (to be uploaded in Exams Folder and hard Copy to be submitted to Ms. Vinola ) | All Faculty                               | 18.01.2022 | Completed | Ms. Vinola                     |
| 2  | Field work and Soft Skills - Internal, External and Agency Supervisor's Mark to be kept ready                        | Field Work Supervisors                    | 20.01.2022 | Completed | Mr. Justus                     |
| 3  | E2E , Field Work Fees and College Fees Collection and update   | Class Teachers and Field Work Supervisors | 30.01.2022 | Pending   | Ms. Divya J                    |
| 4  | Field Work fees Collection Settlement to be submitted  | Field Work Supervisors                    | 19.01.2022 | Pending   | Ms. Divya J                    |
| 5  | Faculty to share library link to the students  | All Faculty                               | 15.01.2022 | Completed | Ms. Vinola                     |
| 6  | Teaching pedagogy documentation to be submitted  | All Faculty                               | 30.01.2022 | Completed | Ms. Leanne & Rachel            |
| 7  | Guest Lectures to be conducted through online mode   | All Faculty                               | 30.01.2022 | Pending   | Ms. Divya J                    |

|     |   |  |            |           |                      |
|-----|---|--|------------|-----------|----------------------|
| 8   | Faculty to register students for NPTEL Course   | MSW I yr - Ms Divya J and Ms Reena, MSW II yr - Mr Justus Wallis and Ms Vinola, BSW III yr - Ms. Raichel | 30.01.2022 | Pending   | Ms <u>Divya J</u>    |
| 9.  | Capacity Building course for each class including current semester                                  | All Faculty  | 30.01.2022 | Pending   | Ms <u>Divya J</u>    |
| 10. | Summer Internship to be planned for I BSW and II BSW  | Ms Vinola & Ms. Reena  | 30.01.2022 | Completed | Ms. Vinola           |
| 11. | Faculty to complete Value added and Certificate Course  | Class Teachers   | 30.01.2022 | Completed | Ms. Divya J          |
| 12. | Newsletters to be ready with articles and other writeups. Faculty to share articles to coordinators | All Class teachers   | 30.01.2022 | Pending   | Ms. Leanne & Raichel |
| 13. | Conference , pre conference and competitions brochure to be sent                                    | Ms. Raichel Mr. Justus and Ms. <u>Leanne Maria</u>   | 24.01.2022 | Completed | Ms. <u>Divya J</u>   |
| 14. | ICT, Academic Log Book and Attendance to be completed for this semester                             | All Class teachers   | 30.01.2022 | Completed | Ms. <u>Divya J</u>   |
| 15. | Experience Learning from syllabus has to be separated to make a teaching pedagogy file              | All Faculty  | 30.01.2022 | Completed | Ms Leanne & Raichel  |
| 16. | Documentation of the best practices to be submitted   | Ms. Reena, Ms. Vinola and Ms. <u>Leanne</u>  | 30.01.2022 | Completed | Ms Raichel Diana     |



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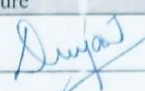

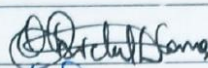



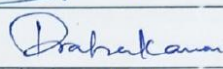
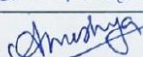


**DEPARTMENT OF SOCIAL WORK**

Tuesday, 1<sup>st</sup> March 2022 – 1.30 P.M.

**Agenda**

Prayer - Mr. Jerome Nesa Raj

1. ATR - Ms. Raichel Diana
2. Matters from HOD
  - a. College Fees - Not completed 1st Installment (I MSW, III BSW & I BSW )
  - b. St Patrick feast - 14.03.22 (Social Workers Day will be on 18.03.22)
  - c. CAI I Test - 28.03.2022
  - d. Sports Day
  - e. Alumni Award - UG & PG - Minutes of Selection Committee
  - f. Account maintenance
  - g. Admission - April 1st 2022
  - h. Faculty Mentoring
3. Exam - Submission of Documents of ODD Semester - Ms. Vinola Shrobell
4. Academic Advisory Meeting - Ms. Divya J
5. ERP Attendance and Absentees SMS - Class teachers
6. Field Work Plans and status for the Semester - Field Work Coordinators
7. Conference/ Intercollegiate and workshop committees - Ms Raichel & Mr. Justus
8. Sowers plan of the month
  - a. Community Engagement - Ms. Justus and Ms. Reena
  - b. Students Engagement - Ms. Raichel Diana
9. Newsletter
10. ICT Register, Class taken Register, Attendance and Academic Log Book - Class Teachers
11. STAR SOCIAL WORK TRAINEE OF THE MONTH - Class Teachers
12. Best Practices Review
13. Fees status - Class Teachers
14. Department Accounts - Ms. Divya
15. Any Other Matter

| Social Work Department Faculty Meeting - Tuesday, 1st March 2022 |   |   |            |
|--|---|---|------------|
| Date: 1.03.2022  | Meeting Time : 1.15 PM to 3.00 PM   |   |            |
| Faculty Secretary  | Ms. Raichel Diana   |   |            |
| Attendees  | Designation   | Attendees Signature   |            |
| Ms. Divya J  | Head of the Department  |   |            |
| Mr. Justus Wallis  | Assistant Professor   |    |            |
| Ms. Raichel Diana  | Assistant Professor   |   |            |
| Ms. Reena Rachel   | Assistant Professor   |    |            |
| Ms. Vinola Sharobell   | Assistant Professor   | Vinola  |            |
| Mr. Jerome Nesaraj   | Assistant Professor   |    |            |
| Mr. Prasanna Chandru   | Assistant Professor   |    |            |
| Mr. Prabakaran   | Assistant Professor   |    |            |
| Ms. Anusha Princy  | Assistant Professor   |    |            |
| Absentees  |   |   |            |
| Dr. Sindhu Sivan   | Associate Professor   |  |            |
| Ms. Leanne Maria   | Assistant Professor   |  |            |
| Agenda 1   | ATR Follow up   | Faculty Incharge  | Deadline   |
| Ms. Raichel Diana  | Faculty Secretary   |   |            |
| Discussions  | The Action Taken Report was read out by the Faculty Secretary and the           |   |            |
| Agenda 2   | Matters from HOD Meeting  |   |            |
| MS. Divya J  | Head of the Department  |   |            |
| Discussions  | <b>College Fees</b> - The Faculty are asked to make sure that the               |   |            |
|  | <b>CIA 1 TEST</b> : The 1st CIA test for this semester will commence            |   |            |
|  | <b>Sports Day</b> : The faculty are asked to go through the sports schedule     |   |            |
|  | <b>Alumni Award</b> : Alumni Awards ceremony will be conducted by the           |   |            |
|  | <b>Account Maintenance</b> : The department has to be very vigilant and careful |   |            |
|  | <b>Admission- April 1st 2022</b> : The admission campaigning ideas and          |   |            |
|  | <b>Faculty Mentoring</b> : Apart from the Academic mentoring and the            |   |            |
| Agenda 3   | Exams Documentation   |   |            |
| Ms. Divya J  | Head of the Department  |   |            |
| Discussions  | The documents related to Exams have to be                                       | Ms. Vinola  | 15.03.2022 |
| Agenda 4   | Academic Advisory Meeting   |   |            |
| Ms. Divya J  | Head of the Department  |   |            |
| Discussions  | Academic Advisory Meeting will be conducted every month and will                |   |            |

|                                   |   |                    |            |
|-----------------------------------|---|--------------------|------------|
| <b>Agenda 5</b>                   | <b>ERP Attendance and Absentees SMS</b>   |                    |            |
| Dr. Sindhu Sivan                  | Coordinator   |                    |            |
| Discussions                       | The Faculty are asked to post the ERP   | All Faculty        | 03.03.2022 |
| <b>Agenda 6</b>                   | <b>Field Work Plans</b>   |                    |            |
| - Ms. Leanne a                    | Field Work Coordinators   |                    |            |
| Discussions                       | The Filed Work Coordinators are asked to give the field work plan for this semester and start | All Class teachers | 05.03.2022 |
| <b>Agenda 7</b>                   | <b>Conference &amp; Workshop Committees</b>   |                    |            |
| Ms. Raichel , Mr.Justus           | Programme Coordinators  |                    |            |
| Discussions                       | Conference/ Intercollegiate and workshop committees were                                      |                    |            |
| <b>Agenda 8</b>                   | <b>Sowers Tentative Plan</b>  |                    |            |
| Ms Reena, Ms. Raichel , Mr.Justus | Sowers Coordinators   |                    |            |
| Discussions                       | The Sowers Coordinators presented the tentative plan for the month of March                   |                    |            |
| <b>Agenda 9</b>                   | <b>Newsletter</b>   |                    |            |
| Raichel Diana                     | Students Engagement Coordinator   |                    |            |
| Discussions                       | The Class teachers are asked to encourage students to write articles for newsletter           | Class teachers     | 30.03.2022 |
| <b>Agenda 10</b>                  | <b>ICT Register, Class taken Register, Attendance and Academic Log</b>                        |                    |            |
| Ms. Divya J                       | Head of the Department  |                    |            |
| Discussions                       | The faculty are asked to submit the   | All Faculty        | 15.03.2022 |
| <b>Agenda 11</b>                  | <b>STAR SOCIAL WORK TRAINEE OF THE MONTH</b>  |                    |            |
| Ms. Divya J                       | Head of the Department  |                    |            |
|                                   | BSW 1yr - Vikram  |                    |            |
|                                   | BSW II yr - Ramesh Prabhu   |                    |            |
|                                   | BSW III yr - Hari Balaaji   |                    |            |
|                                   | MSW I yr - Senthamizhnathan   |                    |            |
|                                   | MSW II yr - Yamuna  |                    |            |
| <b>Agenda 12</b>                  | <b>Best Practices Review</b>  |                    |            |
| Ms. Divya J                       | Head of the Department  |                    |            |
| Discussions                       | The faculty were asked to review on each best practice every                                  |                    |            |
| <b>Agenda 13</b>                  | <b>Fees Status</b>  |                    |            |
| Discussions                       | The Class teachers presented the fees Status of their classes. The HOD                        |                    |            |
| <b>Agenda 14</b>                  | <b>Department Accounts</b>  |                    |            |
| Ms. Divya J                       | Head of the Department  |                    |            |
|                                   | The department accounts were presented to the faculty during the meeting                      |                    |            |
| <b>Agenda 16</b>                  | <b>Any Other matter</b>   |                    |            |
|                                   | NIL   |                    |            |

| ACTION TAKEN REPORT – February 2022 |  |  |            |           |                                |
|-------------------------------------|--|--|------------|-----------|--------------------------------|
| S.No                                | Action Items   | Faculty yet to Complete                          | Deadline   | Status    | Coordinator's Name & Signature |
| 1                                   | E2E Receipt books submission   | Ms. Reena Rachel                                 | 16.02.2022 | Completed | Ms. Divya J                    |
| 2                                   | Proposal for Certificate Course Value added Course and Capacity Building Course. | Nil  | 30.02.2022 | Completed | Ms. Divya J                    |
| 3                                   | Magazine Report  | Ms. Vinola Sharowbell                            | 05.02.2022 | Pending   | Dr. Sindhu Sivan               |
| 4                                   | Newsletter   | Ms. Vinola Sharowbell                            | 15.02.2022 | Pending   | Ms. Raichel                    |
| 5                                   | Sowers Action Plan   | Ms. Divya J                                      | 15.02.2022 | Completed | Ms. Divya J                    |
| 6                                   | Academic Log book  | Ms. Divya J                                      | 07.02.2022 | Completed | Ms. Divya J                    |
| 7                                   | ICT Register   | Ms. Divya J, Justus Wallis and Ms. Raichel Diann | 07.02.2022 | Pending   | Ms. Divya J                    |
| 8                                   | Class Taken Register   | Ms. Leanne Maria and Ms. Raichel Diann           | 07.02.2022 | Completed | Ms. Divya J                    |
| 9.                                  | Enabling Class   | Nil  | 12.02.2022 | Completed | Ms. Raichel                    |
| 10.                                 | Teaching Pedagogy  | All Faculty                                      | 18.02.2022 | Pending   | Ms. Divya J                    |
| 11.                                 | Proposal for Social Workers Day  | Mr. Justus Wallis                                | 18.02.2022 | Pending   | Ms. Divya J                    |
| 12.                                 | Workshop Brochure  | Nil  | 20.02.2022 | Completed | Ms. Divya J                    |
| 13.                                 | Conference Brochure  | Nil  | 20.02.2022 | Completed | Ms. Divya J                    |



**PATRICIAN COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

Tuesday, 26<sup>th</sup> April 2022 – 1.30 P.M.

**Agenda**

Prayer - Mrs. Anusha Princy B

1. ATR - Ms. Raichel Diana
2. Matters from HOD
  - a. PCEC
    - i. Employment registration
    - ii. Career Guidance Coaching
  - b. Internship and IV Guidelines
3. Field Work Guidelines
  - a. General
  - b. Study Tour and Rural Camp
    - i. Cash for Faculty
    - ii. Food Guidelines for students
    - iii. Executive Committees
    - iv. Requirements, Banner, Mementos, Badge, Dress etc.
    - v. Number of GB Meetings
    - vi. Activities
4. Resource Person Fee (for outsiders and Alumni)
5. Internship and IV plans - Class Teachers
6. Admission work Done through STEPS
7. Sowers plan of the month
  - a. Community Engagement - Ms. Justus and Ms. Reena
  - b. Students Engagement - Ms. Raichel Diana
8. Academic Audit Status (May 12th to be got ready) - Coordinators
9. ICT Register, Class taken Register, Attendance and Academic Log Book - Class Teachers
10. Best Practices Review
11. ERP Fees Issues and Fees Collection - Class Teachers
12. Department Accounts - Ms. Divya
13. Any Other Matter



| Social Work Department Faculty Meeting - Tuesday, 26th April 2022 |  |                     |          |
|---|--|---------------------|----------|
| Date: 26.04.2022  | Meeting Time : 1.15 PM to 3.00 PM  |                     |          |
| Faculty Secretary   | Ms. Raichel Diana  |                     |          |
| Attendees   | Designation  | Attendees Signature |          |
| Ms. Divya J   | Head of the Department   |                     |          |
| Mr. Justus Wallis   | Assistant Professor  |                     |          |
| Ms. Raichel Diana   | Assistant Professor  |                     |          |
| Ms. Reena Rachel  | Assistant Professor  |                     |          |
| Ms. Vinola Sharobell  | Assistant Professor  |                     |          |
| Mr. Jerome Nesaraj  | Assistant Professor  |                     |          |
| Mr. Prasanna Chandru  | Assistant Professor  |                     |          |
| Ms. Anusha Princy   | Assistant Professor  |                     |          |
| Ms. Leanne Maria  | Assistant Professor  |                     |          |
| Absentees   |  |                     |          |
| Mr. Prabakaran  |  |                     |          |
| Agenda 1  | ATR Follow up  | Faculty Incharge    | Deadline |
| Ms. Raichel Diana   | Faculty Secretary  |                     |          |
| Discussions   | The Action Taken Report was read out by the Faculty Secretary and the status of each actions taken were discussed.   |                     |          |
| Agenda 2  | Matters from HOD Meeting   |                     |          |
| MS. Divya J   | Head of the Department   |                     |          |
| Discussions   | <b>Employment Registration :</b> The Faculty were asked to collect information about the students who applied for Government employment as asked by the college. |                     |          |
|   | <b>Career Guidance Coaching :</b> The Final year class teachers were asked to give career guidance programme for the final year students.                        |                     |          |
|   | <b>Internship and IV Guidelines :</b> The Faculty discussed on the internship and IV Guidelines which will be made into a policy for the department.             |                     |          |
| Agenda 3  | Field Work Guidelines  |                     |          |
| Ms. Divya J   | Head of the Department   |                     |          |
|   | <b>Cash for Faculty :</b> It was agreed by majority that the cash for faculty in terms of food and accomodation will be shared by the students total budget.     |                     |          |

|                                      |   |             |            |
|--------------------------------------|---|-------------|------------|
| Discussions                          | <b>Food Guidelines for students :</b> It was agreed that the students eat same food at a given point of time without any difference during the field work. The Faculty will also eat the same food.   |             |            |
|                                      | <b>Executive Committees :</b> The faculty decided on six standard committees which will be working in the Rural Camp and Study Tours and no further committees will be form for the same.   |             |            |
|                                      | Requirements, Banner, Mementos, Badge, Dress etc.The faculty came to a common consensus that the requirements for the Study Tour or Rural Camp will be the same for every class so the majority objected for uniform dress and badges for the Rural Camp or Study Tour. |             |            |
|                                      | Number of GB Meetings : The Faculty decided that there will be two GB Meetings before the Camp and One after the camp. And the GB attendance is Complusory.   |             |            |
| <b>Agenda 4</b>                      | <b>Resource Person Fee (for outsiders and Alumni)</b>   |             |            |
| Ms. Divya J                          | Head of the Department  |             |            |
| Discussions                          | The resource persons fee for the Guest Lectures would be Rs. 750 per hour including Alumni.   |             |            |
| <b>Agenda 5</b>                      | <b>Internship and IV plans - Class Teachers</b>   |             |            |
| Ms. Divya J                          | Head of the Department  |             |            |
| Discussions                          | The class teachers were asked to plan for Intership and IV for their students. The Visit can be for an industr or an organisation.  |             |            |
| <b>Agenda 6</b>                      | <b>Admission work Done through STEPS</b>  |             |            |
| Ms. Divya J                          | Head of the Department  |             |            |
| Discussions                          | A review of the effectiveness of STEPS Programs was discussed with the faculty and the faculty expressed the difficulty in terms of availability and approval to visit the schools for the programme.   |             |            |
| <b>Agenda 7</b>                      | <b>Sowers plan of the month</b>   |             |            |
| Ms. Raichel ,<br>Mr.Justus           | Programme Coordinators  |             |            |
| Discussions                          | The Valediction programme was discussed with the faculty and all the pending programmes which were listed in the Action Plan and due were discussed.  |             |            |
| <b>Agenda 8</b>                      | <b>Sowers Tentative Plan</b>  |             |            |
| Ms Reena, Ms.<br>Raichel , Mr.Justus | Sowers Coordinators   |             |            |
| Discussions                          | The Sowers Coordinators presented the tentative plan for the month of April   |             |            |
| <b>Agenda 9</b>                      | <b>Academic Audit Status (May 12th to be got ready) - Coordinators</b>  |             |            |
| Ms. Divya J                          | Head of the Department  |             |            |
| Discussions                          | The Audit statement for the academic year will be ready by 12th May 2022 said Ms. Divya J   |             |            |
| <b>Agenda 10</b>                     | <b>ICT Register, Class taken Register, Attendance and Academic Log Book</b>   |             |            |
| Ms. Divya J                          | Head of the Department  |             |            |
| Discussions                          | The faculty are asked to submit the consolidated ICT, Class taken register, Attendance and Academic Logbook for the full semester   | All Faculty | 15.04.2022 |
| <b>Agenda 11</b>                     | <b>Best Practices Review</b>  |             |            |



|                  |  |
|------------------|--|
| Ms. Divya J      | Head of the Department   |
| Discussions      | The faculty were asked to review on each best practice every month and make sure the best practices are in functional use to benefit the students                        |
| <b>Agenda 12</b> | <b>Fees Status</b>   |
| Discussions      | The Class teachers presented the fees Status of their classes. The HOD asked the faculty to inform students that they have to pay the pending fees as early as possible. |
| <b>Agenda 13</b> | <b>Department Accounts</b>   |
| Ms. Divya J      | Head of the Department   |
|                  | The department accounts were presented to the faculty during the meeting   |
| <b>Agenda 14</b> | <b>Any Other matter</b>  |
|                  | NIL  |

| <p style="text-align: center;"><b>ACTION TAKEN REPORT</b><br/> <b>March 2022</b><br/> <b>Submitted in April 2022 Monthly Meeting</b></p> |  |                     |            |           |                                |
|--|--|---------------------|------------|-----------|--------------------------------|
| S.No.  | Action Items   | Faculty Responsible | Deadline   | Status    | Coordinator's Name & Signature |
| 1  | The documents related to Exams have to be collated and submitted | All Faculty         | 15.03.2022 | Completed | Ms. Vinola                     |
| 3  | Academic Log book  | All class Teachers  | 15.03.2022 | Pending   | Ms Divya J                     |
| 4  | ICT Register   | All Faculty         | 15.03.2022 | Completed | Ms Divya J                     |
| 5  | ERP Attendance   | All Faculty         | 15.03.2022 | Pending   | Ms Divya J                     |



**PATRICIAN COLLEGE OF ARTS AND SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

Wednesday, 25<sup>th</sup> May 2022 – 1.30 P.M.

**Agenda**

Prayer - Mrs. Raichel Diana

1. ATR - Ms. Raichel Diana
2. Matters from HOD
  - a. Field Work Documentation
3. 1-3 Programme
4. Admission Work
5. Students Fees
6. Career Guidance Programme
7. SDP Programme
8. ICT Register, Class taken Register, Attendance and Academic Log Book - Class

Teachers

9. ERP Attendance
10. ERP Fees Issues and Fees Collection - Class Teachers
11. Department Accounts - Ms. Divya
12. Any Other Matter

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| Social Work Department Faculty Meeting - Tuesday, 25th May 2022 |                                   |                     |
|---|-----------------------------------|---------------------|
| Date: 25.05.2022  | Meeting Time : 2.00 PM to 3.00 PM |                     |
| Faculty Secretary   | Ms. Raichel Diana                 |                     |
| Attendees   | Designation                       | Attendees Signature |
| Ms. Divya J   | Head of the Department            | <i>[Signature]</i>  |
| Mr. Justus Wallis   | Assistant Professor               | <i>[Signature]</i>  |
| Ms. Raichel Diana   | Assistant Professor               | <i>[Signature]</i>  |
| Ms. Reena Rachel  | Assistant Professor               | <i>[Signature]</i>  |
| Ms. Vinola Sharobell  | Assistant Professor               | <i>[Signature]</i>  |
| Mr. Jerome Nesaraj  | Assistant Professor               | <i>[Signature]</i>  |
| Mr. Prasanna Chandru  | Assistant Professor               | <i>[Signature]</i>  |
| Ms. Anusha Princy   | Assistant Professor               | <i>[Signature]</i>  |
| Ms. Leanne Maria  | Assistant Professor               | <i>[Signature]</i>  |
| Absentees   |                                   |                     |
| Mr. Prabakaran  |                                   | <i>[Signature]</i>  |

| Agenda 1          | ATR Follow up  | Faculty Incharge | Deadline |
|-------------------|--|------------------|----------|
| Ms. Raichel Diana | Faculty Secretary  |                  |          |
| Discussions       | The Action Taken Report was read out by the Faculty Secretary and the status of each actions taken were discussed.   |                  |          |
| Agenda 2          | Field Work Pictures  |                  |          |
| MS. Divya J       | Head of the Department   |                  |          |
| Discussions       | Field work coordinators are asked to upload the field work pictures in collaborations and field work folders which will be assigned by Ms. Reena and Ms. Leanne respectively in the drive. |                  |          |
| Agenda 3          | Field Work Guidelines  |                  |          |
| Ms. Divya J       | Head of the Department   |                  |          |
| Discussions       | All faculty are asked to go through the agenda for the i3 programme and be prepared for the same.  |                  |          |
| Agenda 4          | Admission  |                  |          |
| Ms. Divya J       | Head of the Department   |                  |          |
| Discussions       | Admission work has to be started in full swing. All faculty are asked to find prospective students and leads through phone calls, old students reference ect.                              |                  |          |
| Agenda 5          | Fees Details   |                  |          |
| Ms. Divya J       | Head of the Department   |                  |          |
| Discussions       | During admission the word installment is not be used. We will have term fees. 1st term and 2nd term.   |                  |          |
| Agenda 6          | Fees Concession  |                  |          |
| Ms. Divya J       | Head of the Department   |                  |          |
| Discussions       | If a student pays a full year fee, Rs 1000/- will be levied from his fees. This is not applicable for new admission.   |                  |          |
| Agenda 7          | Admission Strategies   |                  |          |
| Ms. Divya J       | Head of the Department   |                  |          |

|                                    |   |
|------------------------------------|---|
| Discussions                        | For the purpose of admission the below strategies were planned and will be executed with the help of the given faculty<br>1. Mails to NGOs - Ms. Reena and Ms. Anusha<br>2. Media - Ms. Leanne and Mr. Praba<br>3. Standees - Ms. Vinola and Mr. Jerome<br>4. Brochure - Ms. Raichel and Mr. Chandru<br>The above should be ready by 31.05.22 |
| <b>Agenda 8</b>                    | <b>Career Guidance Programme</b>  |
| Ms Reena, Ms. Raichel , Mr. Justus | Sowers Coordinators   |
| Discussions                        | There will be a career guidance programme conducted to the students of MSW 1st years. The below faculty will orient the students on the specialisations.<br>HR - Ms. Reena<br>M&P - Mr. Jerome<br>CD - Mr. Justus   |
| <b>Agenda 9</b>                    | <b>SDP by Source Hub</b>  |
| Ms. Divya J                        | Head of the Department  |
| Discussions                        | A SDP programme will be conducted for the MSW II yr students headed by Ms. Vinola and Ms Benita (Source hub coordinator)  |
| <b>Agenda 14</b>                   | <b>Any Other matter</b>   |
|                                    | Nil   |

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| <p style="text-align: center;"><b>ACTION TAKEN REPORT</b><br/> <b>April 2022</b><br/> <b>Presented in May 2022 Monthly Meeting</b></p> |                       |                         |            |           |                                |
|--|-----------------------|-------------------------|------------|-----------|--------------------------------|
| S.N o.   | Action Items          | Faculty Responsible     | Deadline   | Status    | Coordinator's Name & Signature |
| 1  | Newsletter            | All Faculty             | 15.04.2022 | Completed | Ms Raichel Diana               |
| 2  | Academic Log book     | All class Teachers      | 15.04.2022 | Pending   | Ms Divya J                     |
| 3  | Field Work Plan       | Field Work Coordinators | 15.04.2022 | Completed | Ms Divya J                     |
| 4  | Sowers Tentative Plan | Sowers Coordinators     | 15.04.2022 | Completed | Ms Divya J                     |
| 5  | ICT Register          | All Faculty             | 15.04.2022 | Completed | Ms Divya J                     |
| 6  | ERP Attendance        | All Faculty             | 15.04.2022 | Pending   | Ms Divya J                     |



### ACTION TAKEN REPORT

Presented on Monthly Meeting in 17th May 2021

|   | ACTION ITEMS FROM PREVIOUS MEETING   | ACTION TAKEN  |
|---|--|---|
| 1 | Ms. Raichel and Ms. Leanne will be in charge for the Videos and write ups for the social media. Totally 6 videos and 4 write ups to be done.   | 3 Posters   |
|   |  | 2 videos  |
|   |  | Social media posts – Leanne   |
| 2 | Ms. Usha and Ms. Reena will be incharge of Alumni videos.  | Ms. Usha Jose has sent 2 Videos   |
|   |  | Ms. Reena has sent 2 videos   |
| 3 | For outgoing batch Ms. Vinola and Ms. Divya will be the incharge.  | Ms. Vinola has sent 4 videos  |
|   |  | Ms. Divya has sent 5 videos   |
| 4 | Each faculty were given a target of 7 BSW and 5 MSW admissions.  | Call List is given the faculty in slot leaves are calling students for admissions |
| 5 | By 31 <sup>st</sup> May 50% of the target to be met. And by 15 <sup>th</sup> June 75% and by the end of June 100% admission target to be done. | All faculty are allotted admission work   |



PATRICIAN COLLEGE OF ARTS AND SCIENCE



DEPARTMENT OF SOCIAL WORK

Tuesday, 3<sup>rd</sup> June 2021 – 10.00am

Agenda

Prayer

1. Points from earlier meeting – ATR – Ms.Raichel
2. Programme Reports – Mrs.Raichel & Mr.Justus
3. Programme proposal and planning – Ms.Leanne & Ms.Reena
4. Discussion and presentation of Specialization slides
5. Sowers student office bearers Nomination, Election & Date– Ms.Leanne
6. Programme Secretaries selection through competency mapping & discussion for action plan for a year – Ms.Raichel
7. Admission Status- Ms. Divya J
8. Academic inputs through SDP – Consolidation by Ms.Raichel
  - a. NPTEL
  - b. Value added Course
  - c. Certificate Course
  - d. Capacity Building Course
  - e. Summer internship
  - f. Career Counselling
9. Library Usage – Ms.Vinola
10. SWKRC usage – Ms.Leanne
11. Feedback Preparation & Presentation
  - a. Academic- curriculum & delivery- Ms.Leanne
  - b. Exam – Ms.Vinola
  - c. Department activities – Ms.Reena
12. Social networking groups – Ms. Divya J
  - a. Parents
  - b. Alumni
  - c. Department bulletin
13. Meeting dates - Ms. Raichel
  - a. Sowers
  - b. Faculty
  - c. Student
14. Best Practices through SWOC Analysis – Ms. Divya J
15. Any other

Social Work Department Faculty Meeting 3<sup>rd</sup> June 2021

| Department Faculty Meeting                 |  |  |
|--|--|--|
| <b>Date: 3<sup>rd</sup> June 2021.</b>     | <b>Meeting Time : 2.00pm to 5.31 pm</b>  | <b>Meeting link :</b><br><a href="https://drive.google.com/file/d/1KJUdZ8W5R3wxagBjZKv-onqClnUBxW/view?usp=sharing">https://drive.google.com/file/d/1KJUdZ8W5R3wxagBjZKv-onqClnUBxW/view?usp=sharing</a> |
| Faculty Secretary                          | Ms. Raichel Diana  |  |
| <b>Attendees</b>                           | <b>Designation</b>   | <b>Attendees Signature</b>   |
| Ms. Divya J                                | Head of the Department   | <i>[Signature]</i>   |
| Ms. Usha Jose                              | Associate professor  | <i>[Signature]</i>   |
| Ms. Sindhu Sivan                           | Associate professor  | <i>[Signature]</i>   |
| Ms. Reena Rachel                           | Assistant Professor  | <i>[Signature]</i>   |
| Ms. Leanne Maria                           | Assistant Professor  | <i>[Signature]</i>   |
| Ms. Vinola Sharobell                       | Assistant Professor  | <i>[Signature]</i>   |
| Ms. Raichel Diana                          | Assistant Professor  | <i>[Signature]</i>   |
| Mr. Justus Wallis                          | Assistant Professor  | <i>[Signature]</i>   |
| <b>Absentees</b>                           |  |  |
| NIL  |  |  |
| Agenda 1 : Points from earlier meeting     |  |  |
| Mrs. Raichel Diana                         | Faculty Secretary  |  |
| Discussion                                 | Shared the ATR from the previous Meetings  |  |
| Agenda 2 : Programme Proposal and Planning |  |  |
| Mr. Justus Wallis & Mrs. Raichel Diana     | Programme coordinators   |  |
| Discussions                                | <ul style="list-style-type: none"> <li>The faculty shared about their programs.</li> <li>Challenges faced during their programs were discussed</li> </ul>  |  |
| Person Responsible                         | Action Items   | Deadline   |
| Mr. Justus                                 | Report to be submitted   | 08.06.21   |
| Agenda 3: Programme Proposal and Planning  |  |  |
| Ms. Leanne & Ms. Reena                     | Programme coordinators   |  |
| Discussion                                 | <ul style="list-style-type: none"> <li>To commemorate Anti Child labour Day for inter school and intercollege competition 18<sup>th</sup> for submission of events and 24<sup>th</sup> prize distribution.</li> <li>A talk on anti Child Labour will be conducted on 24<sup>th</sup> June</li> </ul> |  |

Social Work Department Faculty Meeting 3<sup>rd</sup> June 2021

| Person Responsible | Action Items   | Deadline                   |
|--------------------|--|----------------------------|
| Ms. Leanne         | To prepare and submit the proposal and the invitation                | 12 <sup>th</sup> June 2021 |
| Ms. Reena          | To prepare and submit the proposal and invitation the quiz programme | 20 <sup>th</sup> June 2021 |

**Agenda 4 : Discussion and presentation of Specialization slides**

|   |   |  |
|---|---|--|
| Dr. Sindhu sivan, Ms. Usha Jose & Ms. Raichel Diana | Specialization PPT presenters   |  |
|   | <ul style="list-style-type: none"> <li>Ms. Vinola started with a general orientation about specializations and how to choose specialization</li> <li>Dr. Sindhu sivan, &amp; Ms. Raichel Diana presented their slides.</li> <li>Ms. Usha has some difficulty in presenting she was asked to discuss with Ms. Raichel and sent it by evening.</li> <li>Ms. Reena Concluded the Specialization presentation.</li> </ul> |  |

| Person Responsible | Action Items   | Deadline |
|--------------------|--|----------|
| Ms. Usha Jose      | To submit the presentation for future reference in the prescribed format | 15.06.21 |

**Agenda 5: E- Sowers student office bearers Nomination, Election & Date**

|                    |   |          |
|--------------------|---|----------|
| Ms. Leanne         | Sowers Student Engagement Coordinator   |          |
| Discussion         | <ul style="list-style-type: none"> <li>Ms. Leanne Presented a PPT with the Roles and Responsibilities of the student leaders.</li> <li>It was decided to select the students as per competency mapping if the student is not willing to nominate for the election.</li> <li>The faculty decided on having 6 students based on competency mapping to propose as faculty nomination.</li> </ul> |          |
| Person Responsible | Action Items  | Deadline |
| Ms. Leanne         | To prepare Congrats cards to winners in the election  | 07.06.21 |

**Agenda 6 : Programme Secretaries selection through competency mapping**

|                    |   |            |
|--------------------|---|------------|
| Ms. Raichel Diana  | Student Engagement Coordinator  |            |
| Discussion         | <ul style="list-style-type: none"> <li>Competency Mapping list was displayed and discussed.</li> <li>The Nominees for Sowers Election were selected from Faculty Side.</li> </ul> |            |
| Person Responsible | Action Items  | Deadline   |
| Ms. Raichel Diana  | To share the list of competent students from the list   | 15.06.2021 |

**Agenda 7 : Admission Status**

|             |  |  |
|-------------|--|--|
| Ms. Divya J | Head of the Department   |  |
| Discussion  | <ul style="list-style-type: none"> <li>MSW 2 students have paid fees</li> <li>BSW 2 applicants have applied</li> <li>MSW 15 applications</li> <li>BSW passed out batch interested in MSW course are asked to apply.</li> </ul> |  |

Social Work Department Faculty Meeting 3<sup>rd</sup> June 2021

| Person Responsible | Action Items  | Deadline   |
|--------------------|---|------------|
| All faculty        | To follow up with the students as per the allotment | 15.06.2021 |

**Agenda 8 : Academic inputs through SDP**

|                   |   |  |
|-------------------|---|--|
| Ms. Raichel Diana | Faculty Secretary   |  |
| Discussion        | <ul style="list-style-type: none"> <li>NPTEL, Value added Course, Certificate Course, Capacity Building Course, Summer internship &amp; Career Counselling</li> <li>All the Student Development Courses for the respective classes have to be filled by the class teachers in the shared file.</li> <li>Duration, type of course, and other details related to the courses were discussed.</li> </ul> |  |

| Person Responsible | Action Items                                | Deadline   |
|--------------------|---|------------|
| All Class Teachers | To submit the Course details for each class | 05.06.2021 |

**Agenda 9 : Library Usage – Ms.Vinola**

|            |  |  |
|------------|--|--|
| Ms. Vinola | Library Coordinator  |  |
| Discussion | <ul style="list-style-type: none"> <li>E Books will be circulated to all classes</li> <li>Every month every class will be having one library hour which will be handled by Ms.Vinola</li> <li>New Accession codes also will be allotted</li> </ul> |  |

| Person Responsible | Action Items                               | Deadline   |
|--------------------|--|------------|
| All Faculty        | Faculty having E Books share to Ms. Vinola | 15.06.2021 |

**Agenda 10 : SWKRC Usage**

|            |  |  |
|------------|--|--|
| Ms. Leanne | Academic Coordinator   |  |
| Discussion | <ul style="list-style-type: none"> <li>To submit the PPT and details of all ICT reference materials.</li> <li>Lesson plan components were discussed in detail. HOD explained the new components added to the Lesson Plan.</li> </ul> |  |

| Person Responsible | Action Items  | Deadline   |
|--------------------|---|------------|
| Ms. Leanne         | Google Sheet will be shared by Ms. Leanne and faculty are requested to fill the details of the reference materials. | 15.06.2021 |

**Agenda 11 : Feedback Preparation & Presentation**

|             |  |  |
|-------------|--|--|
| Ms. Divya J | Head of the Department   |  |
| Discussion  | <ul style="list-style-type: none"> <li>Academic- Curriculum &amp; Delivery- Ms.Leanne</li> <li>Exam – Ms.Vinola</li> <li>Department activities – Ms.Reena</li> </ul> |  |

| Person Responsible                 | Action Items  | Deadline   |
|------------------------------------|---|------------|
| Ms. Reena, Ms. Vinola, Ms. Leanne. | To complete and send the feed backs in mail to Ms.Raichel Diana | 07.06.2021 |

**Agenda 12 : Social Networking Groups – Ms. Divya J**

|             |                        |  |
|-------------|------------------------|--|
| Ms. Divya J | Head of the Department |  |
|-------------|------------------------|--|

Social Work Department Faculty Meeting 3<sup>rd</sup> June 2021

|   |  |            |
|---|--|------------|
| Discussion  | <ul style="list-style-type: none"> <li>Parents &amp; Alumni plans have been discussed by Dr. sindhu Sivan</li> <li>Department bulletin for all the classes with all the students should be started to get information.</li> </ul>  |            |
| <b>Agenda 13: Meeting dates</b>                         |  |            |
| Ms. Raichel   | Faculty Secretary  |            |
| Discussion  | <ol style="list-style-type: none"> <li>Sowers – Second Tuesday of Every month</li> <li>Faculty – First Tuesday of every month</li> <li>Student – Fourth Tuesday of Every month</li> </ol> <ul style="list-style-type: none"> <li>One department meeting for a month was decided.</li> </ul>  |            |
| <b>Agenda 14 : Best Practices through SWOC Analysis</b> |  |            |
| Ms. Divya J   | Head of the Department   |            |
|   | <ul style="list-style-type: none"> <li>Every meeting one faculty has to present a SWOC.</li> <li>Faculty to propose one best practice to the department meeting and discuss.</li> </ul>  |            |
| <b>Agenda 15 : Elective Papers</b>                      |  |            |
| Ms. Divya J   | Head of the Department   |            |
|   | <ul style="list-style-type: none"> <li>Discussion on if give students to choose the Elective Papers</li> <li>Papers which have more relevance to the current trends have to be given to the students</li> <li>The elective teacher will explain the student on why this option is chosen as elective</li> </ul>  |            |
| <b>Agenda 16 : Classroom Ethics</b>                     |  |            |
| Ms. Divya J   | Head of the Department   |            |
| Discussion  | <ul style="list-style-type: none"> <li>Classes should be conducted on the scheduled date and time only</li> <li>Faculty have to substitute the missed classes.</li> <li>Faculty should not reschedule the classes.</li> <li>Do not schedule the classes outside the class hours.</li> <li>Do not schedule meetings with the class without prior notice</li> <li>Keep the video on during class hours, and be stationed in a place while taking class</li> <li>Recording of all classes are compulsory</li> <li>Use the mail communication to students where ever possible</li> </ul> |            |
| Person Responsible                                      | Action Items   | Deadline   |
| All faculty   | To submit the class log register that is shared by the HOD   | Ongoing    |
| <b>Agenda 17 : Magazine Report</b>                      |  |            |
| Dr. Sindhu Sivan  | Programme coordinator  |            |
| Discussion  | <ul style="list-style-type: none"> <li>Ms. Leanne will send the format from the magazine committee .</li> <li>All the programme coordinators who have completed the programs should send the magazine report to Dr.Sindhu Sivan</li> </ul>   |            |
| Person Responsible                                      | Action Items   | Deadline   |
| Ms. Raichel , Mr. Justus                                | To send the Magazine report to Dr, Sindhu Sivan and  | 07.06.2021 |

Social Work Department Faculty Meeting 3<sup>rd</sup> June 2021

| Agenda 18 : Faculty Profile                              |  |            |
|--|--|------------|
| Ms. Divya J  | Head of the Department   |            |
|  | <ul style="list-style-type: none"> <li>To update a soft copy of all the documents in the drive</li> </ul>  |            |
| Person Responsible                                       | Action Items   | Deadline   |
| Mr. Justus Wallis  | To update the Profile in the drive   | 15.06.2021 |
| Agenda 19 : Online Special Class for Challenged Students |  |            |
| Ms. Divya J  | Head of the Department   |            |
|  | <ul style="list-style-type: none"> <li>Rashan special school is guiding, online special school.</li> <li>The students will be trained to take special class and then they will take class. MSW I yr medical and Psychiatry will have their summer placement in this program.</li> <li>30 hours Certificate program for Entrepreneurship program for II and II BSW</li> </ul> |            |
| Agenda 20 : Alumni Funding                               |  |            |
| Ms. Usha Jose  | Stakeholder engagement coordinator   |            |
|  | <ul style="list-style-type: none"> <li>Fundraising by the alumni is currently not possible</li> <li>We need to strengthen the Alumni</li> </ul>  |            |
| Agenda 21 : Time for Fees payment for PG student         |  |            |
| Ms.Sindhu Sivan  | Admission coordinator  |            |
| Discussion   | <ul style="list-style-type: none"> <li>1 week time can be given for the students who are willing to join. The admission coordinators can take the decision based on individual cases.</li> </ul>   |            |

ACTION TAKEN REPORT - 3rd June 2021

| Person Responsible                                    | Action Items  | Deadline                                      | Action taken   |
|---|---|---|--|
| Ms. Leanne ,<br>Ms.Raichel, Mr.<br>Justus & Ms. Divya | Follow up the admission work  | From 17 <sup>th</sup><br>May 2021             | Completed  |
| Mr.Justus   | To coordinate and conduct the programme   | 28.5.21                                       | Completed - Document to be sent  |
| Mrs.Raichel &<br>Ms.Leanne                            | To be shared as a link in further media updates   | From<br>1.6.21                                | Pending - Posting will be done by Ms. Leanne , needs help in content creation  |
| Ms. Divya J   | To finish the Placement Broucher  | 31.5.21                                       | Completed – Typo error check is in process. Will be completed by 10 <sup>th</sup> June 2021  |
| Ms. Leanne Maria                                      | Placement Broucher link to be attached in social platform   | Once its ready                                |  |
| All Faculty   | To finish and upload the Enabling class document  | 31.05.2021                                    | Dr. Sindhu<br>Mrs. Raichel Diana<br>Mr. Justus Wallis<br>Others to complete  |
| Field work coordinator and Ms. Usha Jose              | To finish the collection of Field Work fees<br>To complete the checklist and submit the names of defaulters (Ms. Usha Jose)   | 23.05.2021<br>04.06.21 for collection of fees | List to be ready, not yet prepared.  |
| Mr. Justus Wallis<br>Ms. Usha Jose<br>Ms. Divya J     | Plan for the start of block placement immediatly (Ms. Usha Jose )<br>Plan for 1 <sup>st</sup> MSW to do certificate Course for Block placement (Mr. Justus Wallis ) | I BSW -<br>16.6.21<br>I MSW –<br>16.6.21      | III BSW already started – 10 days June 1 to June 11<br>II MSW based on need it has been assigned<br>I MSW – After 15 <sup>th</sup> June for 30 working days. With a break for university exams |
| Ms. Leanne  | To complete the field work report and upload the same   | 23.05.2021                                    | Completed  |
| Mr. Justus  | To give proposal for farewell   | May last week                                 | Completed  |



|  |   |              |  |
|--|---|--------------|--|
| All Faculty  | To complete and submit the lesson plan on or before deadline  | 15.06.2021   |  |
| Dr. Sindhu Sivan<br>Ms. Raichel Diana<br>Ms. Usha Jose | To Prepare a PPT for each specialization for orientation<br>Ms.Vinola – General Orientation<br>Dr. Sindhu Sivan – HR<br>Ms. Usha Jose – M&P<br>Ms. Raichel Diana – CD<br>Ms. Reena – conclusion<br>Review meeting on 02.07.2021 | 02.07.2021   | Completed  |
| Ms.Vinola<br>Ms. Reena<br>Ms. Leanne<br>Ms. Usha Jose  | All faculty who are initiating to the program should send proposals<br>20 students from each class for PCVC program (Class Teachers)  | 31.06.2021   | Ms. Reena and Ms. Leanne yet to give proposals and Invite. |
| Ms.Raichel Diana<br>Ms. Leanne Maria                   | To finalize the process to choose students and allotment of students for their work in Forum.   | 31.05.2021   | Completed  |
| Ms. Usha Jose  | Ms. Usha Jose has to decide on clubs and propose in the next meeting  | Next meeting | Current Affairs Club                                       |
| Ms. Reena Rachel                                       | Ms. Reena will propose the workshop plan in the next meeting  |              | Workshop on Project Proposal                               |
| Raichel Diana  | To prepare the Academic calendar  | 31.05.2021   | Completed  |
| Ms. Reena<br>Mr. Justus Wallis                         | Ms.Reena to discuss with Mr. Justus Wallis regarding community engagement and research collaborations and to propose in next meeting  | Next meeting | Work in progress   |
| All faculty  | All Faculty to choose one NPTEL for Mentorship for students.  | 03.06.2021   | In progress  |



PATRICIAN COLLEGE OF ARTS AND SCIENCE



DEPARTMENT OF SOCIAL WORK

Tuesday, 6<sup>th</sup> July 2021 – 3.00pm

Agenda

Prayer

1. ATR - Ms. Raichel Diana
2. Report and Feedback on the programmes conducted
  - a. Working towards a safe world - Ms. Vinola Sharobell
  - b. Drug Trafficking - Ms. Reena
  - c. Child Labour Day Competition - Ms. Leanne
  - d. Tuberculosis & Covid Awareness - Ms. Usha
3. Points to discuss - JD
  - a. Patrician Social Response to Covid - Fund
  - b. Documentation orientation
  - c. Student Scholarship - identification and benefactor channelisation
  - d. PTM meeting
  - e. Making Admission Calls
  - f. Student's feedback
  - g. Placement Brochure
  - h. SDP - NPTEL
4. July Months Programme
  - a. Webinar with dept Alumni Association - Dr. Sindhu Sivan
  - b. SDP for Outgoing students - Ms. Vinola Shrobell
  - c. NIDM - Ms. Reena & Mr. Justus
  - d. Research Proposal with CHILD - Mrs. Reena
  - e. Channelising youth program - Ms. Reena, Ms. Leanne and Mr. Justus
  - f. International Conference - Ms. Raichel Diana
  - g. Department Action Plan - Ms. Reena Rachel
5. You tube Live Guidelines - Mr. Justus Wallis
6. Student Personal Profile - Ms. Leanne Maria
7. Faculty Personal File - Ms. Raichel Diana
8. Alumni Parents and Field Work Partner database and telegram group - SS & UJ
9. Social Media Plan - Ms. Leanne Maria
10. SWOC (Best Practice) - Ms. Raichel Diana
11. Any other matter

Department Faculty Meeting Minutes 9th July 2021

|   |  |   |
|---|--|---|
| <b>Date: 9<sup>th</sup> July 2021.</b>                            | <b>Meeting Time : 3.00pm to 7.30 pm</b>  | Meeting link :<br><a href="https://drive.google.com/file/d/1nenOxx8QvV8cl-GZDCIZkrpzSb31bepQ/view?usp=sharing">https://drive.google.com/file/d/1nenOxx8QvV8cl-GZDCIZkrpzSb31bepQ/view?usp=sharing</a> |
| Faculty Secretary   | Ms. Raichel Diana  |   |
| Attendees   | Designation  | Attendees Signature   |
| Ms.Divya J  | Head of the Department   |   |
| Ms.Usha Jose  | Associate professor  |   |
| Ms. Reena Rachel  | Assistant Professor  |   |
| Ms. Leanne Maria  | Assistant Professor  |   |
| Ms. VinolaSharobell   | Assistant Professor  |   |
| Ms. Raichel Diana   | Assistant Professor  |   |
| Mr. Justus Wallis   | Assistant Professor  |   |
| <b>Absentees</b>  |  |   |
| Ms.Sindhu Sivan   | Associate professor  | Absent because of personal reasons  |
| <b>Agenda 1 : Action Taken Report</b>                             |  |   |
| Ms. Raichel Diana   | Faculty Secretary  |   |
|   | All the points in the ATR was discussed and pending actions were   |   |
| <b>Agenda 2 : Report and Feedback on the programmes conducted</b> |  |   |
| Ms. Vinola, Ms, Reena, Ms, Leanne & Ms. Usha Jose                 | Programme Coordinators   |   |
| Discussions   | Working towards a safe world - Ms.Vinola Sharobell   |   |
|   | Drug Trafficking - Ms.Reena  |   |
|   | Child Labour Day Competition - Ms.Leanne   |   |
|   | Tuberculosis & Covid Awareness - Ms. Usha  |   |
|   | Faculty discussed on the feedback and reports on the above programmes to Ms. Leanne has to reschedule the same and make necessary changes in the |   |

|   |   |            |
|---|---|------------|
| HOD commented that emphasis should made to reach more number of           |   |            |
| <b>Agenda 3: Points Discussed by HOD</b>                                  |   |            |
| Ms. Divya J   | Head of the Department  |            |
| Discussion  | Patrician Social Response to Covid - Fund – All students should pay   |            |
|   | Documentation Orientation - Importance of Documentation and IQAC  |            |
|   | Student Scholarship - identification and benefactor channelization – to                                       |            |
|   | PTM meeting - All Class teachers to conduct PTM Meeting before July   |            |
|   | Making Admission Calls : Use Data Pool and call students  |            |
|   | Placement Brochure release was discussed  |            |
|   | SDP - NPTEL - All Faculty to register for NPTEL and be mentors. Value   |            |
|   | Summer Internships : Faculty to plan for Summer Internships   |            |
| Performance Monitoring : Kindly finish your individual targets since that |   |            |
| Global MOU and New Initiative : Ideas from faculty were asked. Life       |   |            |
| Person Responsible  | Action Items  | Deadline   |
| Sowers Coordinators   | To complete the action plan   | 14.07.2021 |
| All faculty   | To discuss on Global MOU and New initiatives  | 15.07.2021 |
| <b>Agenda 4 : July Months Programme</b>                                   |   |            |
| Faculty Responsible   | Coordinators  |            |
|   | <b>1. Webinar with dept Alumni Association - Dr.Sindhu Sivan - Alumni</b>                                     |            |
|   | <b>2. SDP for Outgoing students - Ms.Vinola Shrobell shared the information</b>                               |            |
|   | <b>3. NIDM- Mr.Justus - Discussed on the updates of the program and other</b>                                 |            |
|   | <b>4. Research Proposal with CHILD- Proposal has been sent for CHILD</b>                                      |            |
|   | <b>5. Channelising youth program - Ms.Reena, Ms. Leanne and Mr.Justus</b>                                     |            |
|   | <b>6. Conference : Department is planning for an International Conference</b>                                 |            |
|   | <b>7. Action plan : Faculty were asked to update the action plan as early as</b>                              |            |
| Person Responsible  | Action Items  | Deadline   |
| Ms. Usha Jose   | To submit the presentation(Career Counselling - Specialisation) for future reference in the prescribed format | 15.07.21   |
| Dr.Sindhu Sivan & Ms. Usha Jose   | To plan for the Webinar for Alumni  | 18.07.2021 |
| Mr. Justus & Ms. Reena  | To send frequent updates for the NIDM program   | 11.07.2021 |
| <b>Agenda 5: You tube Live Guidelines</b>                                 |   |            |
| Mr. Justus Wallis   | Sowers Coordinator  |            |
| Discussion  | You Tube Live details to be shared by Mr.Justus Wallis  |            |
| Person Responsible  | Action Items  | Deadline   |
| Mr. Justus Wallis   | To send the You tube live Guidelines  | 12.06.21   |
| <b>Agenda 6: Student Personal Profile</b>                                 |   |            |
| Ms. Raichel Diana   | Sowers- Student Engagement Coordinator  |            |
| Discussion  | The process of how the students personal file is maintained by Ms.  |            |
| <b>Agenda 7 : Faculty Personal File</b>                                   |   |            |
| Ms. Raichel Diana   | Faculty Secretary   |            |

|   |   |            |
|---|---|------------|
| Discussion  | The Faculty details were asked to be updated in the relevant folders in the   |            |
| <b>Agenda 8 : Alumni Parents and Field Work Partner database and telegram group</b> |   |            |
| Dr. Sindhu Sivan , Ms. Usha Jose  | Stakeholder Engagement Coordinators   |            |
| Discussion  | Parents details has been sent and Alumni details yet to be completed  |            |
| Person Responsible  | Action Items  | Deadline   |
| Dr.Sindhu Sivan   | To complete the Alumni details  | 31.09.2021 |
| Ms. Usha Jose   | Parents and Field Work partner Details  | 31.07.2021 |
| <b>Agenda 9 : Social Media Plan</b>   |   |            |
| Ms. Leanne Maria  | Media Coordinator   |            |
| Discussion  | Ms. Leanne explained how the media team works and how the media   |            |
| <b>Agenda 10 :SWOC (Best Practice)</b>  |   |            |
| Ms. Raichel Diana   | Faculty   |            |
| Discussion  | Student recognition system was proposed as best practice by Ms. Raichel   |            |
| <b>Agenda 11 : Any other Matter</b>   |   |            |
| Mr. Justus Wallis   | Head of the Department  |            |
|   | Issues in Documentation and number of programmes were discussed by  |            |
|   | The Faculty agreed with the current number of programmes listed in the  |            |
|   | Lesson plan components were discussed in detail. HOD explained the  |            |
| Person Responsible  | Action Items  | Deadline   |
| Ms. Leanne  | Google Sheets will be shared by Ms. Leanne and faculty are requested to fill in the details of the reference materials. | 15.06.2021 |

| <b>ACTION TAKEN REPORT</b>         |   |                 |               |
|------------------------------------|---|-----------------|---------------|
| <b>July 2021</b>                   |   |                 |               |
| <b>Person Responsible</b>          | <b>Action Items</b>   | <b>Deadline</b> | <b>Status</b> |
| Mr. Justus                         | Programme report to be submitted  | 08.06.21        | Completed     |
| Ms. Leanne                         | To prepare Congrats cards to winners in the election  | 07.06.21        | Completed     |
| All faculty                        | To follow up with the students as per the allotment   | 15.06.2021      | Not Completed |
| All Class Teachers                 | SDP - To submit the Course details for each class Register for NPTEL  | 05.06.2021      | Not Completed |
| All Faculty                        | Faculty having E Books share to Ms. Vinola  | 15.06.2021      | Not Completed |
| Ms. Leanne                         | SWKRC Usage - Google Sheet will be shared by Ms. Leanne and faculty are requested to fill the details of the reference materials. | 15.06.2021      | Not Completed |
| Ms. Reena, Ms. Vinola, Ms. Leanne. | To complete and send the feed backs in mail to Ms.Raichel Diana   | 07.06.2021      | Completed     |
| Mr. Justus Wallis                  | To update the Profile in the drive  | 15.06.2021      | Completed     |



PATRICIAN COLLEGE OF ARTS AND SCIENCE











DEPARTMENT OF SOCIAL WORK

Friday, 6<sup>th</sup> August 2021 – 9.00 A.M.

Agenda

Prayer

- |                         |   |                   |
|-------------------------|---|-------------------|
| 1. ATR                  | - | Ms. Raichel Diana |
| 2. Admission            | - | Ms.Divya          |
| 3. SDP Status           | - | Class Teachers    |
| 4. IQAC Documents       | - | Ms. Raichel Diana |
| 5. SWOC (Best Practice) | - | Dr. Sindhu Sivan  |
| 6. Any other matter     |   |                   |

| Social Work Department Faculty Meeting - 6th August 2021 |  |   |            |
|--|--|---|------------|
| Date: 06.08.2021   | Meeting Time : 9.00 A.M. to 10.30 A.M.   | Meeting pictures Link : <a href="https://drive.google.com/drive/folders/11MiyZqOmbPDxKjuaYlwWgHrYmISwGurPusp">https://drive.google.com/drive/folders/11MiyZqOmbPDxKjuaYlwWgHrYmISwGurPusp</a> sharing |            |
| Faculty Secretary  | Ms. Raichel Diana  |   |            |
| Attendees  | Designation  | Attendees Signature   |            |
| Ms. Divya J  | Head of the Department   |    |            |
| Ms. Usha Jose  | Associate professor  |    |            |
| Dr. Sindhu Sivan   | Associate professor  |    |            |
| Ms. Reena Rachel   | Assistant Professor  |    |            |
| Ms. Leanne Maria   | Assistant Professor  |    |            |
| Ms. Vinola Sharobell                                     | Assistant Professor  |    |            |
| Mr. Justus Wallis  | Assistant Professor  |    |            |
| Ms. Raichel Diana  | Assistant Professor  |    |            |
| Absentees  |  |   |            |
| NIL  |  |   |            |
|  |  | Person Incharge   | Deadline   |
| Agenda 1   | Admission  |   |            |
| Ms. Divya J  | Head of the Department   |   |            |
| Discussions  | Discussed on the Liason and target set for each faculty<br>Updation of Liason File Regularly<br>Usage of data pool if needed in innovative ways as required  |   |            |
| Agenda 2   | SDP Status   |   |            |
| Ms. Raichel, Ms. Reena & Mr. Justus                      | All Class teachers   |   |            |
| Discussions  | III BSW - Value Added Course (completed), Wadwani Certificate Course (ongoing)<br>II BSW - Value Added Course (to be initiated every saturday), Social Innovation Certificate Course (ongoing)<br>II MSW - Value Added - Not yet Started , Certificate Course - Initiated<br>NPTEL Course - III BSW and II MSW are taking assignments and are followed by mentors<br>Capacity Building and Summer Internship Course to be done Next Semester |   |            |
| Agenda 3   | IQAC Documents   |   |            |
| Ms. Raichel Diana  | IQAC Entended Committe Member  |   |            |
| Discussions  | Enabling class to be completed   | All Faculty   | 15.06.2021 |
|  | Faculty Details to be added by all faculty   | All Faculty   | 15.06.2021 |
| Agenda 4   | SWOC - Best Practise   |   |            |
| Dr. Sindhu Sivan   | Associate Professor  |   |            |
| Discussions  | Proposed the idea of encouraging students to enroll in professional Social Work associations. It was decided that we will keep it compulsory for MSW and for BSW as optional.  | HR & Gen-SS,CD-JW, MnP-UJ   | 30.08.2021 |
|  | Considate into a PPT to be oriented to students and discussed in the department meeting  |   |            |
| Any other Matter   |  |   |            |
| Ms. Divya J  | Collaboration - 1) World Vision, Kannagi nagar Research Project. 2) Loan Pack Buddy for Students Volunteering system 3) Child Organisation for Research<br>Money collection for Patrician social responsibility cancelled  |   |            |
|  | PTM Meeting documentation to be submitted by the respective class teachers   | Ms. Reena, Ms. Raichel & Mr. Justus   | 13.08.2021 |
|  | Visitors feedback to be completed  | Dr.Sindhu Sivan   | 30.08.2021 |



|             |  |                            |            |
|-------------|--|----------------------------|------------|
| Discussions | Magazine Report to be submitted by all faculty to Dr. Sindhu   | All faculty                | 15.08.2021 |
|             | Field Work Data base to be completed   | Dr. Sindhu and Ms. Usha    | 13.08.2021 |
|             | Parent data base to be completed   | Dr. Sindhu and Ms. Usha    | 08.08.2021 |
|             | Alumni Data Base September 30th  | Dr. Sindhu and Ms. Usha    | 30.09.2021 |
|             | Field Work Money to be settled   | FW Coordinators            | 08.08.2021 |
|             | Information about the Organ Donation Program was given to the faculty and all students were asked to participate   | Class Teachers             | 09.08.2021 |
|             | Information on 3 students who were placed through the department was shared Brandon, Keerthiika, Kingsley  |                            |            |
|             | Student Progression - 4 students namely Srinath, Nevil, Kamal, Ram were given congratulatory messages by media   |                            |            |
|             | You tube based Programme Recording to be done , monitored by Mr. Justus  |                            |            |
|             | Media Team check through class teachers for facebook and insta followers   | Ms. Leanne and Ms. Raichel | 30.08.2021 |
|             | Student Recognition System to be discussed in Class  | Ms. Raichel                | 17.08.2021 |
|             | Feedback on Lesson Plan - it was discussed that developing class materials ahead helped in organising the classes well and easy to give information to SWKRC and PKRC. SWKRC to be updated for II and III BSW and II MSW | Ms. Leanne                 | 14.08.2021 |

| ACTION TAKEN REPORT                            |   |            |                 |
|--|---|------------|-----------------|
| Jul-21   |   |            |                 |
| Presented in August Monthly Meeting 03.08.2021 |   |            |                 |
| Person Responsible                             | Action Items  | Deadline   | Status          |
| All Faculty                                    | Admission Calls : To follow up with the students as per the allotment   | Continuous | Pending         |
| All Class Teachers                             | SDP - To submit the Course details for each class Register for NPTEL  | 05.06.2021 | Submitted       |
| All Faculty                                    | Faculty having E.Books share to Ms. Vinola  | 15.06.2021 | Yet to complete |
| Sowers Coordinators                            | To complete the action plan   | 14.07.2021 | Submitted       |
| Ms. Usha Jose                                  | To submit the presentation(Career Counselling - Specialisation) for future reference in the prescribed format           | 15.07.21   | Pending         |
| Dr.Sindhu Sivan & Ms. Usha Jose                | To plan for the Webinar for Alumni  | 18.07.2021 | In Progress     |
| Dr.Sindhu Sivan                                | To complete the Alumni details  | 30.09.2021 | In Progress     |
| Ms. Usha Jose                                  | Parents and Field Work partner Details  | 30.07.2021 |                 |
| Ms. Leanne                                     | Google Sheets will be shared by Ms. Leanne and faculty are requested to fill in the details of the reference materials. | 30.07.2021 | Completed       |
| Ms. Justus Wallis and Ms. Reena                | NIDM Program Report to be submitted   | 17.07.2021 | Completed       |
| All Faculty                                    | Enabling Classes to be submitted in the specified Format  | 15.07.2021 | Yet to Complete |
| All FieldWork Coordinators                     | To submit two years accounts and Remaining Field Work money. And check the Deposit check of students' field work money. | 30.07.2021 | In Progress     |



PATRICIAN COLLEGE OF ARTS AND SCIENCE










DEPARTMENT OF SOCIAL WORK

Tuesday, 7<sup>th</sup> September 2021 – 1.00 P.M.

Agenda

Prayer

1. Madras 360 Namma Chennai - Dr. Sindhu Sivan and Reena Rachel
2. SDP - NPTEL Certificate and Add on Courses - Class Teachers
3. Parents and Field Work partner and Visitors Feedback Status - Ms Usha Jose & Dr. Sindhu Sivan
4. Magazine Report Satus - Dr. Sindhu Sivan
5. SWKRC - Ms. Leanne
6. Department Library Books and library Time table - Ms. Vinola
7. Lesson Plan and Work Diary Completion Status - Ms. Raichel Diana and Ms. Leanne Maria
8. Competitive Exam Guidance - Ms. Raichel Diana
9. CIA 1 - Question Paper with answer key - Submission and Timetable - Ms. Vinola
10. Enabling Class - Ms. Raichel Diana
11. International Day of Democracy - Ms. Raichel & Ms. Leanne Maria
12. Field Work Plan - Ms. Usha Jose and Mr. Justus Wallis
13. Field Work Fee - Collection and Usage - Ms. Divya J
14. Field Work Documentation - Ms. Raichel Diana
15. Department Placement Policy and Placements - Ms. Vinola
16. Research and Collaboration -
  - a. World Vision - Ms. Reena
  - b. Lone Pack - Mr. Justus Wallis
17. Professional Bodies - Student's Orientation - Slide Presentation
18. Checking and Handing Over of Documents / and Accounts - Dr. Sindhu Sivan
19. Attendance of August Month - Class Teachers
20. STAR SOCIAL WORK TRAINEE OF THE MONTH - 2nd BSW, 3rd BSW and 2nd MSW Class Teachers
21. SWOC - Best Practices - Ms. Reena Rachel
22. Any Other Matter

| Social Work Department Faculty Meeting - 7th September 2021 |   |   |            |
|---|---|---|------------|
| Date: 07.09.2021  | Meeting Time : 1.00 P.M. to 3.00 P.M.   | Meeting pictures Link : <a href="https://drive.google.com/file/d/1I218DEhz37wqXJ5Xrn2G8aF3w94hzB8/view?usp=sharing">https://drive.google.com/file/d/1I218DEhz37wqXJ5Xrn2G8aF3w94hzB8/view?usp=sharing</a> |            |
| Faculty Secretary   | Ms. Raichel Diana   |   |            |
| Attendees   | Designation   | Attendees Signature   |            |
| Ms.Divya J  | Head of the Department  |    |            |
| Ms.Usha Jose  | Associate professor   |    |            |
| Dr.Sindhu Sivan   | Associate professor   |    |            |
| Ms. Reena Rachel  | Assistant Professor   |    |            |
| Ms. Leanne Maria  | Assistant Professor   |    |            |
| Ms. VinolaSharobell   | Assistant Professor   | Vinola  |            |
| Mr. Justus Wallis   | Assistant Professor   |    |            |
| Ms. Raichel Diana   | Assistant Professor   |    |            |
| Absentees   | NIL   |   |            |
| Agenda 1  | ATR Follow up   | Person Incharge   | Deadline   |
| Ms.Raichel Diana  | Faculty Secretary   |   |            |
| Discussions   | Admission Calls : To follow up with the students as per the allotment   | All Faculty   | 15.09.2021 |
|   | Faculty having E.Books share to Ms. Vinola  | All Faculty   | 15.09.2021 |
|   | Enabling Classes to be submitted in the specified Format  | All Faculty   | 15.09.2021 |
| Agenda 2  | Madras 360 Namma Chennai - Dr. Sindhu Sivan and Reena Rachel  |   |            |
| Dr. Sindhu Sivan & Ms. Reena Rachel                         | Program Coordinators  |   |            |
| Discussions   | 3 teasers are been sent   | Dr. Sindhu Sivan & Ms. Reena Rachel   | 10.09.2021 |
|   | Data pool is used for sending mails   |   |            |
|   | Review Meeting was conducted on 4th Spetember 2021  |   |            |
|   | The team is expecting more participants and would like to wait till 10.09.2021  |   |            |
| Agenda 3  | SDP - NPTEL, Certificate and Add.on Courses - Class Teachers  |   |            |
| Mr. Justus Wallis, Ms. Reena Rachel & Ms. Raichel Diana     | Class Teachers  |   |            |
| Discussions   | MSW II year ongoing - To complete and document it   | Mr. Justus Wallis   | 24.09.2021 |
|   | BSW II yr Completed   | Ms. Reena Rachel  | 24.09.2021 |
|   | BSW III yr Completed  | Ms. Raichel Diana   | 24.09.2021 |
|   | NPTEL Courses once completed will be completed by all classes   |   |            |
| Agenda 4  | Parents and Field Work partner and Visitors Feedback Status - Ms Usha Jose & Dr. Sindhu Sivan   |   |            |
| Dr. Sindhu Sivan & Ms. Usha Jose                            | Coordinators  |   |            |
| Discussions   | Difficulty was expressed in getting the nature of participation of Alumni , so it was decided to complete the data base immediately and participation details to be added later | Dr. Sindhu Sivan & Ms. Usha Jose  | 30.09.2021 |
|   | To Complete the Data base   |   |            |
| Agenda 5  | Magazine Report and Visitors feedback Satus - Dr. Sindhu Sivan  |   |            |
| Dr. Sindhu Sivan  | Coordinator   |   |            |
| Discussions   | Faculty to submit the magazine report with jpg picture and captions   | All Faculty   | 15.09.2021 |
|   | Feedback of the resource persons also to be sent by all faculty   | All Faculty   | 15.09.2021 |
| Agenda 6  | SWKRC   |   |            |
| Ms. Leanne Maria  | Coordinator   |   |            |
| Discussions   | Faculty to upload all the required ICT in SWKRC Document sent by Ms. Leanne Maria   | All Faculty   | 15.09.2021 |
| Agenda 7  | Department Library Books and library Time table - Ms. Vinola  |   |            |

|                                      |   |                                      |            |
|--------------------------------------|---|--------------------------------------|------------|
| Ms. Vinola Sharobell                 | Coordinator   |                                      |            |
| Discussions                          | All E - books should be consolidated and shared to the students through a link  | Ms. Vinola Sharobell                 | 15.09.2021 |
|                                      | A Manual register to be maintained for faculty and students usage   |                                      |            |
| Agenda 8                             | E- Signatures of the students to be given in admission number order   | Class Teachers                       | 15.09.2021 |
|                                      | <b>Lesson Plan and Work Diary Completion Status - Ms. Raichel Diana and Ms. Leanne Maria</b>  |                                      |            |
| Ms. Leanne Maria & Ms. Raichel Diana | Academic Coordinators   |                                      |            |
| Discussions                          | To Complete the binding of lesson plan  | Ms. Leanne Maria                     | 08.09.2021 |
|                                      | All faculty to sign the lesson plan and work diary  | All Faculty                          | 10.09.2021 |
| Agenda 9                             | <b>Competitive Exam Guidance - Ms. Raichel Diana</b>  |                                      |            |
| Ms. Raichel Diana & Ms. Leanne Maria | Competitive Exam Coordinators   |                                      |            |
| Discussions                          | Ms. Leanne Maria to guide students on competitive exams   |                                      |            |
|                                      | Ms. Raichel Diana to Guide students on Social Work NET Exams  |                                      |            |
|                                      | Shared a tentative plan of action for implementation of the program   |                                      |            |
|                                      | To give a name for the program  |                                      |            |
|                                      | To start of with a webinar on the scope of competitive exams two weeks after the first year class commencement                          | Ms. Leanne Maria & Ms Raichel Diana  | 23.10.2021 |
| Agenda 10                            | <b>CIA 1 - Question Paper with answer key - Submission and Timetable - Ms.Vinola</b>  |                                      |            |
| Ms. Vinola Sharobell                 | Exam Coordinator  |                                      |            |
| Discussions                          | All faculty to submit the question paper with answer key  | All Faculty                          | 15.09.2021 |
|                                      | Faculty to name the file in the following format eg: QP-SWR-BHA5C-CAI- Sep21  | All Faculty                          | 15.09.2021 |
| Agenda 11                            | <b>Enabling Class - Ms. Raichel Diana</b>   |                                      |            |
| Ms. Raichel Diana                    | IQAC Extended Committee Member  |                                      |            |
| Discussions                          | Enabling class details yet to be submitted by few faculty members as per the format   | Defaulters                           | 15.09.2021 |
| Agenda 12                            | <b>International Day of Democracy - Ms. Raichel &amp; Ms. Leanne Maria</b>  |                                      |            |
| Ms. Leanne Maria & Ms. Raichel Diana | Sowers - Student Engagement Coordinators  |                                      |            |
| Discussions                          | To Commemorate the World Democracy day a street play and special assembly to be planned   |                                      |            |
|                                      | A pledge in the assembly was planned to be taken by all the students in the college   | Ms. Leanne Maria & Ms. Raichel Diana | 15.09.2021 |
| Agenda 13                            | <b>Field Work Plan - Ms. Usha Jose and Mr. Justus Wallis</b>  |                                      |            |
| Ms. Usha Jose and Mr. Justus Wallis  | Field Work Coordinators   |                                      |            |
| Discussions                          | Field Work Coordinators have a plan and send the students to field work on physical mode  |                                      |            |
|                                      | Consent letters should be collected from parents  |                                      |            |
|                                      | Virtual fieldwork to be arranged in case the parent are skeptical to send the students in physical mode                                 | Field work coordinators              | 23.09.2021 |
| Agenda 14                            | <b>Field Work Fee - Collection and Usage - Ms. Divya J</b>  |                                      |            |
| Ms. Divya J                          | Head of the Department  |                                      |            |
| Discussions                          | Differentiation in the usage of field work fund and sowers fund was discussed and was decided to use it for their unique purposes only. |                                      |            |
|                                      | Field work fund - Filed work agency visit amounts, supervision TA, SDP Training   |                                      |            |
|                                      | Sowers Fund - Used through E2E(Empowered to Empower) Programme - Sowers action plan programs  |                                      |            |
|                                      | Faculty Field work Travel Allowance requirement was discussed and decision would be taken in the next meeting                           | All Faculty                          | 05.10.2021 |
| Agenda 15                            | <b>Field Work Documentation - Ms. Raichel Diana</b>   |                                      |            |
| Ms. Raichel Diana                    | IQAC Extended Committee Member  |                                      |            |
| Discussions                          | The requirements for field work documentation was discussed   |                                      |            |
|                                      | A sample checklist was read out for the faculty and was asked to follow for documentation purpose                                       |                                      |            |
| Agenda 16                            | <b>Department Placement Policy and Placements - Ms.Vinola</b>   |                                      |            |
| Ms. Vinola Sharobell                 | Student Support Coordinator   |                                      |            |
| Discussions                          | Ms. Vinola proposed the process to be followed for the students placement   |                                      |            |
|                                      | The policy and the process document is enclosed   |                                      |            |
|                                      | To update the placement letter of the students in the department drive  | Ms. Vinola                           | 17.09.2021 |
| Agenda 17                            | <b>Research and Collaboration</b>   |                                      |            |
| Ms. Reena Rachel & Mr. Justus Wallis | Coordinators  |                                      |            |
|                                      | World Vision Research - 550 samples were collected in 4 regions - payments are in progress  |                                      |            |

|                  |  |                                      |                           |
|------------------|--|--------------------------------------|---------------------------|
| Discussions      | Loan pack: 3 months program for the students on helping people   |                                      |                           |
|                  | Documentation to be submitted for the above programmes   | Ms. Reena Rachel & Mr. Justus Wallis | 17.09.2021                |
| <b>Agenda 18</b> | <b>Professional Bodies - Student's Orientation - Slide Presentation</b>  |                                      |                           |
| Dr. Sindhu Sivan | Professional Bodies - In-charge  |                                      |                           |
| Discussions      | To present the professional bodies membership requirement CD/Gen - Mr. Justus, M&P - Ms. Usha Jose, HR - Dr. Sindhu Sivan                  | Respective Faculty                   | 30.09.2021                |
|                  | To follow up with students with a presentation   | Dr. Sindhu Sivan                     | 30.09.2021                |
| <b>Agenda 19</b> | <b>Checking and Handing Over of Documents / and Accounts - Dr. Sindhu Sivan</b>  |                                      |                           |
| Dr. Sindhu Sivan | Ex Head of the Department  |                                      |                           |
| Discussions      | Faculty who are in-charge of different responsibilities were asked to check on the availability of the documents from 2019-2020, 2020-2021 | All faculty                          | 30.09.2021                |
|                  | Consolidation and final check to be done   | Dr. Sindhu Sivan                     | 04.10.2021                |
| <b>Agenda 20</b> | <b>Monthly Attendance of August Month</b>  |                                      |                           |
| Ms. Divya J      | Head of the Department   |                                      |                           |
| Discussions      | All Class teachers to send the monthly attendance consolidation  | All class teachers                   | 08.09.2021                |
|                  | All faculty to complete the pending status in the Class taken & ICT register   |                                      | 10.09.2021                |
|                  | Class teacher to consolidate attendance and class taken and send it with signature on the last date of every month                         | All class teachers                   |                           |
| <b>Agenda 21</b> | <b>STAR SOCIAL WORK TRAINEE OF THE MONTH - 2nd BSW, 3rd BSW and 2nd MSW Class Teachers</b>   |                                      |                           |
| Ms. Divya J      | Head of the Department   |                                      |                           |
| Discussions      | BSW II yr - Sr. Marthal  |                                      |                           |
|                  | BSW III yr - Angeline Ria  |                                      |                           |
|                  | MSW II yr - Yamuna   |                                      |                           |
|                  | Class teachers to consolidate the SRS file every month before the department meeting   | Class Teachers                       | Regularly                 |
|                  | A display to be got ready for SRS in the notice board  | Ms. Raichel Diana                    | 15.09.2021                |
| <b>Agenda 22</b> | <b>SWOC - Best Practice</b>  |                                      |                           |
| Ms. Reena Rachel | Faculty  |                                      |                           |
| Discussions      | Social Work Arcadia - was proposed to conduct funtime classes for students once in every month   | All Class teachers                   | From the month of October |
|                  | The classes have to be documented and geo tagged pictures to be taken  |                                      |                           |
| <b>Agenda 23</b> | <b>Any Other Matter</b>  |                                      |                           |
| Ms. Divya J      | Head of the Department   |                                      |                           |
| Discussions      | BSW III yr will have extension paper for which they will have to take part in or organise any one of the community engagement program      |                                      |                           |
|                  | A list of the students with allotment should be prepared by the class teacher and to be shared to all the program coordinators             | Ms. Raichel Diana                    | 15.09.2021                |
|                  | Life skills for students is planned and St. Gabriels is training the students with life skills   | Ms. Vinola                           | 15.09.2021                |

| <p style="text-align: center;"><b>ACTION TAKEN REPORT</b><br/> <b>August 2021</b><br/> <b>Presented in September Monthly Meeting 07.09.2021</b></p> |   |                                    |             |
|---|---|------------------------------------|-------------|
| Person Responsible  | Action Items  | Deadline                           | Status      |
| Ms. Reena Rachel,<br>Mr. Justus Wallis &<br>Ms. Raichel Diana   | To complete the value added course and Certificate Course for their respective classes and submit the documentation | 1 week after the course completion | In progress |
| Ms. Vinola Shrobell   | To complete the E Book process for department library   | 10.09.2021                         | Pending     |
| Mr. Justus Wallis,<br>Ms. Usha Jose, Ms. Leanne Maria ,<br>Ms. Reena Rachel and Ms. Vinola Sharobell  | To complete the Enabling class details as per the format given  | 10.09.2021                         | Pending     |
| Ms. Leanne Maria, Ms. Usha Jose   | To complete the admission calls using the list shared to the faculty  | 10.09.2021                         | Pending     |



**PATRICIAN COLLEGE OF ARTS AND SCIENCE**

**DEPARTMENT OF SOCIAL WORK**

Tuesday, 12<sup>th</sup> October 2021 – 1.15 P.M.

**Agenda**

Prayer - Mr. Justus Wallis

1. ATR - Ms. Raichel Diana
2. Matters from the HOD Meeting
  - a. Stock
  - b. Faculty Appraisal
  - c. Graduation Day
  - d. N-list Usage
  - e. Class Presentation
3. Competitive Exam Guidance Orientation Status - Ms. Raichel Diana
4. Professional Bodies Orientation Status - Dr. Sindhu Sivan
5. E2E Orientation Status - Mr. Justus Wallis and Ms. Reena Rachel
6. Sower's Plan for the month -
  - a. Students Engagement Ms. Raichel Diana & Leanne Maria,
  - b. Community Engagement - Mr. Justus Wallis and Ms. Reena Rachel
  - c. Sowers Election and Inauguration
7. Attendance of September Month - Class Teachers
8. Fees Status - Class Teachers
9. STAR SOCIAL WORK TRAINEE OF THE MONTH - 2nd BSW, 3rd BSW and 2nd MSW Class Teachers
10. Students Feedback - Ms. Divya J
11. Department Accounts - Ms. Divya
12. SWOC - Best Practices - Ms. Leanne Maria
13. Any Other Matter



**Social Work Department Faculty Meeting - 12th October 2021**

|       |                                 |                         |
|-------|---------------------------------|-------------------------|
| Date: | Meeting Time : 1.15 PM- 4.00 PM | Meeting pictures Link : |
|-------|---------------------------------|-------------------------|

<https://drive.google.com/drive/folders/1fipbVB49T72BYocrZT1r5SXA-dRwjbya?usp=sharing>

|                   |                   |
|-------------------|-------------------|
| Faculty Secretary | Ms. Raichel Diana |
|-------------------|-------------------|

| Attendees            | Designation            | Attendees Signature  |
|----------------------|------------------------|----------------------|
| Ms. Divya J          | Head of the Department | <i>Divya J</i>       |
| Ms. Usha Jose        | Associate professor    | <i>Usha Jose</i>     |
| Ms. Reena Rachel     | Assistant Professor    | <i>Reena Rachel</i>  |
| Ms. Leanne Maria     | Assistant Professor    | <i>Leanne Maria</i>  |
| Ms. Vinola Sharobell | Assistant Professor    | <i>Vinola</i>        |
| Mr. Justus Wallis    | Assistant Professor    | <i>Justus Wallis</i> |
| Ms. Raichel Diana    | Assistant Professor    | <i>Raichel Diana</i> |

| Absentees        |
|------------------|
| Dr. Sindhu Sivan |

| Agenda  | Person Incharge                     | Deadline          |
|---|-------------------------------------|-------------------|
| <b>Agenda 1</b>   |                                     |                   |
| <b>Ms. Raichel Diana</b>  |                                     |                   |
| <b>ATR Follow up</b>  |                                     |                   |
| <b>Faculty Secretary</b>  |                                     |                   |
| Ms. Vinola, Ms. Usha and Dr. Sindhu to upload the enabling class videos in the 19-20 drive  |                                     | Exceeded Deadline |
| Chennai 360 report feedback pending   | Dr. Sindhu Sivan & Ms. Reena Rachel | Exceeded Deadline |
| Alumni Data base to be completed  |                                     | Exceeded Deadline |
| Magazine report for all programs  |                                     | 15.10.2021        |
| SWKRC to be updated   | Ms. Leanne Maria                    | 15.10.2021        |
| Lesson plan completion status to be updated   | Ms. Vinola, Ms. Reena               | 15.10.2021        |
| Field work documentation to be submitted by the field work coordinators   | Ms. Usha Jose and Mr. Justus Wallis | 30.10.2021        |
| Faculty Field work travel allowance is fixed as per the college regulations which is 12 per km or old auto charges which ever is higher.  |                                     |                   |
| Vinola to update the department placement documents   | Ms. Vinola                          | 15.10.2021        |
| To present the professional bodies membership to the students   | Dr. Sindhu Sivan                    | December          |
| SDP - Nptel Certificate and Add on Courses documentation pending  | Mr. Justus Wallis, Ms. Reena Rachel | 15.10.2021        |
| <b>Agenda 2</b>   |                                     |                   |
| <b>Matters from HOD Meeting</b>   |                                     |                   |
| <b>MS. Divya J</b>  |                                     |                   |
| <b>Head of the Department</b>   |                                     |                   |
| Stock to be maintained with utmost care and safety. the projectors and other asserts in the class have to be maintained and should be taken responsible by the class teacher and the class representatives              |                                     |                   |
| Faculty Appraisal was discussed and it was emphasised and motivated that faculty have to take part and participate in various faculty development programs, publish papers and involve in external academic activities. |                                     |                   |
| The students feedback about the faculty and their academic approach was discussed in  |                                     |                   |

|   |   |  |                                    |
|---|---|--|------------------------------------|
| Discussions   | 1. The faculty are asked to use modest and professional language and tone at all times  |  |                                    |
|   | 2. It was stated that few online classes are getting cancelled often by the faculty which has to be taken care of.  |  |                                    |
|   | 3. The faculty were asked to keep the cameras on during all their classes   |  |                                    |
|   | 4. Students Arcadia was asked to be started   |  |                                    |
|   | 5. The faculty are asked to not use the students for any personal work  |  |                                    |
|   | Graduation Day for the passed out students was scheduled and the concerned class teachers were asked to get ready with the requirements                           |  |                                    |
|   | N-List Usage : Faculty are asked to use the Nlist often   |  |                                    |
| Class presentation : The faculty are asked to use various methodologies for the class presentations |   |  |                                    |
| <b>Agenda 3 Competitive Exam Guidance Orientation Status - Ms. Raichel Diana</b>                    |   |  |                                    |
| Ms.Raichel Diana & Ms. Leanne Maria   |   | Coordinator                            |                                    |
| Discussions   | An orientation is planned infor October 27th for the students about competitive Exams   | Ms. Raichel Diana & Ms. Leanne         | 1.11.2021                          |
| <b>Agenda 4 Professional Bodies Orientation Status</b>  |   |  |                                    |
| Dr. Sindhu Siv  |   | Coordinator                            |                                    |
| Discussions   | Professional bodies orientation and membership to be completed for the students   | Dr. Sindhu Sivan                       | December                           |
| <b>Agenda 5 E2E Orientation Status</b>  |   |  |                                    |
| MrJustus & Ms. Reena  |   | Coordinator                            |                                    |
| Discussions   | Orientation for all classes regarding E2E was given and the field work coordinators were given the receipt book to issue students who need receipts for the funds | Justus & Ms. Re                        | 29.10.2021                         |
| <b>Agenda 6 Sowers Plan for the Month</b>   |   |  |                                    |
| Ms. Reena , Mr. Justus, Ms. Leanne Maria & Ms. Raichel  |   | Coordinators                           |                                    |
| Discussions   | Students Engagement : 27th october Advanced learners Circle orientation, 27th October Human Library Programme, 28th October - Movie Review.                       | Ms. Leanne maria & Ms. Raichel Diana   | Refer Individual Program Deadlines |
|   | Community Engagement : Life skills programme in the 3rd Week , Tribal Empowerment Programme,  | Mr. Justus Wallis and Ms. Reena Rachel | Refer Individual Program Deadlines |
|   | Sowers Inauguration - November 9th  | Sowers Coordinators                    |                                    |
| <b>Agenda 7 Attendance of September Month</b>   |   |  |                                    |
| Ms. Vinola, Ms Reena, Ms. Raichel , Mr. Justus & Dr. Sindhu   |   | Class Teachers                         |                                    |
| Discussions   | The class teachers are asked to submit the attendance report of their classes for the month of September.   | Class Teachers                         | 15.10.2021                         |
| <b>Agenda 8 Fees Status - Class Teachers</b>  |   |  |                                    |
| Ms. Vinola, Ms Reena, Ms. Raichel , Mr. Justus & Dr. Sindhu   |   | Class Teachers                         |                                    |

|  |  |                |            |
|--|--|----------------|------------|
| Discussions  | The class teachers were asked to make calls and follow up with the fee defaulters and make sure the students pay their fees on time.   | Class Teachers | Continuous |
| <b>Agenda 9</b>  | <b>STAR SOCIAL WORK TRAINEE OF THE MONTH - 2nd BSW, 3rd BSW and 2nd MSW Class Teachers</b>   |                |            |
| Ms. Vinola, Ms Reena, Ms. Raichhel , Mr. Justus & Dr. Sindhu | Class Teachers   |                |            |
| Discussions  | Christina from BSW I yr and Godson from MSW II yr were announced as the star performers of the month   |                |            |
| <b>Agenda 10</b>   | <b>Students Feedback</b>   |                |            |
| Ms. Divya J  | Head of the Department   |                |            |
| Discussions  | Students feedback was asked to be collected by students at the end of each semester<br>The students feedback about the faculty and their academic approach was discussed in which the following points were highlighted  |                |            |
|  | 1. The faculty are asked to use modest and professional language and tone at all times   |                |            |
|  | 2. It was stated that few online classes are getting cancelled often by the faculty which has to be taken care of.   |                |            |
|  | 3. The faculty were asked to keep the cameras on during all their classes  |                |            |
|  | 4. Students Arcadia was asked to be started  |                |            |
|  | 5. The faculty are asked to not use the students for any personal work   |                |            |
| <b>Agenda 11</b>   | <b>Department Accounts</b>   |                |            |
| Ms. Divya J  | Head of the Department   |                |            |
| Discussions  | The department accounts and the balance amount in hand is Rs.27,125/- and the sowers amount of Rs.4022/- which was shown to all the faculty during the meeting   |                |            |
| <b>Agenda 12</b>   | <b>SWOC - Best Practice</b>  |                |            |
| Ms. Leanne Maria   |  |                |            |
| Discussions  | Ms. Leanne Presented a best practice to maintain and handling document named GoDoc - Good Documentation<br>Good documentation practices- Godoc are standards for document management and control.<br>The principles of GoDoc are ALOCA - C which stands for Attributable, Legible, Original, Contemporaneous, Accurate, Complete. They cover the fundamentals that are related to record and document creation and storage |                |            |
| <b>Agenda 13</b>   | <b>Any Other matter</b>  |                |            |
|  | NIL  |                |            |

| ACTION TAKEN REPORT                                     |  |            |             |
|---|--|------------|-------------|
| September 2021  |  |            |             |
| Presented in October Monthly Meeting 05.10.2021         |  |            |             |
| Person Responsible                                      | Action Items   | Deadline   | Status      |
| Ms. Vinola Shrobell                                     | Faculty having E Books share to Ms. Vinola   | 15.09.2021 | Completed   |
| Ms. Reena Rachel & Ms. Leanne Maria                     | Enabling Classes to be submitted in the specified Format   | 15.09.2021 | Pending     |
| Dr. Sindhu Sivan & Ms. Reena Rachel                     | Chennai 360 Programme  | 10.09.2021 | Completed   |
| Mr. Justus Wallis, Ms. Reena Rachel & Ms. Raichel Diana | SDP - NPTEL, Certificate and Add on Courses documentation to be updated  | 24.09.2021 | Pending     |
| Dr. Sindhu Sivan & Ms. Usha Jose                        | Database to be Completed   | 30.09.2021 | Pending     |
| Dr. Sindhu Sivan  | Magazine Report  | 15.09.2021 | Pending     |
| Ms. Leanne Maria  | SWKRC to be updated  | 15.09.2021 | Pending     |
| Ms. Raichel Diana & Ms. leanne Maria                    | Lesson Plan and Work Dairy   | 10.09.2021 | Pending     |
| Ms. Raichel Diana & Ms. leanne Maria                    | Plan to be given on Competitive exams and NET coaching   | 23.10.2021 | Pending     |
| Ms. Vinola Sharobell                                    | CA 1 Question paper to be collected with a specific file naming format   | 15.10.2021 | Completed   |
| Ms. usha Jose and Ms. Justus Wallis                     | Field work plan, consent letters and virtual field work arrangements for students  | 23.09.2021 | Completed   |
| All faculty   | Faculty Field work Travel Allowance requirement was discussed and decision would be taken in the next meeting                                      | 12.10.2021 |             |
| Ms. Vinola  | To update the department placement letter of the students in the placement drive   | 17.09.2021 | Completed   |
| Dr. Sindhu Sivan  | To present the professional bodies membership requirement CD/Gen - Mr. Justus , M&P - Ms. Usha Jose, HR - Dr. Sindhu Sivan                         | 30.09.2021 | Pending     |
|   | To follow up with students with a presentation   |            | Pending     |
| Ms. Reena , Mr. Justus , Ms. Raichel                    | All Class teachers to send the monthly attendance consolidation and get signed by HOD  | 08.09.2021 | Pending     |
| Ms. Raichel Diana                                       | A display to be got ready for SRS in the notice board  | 15.09.2021 | Completed   |
| Ms. Raichel Diana                                       | Student Extension : A list of the students with allotment should be prepared by the class teacher and to be shared to all the program coordinators | 15.09.2021 | Completed   |
| Ms. Vinola Sharobell                                    | Life skills for students is planned and St. Gabriels is training the students with life skills   | 15.09.2021 | In progress |



**PATRICIAN COLLEGE OF ARTS AND SCIENCE**

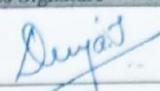


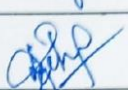

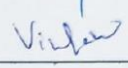

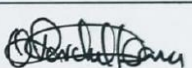
**DEPARTMENT OF SOCIAL WORK**

Tuesday, 16<sup>th</sup> November 2021 – 1.15 P.M.

**Agenda**

Prayer - Mrs. Usha Jose

1. ATR - Ms. Raichel Diana
2. Matters from the HOD Meeting
  - a. Mentoring
  - b. Fees & Ling Absentees - Scholarship & Collaboration with source hub & Home Visit
  - c. Peer tutors
  - d. Mobile Phone usage
  - e. Substitution
  - f. Campus Care
3. Conduct of Practical and Model Exams
4. Value Added Course for First years - Ms Leanne Maria & Ms. Vinola
5. Class Requirements - Infrastructure - Class teachers
6. Sower's Plan for the month -
  - a. Students Engagement Ms. Raichel Diana & Leanne Maria
  - b. Community Engagement - Mr. Justus Wallis and Ms. Reena Rachel
  - c. Sowers Inauguration
  - d. Sowers Fund Raising E2E
7. Stakeholder Engagement Plan - Mrs. Usha Jose
8. Attendance of October Month - Class Teachers
9. Fees Status - Class Teachers
10. STAR SOCIAL WORK TRAINEE OF THE MONTH - 2nd BSW, 3rd BSW and 2nd MSW Class Teachers
11. Students Feedback - Ms. Divya J
12. Department Accounts - Ms. Divya
13. SWOC - Best Practices - Ms. Vinola Sharobell
14. Any Other Matter

| Social Work Department Faculty Meeting - 16th November 2021 |                                |  |
|---|--------------------------------|--|
| Date: 16.11.2021  | Meeting Time : 1.15 PM-4.00 PM | Meeting pictures Link :<br><a href="https://drive.google.com/drive/folders/1LQuvgAb8ecizQG7uorr1N-bPhdenFD9I?usp=sharing">https://drive.google.com/drive/folders/1LQuvgAb8ecizQG7uorr1N-bPhdenFD9I?usp=sharing</a> |
| Faculty Secretary   | Ms. Raichel Diana              |  |
| Attendees   | Designation                    | Attendees Signature  |
| Ms Divya J  | Head of the Department         |    |
| Ms.Usha Jose  | Associate professor            |    |
| Dr.Sindhu Sivan   | Associate professor            |    |
| Ms. Reena Rachel  | Assistant Professor            |   |
| Ms. Leanne Maria  | Assistant Professor            |   |
| Ms. VinolaSharobell   | Assistant Professor            |    |
| Mr. Justus Wallis   | Assistant Professor            |   |
| Ms. Raichel Diana   | Assistant Professor            |    |
| Absentees   |                                |  |
| NIL   |                                |  |

| Agenda 1                | Person Incharge  | Deadline |
|-------------------------|--|----------|
| <b>Ms.Raichel Diana</b> | <b>Faculty Secretary</b>   |          |
| Discussions             | The Action Taken Report was read out by the Faculty Secretary and the status of each actions taken were discussed.   |          |
| <b>Agenda 2</b>         | <b>Matters from HOD Meeting</b>  |          |
| <b>MS. Divya J</b>      | <b>Head of the Department</b>  |          |
|                         | Mentoring : The Mentoring data for the department has to be retrieved from the mentoring department. After which proper documentation has to be maintained                   |          |
|                         | Fees Updates: Fees updates for all classes has to be submitted by the class teachers with the receipts   |          |
|                         | Long Absentees : The students who are absent for more than 3 days without information have to followed up by the class teacher.  |          |
|                         | <b>Scholarships and Collaboration with Source Hub:</b> The class teachers have to work in line with the source hub team to find part time job oppurtunities for the students |          |

|  |   |            |  |
|--|---|------------|--|
| Discussions  | <b>Home visits:</b> The faculty in the department have to make home visits of the students who are long absentees   |            |  |
|  | <b>Peer Tutors:</b> The faculty are asked to introduce the term Peer tutoring among the students. They are asked to encourage the students to study in groups and enhance their learning abilities.   |            |  |
|  | <b>Mobile Phone Usage:</b> The faculty are asked to strictly check the mobile phone usage of the students during the class hours. Students are strictly not allowed to take out their mobile phone for any reason with out the approval of the faculty. |            |  |
|  | <b>Substitution:</b> Class teachers have to keep a check if the substitution for their classes are been taken with out fail. No classes can be cancelled or postponed for what so ever reason.  |            |  |
|  | <b>Campus Care:</b> the Faculty are asked to instill the value of taking care of the campus and surroundings among the students. the students cantt damage any property of the college at any cost.   |            |  |
| <b>Agenda 3</b>  |   |            |  |
| <b>Conduct of Practical and Model Exams</b>                            |   |            |  |
| <b>All Faculty</b>   |   |            |  |
| <b>Subject Teachers</b>  |   |            |  |
| Discussions  | The faculty have to prepare the students for the model exams and the practical classes. The required documents for VIVA have to be ready well in advance. The attendance sheets for the VIVA VOCE has to be submitted at the earliest.                  | 25.11.2021 |  |
| <b>Agenda 4</b>  |   |            |  |
| <b>Value Added Courses for First years</b>                             |   |            |  |
| <b>Ms. Leanne Maria and Ms. Vinola</b>                                 |   |            |  |
| <b>Class Teachers</b>  |   |            |  |
| Discussions  | The Value added courses have to completed as per the SDP schedule given   | 30.11.2021 |  |
| <b>Agenda 5</b>  |   |            |  |
| <b>Class requirements - Infrastructure</b>                             |   |            |  |
| <b>Ms. Reena , Mr. Justus, Ms. Leanne Maria &amp; Ms. Raichel</b>      |   |            |  |
| <b>Class Teachers</b>  |   |            |  |
| Discussions  | The class room requirements if required can be submitted to the HOD   |            |  |
| <b>Agenda 6</b>  |   |            |  |
| <b>Sowers Plan for the Month</b>                                       |   |            |  |
| <b>Ms. Reena , Mr. Justus, Ms. Leanne Maria &amp; Ms. Raichel</b>      |   |            |  |
| <b>Coordinators</b>  |   |            |  |
| Discussions  | Students Engagement : CSR Program on 19th November, Movie Review on 25th November and Human Library on 27th November  |            |  |
|  | Community Engagement :Vulnerable Population, AHTC, Tribal Empowerment and International Day.  |            |  |
|  | Sowers Inauguration - 22nd November   |            |  |
| <b>Agenda 7</b>  |   |            |  |
| <b>Stake Holder Engagement Plan</b>                                    |   |            |  |
| <b>Ms. Usha Jose</b>   |   |            |  |
| <b>Coordinator</b>   |   |            |  |
| Discussions  | Planning and executing a program for parents to help adolescent children to come back to a routine academic life  | 30.11.2021 |  |
| <b>Agenda 8</b>  |   |            |  |
| <b>Attendance of November Month</b>                                    |   |            |  |
| <b>Ms. Vinola, Ms Reena, Ms. Raichel , Mr. Justus &amp; Dr. Sindhu</b> |   |            |  |
| <b>Class Teachers</b>  |   |            |  |

|  |  |            |  |
|--|--|------------|--|
| Discussions  | The class teachers were asked to submit the attendance for the month of October and get it signed  | 30.11.2021 |  |
| <b>Agenda 9 Fees Status of the Classes</b>                   |  |            |  |
| Ms. Vinola, Ms Reena, Ms. Raichel , Mr. Justus & Dr. Sindhu  | Class Teachers   |            |  |
| Discussions  | The class teachers were asked to update about the fees status of the students with proof of payment  | 10.12.2021 |  |
| <b>Agenda 10 STAR SOCIAL WORK TRAINEE OF THE MONTH</b>       |  |            |  |
| Ms. Vinola, Ms Reena, Ms. Raichhel , Mr. Justus & Dr. Sindhu | Class Teachers   |            |  |
| Discussions  | II BSW - Sr. Marthal   |            |  |
|  | III BSW - Krishnakanth   |            |  |
|  | II MSW - Yamuna  |            |  |
| <b>Agenda 11 Students Feedback</b>                           |  |            |  |
| Ms. Divya J  | Head of the Department   |            |  |
| Discussions  | The faculty were asked to use the syllabus and explain to the students about the portions and its completed status. Revision classes are to be conducted on areas of doubts so that students understand the portion is completely and clearly dealt with.  |            |  |
| <b>Agenda 12 Department Accounts</b>                         |  |            |  |
| Ms. Divya J  | Head of the Department   |            |  |
| Discussions  | The department accounts and the balance amount in hand is Rs.27,125/- and the sowers amount of Rs.4022/- which was shown to all the faculty during the meeting   |            |  |
| <b>Agenda 13 SWOC - Best Practice</b>                        |  |            |  |
| Ms. Vinola Sharobell   | Faculty  |            |  |
| Discussions  | Raise to Raise: This is a fundraising initiative for helping the financially weak students in the department. Through this program the students will drop in funds in a dumb box which will be used to help the weaker students for any kind of help. Each class will be given a chance to use the fund collected in the department. |            |  |
| <b>Agenda 14 Any Other matter</b>                            |  |            |  |
|  | NIL  |            |  |



| <b>ACTION TAKEN REPORT</b>                              |   |                   |               |   |
|---|---|-------------------|---------------|---|
| <b>October 2021</b>                                     |   |                   |               |   |
| <b>Presented in November Monthly Meeting 16.11.2021</b> |   |                   |               |   |
| <b>Person Responsible</b>                               | <b>Action Items</b>   | <b>Deadline</b>   | <b>Status</b> | <b>Coordinator's Name &amp; Signature</b> |
| 1   | To upload the enabling class videos in the 19-20 drive                  | Exceeded deadline | Pending       | RD  |
| 2   | Chennai 360 report feedback pending                                     | 20.11.2021        | Pending       | RR  |
| 3   | Alumni Data base to be completed  | 30.11.2021        | Pending       | UJ& SS                                    |
| 4   | Magazine report for all programs  | 30.11.2021        | Pending       | SS  |
| 5   | SWKRC to be updated   | Completed         | Completed     | LM  |
| 6   | Lesson plan completion status to be updated                             | 20.11.2021        | Pending       | LM&RD                                     |
| 7   | Field work documentation to be submitted by the field work coordinators | Completed         | Completed     | LM&RD                                     |
| 8   | Vinola to update the department placement documents                     | 30.11.2021        | Pending       | VS  |
| 9   | To present the professional bodies membership to the students           | 22.11.2021        | Pending       | SS  |
| 10  | SDP - Nptel Certificate and Add on Courses documentation pending        | 30.11.2021        | Pending       | SS&JW                                     |



## PATRICIAN COLLEGE OF ARTS AND SCIENCE

### DEPARTMENT OF SOCIAL WORK

Friday, 3<sup>rd</sup> December 2021 – 1.30 P.M.

#### Agenda

Prayer - Ms. Reena Rachel

1. ATR - Ms. Raichel Diana
2. Matters from the HOD
  - a. Students Meeting
  - b. Students Support - Fees, Dropout, Long Absentee
  - c. Exam Registration
  - d. Enabling Classes
  - e. Hard Copy Submission Report
  - f. Documentation
  - g. Feedback
3. NPTEL Courses MSW 1 yr
4. Peer Mentors information - Class Teacher
5. Newsletter - Ms. Leanne and Ms. Raichel
6. Sower's Plan for the month -
  - a. Students Engagement Ms. Raichel Diana & Leanne Maria,
  - b. Community Engagement - Mr. Justus Wallis and Ms. Reena Rachel
  - c. E2E Fundraising - Class Teachers and Coordinators.
7. Attendance of November Month - Class Teachers
8. Fees Status - Class Teachers
9. STAR SOCIAL WORK TRAINEE OF THE MONTH - 1st BSW, 2nd BSW, 3rd BSW  
1st MSW and 2nd MSW Class Teachers
10. Social Work Arcadia - Class Teachers
11. Department Accounts - Ms. Divya
12. SWOC - Best Practices - Ms. Usha Jose
13. Any Other Matter

| Social Work Department Faculty Meeting - 3rd December 2021 |   |   |
|--|---|---|
| Date: 3.12.2021  | Meeting Time : 1.30 PM-3.00 PM  | Meeting pictures Link : <a href="https://docs.google.com/forms/u/0/?lgif=d">https://docs.google.com/forms/u/0/?lgif=d</a> |
| Faculty Secretary  | Ms. Raichel Diana   |   |
| Attendees  | Designation   | Attendees Signature   |
| Ms.Divya J   | Head of the Department  |   |
| Ms.Usha Jose   | Associate Professor   |   |
| Dr.Sindhu Sivan  | Associate Professor   |   |
| Ms. Reena Rachel   | Assistant Professor   |   |
| Ms. Leanne Maria   | Assistant Professor   |   |
| Ms. VinolaSharobell  | Assistant Professor   |   |
| Mr. Justus Wallis  | Assistant Professor   |   |
| Ms. Raichel Diana  | Assistant Professor   |   |
| Absentees  |   |   |
| NIL  |   |   |
|  |   | Person Incharge   |
|  |   | Deadline  |
| Agenda 1   | ATR Follow up   |   |
| Ms.Raichel Diana   | Faculty Secretary   |   |
| Discussions  | The Action Taken Report was read out by the Faculty Secretary and the status of each actions taken were discussed.  |   |
| Agenda 2   | Matters from HOD Meeting  |   |
| MS. Divya J  | Head of the Department  |   |
|  | <b>Students Meeting :</b>   |   |
|  | <b>Student Support Services:</b> The faculty were asked to list out the Fees defaulters, Dropout students and Long absentees with the action taken by the class teacher.  |   |
|  | <b>Exam Registration :</b> Mr.Justus Wallis and Ms. Raichel Diana were apprecitated on their efforts for registering three students in BSW in the last minute by sponsorships. First year class teachers were asked to begin their students registration at the earliest. |   |
|  | <b>Enabling Classes :</b> The faculty were asked to conduct enabling classes for their classes.   |   |
| Discussions  | <b>Hard Copy Submission :</b> The faculty are asked to submit the hard copies of documentation that they are responsible for.   |   |

|   |  |  |            |
|---|--|--|------------|
|   | <b>Documentation :</b> The faculty were asked to complete the documentation on the date given to them.   |  |            |
|   | <b>Feedback :</b> The curriculum feedback from the student and the organisational feedback for the field work to be collected.                         |  |            |
|   | All the lecture materials have to be sent in the google class room for students reference  |  |            |
|   | E Books to be shared to the students and students are asked to make use of it  |  |            |
|   | Faculty to send the PPTs to the HOD for checking   |  |            |
|   | The faculty have to submit the teaching methodologies documentation  |  |            |
| <b>Agenda 3</b>   | <b>NPTEL Courses for MSW I year</b>  |  |            |
| Dr. Sindhu Sivan  | Class Teacher  |  |            |
| Discussions   | To select NPTEL Courses for the students. Ms. Reena and Ms. Divya have opted to be Mentors   |  |            |
| <b>Agenda 4</b>   | <b>Peer Mentors Information</b>  |  |            |
| Ms. Vinola, Ms Reena, Ms. Raichel , Mr. Justus & Dr. Sindhu | Class Teachers   |  |            |
| Discussions   | The class teachers were asked to impart the concept of peer mentors among the students. the benefits and outcome of peer mentoring was also discussed. | 15.12.2021   |            |
| <b>Agenda 5</b>   | <b>News Letter</b>   |  |            |
| Ms. Reena , Mr. Justus, Ms. Leanne Maria & Ms. Raichel      | Class Teachers   |  |            |
| Discussions   | The class teachers were asked to collect articles, poems and other write ups from their students   | Ms. Leanne and Ms. Racihel                                 | 15.12.2021 |
| <b>Agenda 6</b>   | <b>Sowers Plan for the Month</b>   |  |            |
| Ms. Reena , Mr. Justus, Ms. Leanne Maria & Ms. Raichel      | Coordinators   |  |            |
| Discussions   | Students Engagement : Life Skills Session, Intra departmental competitions, Inter departmental competitions  |  |            |
|   | Community Engagement :Seminar on 18th dec, Intergenerational responsibility, Heritage.   |  |            |
|   | Guest Lectures to be conducted by the following Faculty this month   | Dr. Sindhu Sivan, Ms. Usha Jose, Ms. Divya and Ms. Raichel | 30.12.2021 |
| <b>Agenda 7</b>   | <b>Attendance for the Month of November</b>  |  |            |
| Ms. Vinola, Ms Reena, Ms. Raichel , Mr. Justus & Dr. Sindhu | Class Teachers   |  |            |
| Discussions   | The class teachers were asked to submit the attendance for the month of November and get it signed   |  | 30.11.2021 |

|  |  |            |
|--|--|------------|
| <b>Agenda 8</b>  | <b>Fees Status of the Classes</b>  |            |
| Ms. Vinola, Ms Reena, Ms. Raichel , Mr. Justus & Dr. Sindhu  | Class Teachers   |            |
| Discussions  | The class teachers were asked to update about the fees status of the students with proof of payment  | 15.12.2021 |
| <b>Agenda 9</b>  | <b>STAR SOCIAL WORK TRAINEE OF THE MONTH</b>   |            |
| Ms. Vinola, Ms Reena, Ms. Raichhel , Mr. Justus & Dr. Sindhu | Class Teachers   |            |
|  | I BSW - Vikram   |            |
| Discussions  | II BSW - Christina   |            |
|  | III BSW - Arun Kumar and Siva Kumar  |            |
|  | II MSW - Yamuna  |            |
| <b>Agenda 10</b>   | <b>Social Work Arcadia</b>   |            |
| Ms. Divya J  | Head of the Department   |            |
| Discussions  | The outcome of conducting Arcadia for the students was found to be very helpful in bridging the gaps and breaking the ice among the students and all faculty were asked to conduct Arcadia Classes for their students. |            |
| <b>Agenda 11</b>   | <b>Department Accounts</b>   |            |
| Ms. Divya J  | Head of the Department   |            |
| Discussions  | The faculty have started collecting E2E funds the accounts. BSW III yr has collected 12900/- for E2E   |            |
| <b>Agenda 12</b>   | <b>SWOC - Best Practice</b>  |            |
| Ms. Usha Jose  | Faculty  |            |
| Discussions  | Alumni Engagement : Every Month one Alumni should be called and be engaged for sharing their experience.   |            |
| <b>Agenda 13</b>   | <b>Any Other matter</b>  |            |
|  | NIL  |            |

| <p style="text-align: center;"><b>ACTION TAKEN REPORT</b><br/> <b>November 2021</b><br/> <b>Presented in December Monthly Meeting 03.12.2021</b></p> |   |            |           |   |
|--|---|------------|-----------|---|
| S.No.  | Action Items  | Deadline   | Status    | Coordinator's Name & Signature            |
| 1  | Identification of peer mentors by class teachers                        | 23.11.2021 | Completed | Class Teachers                            |
| 2  | Mentoring data Retrieval  | 29.11.2021 | Pending   | Mr. Justus Wallis                         |
| 3  | Liaising with the source hub coordinator                                | 30.11.2021 | Completed | Class Teachers                            |
| 4  | Time Table, Question Papers and Key and marks for CA I, CA II and Model | 26.11.2021 | Completed | Ms. Vinola Sharobell                      |
| 5  | Stakeholder program   | 30.11.2021 | Pending   | Ms. Sridhu Sivan and Ms. <u>Usha Jose</u> |
| 6  | Checking of the correctness of Parents number in the ERP profile        | 24.11.2021 | Completed | Class Teachers                            |
| 7  | SDP Updation  | 30.11.2021 | Pending   | Ms. Divya J                               |



**PATRICIAN COLLEGE  
OF ARTS AND SCIENCE**

**DEPARTMENT OF SOCIAL WORK**

**Minutes of Department Meeting**

**2021-2022**

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| 31   | March 2022    | 01.03.2022 | Agenda              | 56       |
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| 34   | April 2022    | 26.04.2022 | Agenda              | 60       |
| 35   |               | 26.04.2022 | Minutes of Meeting  | 61       |
| 36   |               | 26.04.2022 | Action Taken Report | 64       |
| 37   | May 2022      | 25.05.2022 | Agenda              | 65       |
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| 39   |               | 25.05.2022 | Action Taken Report | 68       |



PARTICIAN COLLEGE OF ARTS AND SCIENCE

DEPARTMENT OF SOCIAL WORK



FACULTY MEETING

Monday, 17<sup>th</sup> May 2021 – 4.00 pm

Agenda

- |  |   |  |
|--|---|--|
| 1. Prayer  | - | Ms. Usha Jose                                    |
| 2. Admission Report  | - | Dr. Sindhu Sivan                                 |
| 3. Design your future report   | - | Dr. Sindhu Sivan                                 |
| 4. Plan for 'Do want to be an answer to society's question?'                                   | - | Mr. Justus Wallis                                |
| 5. Social network platforms  | - | Ms. Leanne Maria                                 |
| 6. E-Placement Brochure  | - | Ms. Divya.J                                      |
| 7. Enabling Classes  | - | All faculty                                      |
| 8. Field Work fees 4 <sup>th</sup> Sem status  | - | Field Work Coordinators                          |
| 9. Summer Placement  | - | Mr. Justus Wallis                                |
| 10. Block placement  | - | Ms. Usha Jose & Ms. Divya.J                      |
| 11. Farewell   | - | Mr. Justus Wallis                                |
| 12. Admission & Classes– II session  | - | Ms. Divya.J                                      |
| 13. Lesson plan  | - | Ms. Divya.J                                      |
| 14. Choice of Specialisation   | - | Ms. Divya.J                                      |
| 15. June Month Plans   | - | Ms. Vinola Sharobell, Ms. Usha Jose & Ms. Divya. |
| 16. Competency Mapping   | - | Ms. Raichel Diana                                |
| 17. Department student leaders   | - | Ms. Leanne Maria & Ms. Raichel Diana             |
| 18. Department Responsibilities – Presentation of plan of action & Discussion by each faculty. |   |  |
| a. College Responsibilities  |   |  |
| b. Department Responsibilities   |   |  |
| c. Student Engagement  |   |  |
| d. Community Engagement  |   |  |
| 19. Department Calendar  | - | Ms. Raichel Diana                                |
| 20. Action taken Report  | - | Ms. Raichel Diana                                |
| 21. Any Other Matter   |   |  |

| Department Faculty Meeting                      |  |   |
|---|--|---|
| Date: 17 <sup>th</sup> May 2021.                | Meeting Time : 4.00pm to 6.15 pm   | Meeting link :<br><a href="https://drive.google.com/file/d/158OUV2X16M-2BhPYwdLXAMuy945uszXY/view?usp=sharing">https://drive.google.com/file/d/158OUV2X16M-2BhPYwdLXAMuy945uszXY/view?usp=sharing</a> |
| Faculty Secretary                               | Ms. Raichel Diana  |   |
| Attendees                                       | Designation  | Attendees Signature   |
| Ms.Divya J                                      | Head of the Department   |   |
| Ms.Usha Jose                                    | Associate professor  |   |
| Ms.Sindhu Sivan                                 | Associate professor  |   |
| Ms. Reena Rachel                                | Assistant Professor  |   |
| Ms. Leanne Maria                                | Assistant Professor  |   |
| Ms. VinolaSharobell                             | Assistant Professor  |   |
| Ms. Raichel Diana                               | Assistant Professor  |   |
| <b>Absentees</b>                                |  |   |
| Mr. Justus Wallis                               | Assistant Professor  | Absent due to personal reasons  |
| <b>Agenda 1 : Admission Report</b>              |  |   |
| <b>Dr.Sindhu Sivan</b>                          | <b>Admission coordinator Slot I</b>  |   |
| <b>Discussions</b>                              | UG Received 2 applications, PG -4 Applications received  |   |
|   | From database of 54 school students, 6 students showed interest  |   |
|   | Career Guidance programme - 97 colleges and 23 school list were called of which, 10 students showed interest in MSW and 3 for BSW. |   |
| <b>Person Responsible</b>                       | <b>Action Items</b>  | <b>Deadline</b>   |
| Ms. Leanne , Ms.Raichel, Mr. Justus & Ms. Divya | Follow up the admission work   | From 17 <sup>th</sup> May 2021  |

|   |   |                 |
|---|---|-----------------|
| <b>Agenda 2 : Design your future report</b>                         |   |                 |
| <b>Dr.Sindhu Sivan</b>  | <b>Programme Organizing Secretary</b>                     |                 |
| <b>Discussions</b>  | Report submitted  |                 |
|   | Good Response from the participants and student           |                 |
|   | Strategy of finding out one student from school and       |                 |
|   | Good Feedback but we need to insist on receiving          |                 |
| Report to be submitted soon.  |   |                 |
| <b>Agenda 3: Do you want to be an answer to Society – Programme</b> |   |                 |
| <b>Mrs.Divya.J</b>  | <b>Head of the Department</b>                             |                 |
| <b>Discussions</b>  | Resource person for this program is Dr. Prince            |                 |
| <b>Person Responsible</b>   | <b>Action Items</b>                                       | <b>Deadline</b> |
| Mr.Justus   | To coordinate and conduct the programme                   | 28.5.21         |
| Mrs.Raichel&Ms.Leanne   | To be shared as a link in further media updates           | From 1.6.21     |
| <b>Agenda 4 : Social Networking Platforms</b>                       |   |                 |
| <b>Ms. Leanne</b>   | <b>Social platform In charge</b>                          |                 |
| <b>Discussions</b>  | Posting on admission                                      |                 |
|   | Posting students art films etc                            |                 |
|   | Faculty to collect videos from Alumni                     |                 |
| <b>Person Responsible</b>   | <b>Action Items</b>                                       | <b>Deadline</b> |
| Mrs.Raichel & Ms.Leanne   | To have daily update on social platform                   | Continuous      |
| <b>Agenda 5: E- Placement Broucher</b>                              |   |                 |
| <b>Ms. Divya J</b>  | <b>Placement Brochure coordinator</b>                     |                 |
| <b>Discussions</b>  | As Dr. Sindhu Sivan we are not able to reach Director and |                 |
|   | Go with the foreward to Principal and HOD                 |                 |
|   | Content of the Brochure was discussions                   |                 |
| <b>Person Responsible</b>   | <b>Action Items</b>                                       | <b>Deadline</b> |
| <b>Ms. Divya J</b>  | <b>To finish the Broucher</b>                             | <b>31.5.21</b>  |
| Ms. Leanne Maria  | Placement Broucher link to be attached in social platform | Once its ready  |
| <b>Agenda 6 : Enabling classes</b>                                  |   |                 |
| <b>Ms. Divya J</b>  | <b>Head of the Department</b>                             |                 |
| <b>Discussions</b>  | Faculty to complete 3 hours of enabling class             |                 |
|   | To maintain a similar format for report as given in the   |                 |
|   | The enabling classes has to be recorded                   |                 |
| <b>Person Responsible</b>   | <b>Action Items</b>                                       | <b>Deadline</b> |
| All Faculty   | To finish and upload the document                         | 31.05.2021      |
| <b>Agenda 7 : Field Work fees 4* Sem status</b>                     |   |                 |
| <b>Ms. Divya J</b>  | <b>Head of the Department</b>                             |                 |
|   | MSW Ilyr – One student                                    |                 |

|  |  |                                 |
|--|--|---------------------------------|
| <b>Discussions</b>                                     | BSW II yr – Complete   |                                 |
|  | BSW I yr – Yet to complete   |                                 |
|  | BSW II yr – status not yet clear   |                                 |
|  | MSW I yr Completed   |                                 |
| <b>Person Responsible</b>                              | <b>Action Items</b>  | <b>Deadline</b>                 |
| Field work coordinator and Ms. Usha jose               | To finish the collection of Field Work fees  | 23.05.2021                      |
|  | To complete the checklist and submit the names of defaulters (Ms. Usha Jose)                                     | 04.06.21 for collection of fees |
| <b>Agenda 8 : Summer Placement and Block Placement</b> |  |                                 |
| <b>Ms. Divya J</b>                                     | <b>Head of the Department</b>  |                                 |
| <b>Discussions</b>                                     | Students who are interested can start their block  |                                 |
|  | Need based Block placement letters are given to MSW 2 <sup>nd</sup>  |                                 |
|  | If the students are taking up job they have to provide the Certificate Courses can be an option instead of Block |                                 |
| <b>Person Responsible</b>                              | <b>Action Items</b>  | <b>Deadline</b>                 |
| Mr. Justus Wallis                                      | Plan for the start of block placement immediately (Ms. Usha Jose)  | 1 BSW -16.6.21                  |
| Ms. Usha Jose  | )  | 1 MSW – 16.6.21                 |
| Ms. Divya J  | Plan for 1 <sup>st</sup> MSW to do certificate Course for Block placement (Mr. Justus Wallis)                    |                                 |
| <b>Agenda 9 : AQAR</b>                                 |  |                                 |
| <b>Dr. Sindhu Sivan</b>                                | <b>AQAR 20-21 Coordinator</b>  |                                 |
| <b>Discussions</b>                                     | Ms. Leanne has to upload the field work report   |                                 |
|  | A link from the drive is given to AQAR so we need to   |                                 |
| <b>Person Responsible</b>                              | <b>Action Items</b>  | <b>Deadline</b>                 |
| Ms. Leanne   | To complete the field work report and upload the same  | 23.05.2021                      |
| <b>Agenda 10 : Farewell</b>                            |  |                                 |
| <b>Ms. Divya J</b>                                     | <b>Head of the Department</b>  |                                 |
| <b>Discussions</b>                                     | Online farewell  |                                 |
|  | Mr. Justus to plan and proceed   |                                 |
| <b>Person Responsible</b>                              | <b>Action Items</b>  | <b>Deadline</b>                 |
| Mr. Justus   | To give proposal for farewell  | May last week                   |
| <b>Agenda 11 : Admission &amp; Classes– II session</b> |  |                                 |
| <b>Ms. Divya J</b>                                     | <b>Head of the Department</b>  |                                 |
| <b>Discussions</b>                                     | Model exams and classes are going on   |                                 |
|  | Call list remarks will be updated  |                                 |
|  | List will be segregated and allotted to next working   |                                 |
| <b>Person Responsible</b>                              | <b>Action Items</b>  | <b>Deadline</b>                 |

|   |  |                 |
|---|--|-----------------|
| Ms. Leanne , Ms. Raichel                                    | To call the students after 10 days                                     | 31.05.2021      |
| <b>Agenda 12 : Lesson Plan Submission</b>                   |  |                 |
| <b>Ms. Divya J</b>  | <b>Head of the Department</b>  |                 |
| <b>Discussions</b>  | Explanation on lesson plan format was given                            |                 |
|   | Blooms Taxonomy to be used for course outcome                          |                 |
|   | Self learning links and Assignments with syllabus to be                |                 |
|   | Take a print out and use for lesson plan to update                     |                 |
| <b>Person Responsible</b>                                   | <b>Action Items</b>  | <b>Deadline</b> |
| All Faculty   | To complete and submit the lesson plan on or before deadline           | 15.06.2021      |
| <b>Agenda 13: Specialization Choice</b>                     |  |                 |
| <b>Ms. Divya J</b>  | <b>Head of the Department</b>  |                 |
| <b>Discussions</b>  | Students should be given an orientation on each                        |                 |
|   | An orientation session can be conducted for the same                   |                 |
|   | Similar format for all three specializations                           |                 |
|   | * Explaining your specialization                                       |                 |
|   | * Areas of Work  |                 |
|   | * Job Titles   |                 |
| * Skill sets required                                       |  |                 |
| * Growth in industry  |  |                 |
| <b>Person Responsible</b>                                   | <b>Action Items</b>  | <b>Deadline</b> |
| Dr. Sindhu Sivan  | To Prepare a PPT for each specialization for orientation               | 02.07.2021      |
| Ms. Raichel Diana   | Ms.Vinola – General Orientation  |                 |
| Ms. Usha Jose   | Dr. Sindhu Sivan – HR  |                 |
|   | Ms. Usha Jose – M&P  |                 |
|   | Ms. Raichel Diana – CD   |                 |
|   | Ms. Reena – conclusion   |                 |
|   | Review meeting on 02.07.2021   |                 |
| <b>Agenda 14 : June Month Plans and Programmes</b>          |  |                 |
| <b>All Faculty</b>  | <b>Programme Coordinators</b>  |                 |
| <b>Discussions</b>  | June 4 <sup>th</sup> – Working towards safe world - Programme with     |                 |
|   | June 30 <sup>th</sup> - National Webinar on Combating Hepatitis B&C in |                 |
|   | Quiz Programme – Ms. Reena – 3 <sup>rd</sup> Week                      |                 |
|   | Student Competition – Ms. Leanne – 2 <sup>nd</sup> Week                |                 |
| <b>Person Responsible</b>                                   | <b>Action Items</b>  | <b>Deadline</b> |
| Ms.Vinola   | All faculty who are initiating to the program should send proposals    | 31.06.2021      |
| Ms. Reena   | 20 students from each class for PCVC program (Class Teachers)          |                 |
| Ms. Leanne  |  |                 |
| Ms. Usha Jose   |  |                 |
| <b>Agenda 15 : Competency Mapping &amp; student leaders</b> |  |                 |
| <b>Ms. Raichel Diana</b>                                    | <b>Students Engagement Coordinators</b>                                |                 |

|   |  |                 |
|---|--|-----------------|
| Ms. Leanne Maria  | <b>Students Engagement Coordinators</b>                                  |                 |
| <b>Discussions</b>  | Competency mapping will be done through google form                      |                 |
|   | Students will be allotted to working committees as per                   |                 |
|   | Giving marks for Soft Skills for students who work for                   |                 |
|   | Best student award or certificates should be given to                    |                 |
|   | Student election will be conducted in the first week of                  |                 |
| <b>Person Responsible</b>   | <b>Action Items</b>  | <b>Deadline</b> |
| Ms. Raichel Diana   | To finalize the process to choose students and allotment of students for | 31.05.2021      |
| Ms. Leanne Maria  |  |                 |
| <b>Agenda 16 : Student Engagement Activity by each faculty (Department responsibilities )</b> |  |                 |
| <b>All Faculty</b>  | <b>Programme coordinators</b>  |                 |
| <b>Discussions</b>  | Ms. Vinola – Club1 : Movie Review or Cultural Club                       |                 |
|   | Each club will have 4 programmes for each semester                       |                 |
|   | Ms. Usha Jose – have to decide later                                     |                 |
|   | Ms. Raichel Diana - International Conference – Disaster                  |                 |
|   | Ms. Sindhu Sivan – International Special lecture, one in                 |                 |
|   | Ms. Reena Rachel – Workshop not yet planned                              |                 |
|   | Ms. Leanne – start with intra-department and inter                       |                 |
| <b>Person Responsible</b>   | <b>Action Items</b>  | <b>Deadline</b> |
| Ms. Usha Jose   | Ms. Usha Jose has to decide on clubs and propose in the next meeting     | Next meeting    |
| Ms. Reena Rachel  | Ms. Reena will propose the workshop plan in the next meeting             |                 |
| <b>Agenda 17 : Department calendar</b>  |  |                 |
| Ms. Raichel Diana   | <b>Faculty Secretary</b>   |                 |
| <b>Discussions</b>  | Yearly calendar and Monthly calendar for all activities                  |                 |
|   | All events have to be marked one month before the                        |                 |
| <b>Person Responsible</b>   | <b>Action Items</b>  | <b>Deadline</b> |
| Raichel Diana   | To prepare the Academic calendar   | 31.05.2021      |
| <b>Agenda 18 : Competitive Exams</b>  |  |                 |
| Ms. Raichel Diana   | <b>Competitive Exam Coordinators</b>                                     |                 |
| Ms. Leanne Maria  |  |                 |
| <b>Discussions</b>  | An orientation program will be organized for the students                |                 |
|   | Students who are interested will be grouped and will be                  |                 |
|   | Train the students on learning skills, study techniques,                 |                 |
|   | Progress mapping for the students.                                       |                 |
| <b>Person Responsible</b>   | <b>Action Items</b>  | <b>Deadline</b> |
| Ms. Raichel Diana   | Proposal to be submitted in detail regarding the competitive exam wing   | 05.06.2021      |
| Ms. Leanne Maria  |  |                 |
| <b>Agenda 19 : Stakeholder Management</b>   |  |                 |
| Dr. Sindhu Sivan  | <b>Stake Holder’s Engagement – Coordinator</b>                           |                 |
|   | Three areas – PTA Employers and Alumni                                   |                 |
|   | Selection of Representatives and collecting parent                       |                 |

|   |  |                 |
|---|--|-----------------|
| <b>Discussions</b>  | We will select parents and give database from BSW III yr       |                 |
|   | September we can arrange a program for parents                 |                 |
|   | Constructive programs for parents for each semester            |                 |
|   | PTA meeting according to college calendar and feedback         |                 |
|   | I for the employees, based on the discussion plans will be     |                 |
| Organising 4 programs, 1 NGO, 1 HR in odd semester and          |  |                 |
| We need three alumni representatives from old batches, so       |  |                 |
| <b>Person Responsible</b>                                       | <b>Action Items</b>  | <b>Deadline</b> |
| Dr. Sindhu Sivan  | To plan on programs for the stakeholders and provide proposals | 25.05.2021      |
| Ms. Usha Jose   |  |                 |
| <b>Agenda 20 : Research Collaborations</b>                      |  |                 |
| <b>Ms. Divya J</b>  | <b>Head of the Department</b>                                  |                 |
| <b>Discussions</b>  | Collaborations and Research should be focused.                 |                 |
| <b>Person Responsible</b>                                       | <b>Action Items</b>  | <b>Deadline</b> |
| Ms. Reena   | Ms.Reena to discuss with Mr. Justus                            | Next meeting    |
| Mr. Justus Wallis   | Wallis regarding community                                     |                 |
| <b>Agenda 21 : Certificate Course for the Forth coming year</b> |  |                 |
| <b>Ms. Divya J</b>  | <b>Head of the Department</b>                                  |                 |
| <b>Discussions</b>  | NISC Approval for Ministro is in process we are following      |                 |
|   | Yuva is also willing we are working on for 30 hours            |                 |
|   | NIMHANS certificate course                                     |                 |
|   | Medical clowning Add-on Course                                 |                 |
|   | MSW each year one certificate course                           |                 |
| BSW each year 2 certificate courses                             |  |                 |
| <b>Agenda 21 : NPTEL Course – Faculty Mentors</b>               |  |                 |
| <b>Ms. Divya J</b>  | <b>Head of the Department</b>                                  |                 |
| <b>Discussions</b>  | NPTEL is a must for MSW students                               |                 |
| All Faculty are asked to be Mentors for their desirable         |  |                 |
| <b>Person Responsible</b>                                       | <b>Action Items</b>  | <b>Deadline</b> |
| All faculty   | All faculty to choose one NPTEL for Mentorship for students.   | 03.06.2021      |



