

## Minutes of the IQAC Meeting Held on 11<sup>th</sup> August 2020

Meeting of the IQAC was held on Tuesday, 11<sup>th</sup> August 2020 at 2.00pm in the Tayal Hall of the Matru Sewa Sangh Institute of Social Work, Nagpur. Dr Jyoti Niswade, Principal of the Institute chaired the meeting. Agenda for the meeting was.

1. Reading and passing of the last IQAC meeting
2. Activities of the IQAC and developments during the session 2019-20
3. Any other with the permission of the chair.

and following members were present in the meeting.

1. Dr Lata Deshmukh
2. Dr Urmila Dabir
3. Dr Mousami Bhowal
4. Adv. Dr. Rekha Barhate
5. Dr Nandita Mane
6. Ms. Saroj Kolhe
7. Dr Prince Agashe
8. Dr Vasanti Deshpande
9. Ms. Aparna Deshpande
10. Mr. Sandip Kothar
11. Mr. Utsav Sakhare
12. Ms. Archana Pali Basu
13. Dr. Jyoti Niswade and
14. Dr Keshav Walke

As per agenda of the Meeting Secretary IQAC Dr Keshav Walke read out the minutes of the meeting held on 27<sup>th</sup> May 2019 and passed by the IQAC unanimously.

Dr Keshav Walke welcomed Dr. Urmila Dabir, Principal at Rajkumar Kewalramani Mahila Mahavidyalay, Nagpur and Prof. Mousami Bhowal, Head of the Department of Botany at Hislop College, Nagpur as an Expert Member of the IQAC. As it was the first meeting of Dr Jyoti Niswade after her joining as Principal, members of the IQAC congratulated and welcomed her to the IQAC.

At the beginning of the meeting Dr Lata Deshmukh informed IQAC about the work of Dr Keshav Walke during COVID-19 and support to the Matru Sewa Sangh. She told that Dr Walke helped Matru Sewa Sangh in receiving PPE Kits, Face Masks, Sanitizer and Handwash etc. IQAC appreciated Dr Walke's contributions during COVID-19.

Then Dr. Niswade narrated the activities undertaken by the Institute during 2019-20. First she told about the regular academic activities conducted like, admissions & results, rural camp, study tour, annual social gathering, Alumni meet 2020, parents meet, teachers' day, Hindi Diwas, Fresher's day etc.

She informed that for the session 2019-20, 10 Clock Hour Basis (CHB) teachers were appointed and at the undergraduate level. A total of 8 Contributory Teachers for Social Work Subjects, one each for Marathi and Hindi languages respectively joined the Institute in August 2019.

Dr Jyoti Niswade has been awarded Research Project entitled "Widows' Social Security, Issues of Entitlement and Accessibility of Governmental Programmes: A study of Widows in Rural India" It is sponsored by ICSSR, New Delhi and the total awarded grant is Rs. 6, 00,000/-.



Dr Niswade informed that Tribal Research Institute (TRI), Ministry of Tribal Affairs (MoTA), Government of India approved the Major Research Project entitled "Tribals and Other Traditional Dwellers in Protected Areas in India: Study of Their Rights, Issues and Challenges". MoTA recognized Matru Sewa Sangh Institute of Social Work, Nagpur as a Centre of Excellence (CoE). Project is for two years and amount granted is Rs. 40.0 Lakh. Dr Keshav Walke is the Principal Investigator of the Research Project. IQAC congratulated Dr. Walke and Niswade for their achievements.

She told that Institute has observed Kargil Vijay Diwas, International Yoga Day, No Tobacco day, Librarians' Day, International Women's Day, World English Day, Constitution Day, Birth Anniversary of Mahatma Gandhi

Dr Niswade informed the IQAC about different workshops and awareness programmes organised by the Institute which includes

- Eco-friendly Rakhi exhibition in collaboration with Melghat Sampurna Bamboo Kendra,
- 'HIV/AIDS' awareness programme with Dr Megha Navade on Independence Day,
- Cancer Awareness Programme, Programme on HIV/AIDS Awareness and Testing of HIV Syphilis by GAURAV Trust,
- One day Workshop on 'Cyber Crime and cyber safety' and 'Role of Police in protection of violence against women' to commemorate 'Police Rising Week'
- Yuva Mahiti Doot' workshop in collaboration with Nagpur District Information Office
- Workshop for observance of Pension Week in collaboration with the High Court Legal Services Sub Committee Nagpur.
- Capacity Building Workshop on Protection of Children from Sexual Offense Act, 2012
- Seven Day Special camp on Swachhatta and Shramsanskar in collaboration with NSS Regional Directorate Pune and Nagpur Municipal Corporation.
- CHILDLINE Se Dosti Week
- A Half-Day Workshop on *Writing Skills* jointly by MSSISW and Ambedkar Institute of Social Work
- 'A state-level Vaicharik Abhivandan competition 2019' on 6<sup>th</sup> December 2019 in collaboration with BANAE, Nagpur Branch
- University level One day workshop on "De-Addiction for NSS programme officers" was jointly organised with NSS Cell, RTM Nagpur University and sponsored by National Institute of Social Defence (NISD), Government of India on 5<sup>th</sup> October 2019
- International Seminar on "Women in India & Israel: Present, Past & Future" on 12-14<sup>th</sup> Feb.2020 in collaboration with Sapir College of Social Work, Israel; Fuji Guruji Centre for Social Work Mahatma Gandhi Antar-rashtriya Hindi Vishwavidyalaya, Wardha and Tirpude College of Social Work, Nagpur
- The 9<sup>th</sup> international social work training programme of MSS institute of social work and Sapir College, Israel during 27<sup>th</sup> January to 16<sup>th</sup> February 2020 in which Five students under the leadership of Dr Manahem Malka took part.
- ICSSR sponsored Two Days National Seminar on "Tribals in Protected areas in India, their Rights, Issues and Challenges" was held on 6<sup>th</sup> and 7<sup>th</sup> March 2020.

Dr Niswade informed the IQAC about students participation in different activities which includes,

- Two student participation in Kolhapur-Sangli flood relief camp organised by NSS Cell, RTM Nagpur University at Terwad village during 6-10 September 2019,
- 16 students in Gramayan Sewa Pradarshani (Exhibition) 2020 organised by Nagpur Municipal Corporation,
- 4 students participated in Intercollegiate Elocution Competition and other competitions organised by TCSW, Nagpur
- The NSS Ahinsa rally organised by NSS Cell, RTM Nagpur University on 2<sup>nd</sup> October 2019



Dr Niswade informed about the establishment of The Language Room in the Institute and requested Dr. Nandita Mane head of The Language Room to tell details about it. Dr Mane told IQAC that The Language room was formally inaugurated on 11 September 2019 at the hands of Dr. Aruna Babhulkar, Hon'ble President, Dr. Lata Deshmukh, Secretary and esteemed member of the College Development Committee. Language room provides Reading Room, Open Access Books and Journals, Library-Connected to the Main Library, Personal Counselling to Students on Language Queries, Provision of Writing Space, Programmes and Other Activities Related to Language. She told that One day workshop on *report writing and a one-day workshop on writing Research Paper* were organised by the Language room.

Dr. Niswade described the activities during COVID-19 undertaken by students and the Institute in collaboration with various organizations which includes online quiz contest on COVID-19, guidance and counselling and preventive measures to the HIV Positive women, dry grain/ration kits distribution, cooked food distribution, video clip on 'Social awareness on COVID-19', uploading necessary information on college website, Essay Competition for students on 'COVID-19 an Emerging Issue', participation of volunteers in maintaining physical distancing, Drawing competition by Childline etc. She also told about the action taken on mental health and wellbeing of students as per UGC /RTMNU directives During COVID-19 outbreak

Dr. Niswade informed that Institute runs Field Action Projects which includes

1. Lifeline Centre for Promoting Organ Donation
2. Community Action For Environment (CAFE)
3. Cell for Women in Distress (Family Counselling Centre)
4. NAGPUR CHILDLINE 1098 – Nodal Organization

Dr. Niswade informed IQAC that Dr Jyoti Niswade edited book titled "*Karmayogini Dr Satyabala Tayal*" (ISBN:9788192809410) in remembrance of former Principal and founder of Matru Sewa Sangh Institute of Social Work Dr Satyabala Tayal. The book was released on the occasion of centenary year celebration programme held on 11<sup>th</sup> February 2020 held at the institute. The Book Release at the hands of Hon'ble Mayor of Nagpur Shri Sandeep Joshi and Hon'ble Deputy Mayor Smt. Manisha Kothe.

Dr. Niswade told that Matru Sewa Sangh Institute of Social Work Functioned as Nodal Agency for selection of coordinators for 6 districts in Vidarbha for village planning and control of the work of the investigators. As per the directions of Tribal Research Training Institute (TRTI), Pune, Government of Maharashtra interviews were held on 12<sup>th</sup> September 2019. 119 candidates appeared for the interviews out of 23 were selected. Dr Keshav Walke functioned as the Nodal Officer.

Dr Niswade further informed the IQAC that A grand function to commemorate the Centenary Celebration of Matru Sewa Sangh was organised on 11<sup>th</sup> February 2020. Honourable Mayor Shri Sandeep Joshi & Honorable Deputy Mayor Mrs. Manisha Kothe of Nagpur Municipal Corporation, Nagpur graced the occasion as Chief Guests. Honorable Dr. P.M. Padole Director VNIT, Nagpur and Shri. Kartik Lokhande Chief Reporter, The Hitavada, Nagpur were Guests of Honour. The highlights of the event were release of a book on Dr. Satyabala Tayal, Founder Principal of the Institute and re-launching of Occasional News Bulletin "SATYA-KAMAL". Documentary on the history of the Institute was screened on the occasion.

Students of the Institute performed in a short play on the Vision & Mission of the founder of Matru Sewa Sangh Padmashri Kamalatai Hospet at the end of the program. On this occasion institute gifted a collage on all maternity homes of Matru Sewa Sangh to Dr Lata Deshmukh, Hon'ble Secretary MSS. Around 211 guests, students, faculties, projects staffs and other dignitaries participated in the programme.

Dr Niswade informed that in total **88** seminars / webinars were attended by the faculty members of the Institute. Dr Niswade attended **4**, Dr Walke attended **13**, Dr Nandita **1**, Dr Agashe **50** and



contributory teachers attended 20 webinars/seminars. Three research papers were presented in seminars/conferences by the faculty members. In total 10 research papers were published by the faculties. Dr Niswade published 4, Dr Walke published 2 and Dr Mane published 4 research papers in the UGC listed/peer reviewed/ refereed journals.

Dr Niswade informed that Faculty and Alumni donated 124 books & Journals to the Institute library. Former Principal Dr. John Menachery donated 83, Dr Keshav Walke donated 15, Ms. Rashmi Babhulkar donated 16, and Dr Shekhar Pande with Dr Sangita Pande donated 10 books. Here Dr. Urmila Dabir, an expert member of the IQAC appreciated the activities and programmes undertaken by the Institute and suggested to includes figures/numbers of the participants in various events like, workshops, seminars/conferences and other programmes.

Then IQAC coordinator Dr Walke informed IQAC about the present position of the AQAR submission and told that Institute was due for 4<sup>th</sup> Cycle reaccreditation in the month of May 2019 and AQARs upto the academic session 2017-18 had been submitted in time but AQAR for the session 2018-19 onwards are pending. Dr Walke told that AQAR for the academic session 2018-19 shall be ready for submission by 15<sup>th</sup> October 2020 the deadline given by the NAAC. And just after that AQAR for the session 2019-20 shall be submitted. Then Dr Walke briefed about the Criteria based Strengths and Weaknesses of the Institute. Dr. Urmila Dabir said that Institute fulfils most of the criteria and can go for the 4<sup>th</sup> cycle of reaccreditation as early as possible but before that all the pending AQARs must be submitted. She also pointed out that single activity should not be a part of different criteria so one activity should not be shown in more than one criteria.

Then Dr Walke shared the NAAC recommendations of NAAC Peer Team visited for the 3<sup>rd</sup> cycle of reaccreditation and compliances fulfilled by the Institutes. Dr Walke further told that except Legalization of the Alumni association and appointment of permanent/regular teaching staff all other recommendations are fulfilled. Dr Urmila Dabir and Prof. Mausami Bhowal, an expert members of the IQAC expressed their satisfaction on fulfilment of most of the recommendations of the NAAC Peer Team and all the IQAC members present expressed worry on appointment of the permanent teachers. Dr Lata Deshmukh, told IQAC that due to ban on appointment from the Government we are facing difficulty in conducting the regular classes and conducting activities as at present there including Principal there are only 2 social work faculties and one for English. Prof. Mausami Bhowal suggested to go for legal registration of the Alumni Association as it is one of the major components of the NAAC assessment. Dr Walke told IQAC that registration of the Alumni Association is in the process and shall be done as early as possible.

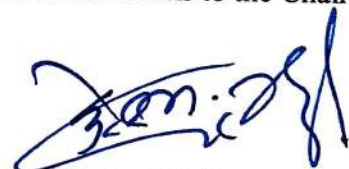
As there was no other agenda for the discussion meeting was ended with thanks to the Chair.



Dr. Prince Agashe  
IQAC Coordinator  
DR PRINCE AGASHE  
LIBRARIAN

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Dr Keshav Walke  
Officiating Principal & Chairperson

DR. KESHAV WALKE  
OFFICIATING PRINCIPAL  
M.S.S. INSTITUTE OF SOCIAL WORK  
BAJAJ NAGAR, NAGPUR - 440010



## **Minutes of the IQAC Meeting held on 27<sup>th</sup> March 2021.**

Online Meeting of the IQAC on ZOOM platform was held on Saturday, 27<sup>th</sup> March 2021 at 2.00 p.m. Dr. Keshav Walke, Officiating Principal of the Institute chaired the meeting. Agenda for the meeting was

1. Reading and passing of the last IQAC meeting.
2. Activities of the IQAC and developments during the session 2020 – 21.
3. AQAR Submission
4. NAAC 4<sup>th</sup> Cycle reaccreditation preparation
5. IQAC Action Plan for 2021 – 22
6. Any other with the permission of the chair.

And following members were present in the chair.

1. Dr Lata Deshmukh, Management Representative
2. Dr Mausmi Bhowal, Expert
3. Adv. Dr Rekha Barahate, Local Society Representative
4. Dr Nandita Mane, Teaching Representative
5. Dr Saroj Kolhe, Alumni Representative
6. Dr Vasanti Deshpande, Stakeholder /Employer Representative
7. Mr Baba Ingale, Administrative Staff Representative
8. Ms. Aparna Deshpande, Administrative Staff Representative
9. Mr. Utsav Sakhare, UG Student Representative
10. Ms. Shraddha Deshpande/ Taloo, Project Staff Representative

Dr Prince Agashe requested all members of the IQAC to pay tribute to Dr. Naveenchandran Bhat, Retired Associate Professor and IQAC member of the Institute who passed away accidentally by cardiac arrest on 14<sup>th</sup> February 2021. All members paid condolence for 2 minutes.

Dr. Prince Agashe, Coordinator, IQAC welcomed and Congratulated Dr Keshav Walke, for being appointed as a Officiating Principal of the Institute and for becoming First Professor in Social Work faculty in Rashtrasant Tukadoji Maharaj Nagpur University Nagpur through Career Advancement Scheme.

### **Agenda- 1: Reading and passing of the last IQAC meeting.**

With permission of the chair, IQAC Coordinator Dr. Prince Agashe read out the minutes of the meeting held on 27<sup>th</sup> March 2021 and passed by the IQAC unanimously.

### **Agenda-2: Activities of the IQAC and developments during the session 2020 – 21.**

Dr Keshav Walke Welcome to all the Members of the IQAC and then discussed the activities undertaken by the Institute during 2020 – 21. First he told about the regular academic activities conducted like Admissions, & results. He also told that one of the student from UG and 5 Students from MSW secured position in University Merit List for Summer 2020. Dr Walke said that Institute conducted the different Webinars at National and International Level in collaboration with Sapir College, Israel and other Institutes. Further he mentioned the Cleaning of Institutes premises specially the backside of the College has been done. He also told that the Institute also carried out the white wash and painting work of seven classrooms and the Library. Dr Walke stated that Institute has



taken efforts to make Herbal/Medicinal Garden in the premises of the Institute. He also talked about the celebration of Library Day, Wahan Prerna Diwas, International Yoga Day, Savitri Bai Fule Birth Anniversary; Marathi Pandharwada etc. Institute has subscribed the new journals for the Library i e Indian Journal of Social Work, Social Welfare and Samaj Kalyan and Infflibnet – N-List also subscribed.

Further he mentioned regarding the appointment of the Six Contributory teachers at PG level and as per Directions of Joint Director Institute continued 9 contributory teachers at UG level who were already approved by the University for the session 2019-20. He also informed that the placement of Dr Walke completed successfully and placement of Dr Nandita Mane as an Associate Professor is in process.

He told that Winter 2020 exam is started on 26.3.2021 and as per the RTMNU Directives Practical exam of all the classes are already completed.

### **Agenda-3: AQAR Submission**

About AQAR submission Dr Walke told that the AQAR for the year 2018 - 19 has been successfully uploaded in the month of the December and AQAR of the 2019 – 20 is mostly completed and presented before the IQAC. After adding the minutes of the today's meeting shall be submitted as early as possible.

### **Agenda-4: NAAC 4<sup>th</sup> Cycle reaccreditation preparation**

Further while narrating on NAAC 4<sup>th</sup> Cycle reaccreditation preparation Dr Walke told that after submission of the AQAR for 2019 – 20 preparation of SSR shall be started and completed within two months. He also informed that Institute has got Software for preparation and compilation of SSR at glance at free of cost from friend of Dr. Walke. Dr Walke informed IQAC that by 15 June 2020 Institute shall send the SSR and in the month of July or August 2020 Institute shall be able to invite the NAAC.

### **Agenda-5: IQAC Action Plan for 2021 – 22**

Dr Walke briefed IQAC on Action Plan of the IQAC for 2021-22 which are enlisted below;

1. Website updating and some new features like students corner (What Students Say About Us).
2. Water proofing of the roof /terrace
3. Developing Two ICT enabled classrooms.
4. Purchasing of chairs for the conference room, Principal's room and BSW I classroom.
5. Development of Herbal/Medicinal Nursery
6. Green, Infrastructure, Fire and Energy Audit of the Institute Buidling
7. Try for Appointment of regular teachers at UG
8. Organizing different seminars/conferences/workshops at National and International Physically/virtually if situation of the COVID-19 pandemic permits.
9. Improving Institutional collaboration at National and International level
10. Support to non teaching staff in difficult situation by collaborating with Shikshak Shikshakettar Karmachari Pat Sanstha, Nagpur Branch and providing source for financial support.
11. Introducing Certificate course in **English for Social Work** affiliated to Lifelong Learning and Extension Department RTMNU, Nagpur. Organizing online Workshops on English in collaboration with other Social Work colleges in City.



12. Try for affiliation of MSW Distance Learning Course from IGNOU
13. Inviting NAAC for 4<sup>th</sup> Cycle reaccrreditation in month of July – August 2020.
14. Initiation of local problems based studies by the BSW and MSW students under their research projects through Centre for Higher Learning and Research.
15. To conduct workshops on IPR

**Agenda-6: Any other with the permission of the chair.**

1. Dr Lata Deshmukh, Hon. Management Representative, congratulated Dr Keshav Walke for becoming First Professor in Social Work faculty among the Universities in Vidarbha Region. She also mentioned that our college is the Pioneer College in Social Work Education in central India and Dr. Walke has created a milestone in the region.

2. Dr Rekha Barahate congratulated Dr Walke for this Achievement.

3. Dr Mousami Bhogal also congratulated Dr Walke for his selection as Professor. Further she congratulated Students for securing a place in Merit list in RTMNU Summer 2020 exam and said that this achievement shall be helpful scoring points in NAAC reaccrreditation. She expressed her concern on appointment of permanent faculty but appreciated work of contributory teacher's and their support in conducting online exams smoothly, uploading the AQAR for 2018 –19. She also appreciated that the Institute is going to upload the AQAR for 2019-20 as well as the SSR very soon. Dr Bhowal appreciated the Comprehensive Action Plan of the IQAC for upcoming academic session 2021–22.

Further she suggested that before inviting NAAC for the 4<sup>th</sup> cycle Institute should try for online seminar/ E – conference in collaboration with NAAC by inviting resource person from NAAC. It will very helpful for the 4<sup>th</sup> cycle of reaccrreditation.

She suggested the creation of economic platform for the non teaching staff contributing for the better scoring in NAAC. She also suggested that the Institute has to work for the upgradation of non-teaching staff enhancing their administrative skills. She mentioned that Institute should collaborate with other institutes in this regards. She informed that UGC –HRDC conducts short term courses for enhancing the skills of non teaching staff where our staff can participate. She suggested to consider this as the future plan of the Institute.

She appreciated planning for Green audit, energy audit, structural and fire audit and other things that institute completed in such pathetic / pandemic situations.

She again congratulated Dr Keshav Walke for his clear vision and mission for NAAC.

As there was no other agenda for the discussion Dr Prince Agashe, IQAC, Coordinator thanking to the chair and declared that meeting is over.



Dr. Prince Agashe  
IQAC Coordinator  
PRINCE AGASHE  
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