

Date: 3/9/2019

Respected Faculty Members,

All the faculty members (Department of social work) are requested to pay Rs. 55/- (each member) for preparation of Almirah keys for the purpose of keeping field work files. The following faculty members are:-

	<u>Amount Paid</u>	<u>Signature</u>
(1) Dr. Sunita Bahmani		
(2) Dr. Beena Antony Reji	Rs. 55/-	<u>Beena</u>
(3) Dr. Seema Kaur	Rs. 55/-	<u>Seema</u>
(4) Dr. Manju Goel	Rs. 55/-	<u>Manju</u>
(5) Dr. Mali Devi Sausaniya	Rs. 55/-	<u>Mali</u>
(6) Dr. Gyanvati	Rs. 55/-	<u>Gyanvati</u>
(7) Dr. Anesh T. V.	Rs. 55/-	<u>Anesh</u>
(8) Ms. Nandha Pal	Rs. 55/-	<u>Nandha</u>
(9) Mr. Rakesh	Rs. 55/-	<u>Rakesh</u>
(10) Mr. Brijdev Gulehi		

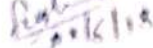
## MINUTES OF THE MEETING

28 June 2018

Agenda of Social Work Admission Process date meeting on 28/06/2018

### Members present





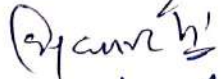

Principal- Dr. Mamta Sharma

Admission Convener- Dr. Sushma 

Teacher-in-charge - Dr. Sunita Bahmani (Social Work Department) 



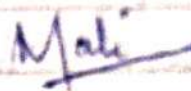



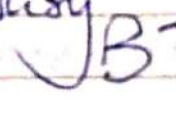
Field work Coordinator- Dr. Beena Antony Reji (Social Work Department) 

As per the instructions of the Dean of Student's Welfare, University of Delhi, it was decided the 2.5% will be deducted from the total percentage (Best Four) if the student does not have social work as a subject in XII Class. It was also decided that only 2.5% will be deducted on the whole due to the nature of our college.

- (1) Dr. Manju
- (2) Dr. Nali 
- (3) Dr. Chandrashekar 
- (4) Dr. Anesh
- (5) Ms. Navishe 
- (6) Mr. Lallesh
- (7) Mr. Baldev Singh 
- (8) Ms. Geeta 
- (9) Dr. Anesh T.V. 

Date : 20/3/2018

Details of members present :

Name	Sign
1) Dr. Beena N. Raji	
2) Dr. Smita Bahmani	
3) Dr. Manju Goel	
4) Dr. Seema Rani	
5) Dr. Gyanwati	
6) Ms. Manisha Pal	
7) Ms. Dr. Mali	
8) Dr. Anesh T.V	
9) Dr. Chandrakala Dyal	
10) Mr. Rakesh Choudhary	
11) Mr. Baldev	

Minutes of the meeting :-

1) Time table was distributed to all the group members.

2) Skill and Generic papers were discussed.

3) Status of admission was shared :-

Total - 38.

Gen - 33

OBC - 12

SC - 7 (2 remaining)

4) This year

4) Co-ordinators for various years

are :-

- 1) 1<sup>st</sup> year - Ms. Manisha
- 2) 2<sup>nd</sup> year - Dr. Sunita Bahmani
- 3) 3<sup>rd</sup> year - Dr. Aneesh T.V.

5) Diwali Mela will be coordinated by Mr. Rakesh Choudhary, Dr. Gyanwathi, Mr. Baldev  
NGO meet : Dr. Aneesh & Ms. Manisha  
Pearl Memorial :- Dr. Chandrakala  
Seminar : Dr. Mali, Ms. Manisha &  
Dr. Manju Goel & Mr. Baldev  
PRA Workshop : Dr. Gyanwathi Gulati  
Student Advisory :- Dr. Manju & Ms. Manisha

6) Students will be going to field work also on 15<sup>th</sup> & 16<sup>th</sup> Oct '18.

7) Field work Manual was distributed & it was decided that it needs to be submitted either till mid-term and at the end of semester. It aims to look at the performance of students in field work.

8) Every activity inside or outside college campus will be organised through a proper channel.

9) Any of teachers who are going for leave shall inform Principal Mam via email & / Administration and send a cc copy to Teacher-in-charge. This

prior information shall be sent to all the ~~to~~ authorities mentioned above

In case of emergency, they can inform Teacher-in-charge.

Osah

Manji

Ravee

Mali

Arunthi

Aravathi

BT

Date: 31/07/2018.

Details of members Present :

Name.

- 1) Dr. Beena A. Reji Beena
- 2) Dr. Sunita Bahmani Sunita
- 3) Dr. Manju Coel.
- 4) Dr. Anjanati Anjanati
- 5) Ms. Manisha Pal
- 6) Dr. Mali Mali
- 7) Dr. Aneesh T.V.
- 8) Dr. Chandrakala Rajal. Chandrakala
- 9) Mr. Rakesh.
- 10) Mr. Basanth Basant

Minutes.

- \* Before starting the meeting, all staff members remembered out done one minute silence for the memory of Baldev Singh, Manju Ram, Rakesh.
1. update the list of students regarding field work after Friday. And the ~~update~~ to inform the list of students ~~of~~ from 1<sup>st</sup> year after their cancellation.
  2. Decided to inform updated details of student to field work co-ordinator.
  3. EKTA Election: Dr. Mali is in charge of conducting EKTA Election in the absence of Manisha and Dr. Manju.

4. N.H. Mafu and Diwali mela decided ~~to tentatively~~ tentatively to hold on 22 September 2018.

5. Seminars and Conferences: Dr. Malis in charge of Seminars and Conferences.

6. Chandras Mams assigned to Career guidance Section.

7. Decided to add the attendance of orientation in the attendance of July.

8. Activities Co-ordinated by the department must also include the other students. ~~as this mostly for~~ Students from department will include ~~in the~~ <sup>celebration</sup> Seminars, street play and programs on social issues included.

9. Decided to write memo to the students who are not regular in field work to fight the field work.

10. GC: Room no: 17 → Anesh T.V. and ~~Malis~~ <sup>Dr. Malis</sup> Baldev.

11. no: 26 - Rakesh, Chandrakala and N.T.

16 - Gyan & Manisha.

15 - Dr. Sumita & Dr. Manjiv.

IC: 15 → Dr. Sumita & Dr. Manjiv.

26 - Malis & Baldev.

~~17~~ 17 → Gyanwati, Manisha & Rakesh

16 → Chandrakala, Anesh, N.T.

11. Verification of stocks and by August 13<sup>th</sup> and updating of stock list.  
[Rakesh, Manisha, Anesh, Divendraj]

12. Month of January is decided to conduct pearl memorial as tentative Date Time.

Date: 17.04.2018

Department of Social Work

Work done by the Department of Social Work (2018-19)

1. Prospectus (Mr. Rakesh Choudhary & Mr. Baldev Gulati) *Rakesh B T*
2. Orientation Programme (20 July, 2018) (Dr. Manju & Ms. Gyanwati) *Manju Gyanwati*
3. Work load & Subject combination (Social Work Department) (Ms. Gyanwati,) *Gyanwati*
4. Time Table (Dr. Manju) *Manju*
5. List of social work paper (July-Nov. 2018-19)
6. Department Admission 2018-19 (Ms. Manisha Pal & Dr. Aneesh T.V.) *Manisha Aneesh*
7. College Department Admission 2018-19 (Dr. Manju, Ms. Gyanvati & Dr. Mali Devi) *Manju Mali Devi Gyanwati*
8. Field Work Co-coordinator (Mr. Rakesh Choudhary) *Rakesh*
9. Student Advisory Committee (Dr. Manju Goel, Ms. Manisha Pal) *Manju Manisha*
10. Class wise responsibilities *Manisha (2nd year)*
11. Diwali Mela (October, 2017) (Mr. Rakesh Choudhary, Ms. Gyanvati) *Rakesh Gyanwati*
12. NGO Meet (October, 2017) (Dr. Aneesh, Ms. Manisha Pal) *Manisha Aneesh*
13. Seminar and Conference (Dr. Mali Devi, Ms. Manisha Pal & Dr. Mali Devi) *Manju Mali Devi Manisha*
14. Pearl Memorial (January, 2018) (Dr. Chandrakala Diyali) *Chandrakala*
15. Viva-voce (sem.I,III, IV) (Field Work)
16. PRA Workshop (Ms. Gyanvati,) *Gyanwati*



Date: 26/07/2018

To  
The Principal  
Aditi Mahavidyalaya  
(University of Delhi)  
Bawana, Delhi-39

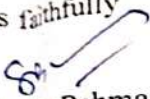
**Subject:** Information about field work visits to Principal through mail by Department of Social Work for academic session 2018-19.


Respected Madam,



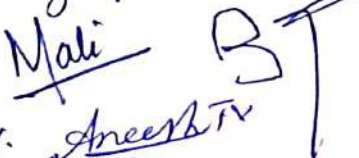

This is to bring to your kind notice that the adhoc faculty members of Department of Social Work would inform about their respective field work visits through mail to the college emailed and CC to Principal email-id, teacher-in-charge, field work coordinator.

Thanking you

Yours faithfully

  
Dr. Sunita Bahmani  
Teacher-in-charge  
Social Work Department

  
Dr. Beena Antony Reji  
Field work Coordinator  
Social Work Department

- (1.) Dr. Navju Goel 
- (2.) Ms. Gyansini Aycunni
- (3.) Dr. Chandrasekhar 
- (4.) Mr. Baldev Singh
- (5.) Dr. Mali 
- (6.) Dr. Anesh T.V. 

URGENT NOTICE

This is inform all of you kindly see the proposed/tentative budget for academic year 2018-19 for various Department activities and requirement. Kindly go through the budget and give your valuable suggestion for any modification and change.



Dr. Sunita Bahmani  
Teacher-in-charge  
Department of Social work

\* Budget Enclosed

1. Dr. Sunita Bahmani Sunita
2. Dr. Manju Goel Manju
3. Dr. Beena Antony Reji Beena
- 4.) Ms. Gyamti Pyamahi
- 5.) Dr. Chandra kele Chandra
- 6) Ms. Belder Singh Belder
- 7) Dr. Mali Mali
- 8) Dr. Aneesh T.V. Aneesh T.V.

To  
The Principal  
Aditi Mahavidyalaya  
(University of Delhi)  
Bawana, Delhi-39

AO/50/110 Date:- 15/6/2018

Namta  
15/06/2018

Subject: Proposed budget for the academic session 2018-19

Respected Madam,

Hereby Social Work Department, is submitting the proposed budget for the session 2018-19 as per discussed in department meeting.

The tentative budget is as follows:

S. No.	Activities	Amount
1	Orientation programme	25000/-
2	Rural Camp (Excluding the transportation charges as the bill of transportation will be paid by the college)	2,20000/-
3	Pearl Memorial (Debate, Poster making etc.)	1000/-
4	Career Guidance	4000/-
5	Sensitization session on the potentials of PWDs	3000/-
6	Workshop on stress management	3000/-
7	Guest lecture series	20000/-
	<b>Total</b>	<b>2,76000/-</b>

Thanking you

Yours Sincerely

  
15.6.18.

Dr. Sunita Bahmani

Teacher-in-charge  
Department of Social Work .

  
15.6.18

Dr. Beena Antony Reji

Field work Coordinator  
Department of Social Work

S.O (AICS)  
Pt. approve the  
annual Budget  
for the academic  
session 2018-19 BAWANA SW.  
An Bme  
15/6/18

Date: 14.08.2018

## NOTICE

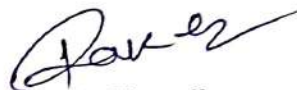
Dear Faculty Members/Student Supervisors

This is to inform you that please submit the names of the students who are not punctual or yet not attended any field work. Please submit the students name with roll no., semester and agency by today by 2:30 p.m. in written and signed by the concerned college supervisors.

Thanking you



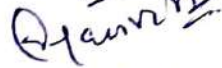

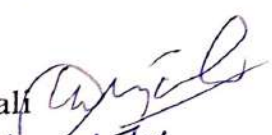




Dr. Sunita Bahmani  
Teacher-in-charge  
Department of Social Work



Mr. Rakesh Chaudhary  
Field work co-coordinator  
Department of Social Work

Faculty members:

- a. Dr. Manju Goel 
- b. Ms. Manisha Pal 
- c. Ms. Gyanvati 
- d. Dr. Mali Sawariya 
- e. Mr. Baldev Gulati
- f. Dr. Chandrakala Diyali 
- g. Mr. Aneesh T.V. 
- h. Ms. Eshita Sharma 

Date: 14.08.2018

**NOTICE**

Respected Faculty Members

Kindly provide the list of students who are totally absent in theory classes from 20.07.2018 to 16.08.2018 in writing.

Please submit this list latest by 18.08.2018.

Thanking you



Dr. Sunita Bahmani  
Teacher-in-charge  
Department of Social Work

Faculty Members:

- a. Dr. Manju Goel
- b. Ms. Manisha Pal 
- c. Ms. Gyanvati 
- d. Mr. Rakesh Choudhary 
- e. Dr. Mali D. Sawaria 
- f. Mr. Baldev Gulati 
- g. Dr. Chandrakala Diyali 
- h. Dr. Aneesh T.V. 
- i) Esthita Shaena 

Date: 14.08.2018

## NOTICE

Respected Faculty Members

This is to request you all on the behalf of Teacher-in-charge that please follow-up their field work students regarding submission of joining report. Because after the repetitive reminders, some students yet not submitted their joining report.

Please inform for the same to Mr. Devender Singh.

Thanking you



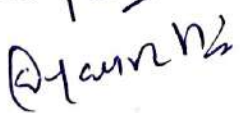


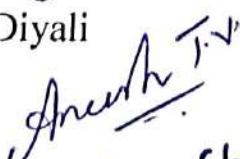
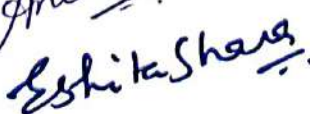


Dr. Sunita Bahmani  
Teacher-in-charge  
Department of Social Work



Mr. Rakesh Chaudhary  
Field work co-coordinator  
Department of Social Work

### Faculty members:

- a. Dr. Manju Goel 
- b. Ms. Manisha Pal 
- c. Ms. Gyanvati 
- d. Dr. Mali Sawariya 
- e. Mr. Baldev Gulati 
- f. Dr. Chandrakala Diyali
- g. Mr. Aneesh T.V. 
- h. Ms. Eshita Sharma 

Date : 21.8.18 Tuesday

## Details of members Present.

- Names
- 1 Dr. Smita Bhanu ~~850~~
  - 2 Dr. Manju Gool ~~Manju~~
  - 3 Ms. Manisha Pal ~~Manisha~~
  - 4 Ms. Gyanwati
  - 5 Mr. Latesh Chandhary.
  - 6 Dr. Chandrakala Deyali ~~Chandrakala~~  
Estimate/see/.
  - 7 Ms. Ishita.
  - 8 Mr. Anesh.T.V.
  - 9 Dr. Mali Devi ~~(M)~~
  - 10

① we are opening the ~~event~~ admission of the Department.

② In order to compensate the <sup>for new admission</sup> loss of field work days, it was decided to take sessions with students by all teachers

It was finally decided to.

(a) Take session with students  
(b) assignment will be given by concerned FWS.

(c) (FWCC) will be assigning days for field work days

③ Dr. Ishikawa was formally invited into the DSW.

④ It is decided to go to Japanese Port for discussion for all the year (26<sup>th</sup> September).

⑤ To occupy the assigned room for GC and IS.

⑥ Centre for youth and PVR Nest, Alan India has invitation and call for proposal to address the most pressing environmental needs in our community via. Citizen participation.

⑦ The SOS and Department of Social was had a meeting to go ahead for a project which will be decided after the TIC consultation with the Principal after the department receive the proposal from SOS. Ms. Manisha is given to become incharge for the same.



## Undertaking

To,  
The Teacher Incharge,  
Aditi Mahavidyalaya,  
Banara, Delhi.

Rev. Nam,

I hereby state that I 'Aditi Rastogi', student of class B.S.W (1st yr) will not miss any of the field work days. I will attend all I.C.'s and C.C.'s. I will be present in the college for any work related to field work <sup>& my course</sup>. I will adhere to all the rules given by my fieldwork supervisor. I will also stay communicated with all my teachers. I state that I will not take any thing for granted and will adhere by all the rules and regulations of college from next semester and you will not find a single fault in my fieldwork assignments.

Thanking You,

Date - 15.11.18  
(C.C.)  
Fieldwork supervisor,  
Fieldwork coordinator

Aditi Rastogi  
B.S.W (1st yr)  
1804061  
Aditi Rastogi

Minutes of the meeting held with SOS team members in room no. 15 (Department of Social Work) on dated, 21/08/2018.

### Present member,

Dr. Samita Barman (TIC) BR  
Dr. Manish Groh Manjari  
Ms. Manisha Pal Manisha  
Ms. Gayamati Gayamati  
Mr. Rakesh Choudhary Rakesh  
Ms. Eshtila Eshtila  
Dr. Chandrakala Chandrakala  
Mr. Anesh T.V Anesh T.V

S.O.S team Member  
1) SAVITA BHAN - Savita  
2) DR. SAURASH Saurash  
3) Gini Dair Gini Dair  
4) Bitesh Dasgupta Bitesh Dasgupta

### Agenda

- Discussion about the project of SOS

- The meeting started with the introduction among the faculty member and SOS team. The SOS team discussed about their programmes like Residential Care, Education services, Bal panchayat, Women SH-Gs, Sustainable health practices, Stop children to move towards orphanages. etc.
- The SOS team wants to do a project with the department of social work in which students of the department can conduct seminars for the community sustainable development.

- Conduct session on different issues like functions of SHGs, aware the women about it, aware the Bal kanchayat children about different issues like interventions for malnutrition, health education etc. presentation and seminars with children and stakeholders in the community.

→ Dr. Sunita Bahmani (T.I.C) on the behalf of Department requested to the SOS team to submit the proposal for this project so that we can get proper idea and accordingly will response for the same

→

Minutes of the meeting held on 9<sup>th</sup> October, 2018 at 10.30 AM in room no. 15.

### Member Present

Dr. Sunita Bahmani ✓  
Dr. Seema Rani ✓  
Dr. Manji Goel Manji ✓  
Dr. Malvi Mali ✓  
Ms. Manisha Pal ✓  
Dr. Gyanvati (Gyanvati) ✓  
Dr. Anesh T. Ti Anesh ✓  
Mr. Rakesh Chandhary. Rover ✓  
Mr. Baldev ✓  
Ms. Eshita ✓  
Dr. Chandrakala ✓

### Agenda -

- \* Field Work related issues of students
- \* Handover of syllabus and F.W student to Dr. Seema Rani

### Proceedings -

\* Dr. Chandrakala was invited to give feedback and handover of syllabus and field work students to Dr. Seema.

\* Ms. Manisha gave a reminder of a session <sup>will be</sup> held on 9/10/2018 from

1 PM to 3 PM titled " J.J. Act , Pocso Act and child services program in India." for the students of social work.

- \* Mid term examination result needs to be submitted by the teachers by 30<sup>th</sup> October, 2018 to Mr. Devender Solanki.
- \* For Diwali mela and NGO meet, Mr. Rakesh and Dr. Aneesh were asked to depute all the teachers in different committees.
- \* Fight for Right NGO representatives are coming today to ~~create~~ disseminate information regarding a seminar will be held ~~in~~ in Udaipur, School of Social Work.
- \* Field work issues of students were discussed. Teachers were asked to give names of students who are not regular through mail or in a written form.

Minutes of the meeting held on 23/10/2018  
at 10.30 am in room no. 15

### Member Present

Dr. Seema Rani

~~Seema~~

Dr. Manju Groel

Manju

Ms. Manisha Pal

Manisha

Ms. Gyamanti

Gyamanti

Mr. Rakesh

Rakesh

Mr. Baldev Gulati

Ms. Eshita

Eshita

Dr. Mali (Apology recieved)

Dr. Anesh T.Y.

Anesh

### Agenda

- # Paper distribution for next semester
- \* Discussion about the NAO meet and Dimali Mela
- \* Orientation programme for U-E and SECC class
- # Dates for viva-voce of field work
- \* Students who are not regular in field work.

### Proceedings :-

The meeting ~~started~~ started with paper distribution for next semester. The list of papers and name of the faculty members are following are attached with this minutes.

2) Dates are informed to all the faculty members for field work viva-voce as follows:

V<sup>th</sup> semester : 19/11/2018

III<sup>rd</sup> Semester : 20/11/2018

I<sup>st</sup> Semester : 22/11/2018

1) The orientation programme for Generic Elective and Skill Enhancement Course (SEC) will be held on 13<sup>th</sup> November, 2018 at 10.00 am for honours courses.

2) Updates regarding Nbro meet and Dimali mele from Mr. Rakesh and Mr. Aneesh :

\* Guests yet to be finalized and will be suggested by principal madam

\* Duty list of faculty members announced by Mr. Rakesh.

\* Requested faculty members to follow-up with your organization for programme & confirmation for attending.

\* The other arrangements are also done like tent, food, decorations etc.

1) No one has reported any problematic issue students in field work. Only the students with medical reasons were discussed.

Minutes of the meeting held on 15/11/2018 at  
1:45pm. in room no. 15

### Members Present

- (1) Dr. Sumita Bahmani
  - (2) Dr. Seema Rao
  - (3) Dr. Anesh
  - (4) Dr. Alvi Devi
  - (5) Dr. Gyansahi Agrawal
  - (6) Dr. Baldev Guleri
  - (7) ~~N. K. Kulkarni~~
- 8A  
15-11-18  
Mali  
BT

### Agenda

Discuss RTI detail dated on 14/11/2018  
regarding Divali Nale & also Meet programme

### Proceedings

As the department received RTI today,  
It was discussed in the meeting that  
On both events were organized by  
the ElCTA society (Expenses incurred by the students)

All the mementos to the guests. Two mementos  
given to the GB member (chairperson)



for Divali Mela and NGO Meet Programme.

Balance amount Rs. 13,606 would be use for further activities organized by Dep Eletsa Society, Department of social work meet its workshop, skill development programmes, Session, etc.

(VI - 2020)

Minutes of the meeting held on 01/01/2019 at 10:15 AM  
in room no. 15

### Members Present

- 1) Dr. Sumita Bahmani ~~8/1~~
- 2) Dr. Beene Antony Reji ~~8/1~~
- 3) Dr. Seema Raw ~~8/1~~
- 4) Dr. Aneshu T.V. ~~8/1~~
- 5) Dr. Gyanvati ~~8/1~~
- 6) Dr. Manju Goel ~~8/1~~
- 7) Ms. Manisha Pal ~~8/1~~
- 8) Mr. Rakesh ~~8/1~~
- 9) Dr. Mehi Devi ~~8/1~~
- 10) Mr. Beldew Singh ~~8/1~~

### Agenda of the Meeting

- (1) Discuss the Time-table (Jan. - April, 2019)
- (2) Discuss the Pearl Memorial programme
- (3) Discuss the hand over keys of Room no. 15 & Room no. 16
- (4) Discuss the submission of reports related to departmental activities
- (5) Discuss the list of toppers (Academic Session 2017-18)
- (6) Distribution of list of staff enhancement (Semester - IV)

## Proceedings:-

Dr. Sumita Bahmani (Teacher-in-charge) discussed about time-table for academic session 2018-19 (Jan. to April, 2019).

It was decided in the meeting that Pearl memorial poster competition will be held on 22/01/2019 with theme 'Physical & Social environment' Interventions.

It was decided in the meeting that Dr. Gaurahi will ~~be~~ handover <sup>key of</sup> room no. 26 to Dr. Anesh T.V. on <sup>every</sup> Saturday.

It was decided in the meeting that two keys of room no. 26 will be prepared.

It was decided in the meeting that all departmental activities reports will be submitting to Dr. Manju Goel.

It was decided in the meeting that Dr. Anesh T.V. & Dr. Gaurahi coordinating for preparation of list ofoppers (2018-19).

It was discussed in the meeting about list of Skill enhancement paper & Generic elective paper (Semester-II & IV).

It was discussed in the meeting that 1st  
week of Feb. 2019 for field work trip  
(Semester - VI) and require permission will be  
sent to process will be initiated. related to Research  
Apology ~~will be organization~~  
Informing about Group conference & Individual  
Conferences

Room No. 15 - Dr. Sumita & Dr. Manju  
Room No. 16 - Ms. Manisha, Mr. Rakesh & Dr. Gyansh  
Room No. 17 - Mr. Baldev, Dr. Neli & Dr. Anesh  
Room No. 26 - Dr. Beene & Dr. Seena

### Individual conference -

Room No. 15 - Dr. Sumita, Dr. Beene & Dr. Manju  
Room No. 16 - Dr. Seena & Dr. Anesh  
Room No. 17 - Ms. Manisha Pal, Mr. Rakesh & Dr. Gyansh  
Room No. 26 - Dr. Neli & Mr. Baldev Singh

Apology received from Mr. Beene, Dr. Sumita  
& Mr. Baldev Singh regarding not accompany  
for the field work trip.

The following faculty members will be  
going for fieldwork trip / rural camp (Semester  
VI) are given below:-

- (1) Dr. Seena Rani / Dr. Gyansh
- (2) Dr. Neli Devi
- (3) Mr. Rakesh
- (4) Ms. Manisha Pal

It was decided in the meeting that PRA Workshop will be organised before one week of the fieldwork trip to Kewari.

It was discussed in the meeting that faculty members will be informing about one or two guest for Guest Lecture Series (Semester II, IV & VI).

*[Faint, mostly illegible handwritten notes and scribbles follow, including a small diagram with a vertical line and a horizontal line intersecting it.]*

Minutes of the meeting held on 15<sup>th</sup> Jan' 19  
at 10:45 a.m :-

Members present :-

- 1) Dr. Sunita Bahmani *SB*
- 2) Dr. Beena A. Raji *Beena*
- 3) Dr. Seema Rani
- 4) Dr. Aneesh T.V *Aneesh*
- 5) Dr. Mali *Mali*
- 6) Mr. Baldev *Baldev*
- 7) Ms. Manisha Pal *Manisha*
- 8) Mrs. Gyanwati *Gyanwati*
- 9) Mr. Rakesh Choudhary *Rakesh*
- 10) Dr. Manju Goel *Manju*

1) Discussed about case of Ms. Sanjana, Ex-student from last year to be supervised by Dr. Sunita Bahmani for field work

2) Ms. Preeti, student from 11<sup>th</sup> year didn't appear for viva-voice. ~~She~~ Our faculty members called her via phone where her husband told that she had health issues and after that External Examiner waited for her till 2:30pm but student remained absent.

3) Students ~~for~~ for best field work &

academic performance were to be listed for awards.

4) All faculty members need to submit the details of activities / programmes conducted last year to Dr. Manju:

5) During university strike ~~also~~ teachers shall continue to be on field & keep their own records for maintaining field work commitment.

6) Mr. Balder discussed about a student who is irregular in IC's and ~~reads~~ <sup>reports</sup> ~~one field~~. All faculty members advised him to give a Memo to the student.

7) Dr. Manju Goel discussed about VYK's prog. at Bhim Rao Mumbekar College & invited the names of the students for participating in the same. She was advised to take permission of Principal Man for the same.

8) Dr. Manju also discussed about CAW Cell's willingness to invite our students participation in the form of sessions for police personnel.

9) ~~Dr. Manju~~ Mr. Rakesh discussed

about dilemma & questions about students protest against kural camp at Rewari.

There was a consensus amongst faculty members to discuss these issues with the ~~faculty~~ ~~member~~ students & resolve.

(10) Dr. Beena A. Reji suggested that we all will look into the regularity & punctuality of the students. And we will also ~~to~~ issue Memo, if necessary in the unlikely cases.

(11) All faculty members had a meeting with Final year students to and all the dilemmas regarding kural camp were addressed.



Name Meeting

Rural Camp III<sup>rd</sup> year

15/1/19  
Signature

1. Neebam
2. Dayawati
3. HIMANSHI
4. Sanyogita
5. Khushboo
6. Jyoti Rani
7. Yanjani
8. Usha
9. Maya
10. Anushree
11. Shivani Shami
12. Rupali
13. Upasna
14. Shivani Manocha
15. Deepika
16. Kavita Gautam
17. Sonam
18. Jyoti
19. Shivani
20. Tanvi
21. Manya
22. Priyanka
23. Sumaiyya
24. Sanjukta
25. Purno Patial
26. Arti
27. Nupur Tonwar
28. Pooja Kumari
29. Pooja

Roll No.

- 58
- 42
- 04
- 09
- 53
- 59
- 17
- 39
- 27
- 29
- 51
- 48
- 23
- 25
- 61
- 44
- 34
- 50
- 05
- 03
- 18
- 20
- 38
- 32
- 37
- 35
- 57
- 33
- 55

[Signature]

Dayawah

[Signature]

[Signature]

[Signature]

[Signature]

Maya

[Signature]

[Signature]

[Signature]

Deepika

[Signature]

[Signature]

[Signature]

Shivani

Tanvi

[Signature]

Priyanka

[Signature]

[Signature]

[Signature]

Arti

[Signature]

Pooja

[Signature]

Swati Singh  
40  
16

Swati Singh

Department has also addressed the students again on field work rural trip dates, NOCs and other required modalities for rural trip to Rewari.

Manoj

Rakesh  
13/1/19

BT

Mali

Shree  
15.1.19

Ankur

~~Manoj~~  
15/1/19

~~Ankur~~  
15/1/19

Rakesh  
15/1/19

Minutes of the meeting held on 07-02-2019  
at 10.45 a.m.

### Members Present

- 1) Dr. Sumita Bahmani
- 2) Dr. Beena A. Reji
- 3) D.S. Seema Rani
- 4) Dr. Manju Goel
- 5) Dr. Mali
- 6) Dr. Anceesh
- 7) Dr. Gyanvati
- 8) Ms. Manisha Pal
- 9) Mr. Baldev
- 10) Mr. Rakesh Chondhary

### Agenda

- 1) To organise conference/seminar and prepare a proposal (as per college mail).
- 2) To organise SPSS workshop through Lily foundation.

In the meeting various themes for a national conference were discussed. The members finalised the theme -  
"A national conference on revisiting field work practices in social work."

After that discussion held on subthemes, objectives and budget.

The members also discussed on organising a workshop on SPSS through Lily Foundation.

Minutes of the meeting held on 26/02/20  
at 11:30 am.

Members Present

- 1) Dr. Beena Reji Beena
- 2) Dr. Sujita Bahmani
- 3) Dr. Seema Rai
- 4) Dr. Manju Goel Manju
- 5) Dr. Mali Mali
- 6) Dr. Aneech Aneech
- 7) Dr. Gyanwati Gyanwati
- 8) Ms. Manisha Manisha
- 9) Mr. Baldev
- 10) Mr. Rakesh Choudhary Rakesh

Agenda:

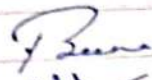

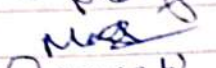
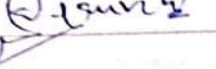

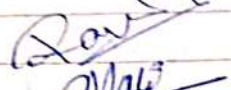

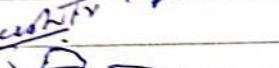
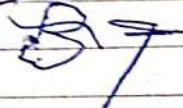
- 1) Regarding Invitation from VYK to participate in International Women's Day Celebration on 8<sup>th</sup> March 2019.
- 2) Received Complaint from Meenuvati Sharma 3<sup>rd</sup> year.
- 3) Revision of Syllabus of B.A.(H) Social work
- 4) Discuss about Guest lecture series.
- 5) SPSS Workshop with Lily foundation

## Discussions

- ① Dr. Seema Rani is now acting TIC of Dept. and not present in the meeting due to courses committee meeting in the university.
- ② Meeting regarding complaint is scheduled next week (Tuesday) due to Fest.
- ③ 2 students from each supervisor will go to VYK on 8th March.
- ④ 4 teachers Ms. Manisha, Dr. Anish, Mr. Rakesh & Dr. Manju will go to VYK on 8th March. Dr. Mali also gave her name for VYK event.
- ⑤ Suggestion received from the teachers regarding change in syllabus & topic of seminar. "Revisiting Fieldwork practices in social work"
- ⑥ Suggestion for Guest lecture series are asked by mail till 5th March.
- ⑦ Discussed about Lilly foundation workshop on SPSS to be held in the first week of April.
- ⑧ Friday 1st March will be field work off due to College Fest (classes supervisor)

Minutes of the meeting held on 12/03/2019  
at 11.00 am.

### Members Present

- 1) Dr. Beena Ravi 
- 2) Dr. Seema Rani 
- 3) Dr. Manu Kool 
- 4) Ms. Manisha Pal 
- 5) Ms. Cyamathi 
- 6) Mr. Rajesh 
- 7) Dr. Mali 
- 8) Dr. Anesh 
- 9) Mr. Baldev 

### Agenda :

- 1) Regarding Complaint by 3rd year student  
Ms. Meenakshi for her classmate Ms.  
Rachhika
- 2) Field work memos for students  
who are not regular or any other  
problem related to students.
- 3) Performers for library book given  
by Dr. Manu and Dr. Mali
- 4) Name of guest lecturers for lecture  
series and permission.

5) field work viva-voce dates and field work will be off during mid term break dates.

### Discussion

1) The Complaint was addressed and discussed. The committee of four faculty members were formed to address this issue namely Dr. Seema, Dr. Manju Goel, Dr. Mahi and Manisha.

2) It was discussed that there are three students ~~are~~ for memo. One is under supervision of Dr. Manju Goel name of the student Rashmi, 1st year. Dr. Anesh student's name Shikani. Faculty members will give written application regarding

3) that. Also one student <sup>(Ms. Pooja)</sup> under supervision of Mr. Baldev Gulati

4) Performas for library book submitted to T.I.C.

5) ~~Next~~ Lecture series <sup>resource person</sup> names will be given by today and after mid-break lectures will be organized.

6) Field work viva-voce dates finalized

1st year	=	8 <sup>th</sup>	May 2019
2nd year	=	7 <sup>th</sup>	May 2019
3rd year	=	6 <sup>th</sup>	May 2019



Field work will be off during mid term break on 20<sup>th</sup> and 22<sup>nd</sup> March 2019

The name of best all rounder student name will be submitted by faculty members on or before 26<sup>th</sup> March 2019.

Mid term exams will be held from 25<sup>th</sup> March till 5<sup>th</sup> April 2019.

Minutes of the meeting held on 02/09/2019 at 11:00

Members present:

- 1) Dr. Beena Arora, Regi Beena
- 2) Dr. Sunita Bhatnagar, Sunita
- 3) Dr. Seema Rani, Seema
- 4) Dr. Manju Giel, Manju
- 5) Ms. Manisha Pal, Manisha
- 6) Dr. Gyanwati, Gyanwati
- 7) Mr. Rakesh Chaudhary, Rakesh
- 8) Dr. Mali, Mali
- 9) Mr. Baldev Gulati, Baldev
- 10) Dr. Anesh T.V., Anesh

Agenda : 1 to 4

1. List of top best soil work discussed. List is in the hand of Gyanwati. Priyanka Lambor selected for the best soil work student.
2. Decide to make compensation plan for missing classes due to DUTA Strike in writing. one will keep in department.
3. Directed to make the duty list for Viva which will be held on Monday. Duty assigned to Mr. Rakesh to make duty list.
4. ~~Faculty~~ <sup>10/09/19</sup> Students ~~as~~ as the number decided to assign <sup>15</sup> students for Environment related programme in ~~College~~ <sup>University</sup>. To Duty of preparing list of University.



2019-202

Minutes of the meeting held on 16-04-19. at  
11:02

Members Present.

- 1.) Dr. Beena Antony Reji Reji
- 2.) Dr. Sunita Behrani Sunita
- 3.) Dr. Seema Rani Seema
- 4.) Dr. Manju Goel Manju
- 5.) Ms. Manisha Pal Manisha
- 6.) Dr. Gyanwati Gyanwati
- 7.) Mr. Rakesh Chauhan Rakesh
- 8.) Dr. Mali Mali
- 9.) Mr. Baldev Salati Baldev
- 10.) Dr. Anesh T. V. Anesh

Agenda.

- 1) Charge of TIC. handed over from <sup>Dr.</sup> Sunita Behrani mems. to Dr. Seema Rani for the next academic year.
- 2) Dr. Beena Antony Reji and Mr. Rakesh Chauhan <sup>and Manisha</sup> as Field work coordinators in the upcoming academic session.  
=> To ~~Dr.~~ Dr. Beena Manish suggest to send mail regarding the revision of syllabus to all teachers who are teaching.  
=> Suggest to the Sunita Manish about try to supervise independently thus sharing Agency with another.

4) Decided to give name of field work trainees as mentee in the mentor-mentee NAAE proforma.

5) Decided to send filled NAAE proforma in soft copies to NAAE Committee.

6) Decided to take feed back forms from students for the purpose of NAAE.

7) Decided to issue memo to the students who are not regular in field, not submitted report and absent P in TC & GI. Names of Pooja (supervisor Baldev Gulati) and Deepika (supervisor Dr. Anesh)

8) 9<sup>th</sup> April a meeting conducted with Ms. Rami and her mother (supervisor of Dr. Manju Goyal) in the presence of Dr. Sunita Bahman and Dr. Seema Ravi regarding the absence and irregularity in field work.

~~9) Name of the students,~~ Pooja MS. Pooja (under the supervision of Dr. Mr. Baldev Gulati) and MS. Deepika Dalakoti (under the supervision of Dr. Anesh T.R.) mentioned in the meeting regarding the irregularity and absent in the Report submission and TC. Decided to give warning regarding irregularities.

10) Information regarding field work visit (2018-19) is not complete regarding the respective teachers to give information regarding field work visit.

Minutes of the meeting held on 25-04-2019  
in room no. 15.

### Member Present

Dr. Beena Antony Reji  
Dr. Sumita Bahmani 86  
Dr. Seema Rani  
Dr. Manju Goel Manju  
Dr. Mali Mali  
Dr. Anesh Anesh Mali  
Dr. Gyanwati Gyanwati  
Ms. Manisha MS  
Mr. Rakesh Rakesh  
Ms. Baldev Gulati 37

### Agenda:

Distribution of departmental activities  
among faculty members.

In the meeting various activities  
of the department were discussed.  
Distribution of conducting ~~responsibilities~~  
the activity were discussed  
with the faculty members and  
responsibilities were taken.  
It was also discussed that cupboard  
should be allotted to all the teachers.

PROPOSED ACTIVITIES OF SOCIAL WORK DEPARTMENT FOR  
ACADEMIC SESSION 2019-2020

1. College Admission -
2. Prospectus - Dr. Sunita Bahmani
3. Department Admission- Ms. Manisha Pal
4. Workload- Dr. Sunita Bahmani
5. Time-table - Dr. Gyanvati
6. Orientation of Generic Elective papers & Skill Enhancement Course -  
Dr. Gyanvati
7. Orientation Programme - Dr. Manju Goel
8. Diwali Mela - ~~Dr. Mali Devi~~ Dr. Anesh T.V.
9. NGO MEET - Mr. Baldev Singh
10. Seminar and Conference - Dr. Mali Devi
11. Pearl Memorial - Dr. Anesh T.V.
12. Annual Departmental Report - Dr. Manju Goel
13. Navya Report - Dr. Manju Goel
14. Career Guidance Sessions- ~~Dr. Anesh T.V.~~ Dr. Mali Devi
15. Education Trip - Mr. Rakesh
16. Guest Lecture series- Dr. Gyanvati
17. Position Holders - Dr. Gyanvati

**OTHER ACTIVITIES**



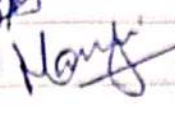

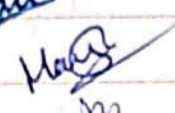
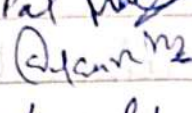

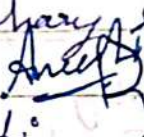

Student Advisory Committee - Dr. Sunita, Dr. Seema & Dr. Gyanvati

**Class wise Responsibilities**

- I. B.S.W. Ist year - Dr. Seema Rani
- II. B.S.W. IInd year - Dr. Sunita Bahmani
- III. B.S.W. IIIrd year - Dr. Beena Antony Reji

Minutes of the meeting held on 29-04-2019  
in room no. 15

### Member Present

Dr. Beena Antony Reji   
Dr. Seema Rani   
Dr. Manju Goyal   
Dr. Mali   
Ms. Manisha Pal   
Ms. Gayatri   
Mr. Rakesh Choudhary   
Mr. Anesh - T. V.   
Mr. Baldev Gubati 

### Agenda of the Meeting

- 1) Discussion on proposed budget
- 2) Discussion on purchase item
- 3) Required attendance for department.
- 4) Discussion on proposed budget of orientation programme Academic session 2019-20.

### Proceedings

1) The proposed budget was discussed and there was some modification. The budget is attached with this minutes. It is passed in minutes



→ Field work file will be disposed of FYOP batch (2013-2016). Only Evaluation reports will be kept. Field work files can be disposed after 3 years.

→ It was requested that in purchase item department required as follows:

- ⇒ Two almira
- ⇒ One printer (4 in 1)
- ⇒ Log - sheets
- ⇒ 3 Vertical blinds curtain
- ⇒ Projector with screen
- ⇒ Portable bluetooth speaker
- ⇒ Hard disk - 02

⇒ Required one attendant for the maintenance of department.

⇒ For today's meeting apology was received by Dr. Sumita Bahmani

⇒ The budget of orientation programme approved in the meeting for the academic session 2019-20.

Date:- 29/4/2019

To  
The Principal  
Aditi Mahavidyalaya  
(University of Delhi)  
Bawana, Delhi-39

Subject: Proposed budget for the academic session 2019-20

Respected Madam,


Hereby Social Work Department, is submitting the proposed budget for the session 2019-20 as per discussed in department meeting.

The tentative budget is as follows:

S. No.	Activities	Amount
1	Orientation programme	25000/-
2	Rural Camp (Excluding the transportation charges as the bill of transportation will be paid by the college)	2,20000/-
3	Pearl Memorial (Debate, Poster making etc.)	1000/-
4	Career Guidance	4000/-
5	Sensitization session on the potentials of PWDs	3000/-
6	Workshop on stress management	3000/-
7	Guest lecture series	20000/-
8	E-Newsletter	4000/-
9	NGO Meet	40000/-
	Total	3,20,000/-

Thanking you

Yours Sincerely


  
Dr. Seema Rani  
Teacher-in-charge  
Department of Social Work

  
Dr. Beena Antony Reji  
Field work Coordinator  
Department of Social Work

Attached Minutes of the meeting held on 4/7/2019 at 9.00 am  
in

Minutes of the meeting held on 4/07/2019 at 9.00 am  
in room no. 15

### Members Present

- 1) Dr. Seema Rani (TIC) ~~4/7/19~~
- 2) Mr. Rakesh Choudhary ~~Rakesh~~
- 3) Ms. Manisha Pal ~~Manisha~~ 4/7/2019
- 4) Mr. Baldev Gurbati 

Telephonically discussed with Dr. Beena Anbu-  
-Reti and Dr. Sunita Bahmani about the same.

### Agenda:

- \* Regarding admission in B.A. (Hons.) Social work

### Discussion

During 1st cut-off admission the Department of Social Work clarified with admission committee (via Email) 2019-20 about the calculation of Best four subjects and deduction of 2.5% per subject on the aggregate of the Best four in social work course.

In response to that email the admission committee instructed to refer the new guidelines [Corrigendum: Eligibility Criteria for UG Admission 2019-20]

According to Corrigendum it was

Minutes of the meeting held on 18-07-2019 at  
Room No. 15

### Members Present.

Dr. Sunita Behmi ~~Shahane~~  
Dr. Seema Rani  
Dr. Gyanwati ~~(Dy. Secy)~~  
Mr. Rakosh Choudhary ~~Sharma~~  
Ms. Manisha Pal ~~Mahapatra~~  
Dr. Aneshiv ~~Aneshiv~~  
Dr. Mali ~~Devi Samant~~  
Agenda of the meeting.

### Discussion on Admission

1. Discussed the Revised guidelines of admission process.
2. ~~Dr. Seema Rani~~ ~~Dr. Seema Rani~~ stated that declaration of marks not done as per the revised admission guidelines of admission from university. This was discussed with Dr. Santhosh through email on 29<sup>th</sup> June 2019.
3. Minutes of meeting on admission held at 4-7-19 discussed.
4. Decided to submit ~~all~~ <sup>all</sup> minutes of meeting. Conducted regarding admission process to the principal office.

5. Decided that department will follow the uniform pattern which was followed since first eat-off list, 2019-20.

~~SM~~ Mahi

SM

~~SM~~  
18/7/2019

Minutes of the meeting held on 20/7/2019 at  
11:00 a.m. in Room No. 15

### Member Present

Dr. Seema Kaur (FIC,)

Dr. Sunita Bahmani

Dr. Beena Reji (Field Coordinator)

Dr. Manju Goel

Dr. Mahi Devi

Dr. Anesh T.V.

Dr. Gyansahi

Ms. Manisho Pal

Mr. Lallesh

Mr. Baldev Singh

Sabat

Prerna

Manju

Mahi

Anesh

Manisho

Lallesh

### Agenda of the Meeting

\* Distribution of time table for academic session 2019-20

\* Discussion about the minutes of the meeting held on 18/7/2019

\* Distribution of list of field work agencies (2019-20).

## Proceedings:-

Dr. Seene Kani (TIC, Dept. of social work) distributed the individual time-table among faculty members.

Dr. Seene Kani (TIC, Dept. of social work) also informed about the minutes of the <sup>Emergency</sup> meeting held on 18/7/2019.

Dr. Beene Reji (Field work coordinator) informed about tentative list of fieldwork agencies for academic session 2019-20.

Dr. Meli was informed that when she discontinued the refresher course, Dr. Meli should have informed the TIC, Dept. of social work. As the admission duties were going on and duties had been adjusted for her to go for the refresher course.

The TIC, applied to all teachers to keep the department informed whenever Academic leaves & duty leaves.

The TIC, requested all the faculty members informed about the fieldwork visits via mail to TIC, & fieldwork coordinator and fieldwork co-coordinator.

Minutes of the meeting held on 6/08/19 at  
11:36 a.m. in room No. 15.

Members present.

Dr. Seema Rani ~~SA~~

Dr. Beena Antony Rej.

Dr. Sunita Bchmani ~~SA~~

Dr. Margra Coual. ~~Langji~~

Dr. Mali ~~Mali~~

Dr. Anjnasati ~~Anjnasati~~

Mr. Rakesh Chaudhary. ~~Rakes~~

Mr. Baldev Gulati. ~~BJ~~

Ms. Mansha Paul. ~~Mansha~~

Dr. Anurag T. X. ~~Anurag~~

Decided to ~~start~~ start work on Diwali mela,  
in next meet.

Refreshment residue of ornamentation programme  
of students will be distributed in student  
excursion.

Excursion part of ornamentation programme  
tentatively decided to held on 28<sup>th</sup>  
August, 2019.

→ Decided to issue memo to the students  
who are not regular in ICs and field  
work. GC. Decided to discuss about  
students who are not regular in the next  
staff meeting.



Internal inspection of Almiras done by the  
teachers under the supervision of TPC.  
Dr. Seema Rani. In that inspection  
found that some Almiras need duplicate  
keys. Four Cupboards were  
allocated to Dr. Anesh, Dr. Seema,  
Dr. Mali, Dr. Mandha, Dr. Rakesh  
Dr. Gyanwati & Dr. Manju. & One  
Cupboard Rack in Room No. 15 was  
allocated to Dr. Sunita Bahmani.

Minutes of the meeting held on 13 Aug '19  
at 11:50 a.m. in Room No. 15

Members Present:

Dr. Seema Rani <sup>13/8/19</sup>  
Dr. Beena Antony Reji <sup>Beena</sup>  
Dr. Sunita Bahman  
Dr. Manju Goel <sup>Manju 13/8/19</sup>  
Dr. Mali D. Sawariya <sup>Mali</sup>  
Dr. Gyanwati  
Dr. Aneesh T.V. <sup>Aneesh 13/8/19</sup>  
Mr. Rakesh Choudhary <sup>Rave</sup>  
Mr. Baldev Gulati  
Ms. Manisha Pal

Proceedings:

- The main reason was to submit the updated list by next tuesday.
- Tanhit Society's supervision was to be done separately as per project location so that we can follow 'One Organisation, One Supervisor' policy. Next year we need to find new organisation further.
- Nine new admissions are there, so supervisors were requested to do the orientation of newly admitted students to avoid drop outs.
- For NACO meeting, Dr. Beena A. Reji will be taking two students as

Representatives on 20/8/2019. The name of the students — Sugandha & Shalu will be there.

→ All teachers are requested to see if students are regular & by Tuesday submit the list of students who are irregular by the coming Tuesday so that we can send memo to them further. We will get into process after getting cancellation list as well.

→ All stock registers/ <sup>& material</sup> is being looked into today.

→ All the teachers decided to <sup>let the students</sup> compensate the loss of hours of professional opportunity and the development by giving combination of assignment, additional hours and lectures.

We will begin the process by September as admissions are still going on & we will process once the admissions are finally over.

→ During the process of stock verification, it was found that few almirah

Keys were not found & also hence the Dept will get duplicate keys made for each of us. The process will begin today itself.

→ To take the permission about excursion to Lodhi Garden from Principal.

We are planning to do that on 28/08/19.

Minutes of the meeting held in  
room no. 15 at 10.50 am dated: 3/9/2019

### Members Present:

Dr. Beena Antony Rex

Dr. Sunita Bahmani

Dr. Seema Rani

Dr. Manju Groel Nayak

Ms. Manisha Pal

Dr. Cryanwati (Jannu)

Mr. Rakesh

Dr. Merli Mali

Mr. Baldev Gulati

Dr. Aneesh - T. V.

### Agenda of the meeting

= Key distribution of almirah for  
field work files

1 File handover of Nhomel & Diwali Mela

1 Submission of attendance of  
student Ms. Mani Mehta from  
BSW II<sup>nd</sup> year

1 Key amount distribution total  
bill was Rs. 550/-

### Proceedings

1 Key distributed to all the  
family members and also

distributed the amount of key bills  
₹ 550/- divided into 10 faculty members  
₹. 55 each member.

1) The department successfully initiated  
workshop on 'Peer Counselling' and  
conducted excursion 2019-20 on  
28/8/2019 at Lodhi Garden.

2) The key of Cupboard No-3 was distributed  
as following:-

- 1) Dr. Mali - New Key 1 (New Cupboard-03)
- 2) Mr. Baldev - New Key 2 (Cupboard-03)
- 3) Dr. Aneesh - Original Key Cupboard-03

Last year

1) NHO Meet & Diwali Mela (2018-19) file handed  
over to Mr. Baldev by Mr. Rajesh.

2) Submitted attendance of field work  
2018-19 of Ms. Mansi Mehta by  
Dr. Mali submitted to principal office in  
response to mail sent by the college.

Minutes of the Meeting held in room no  
15 at 12:45 PM dated 12-08-2019

### Members Present

Dr. Beena Antony Reji Beena

Dr. Sunita Bahmani

Dr. Secma Rani

Dr. Manju Groel Manju

Ms. Manisha Pal Manisha

Dr. Gyanwati Gyanwati

Mr. Ravesh Ravesh

Dr. Mali D. Sawariya Mali

Mr. Baldev Gurlati

Dr. Aneesh T.V. Aneesh

### Agenda of the Meeting:

→ NGO meet and Diwali Mela

⇒ Field Work Trip

### Proceedings

→ All the teachers decided to organise  
NGO Meet & Diwali mela in the  
College Premises.

→ It was decided that the Rural Camp will be held at RUCHI N610 of Solan Dist. Himachal Pradesh.

→ Advance Money for Rural Camp will be taken by Mr. Rakesh Choudhary (CST/HC)

→ Teachers day was celebrated by students and book mark was made by Dr. Mali for the event. Book marks was distributed to the students.

→ Reminder for Preparation of Question Paper was given in the Meeting.

→ Agra Org. will conduct a street play so our students will participate in the same.



Minutes of the meeting held on 17<sup>th</sup> Sept.  
2019 in the room no 15. at 12:15 p.m.

Members present

- ① Dr. Beena Antony Reji Beena
- ② Dr. Sunita Bahmani Se
- ③ Dr. Seema Rani SA.
- ④ Dr. Manju Gird Manju
- ⑤ Ms. Harishor Pal Manu
- ⑥ Dr. Gyanvati Gyanvati
- ⑦ Mr. Rakesh Ra
- ⑧ Mr. Baldev Baldev
- ⑨ Dr. Mali Mali
- ⑩ Dr. Anesh. Anesh

Agenda -

- ① Student's absentism in field work
- ② Postpone of rural trip
- ③ NGO meet and Diwali mela

Minutes proceedings

- Ms. Mansi 2<sup>nd</sup> year and Ms. Nibha Saini did not report to the college supervisor and agency

Supervisor.

- Ms. Parni I<sup>st</sup> year reported on 17<sup>th</sup> September for field work to the college supervisor.  
- Ms. Aditi Vastoge did not report to the College supervisor and agency supervisor.

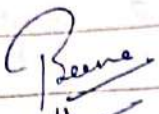

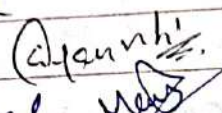
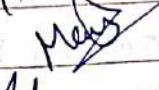
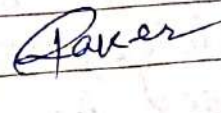


\* Mr. Balder and Mr. Anesh informed that the tentative dates for Diwali mela and NGO meet are 21<sup>st</sup> and 22<sup>nd</sup> October, 2019. NGO meet on 21<sup>st</sup> October and Diwali mela on 22<sup>nd</sup> October, 2019. The proposed budget was discussed in the meeting. Discussion was held on resources of fund raising.

\* Rural camp is been postpone due to administrative delay.

\* Students who joined late the course after July, ~~July~~ admission in V<sup>th</sup>, VI<sup>th</sup>, VII<sup>th</sup> and VIII<sup>th</sup> cut off, their field work started as per their joining.

Minutes of the Emergent Meeting held in  
Room no-15 At. 11 Am on 1<sup>st</sup> Oct 2019.

### Members Present

- ① Dr. Beena Reji 
- ② Dr. Seema Rani 
- ③ Dr. Manju Groel
- ④ ~~Dr.~~ Bryanwati 
- ⑤ Ms. Manisha Pal 
- ⑥ Mr. Rakesh Choudhary 
- ⑦ Dr. Mali 
- ⑧ Dr. Aneesh 

### Agenda:

- ① Application received by outstation students regarding field work off on 9<sup>th</sup> & 10<sup>th</sup> Oct during Mid term break.

### Minutes:

⇒ It was decided after receiving Application request for fieldwork off from students, that field work will be off for all the students on 9<sup>th</sup> & 10<sup>th</sup> Oct. (Mid term break).

Minutes of the <sup>emergency</sup> meeting held in  
Room no. 15 at 11 AM on 14/10/2019

### Members Present

Dr. Seena Antony Reji  
Dr. Sunita Bahmani ~~SB~~  
Dr. Seema Reji ~~SR~~  
Dr. Manju Groel ~~Manju~~  
Ms. Manisha Pal ~~Manisha~~  
Dr. Aneesh T.V ~~ATV~~  
Mr. Baldev Gurlati ~~BG~~

### Agenda :-

1) Discussion about the NCO Meet & Diwali Mela event preparation.

### Minutes :

Discussed the funds and participation of students for organizing both the events. Dr. Aneesh & Mr. Baldev gave details about the funds raised for this programme. List are here given below:-

- VYK = Rs. 5000/-
- Stalls = Rs. 2500/-
- Baramunda Industrial Chamber = 5000/-

Students collector Ekta society = Rs. 4000/-

Others expecting from GMR organized  
Viklang Sahara Samiti, Industrials  
and files folder is committed.

7) Guests are also discussed in  
this meeting for both the events  
for Nro meet panel discussion:

1) Dr. Parnesh (JNU)

2) Dr. Sudhir Mehta (D.V)

3) field work agencies resource  
persons are confirmed.

Chief Guest of Divali Mela &  
Nro meet is not yet confirmed  
decided to meet principal re-  
garding the same.

7) Dr. Anesh & Mr. Baldev requested  
all the faculty members to  
confirm with their organizers  
for participation.

7) It was also decided that  
due to cash crisis for it  
is difficult to buy mentos.

and other things. So half of the amount of <sup>Rs. 20,117</sup> from last year funds will be given to the organizing team Dr. Aneesh & Mr. Baldev and after completion of the event will be returned so that in next semester seminar can be organized.

The meeting was dispersed with these decisions. No Meet will be organized in library hall

Minutes of the emergent meeting held on  
Room No. 15 at 11:45 a.m. on  
5<sup>th</sup> November 2019,

- (1) Dr. Sunita Bahmani
- (2) Dr. Beena Reji Anthony
- (3) Dr. Seema Rani
- (4) Dr. Gyanwati
- (5) Dr. Mali
- (6) Mr. Baldev Gulati
- (7) Dr. Manju Goel
- (8) Mr. Rakesh Chandray
- (9) Ms. Manisha Pal
- (10) Dr. Aneesh T.V.

(1) Status of bus arrangement for  
lural camp is still not  
finalized from administration.

(2) ~~Ms.~~ Dr. Sunita Bahmani & Dr. Beena Reji Anthony  
submitted their apologies for not  
being able to join the lural camp.

(3) Few students from all three years,  
have still not submitted their  
assignments, attendance & not even  
been there in internal assessment  
mid term exam.

4) ViaVoice Dates are scheduled as 19<sup>th</sup> November for final year, 20<sup>th</sup> Nov - II year & 21<sup>st</sup> Nov - I<sup>st</sup> year.

(5) The official date for file submission is 14<sup>th</sup> November 2019.

(6) We have raised and discussed the issue of Ms. Mani Chanh<sup>(Amariyoti)</sup> - 2<sup>nd</sup> year & Ms. Nella Rana<sup>(Kanyanala)</sup> from 1<sup>st</sup> year regarding field work. ~~It has already~~

(7) Ms. Gyanwati reported that she needs to place her two students because Projects of her current organisation is getting completed this Semester.



Minutes of the meeting held on 19/11/2018  
in the room no. 15

### Present Members

- (1) Dr. Seema Rani (TIC) ~~HA~~
  - (2) Dr. Sumita Behmani
  - (3) Dr. Navin Goel
  - (4) Dr. Moli Devi
  - (5) Dr. Anesh T.V. ~~Amritha Manji~~  
~~Mali~~
  - (6) Dr. Gyanvati ~~(Gyanvati)~~
  - (7) Mr. Baldev Singh ~~(Baldev Singh)~~
  - (8) Mr. Rakesh ~~(Rakesh)~~
  - (9) Mr. Manish Patel ~~(Manish Patel)~~
- Agenda of the meeting

(1) Personal Accidental Insurance to the B.A. (H) students letter by Pearl Social Welfare & Educational Society (Daily No. 2677/22/10/2018)

(2) One Day Workshop on SPSS, word & Excel for B.A. (H) social work students by Trinity Foundation

### Proceedings

It was decided in the meeting that effort which was initiated by Pearl's father but this not are under the department. It will be decided by administration of the college. It was also decided that the letter would be

return back to principal's office for further action.

It was decided in the meeting that one day workshop on SPSS, word & excel for B.A. (H) social work students will be held on 04/2/2020 organised by The Lily Foundation.

Minutes of the meeting held on 16/12/2019  
at 12:20 p.m. in the room no. 15.

### Present Members

- (1) Dr. Seema Rani (TIC) ~~16/12/19~~
- (2) Dr. Sunita Bahmani ~~16-12-19~~
- (3) Dr. Beene Antony Reji ~~16/12/19~~
- (4) Dr. Manju Gool ~~16/12/19~~
- (5) Dr. Malvi Devi ~~16/12/19~~
- (6) Dr. Gyanvati ~~16/12/19~~
- (7) Dr. Anesh Z.V. ~~16/12/19~~
- (8) Mr. Rakesh ~~16/12/19~~
- (9) Ms. Manisha Pal ~~16/12/2019~~
- (10) Mr. Baldev Singh ~~16/12/19~~

### Agenda of the meeting

- (1) Regarding the workload (Jan. to April, 2020)

### Proceedings

Dr. Seema Rani (TIC) informed about the papers related to next academic session (Jan. to April, 2020).

Dr. Seema Rani informed about the one day workshop for B.A.(H) social work III<sup>rd</sup> year students will be held on 3/2/2020 organised by the Lily Foundation.

Mr. Baldev Singh want to teaching staff  
paper (Semester-I). It was decided in the  
meeting that papers mutual exchanged between  
Mr. Baldev Singh & Dr. Gyanesh  
Condolence meeting also conducted for  
late Mr. Vipray Dahiya.

Minutes of the Meeting held on 01/01/2020 at 11:00 a.m. in the Room No. 15.

- (1) Dr. Beena Antony Reji Beena
- (2) Dr. Shweta Behmani Shweta
- (3) Dr. Seema Rani 11/01/2020
- (4) Dr. Manju Goel Manju
- (5) Dr. Nali Devi Sawani Nali
- (6) Dr. Anesh T.V. Anesh
- (7) Dr. Gyanesh Gyanesh
- (8) Ms. Manjhe Pal Manjhe
- (9) Mr. Rakesh Rakesh
- (10) Mr. Baldev Guleki

### Agenda of the meeting

- (1) Distribution of Individual time table
  - (2) Any other matter
- Proceedings

Dr. Seema Rani (Teacher-in-Charge) distributed faculty time-table for Academic Session (Jan. to April, 2020).

It was decided in the meeting that Peer Memorial Poster Making Competition will be held on 21/01/2020.

Minutes of the meeting held on 09/01/2020 at 11:50  
in the Room N.V. IT.

- (1) Dr. Beena Antony Reg. Prerna
- (2) Dr. Sunita Bahmani Sunita
- (3) Dr. Secma Rani Secma
- (4) Dr. Manju Goyal. Manju
- (5) Dr. Mali Devi Jawariya Mali
- (6) Dr. Rakesh Chavdhary. Rakesh  
3/1/2020
- (7) Dr. Gyanwati Gyanwati
- (8) Dr. Anesh T.V. Anesh

### Agenda of the meeting.

(1) Theme for poster making Competition in pearl memorial has discussed. 'Constitutions in Contemporary India' has decided as theme of the Competition.

(2) Modalities of Competition has decided. The following are the modalities for competition.

(a) Slogans

(b) A3 paper.

(c) Any kind of instruments like pen and, colour pen and, water colour etc.

(d) participants must bring the instrument/ logistic to participate.

Minutes of the meeting held on 4<sup>th</sup> Feb 2020  
at 11:00 am in room no. 15.

- 1) Dr. Beena Reji Beena
- 2) Dr. Suvada Balamani
- 3) Dr. Seema Ravi
- 4) Dr. Manju Prasad Manju
- 5) Ms. Manisha Pal Manisha
- 6) Dr. Gayatri Anandhi Anandhi
- 7) Mr. Rakesh Rakesh
- 8) Dr. Mali Devi Sawaniya Mali
- 9) Mr. Baldev Guralati Baldev
- 10) Dr. Anesh T.V. Anesh

### Agenda:

- 1) Discussion Regarding Workshop on Counselling/Stress Management.
- 2) Issues Related to Supervises under different Supervisors.
- 3) Discussion Regarding fieldwork off on 11<sup>th</sup> & 13<sup>th</sup> March 2020.
- 4) Discussion Regarding best Students 2020 from dept. of social work.

## Proceedings:

⇒ Performa for best student was discussed & forwarded.

⇒ Discussed about workshop by dept. of social work, will be further discussed in next meeting, workshop will be conducted by Dr. Mali & Ms. Manisha.

⇒ It was discussed and decided to develop a list of alumni and the best alumni will be chosen from the list.

⇒ It was informed that session on Career Counseling will be held on 6<sup>th</sup> Feb 2020 at Dept. of Social Work, by BPS Univ., Sawai Pat.

⇒ Students of Dept. of Social Work are called for participation in extension lecture on 20<sup>th</sup> Feb 2020.

⇒ Informed about the students who are irregular in field work & I/C, etc.

Dr. Anesh - Neha Rana Ist year

Sonali Ist year

Mr. Baldev - Naaz (IInd year

Ashwathy IIIrd year

Ms. Manisha - Kajol Ist year

Dr. Mali - Srishiti Ist year

⇒ It was discussed to announce short attendance students names in the classes.

⇒ It was decided that fieldwork will be off on 11<sup>th</sup> & 13<sup>th</sup> March 2020, Due to student Request and halt.



⇒ It was decided that all the teachers will  
recommend names for guest lecturer  
series by 11<sup>th</sup> Feb.

Minutes of the meeting held on 10<sup>th</sup> August 2020  
in the room number 15 at

Members Present.

- ① Dr. Beena Antony Reji *Beena*
- ② Dr. Sumta Bahmani *Sumta*
- ③ Dr. Seema Rani *Seema*
- ④ Dr. Manju Goel *Manju*
- ⑤ Dr. Gyanvati *Gyanvati*
- ⑥ Dr. Mali
- ⑦ Ms. Manisha *Manisha*
- ⑧ Mr. Baldev
- ⑨ Mr. Rakesh Choudhary *Rakesh*
- ⑩ Dr. Anesh T.V. *Anesh*

Agenda -

- > Discuss about field work webinar for 3<sup>rd</sup> sem 5<sup>th</sup> sem B.A. Social work students proceedings.
- > Decided that webinars will be conducted on Wednesday and assignments will provide on Fridays as fieldwork assignments.

Minutes of the meeting held on Sep. 2020  
in the room no. 15 at

Members Present

Dr. Beena Antony Reji Beena

Dr. Sunita Bahmani Sunita

Dr. Seema Rani ~~Seema~~

Dr. Manju Groel Manju

Dr. Uyanwati Uyanwati

Dr. Mali

Ms. Manisha Pal Manisha

Mr. Rakesh Choudhary Rakesh

Mr. Baldev Gulati

Dr. Anvesh T.V. Anvesh

Agenda: Academic Planner, Ekta Society & Proposed Activities  
Proceedings:

⇒ Discussed about the Academic Planner.

⇒ Discussed and finalized the Ekta Society  
elections related issues.

⇒ Discussed and finalized the Activities  
Proposed for the coming Academic  
Year 2021.

Minutes of the meeting held on 11 October 2020 in the room no. 15 at 11:30 AM

### Members Present

- 1) Dr. Beena Antony Peji (T.I.C) Peena
- 2) Dr. Sunida Sahinani Sahinani
- 3) Dr. Seema Rani Seema
- 4) Dr. Manju Goel Manju
- 5) Ms. Manisha Pal Manisha
- 6) Dr. Cryanmati Cryanmati
- 7) Dr. Mali Mali
- 8) Mr. Rakesh Choudhary Rakesh
- 9) Mr. Baldev Chulati Baldev
- 10) Dr. Aneesh - T. U. Aneesh

### Agenda

- 1) To assign and discuss admission duties of Department for academic year 2020-2021
- 2) Issues related to online classes.

### Proceedings

- 1) Allocated departmental admission duties to all the faculty members for the academic session 2020-2021

2) The issues related to online classes reported and discussed in the meeting which was reported by the third year students

3) Field work related issues if any then should be mailed to the field work coordinator.

Minutes of the meeting held on  
in the room no. 15 at 11:00 a.m.

### Members Present

- (1) Dr. Seema Antony Riji (Teacher-in-Charge)
- (2) Dr. Seema Rani (field work coordinator)
- (3) Dr. Surita Bahmani <sup>15/12/2020</sup>
- (4) Dr. Manju Goel ~~Manju~~
- (5) Dr. Nali Devi
- (6) Dr. Gyansu <sup>Dr. Gyansu</sup>
- (7) Dr. Anesh T.V. <sup>Anesh</sup>
- (8) Ms. Manisha Pal ~~Manisha~~
- (9) Mr. Rakesh ~~Rakesh~~
- (10) Mr. Bilesh Gupta

### Agenda

- (1) Discuss the orientation schedule for 1st year students.
- (2) Discuss the field work session for 1st year students.
- (3) Discuss the last day of field work file submission.
- (4) Field work issue related to Ms. Manvi

## Proceedings

It was decided in the meeting that orientation  
set programme schedule will be held on  
18/11/2020 to 20/11/2020.

It was decided in the meeting that field  
work session will be held on every Wednesday  
by the faculty members.

It was decided in the meeting that last  
field work file submission i.e. 20/11/2020.

It was decided in the meeting that  
matter related to Ms. Mansi (Semester - TU  
fieldwork) will be reported to department  
of social work.

Minutes of the meeting held on  
at 10.30 AM in room no. - 15.

Present Members -

- 1) Dr. Beena Antony Reji
- 2) Dr. Sunita Bahmani
- 3) Dr. Seema Rani
- 4) Dr. Manji God
- 5) Ms. Manisha Pal
- 6) Ms. Gyanvati
- 7) Mr. Laksh
- 8) Dr. Mali Devi
- 9) Mr. Baldev Gulati
- 10) Dr. Anesh T.V.

Agenda of the meeting -

- 1) Field work of Ms. Mansi - 1804049

Ms. Mansi has started field work from 29<sup>th</sup> November, 2020. It will terminate on 20<sup>th</sup> December, 2020. She is asked to submit field work file by 24<sup>th</sup> of December, 2020. She will complete 28 days field work.



## Departmental meeting was held on 14<sup>th</sup> August 2020 on Google Meet

### **Members Present**

Dr. Seem Rani  
Dr. Sunita Bahmani  
Dr. Manju goel  
Ms. Manisha Pal  
Mr. Rakesh Choudhary  
Dr. Mali Sawariya  
Dr. Aneesh T.V  
Dr. Beena Antony Reji (On Exam Duty, Telephonically Discussed)  
Dr. Gyanwati (On Exam Duty, Telephonically Discussed)

### **Agenda:**

Discussion about possibilities of online fieldwork practice during Covid-19 pandemic (August 2020 onwards)

### **Discussion:**

The above agenda was discussed between the faculty members and the following suggestions were received regarding the same.

- 1) Teachers / Resource persons can take sessions every Friday and give assignments on field work days. i.e. Areas of social work, Field work introduction, skills and techniques for field work/social work, soft skills, personality development, PRA sessions etc.
- 2) Teachers can encourage students to participate in webinar related to field work on field work days.
- 3) we can approach other social work (graduate level) Colleges/universities to explore their field work exercise during pandemic time.
- 4) A link was shared on field work practicum in social work: Some suggested tasks amidst Covid. ([https://www.linkedin.com/pulse/field-work-practicum-social-some-suggested-tasks-amidst-sanjai-bhatt?trk=portfolio\\_article-card\\_title](https://www.linkedin.com/pulse/field-work-practicum-social-some-suggested-tasks-amidst-sanjai-bhatt?trk=portfolio_article-card_title))
- 5) Project work can be initiated with the student.

**One week time was finalized for all the faculty members to explore the feasibility of work on said suggestions. Next meeting will be held after one week to finalize the fieldwork task for the students.**

## Departmental meeting was held on 25<sup>th</sup> August 2020 on Google Meet

### **Members Present**

Dr. Seema Rani  
Dr. Beena Antony Reji  
Dr. Sunita Bahmani  
Dr. Manju goel  
Ms. Manisha Pal  
Dr. Gyanwati  
Mr. Rakesh Choudhary  
Dr. Baldev Gulati  
Dr. Aneesh T.V

### **Agenda:**

- Discuss and finalize the fieldwork task framework for the students during Covid-19 pandemic.
- Finalization of the fieldwork report Performa.
- Any other matter.

### **Discussion:**

As we are aware that university and colleges are closed due to COVID pandemic time and the department is not able to give fieldwork placement to the students. But we can give other opportunities (online mode) to our students to learn and do some related to fieldwork. some decisions have been taken in the meeting for the same which are following:

- To Keep engage the students in online activities once in a week the department will organize the guest lectures, workshops and also teachers will coordinate with students and encourage the students to attend the webinars which will be held on the day of fieldwork days (Wednesday /Friday) and students have to submit their reports for the same.
- Two criteria were decided to formalize the field work activities: (a) areas of social work practice, (b) skill-based activities like computer skills, field work skills etc. and two groups of teachers had been created and depute them in preparing the schedule for organizing the guest lectures/ inhouse lectures, workshops, etc.

- The Field work coordinator (Dr. Seema Rani) and Field work co-coordinator (Mr. Rakesh Choudhary) assigned to coordinate with the two teams of faculty members for organizing webinars/sessions on areas of field work and skills and techniques for field work/social work. There are two team as follows:

- **Areas of field work:** Dr. Sunita Bahmani, Dr. Aneesh.T.V, Dr. Mali and Mr. Baldev Gulati.
- **Skills and techniques for field work/social work:** Dr. Beena Antony Reji, Dr. Manju Goel, Ms. Manisha Pal and Dr. Gyanvati.

Apart from that written assignments will be given to the students by their concerned supervisors and keep them engaged in different group activities or project work etc. on the day of the field work days. It was decided that IC and GC classes will be held as usual and students have to present their GC paper in their respective scheduled classes.

- It was also decided that the above discussed task/activities will be implemented by first week of September,2020.
- The field work Performa was finalized with the two more inputs learning and reference.
- In any other matter - two matters were addressed by Teacher-in -charge, (Dr. Beena Reji)
  - 1) Encouraged the faculty to formalize the google classroom and maintain the attendance records properly and discussed that attendance for classes and field work can be taken by any online means.
  - 2) focused on irregular students (those have not attended a single class) in field classes as well as theory classes and decided that teachers will try once again to reach them and find out the reasons. If the student will not regular after that the department will decide to send memo to concerned students.

**The meeting was over with a vote of thanks and appreciation of the team for good work.**



## **Minutes of meeting of the departmental meeting held on 23/9/2020 at 11:00 via Google Meet**

### **Present members**

1. Dr. Beena Antony Reji (Teacher-in-charge)
2. Dr. Seema Rani (Field Work Coordinator)
3. Dr. Manju Goel
4. Dr. Mali Devi
5. Dr. Aneesh T.V.
6. Ms. Manisha Pal
7. Mr. Rakesh Choudhary
8. Dr. Gyanvati

### **Agenda of the meeting**

- Mentor and mentee along with peer counseling
- Election of EKTA Society
- B. A. (H) social work third students received mail regarding heavy online classes
- Paper evaluation
- Discuss about academic planner
- Discuss about proposed departmental activities for academic session 2020-21.

### **Proceedings**

- Dr. Beena Antony Reji (TIC) informed about list of AECC & SEC of the student. She also shared idea of mentor and mentee programme along with peer counselling for the students. In this programme, teachers can deal various issues such as personality development, personal problems, academic problem etc., of the students. One teacher at least has 30 students (mentees) consist of own department and another department as well. Generic elective students can be part for the same. In peer counseling, each year have one head counsellor and the training programme will be organized for the them.
- It was decided in the meeting that EKTA Society election will be conduct as soon as possible.
- It was decided in the meeting that the tackle issue of online heavy class for the students. These measure would be use like telephonic conversation with students related to topic of the subject, EKTA society fund can be use for internet recharge of the students (who have low economic status) and You Tub channel of the department would be create for uploading audio & video related to lectures and session for students. The management of this youtub channel would be look after by Dr. Mali Devi & Dr. Anessh T.V.
- It was decided in the meeting that the core committee would be formed for look into the all departmental activities. The member of this committee consists of Dr. Beena Antony Reji, Dr. Sunita Bahmani & Dr. Seema Rani.

- In the meeting the faculty members shared about status of OBE paper evaluation.
- The teacher-in-charge also discussed about the format of Academic planner (2020-21) with among faculty members.
- It was decided in the meeting that the proposed departmental activities for academic session 2020-21 were given below:-
  1. Student advisory – Dr. Mali Devi & Ms. Manisha Pal
  2. Pearl Memorial – Mr. Baldev Singh
  3. Educational Tour – Mr. Rakesh Choudhary
  4. NGO MEET – Dr. Manju Goel
  5. Seminar & Webinar – Dr. Aneesh T.V.
  6. Career Guidance – Dr. Mali Devi
  7. Orientation & feedback related to students – Dr. Gyanvati
  8. Departmental Report – Dr. Manju Goel

In the field work issues, two names of the student brought into notice that Ms. Nancy (IIIrd year) & Ms. Pinky (IIInd year). These two students not submit their single assignment and not even one attend any individual and group conference.

The meeting was ended with vote of thank.

Ms. Manisha Pal

Beena Reji

Dr. Manju Goel

Shri Rakesh Choudhary

Dr. Mali Devi Sawariya

Aneesh TV

Ms. Seema Rani

Departmental Meeting - Departmen... X

People (8) Chat (10)

Add people Host controls

- gyanvati (You)
- Aneesh TV
- Beena Reji
- Dr. Mali Devi Sawariya
- Dr. Manju Goel
- Ms. Manisha Pal

Ms. Manisha Pal

Beena Reji

Dr. Manju Goel

Shri Rakesh Choudhary

Dr. Mali Devi Sawariya

Aneesh TV

Ms. Seema Rani

Departmental Meeting - Departmen... X

People (8) Chat (10)

- Aneesh TV
- Beena Reji
- Dr. Mali Devi Sawariya
- Dr. Manju Goel
- Ms. Manisha Pal
- Ms. Seema Rani
- Shri Rakesh Choudhary

## **Minutes of meeting of the departmental meeting held on 08/10/2020 at 10:45am via Google Meet**

### **Present members**

1. Dr. Beena Antony Reji (Teacher-in-charge)
2. Dr. Seema Rani (Field Work Coordinator)
3. Dr. Sunita Bahmani
4. Dr. Manju Goel
5. Dr. Mali Devi
6. Dr. Aneesh T.V.
7. Ms. Manisha Pal
8. Mr. Rakesh Choudhary
9. Mr. Baldev Gulati
10. Dr. Gyanvati

### **Agenda of the meeting**

- Decide the First Cut-Off for General category for admission 2020-21
- Discuss the duty chart for departmental admission (2020-21)
- Discuss student issues related to online classes
- Propose two meeting with student advisory
- Discuss about the issues related to field work

### **Proceedings**

It was decided in the meeting that 82% for General category for the first cut-off admission of 2020-21.

Dr. Beena Antony Reji (Teacher-in-charge) discussed about the duty chart for departmental admission (2020-21).

Dr. Beena Antony Reji (Teacher-in-charge) also discussed the suggestions related to student issues with online classes which were discussed in the previous departmental meeting held on 23/9/2020.

She requested to student advisory committee members look into the matter and as well as proposed to two meeting for the same. The details of meeting are given below:

1. Meeting on 9/10/2020 at 9:30am – Faculty members and EKTA society office bearer
2. Meeting on 13/9/2020 at 10:45am – Faculty members with all social work students

Ms. Manisha Pal shared the details of the EKTA society office bearer (2020-21) are given below:-



President- Ms. Surbhi (IIIrd year)

Vice- President – Ms. Kanika (IIInd year)

Secretary – Ms. Priyanka (IIIrd year)

Treasurer – Ms. Geetanjali (IIInd year)

Dr. Seema Rani (Coordinator, Field Work) mentioned that mail to student regarding not connected with their supervisor for the concurrent field work.

This screenshot shows a Zoom meeting with 9 participants. The main gallery view displays the following participants:

- Manju Goel (top left)
- Baldev Gulati (top right, blue circle with 'B')
- Rakesh Choudhary (middle left)
- Aneesh TV (middle right)
- Ms. Mali Devi (bottom center, purple circle with 'M')

The 'People (9)' sidebar on the right lists all participants with their names and status icons (muted, video off):

- gyanvati (You)
- Aneesh TV
- Baldev Gulati
- Beena Reji
- Dr. Manju Goel
- Ms. Mali Devi
- Ms. Manisha Pal

Buttons for 'Add people' and 'Host controls' are visible at the top of the sidebar.

This screenshot shows a Zoom meeting with 10 participants. The main gallery view displays the following participants:

- Ms. Manisha Pal (top left)
- Dr. Manju Goel (top middle)
- Baldev Gulati (top right, blue circle with 'B')
- Beena Reji (middle left)
- Shri Rakesh Choudhary (middle middle)
- Aneesh TV (middle right)
- Ms. Seema Rani (bottom left)
- Ms. Mali Devi (bottom middle, purple circle with 'M')
- Dr. Sunita Bahmani (bottom right, purple circle with 'D')

The 'People (10)' sidebar on the right lists all participants with their names and status icons:

- Baldev Gulati
- Beena Reji
- Dr. Manju Goel
- Dr. Sunita Bahmani
- Ms. Mali Devi
- Ms. Manisha Pal
- Ms. Seema Rani
- Shri Rakesh Choudhary

## **Minutes of meeting of the departmental meeting held on 06/11/2020 at 9:15am via Google Meet**

### **Present members**

1. Dr. Beena Antony Reji (Teacher-in-charge)
2. Dr. Seema Rani (Field Work Coordinator)
3. Dr. Sunita Bahmani
4. Dr. Manju Goel
5. Dr. Mali Devi
6. Dr. Aneesh T.V.
7. Ms. Manisha Pal
8. Mr. Rakesh Choudhary
9. Mr. Baldev Gulati
10. Dr. Gyanvati

### **Agenda of the meeting**

- Discuss the orientation programme schedule for first-year for academic session (2020-21)
- Discuss the field work session for the first year students
- Decision about the last day of field work
- Discuss field work issues related to Ms. Mansi (IIIrd year)
- Discuss the internal assessment for the academic session 2020-21

### **Proceedings**

Dr. Beena Antony Reji (Teacher-in-charge) discussed about the orientation programme schedule for first year students (2020-21).

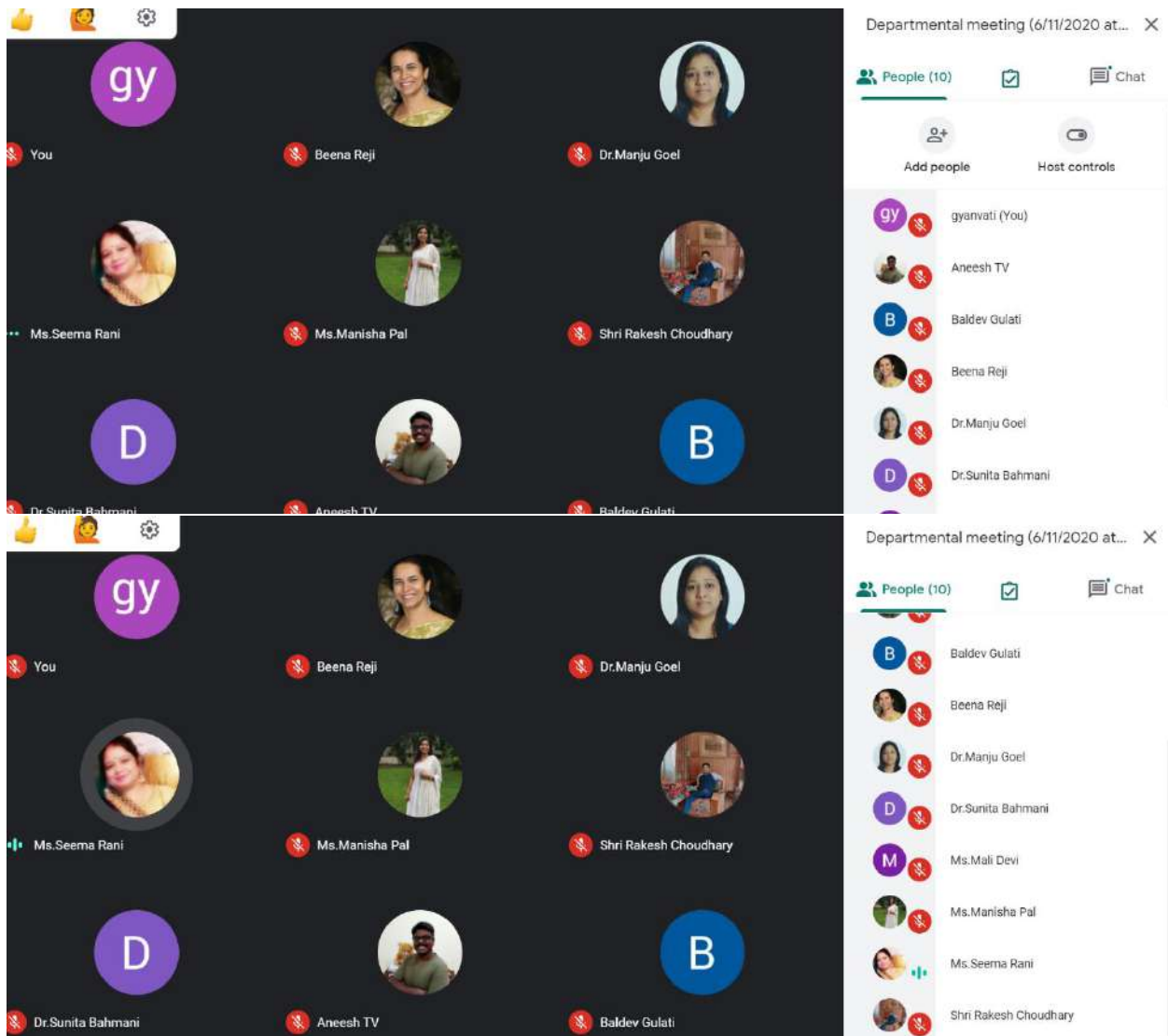
Dr. Seema Rani (Coordinator, Field Work) open the house for suggestions related to field work sessions for first year students and these sessions are taken by the internal faculty members. She also mentioned that the all the faculty members should share their suggestions latest by Sunday (8/11/2020). In this regards, Mr. Baldev Gulati shared that session can be conduct both field work days (Wednesday& Friday) and topic such as time-management, SOWT analysis, etc.

Dr. Seema Rani shared that she received mail by Ms. Mansi (students of IIIrd year) regarding not attended their concurrent field work as well as she did not appear for their field work viva-voce in the semester-III (2019-2020) due to her health issue. Dr. Seema Rani informed to Mr. Baldev Gulati (supervisor) give a brief report related to Ms. Mansi (students of IIIrd year).

The field work coordinator also informed that those students who are not touch with their respective supervisor and list of these students were forward vi mail to the principal ma'am.

It was decided in the meeting that the last day of field work is 20/11/2020. After that, they will share updated point of evaluation report and other documents among faculty members.

Dr. Beena Antony Reji (Teacher-in-charge) mentioned about internal assessment for academic session (December, 2020).



**Minutes of meeting of the emergent departmental meeting held on 07/11/2020 at 11:00am via Google Meet**

**Present members**

1. Dr. Beena Antony Reji (Teacher-in-charge)
2. Dr. Sunita Bahmani
3. Dr. Manju Goel
4. Dr. Mali Devi
5. Ms. Manisha Pal
6. Mr. Rakesh Choudhary
7. Mr. Baldev Gulati
8. Dr. Gyanvati

**Agenda of the meeting**

- Discuss the 5<sup>th</sup> cut-off for admission 2020-21

**Proceedings**

Dr. Beena Antony Reji (TIC, Department of Social Work) discussed and approved the percentage of 5<sup>th</sup> Cut-off for admission of department of social work (2020-21). Details of the 5<sup>th</sup> cut-off are given below: -

<b>Courses</b>	<b>UR</b>	<b>EWS</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>PWD</b>	<b>Kashmiri Migrants</b>
B.A(H) Social Work	76%	65%	65%	66%	60%	68%	69%

**Minutes of meeting of the emergent departmental meeting held on 19/11/2020 at 1:00pm via Google Meet**

**Present members**

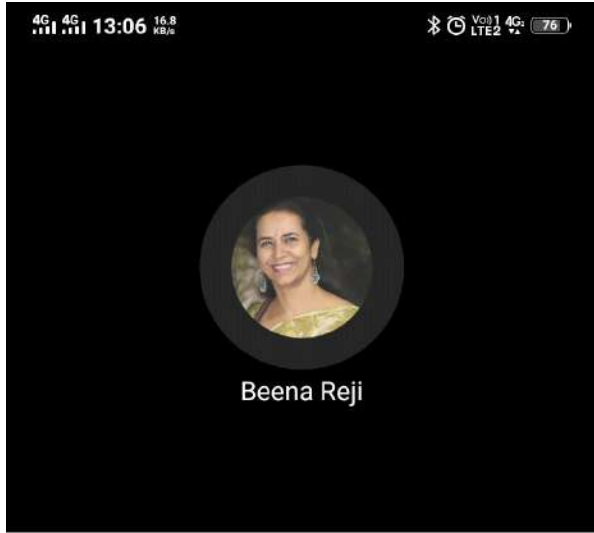
1. Dr. Beena Antony Reji (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Dr. Sunita Bahmani
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Mr. Rakesh Choudhary
7. Mr. Baldev Gulati
8. Dr. Aneesh T.V.
9. Dr. Gyanvati

**Agenda of the meeting**

- Discuss the field work issue of Ms. Mansi (B.A. (H) Social Work, semester-V)

**Proceedings**

It was decided in the meeting that Ms. Mansi (B.A. (H) Social Work, semester-V) regarding the repeating the field work of semester-III. In this matter, the department will go with norm mentioned in the syllabus of B.A. (H) Social Work (CBCS) related to field work practicum.



- gyanvati (You)
- Ms. Seema Rani >
- Dr. Sunita Bahmani >
- Beena Reji >

Also in the meeting (5)

- Aneesh TV >
- Baldev Gulati **NEW**
- Dr. Manju Goel >
- Ms. Manisha Pal **NEW**
- Shri Rakesh Choudhary >

**Minutes of meeting of the emergent departmental meeting held on 21/11/2020 at 12:45pm via Google Meet**

**Present members**

1. Dr. Beena Antony Reji (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Dr. Manju Goel
4. Ms. Manisha Pal
5. Mr. Rakesh Choudhary
6. Mr. Baldev Gulati
7. Dr. Aneesh T.V.
8. Dr. Mali
9. Dr. Gyanvati

**Agenda of the meeting**

- Discuss the field work issue of Ms. Mansi (B.A. (H) Social Work, semester-V)
- Discuss the internal assessment for B.A. (H) Social Work, Semester-III & V (2020-21)
- Discuss field work for B.A. (H) Social Work, Semester-I (2020-21)
- Discuss the Open Book Examination (OBE) for B.A. (H) Social Work, Semester-III & V (2020-21)









**Proceedings**

- Dr. Beena Antony Reji (TIC, Department of Social Work) shared that she mailed from Prof. Pamela Singla (Head, Department of social work) regarding the field work issue of Ms. Mansi (B.A. (H) Social Work, semester-V). As per the mail Ms. Mansi (B.A. (H) Social Work, semester-V) need to repeat her semester-III.
- Dr. Beena Antony Reji (TIC, Department of Social Work) mentioned that the field work viva-voce date for semester-V on 5/12/2020 and semester-III on 7/12/2020.
- She also informed that the two foreign also enrolled this course. For field work, Dr. Manju Goel & Ms. Manisha Pal would be supervisor for them.
- One permanent Google Meet link for taking classes with students.













- It was decided in the meeting that the teachers need to scaled down each assignments into 25 mark and consider the highest mark for the internal assessment (Nov. -Dec., 2020) of the students. As per the notification of the dean of examination dated 31/10/2020 regarding internal assessment. Before the submission of final internal assessment, teacher need to share this with students through google classroom/mail/whatsapp group.
- It was decided in the meeting that those students who have not submit any assignment. The teacher needs to put official intimation them for the same.
- Dr. Seema Rani (Field Work Coordinator) informed about the field work for semester-I. It was decided in the meeting that each faculty member should take session on every Wednesday with first year students and related that assignment to allotted their respective supervisees on Friday. The last date of field mark submission that is 28/11/2020.
- It was decided in the meeting that those students who are not coming for current field work in the entire semester mail to send them.



-  gyanvati (You) 
-  Aneesh TV  >
-  Ms. Seema Rani  >
-  Beena Reji  >

Also in the meeting (5)

-  Baldev Gulati  >
-  Dr. Manju Goel  >
-  Ms. Mali Devi  **NEW**
-  Ms. Manisha Pal  >
-  Shri Rakesh Choudhary  >

## **Minutes of meeting of the emergent departmental meeting held on 27/11/2020 at 11:00am via Google Meet**

### **Present members**

1. Dr. Beena Antony Reji (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Dr. Sunita Bahmani
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Mr. Rakesh Choudhary
7. Dr. Aneesh T.V.
8. Dr. Gyanvati

### **Agenda of the meeting**

- Discuss the field work issue of Ms. Mansi (B.A. (H) Social Work, semester-V)
- Discuss the percentage for admission of 6<sup>th</sup> cut-off (2020-21)

### **Proceedings**

Dr. Beena Antony Reji informed that Ms. Mansi student of B.A. (H) Social Work that she will repeat her field work for semester -III. She will start her continuous field work from 29/11/2020 for one month.

It was decided in the meeting that Dr. Manju Goel would supervisor for field work of Ms. Mansi for the same.

It was decided in the meeting that the department will drop three percentage (3%) in the various categories for admission of 6<sup>th</sup> cut-off.

The main interface shows a grid of 8 participants in a Zoom meeting. At the top left, there are icons for a profile picture, a filter, and a settings gear. The participants are arranged as follows:

- Top row: "You" (purple circle with "gy"), Ms. Seema Rani (red mute icon), Aneesh TV (red mute icon).
- Middle row: Beena Reji (grey circle), Dr. Manju Goel (red mute icon), Manisha Pal (red mute icon).
- Bottom row: Shri Rakesh Choudhary (red mute icon), Dr. Sunita Bahmani (red mute icon), a large purple circle with the letter "D".

Departmental Meeting on 27/11/202... X

People (8) Chat

- gy gyanvati (You) [mute icon] [pin icon]
- Aneesh TV [mute icon] [three dots icon]
- Beena Reji [plus icon] [three dots icon]
- Dr. Manju Goel [mute icon] [three dots icon]
- D Dr. Sunita Bahmani [mute icon] [three dots icon]
- Manisha Pal [mute icon] [three dots icon]
- Ms. Seema Rani [mute icon] [three dots icon]
- Shri Rakesh Choudhary [mute icon] [three dots icon]

Minutes of the meeting held on 13/11/2021  
at 11:30am in Room No. 15.

Present Members



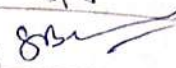
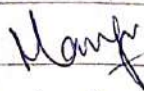
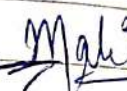

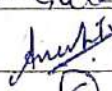
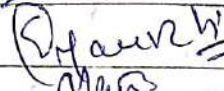
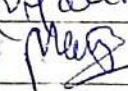
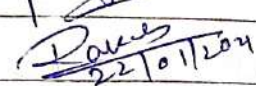
- 1) Dr. Beena Raji (Teacher-in-charge) Beena  
13/11/2021
- 2) Dr. Sumita Rahmani SBah
- 3) Dr. Seema Rani (field work, coordinator) SM  
13/11/2021
- 4) Dr. Manju Goyal Manju
- 5) Dr. Malvi Devi Sawaniya Malvi
- 6) Dr. Aneshu T.V. Aneshu  
13/11/21
- 7) Ms. Manish Pal Manish  
13/11/2021
- 8) Mr. Baldev Gulati Baldev  
13/11/2021
- 9) Mr. Rakesh Rakesh  
13/11/2021
- 10) Dr. Gyanshri Gyanshri Gyanshri  
13/11/2021

Agenda of the meeting

- 1) Stake verification
- 2) Field work related issues for interventional students for B.A.(H) social work, Semester-I
- 3) Data related to NIRF for the academic session (2019-2020).
- 4) Student from B.A.(H) social work, Semester-I reported that no class take place for AECC (Kohli)

Minutes of the meeting held on 22/10/2021  
at 11:30 am. in the room No. 15

### Present members

- (1.) Dr. Beene Antony Reji 
- (2.) Dr. Seema Rane 
- (3.) Dr. Sumita Behmani, 
- (4.) Dr. Manju Goyal 
- (5.) Dr. Nali Devi Sawariya 
- (6.) Mr. Baldev Singh Gulshahi 
- (7.) Dr. Anesh T.V. 
- (8.) Dr. Gyaurchi  22/10/2021
- (9.) Ms. Nandish Pal 
- (10.) Mr. Rakesh  22/10/2021

### Agenda of the meeting

- (1.) Discuss about the Pearl Memorial Competition on "Rights of differently Abled" will be held on 29/11/2021. The corrects related to poster were discussed.
- (2.) Tentative plan for opening the college department for the B.A. (H) Social work semester - ~~VI~~ <sup>VI</sup> by ~~February~~ <sup>January</sup> 1st week of February. (Wednesday & Friday). As per College Decision.
- (3.) Classes and field work related issues for International Student for B.A. (H) Social work, semester - I.

Minutes of the meeting held on 01/02/2021  
at 11.00 am in the Room no. 15

Page 11

Minutes of the meeting held on 07/02/2021 at 11:00 am in the room no. 15

Present Members

- 1 Dr. Beena Antony Rezi Beena 1/2/2021
- 1 Dr. Sunita Bahmani Sunita
- 3/1 Dr. Seema Rani Seema
- 1 Dr. Manju Groel Manju
- 2 Ms. Manisha Pal Manisha 1/02/2021
- 1 Mr. Rakesh Choudhary Rakesh
- 1 Dr. Gyanmati Gyanmati 07/02/2021
- 1 Dr. Meeli Devi Sawanya Meeli
- 11 Mr. Baldev Gulati Baldev
- 01 Dr. Anesh T.V. Anesh

Agenda of the meeting

- 1) Regarding mentor-mentee list for NAAC
  - 2) Discussion on SOP for 3rd year practical
  - 3) Regarding session on Career guidance for 3rd year
  - 4) Foreign students who are not regular and absent in their classes/field work.
  - 5) Field work issues and News letter
- Proceedings



- 1) It was decided that mentor-mentee list will be provided by Mr. Rakesh Choudhary for 2020-21. The criteria was also discussed.
- 2) The SOPs were discussed among the faculty members.
- 3) The career guidance session Dr. Mali will plan out.
- 4) About the foreign students department will report to the Principal.
- 5) The newsletter will be prepared by Dr. Anesh T.V.
- 6) The 3rd March 2021 is the last date for <sup>field work</sup> evaluation of B.S.W first year students.
- 7) Regarding field work of II<sup>nd</sup> & III<sup>rd</sup> year students it was decided that we can give project work from March to April in which they can cover their community and conduct interviews etc.

Dr. Manju Coel reported that her field work supervisee Ms. Ntokozo Happiness is not attending the field work and not submitting her field work reports.

Minutes of the meeting held on 10/04/21  
at 11:45 am in the room no. 15 :-

Present Members :-

- (1) Dr. Beena Antony Reji Beena
- (2) Dr. Sunita Bahmani Sunita
- (3) Dr. Seema Rani
- (4) Dr. Manju Goel Manju
- (5) Ms. Manisha Pal Manisha
- (6) Mr. Rakesh Choudhary Rakesh
- (7) Dr. Gyanwati Gyanwati
- (8) Dr. Mali Devi Sanyal Mali
- (9) Sh. Baldev Gulati Baldev
- (10) Dr. Aneesh T.V. Aneesh

Agenda of the meeting :-

- (A) Allocation of tasks regarding internal audit (2014-19) <sup>was discussed</sup> and to look into APR performance as soon as possible was emphasised.
- (B) Next meeting to complete above work was scheduled on 16/04/21 tentatively.  
Allocation of task was as below :-

- (a) Workload - Dr Gyanwati
- (b) Time Table - Dr Gyanwati
- (c) Personal file - Dr. Aneesh

- (d) Result - Dr. Aneesh  
(e) Activity Report - Dr. Manju Patel  
(f) Activity Report (PPT) - Dr. Manju Patel  
(g) Alumnus Data with NET/SET/Competitive Exam - Ms. Manisha

- (h) Mentor - Mentee - Mr. Rakosh  
(i) Stock Register Updated - Mr. Rakosh  
(j) Minutes Register - Dr. Gyanwati  
(k) Question Bank - Ms. Manisha  
(l) Lesson Plan - Dr. Mali  
(m) Prog. Outcomes & Paper - Dr. Mali  
Outcomes

(c) It was decided to hand-over the keys of room no.5 to Devenderji and to give him the charge of taking care of it further.

(d) A visit to all the fan beam was conducted with an aim to improve the quality of infrastructure.

Proposed Departmental Activities for Academic Session 2021-22

1. Time-Table, paper distribution, workload, question collection, prospectus for admission, communication with other department- Dr. Gyanvati *(Gyanvati)*
2. Department Admission- Dr. Manju Goel *Manju*
3. 1st year Coordinator- Dr. Manju Goel and Ms. Manisha Pal *Manju Manisha*
  - preparing the List of generic elective and AECC – Ms. Manisha Pal
4. 2nd year Coordinator - Dr. Beena Antony Reji and Dr. Aneesh T.V. *Beena Aneesh T.V.*
  - preparing the List of generic elective and skill - Dr. Aneesh T.V. *Aneesh T.V. Beena*
5. 3rd year Coordinator - Dr. Seema Rani and Dr. Mali Devi *Seema Mali*
6. Orientation Programme for 1st year- Dr. Gyanvati *(Gyanvati)*
7. Ekta Society- Dr. Sunita Bahmani, Ms. Manisha Pal & Dr. Mali *Manisha Mali*
8. Cultural event – Ekta Society *Seema*
9. Internal assessment collection- Dr. Gyanvati *(Gyanvati)*
10. Pearl memorial- Mr. Baldev Gulati
11. Career guidance – Ms. Manisha Pal *Manisha*
12. Annual report- Dr. Manju Goel *Manju*
13. Newsletter & PPT- Dr. Mali Devi
14. NGO MEET (Online)- Mr. Rakesh & Dr. Aneesh TV *Rakesh Aneesh TV*
15. Study tour (Online/offline)- Dr. Seema Rani *Seema*
16. Any other-webinar – Dr. Sunita Bahmani, Dr. Beena Antony Reji & Dr. Seema Rani, Dr. Aneesh *Beena*
17. NACC deptt. Representative- Ms. Manisha Pal *Manisha*
18. Prize distribution – Mr. Rakesh *Rakesh*
19. Pile disposal – Dr. Mali Devi *Mali*

Dr. Sunita Bahmani

Teacher-in-charge

Department of Social Work

Minutes of the meeting held on 29-07-2021  
at 11.30 Am in the room no. -15

Member present -

- 1) Prof. (Dr.) Beena Antony Reji Beena
- 2) Dr. Sunita Bahmani Sunita
- 3) Dr. Seema Rani Seema
- 4) Dr. Manjiv Goel Manjiv 29/7/2021
- 5) Dr. Gyamati Gyamati 29/7/2021
- 6) Mrs. Manisha Pal Manisha 29/7/2021
- 7) Mr. Rakesh Chandhary Rakesh
- 8) Dr. Mali Devi Samraj Mali
- 9) Dr. Anesh T.V. Anesh 29/7/2021
- 10) Mr. Baldev Gulati Baldev

Agenda of the meeting -

- 1) discussion about the examination of first year
- 2) Discussion on viva - voce

It was discussed that the internal assess  
of semester - II will be submitted by  
3<sup>rd</sup> August, 2021.

The clarification about viva - voce was  
sought from the Principal and keeping in  
mind the notice received from Dea

regarding examination. It was told the examination will not be OBE, it will be ABE (Assessment Based Examination). Teachers teaching semester -II will assess on the basis of internal assignments.

Dates of viva-voce was decided, tentatively viva-voce for semester-II will be held on 10<sup>th</sup> August, 2021 with internal teachers so that students could get benefit of assessment in a friendly interactive session.

It was discussed that Ms. Happiness student of semester -II is not attending classes and field work. She has not submitted reports and not attended ICs.

All the physical stock files and response bills are handed over by the teacher in charge (TIC) 2020-21 to TIC, 2021-22 Dr. Sunita Bahmani. Field work coordination will be continued by Dr. Seema Rani.

Ms. Rashmi, semester -II is not attending ICs and has not submitted reports.

Minutes of the meeting held on 9/08/2022  
at 11:30 Am in the room No. 15

### Members Present :-

- 1) Dr. Sunita Bahmani (T.I.C) ~~Sharma~~
- 2) Prof. (Dr.) Beena Antony Reji
- 3) Dr. Seema Rani ~~XXXX~~
- 4) Dr. Manjy Groel ~~Nair~~ <sup>10/08/2022</sup>
- 5) Ms. Manisha Pal ~~Mahesh~~
- 6) Dr. Cyamathi ~~(Saurabh)~~
- 7) Mr. Rakesh Choudhary ~~Raj~~
- 8) Mr. Baldev Gurbati ~~Raj~~
- 9) Dr. Mali Mali ~~Raj~~
- 10) Dr. Anesh. T. V. ~~Joshi~~

### Agenda of the Meeting

- > To discuss about Nancy Case
- > To discuss about file disposal
- > To discuss short term course
- > Discussion on block placement and viva-voce.

### Discussion

- 1) The student (Ex) Nancy was allowed by the authority to take admission in IV semester.



4) file disposal work will be done in next semester. Dr. Mali will coordinate as per the situation.

5) Dr. Mali and Ms. Manisha will coordinate with short term course and discuss in the next meeting.

(4) Block placement was discussed in the last meeting and continued as discussed in the last meeting.

5) The online viva-voce will be held on 10/08/2021 in 3 hours for II<sup>nd</sup> semester

6) Dr. Mali and Ms. Manisha will send the poster and video prepared by the student team to Dr. Manika for admission 2021-22

Minutes of the meeting held on 3<sup>rd</sup> Sept '21  
at 11 am in Staff Room :-

- 1) Prof. Beena Antony Reji: Beena 3/9/2021
- 2) Dr. Sunita Bahmani: Sunita 3.9.2021
- 3) Dr. Seema Rani: Seema 3/9/21
- 4) Dr. Gyanwali: Gyanwali
- 5) Dr. Mali D. Sawariya: Mali 3.9.21
- 6) Dr. Anesh T.V. Anesh
- 7) Ms. Manisha Pal: Manisha 3-9-2021
- 8) Sh. Baldev Gulati: Baldev

1. Ekta elections were conducted smoothly and representatives were selected.

2. Tentatively, scheduled three webinars to be organised in September 2021 by Sh. Baldev and Dr. Seema Rani.

3. Department has to hand over two laptops to Sh. Jameer. Previously, we had submitted laptop to Jameer also. (Receiving attached)

4. Dr. Seema Rani suggested to provide 'Literature Review' to the students for compensatory field work. This can be pursued by Department faculty for project work.

left-over

5. One purse of Ms. Joty, BSW student was given by Ashok Wadhwaaji to the Department.

6. On 4<sup>th</sup> Sept, there will be introductory meeting for newly elected Ekta Representative with the Department.

On 5<sup>th</sup> Sept, there will be celebration of Teacher's Day Online.

7. Prof. Beena Antony Reji suggested to form an internal research committee of the Department for ~~the~~ Dissertation (optional) paper in next Semester. She also suggested to inform & include Principal Mahesh for the same as head.

8. It was also suggested to review stock of the Department once more.

9. It was decided to Dr. Seema, Dr. Mali, Dr. Gyamvati & Dr. Aneesh will invite & include Ms. Nancy (~~Ex-student~~ <sup>Re-registered</sup>) in Google Classroom for her papers.

10. Dr. Gyanwati shared that two students in field work Ms. Sneha & Ms. Manya that students have not been submitting reports and attending IC's. Dr. Anesh shared <sup>Radhika (3rd sem)</sup> Happiness (3rd sem) & Dr. Dr. Mali shared Emmanuela Appiah Daskowaah was not attending IC's & not submitting reports regularly.

11. Prof. Beena Antony Reji shared that two projects were received from Global Fund and we are in process of receiving further information, college authorities have been informed & permissions have been taken from Principal Mam.

12. Dept ~~we~~ have submitted application to seek permission for alternative payment option for pearl memorial completion and office has suggested to submit account details of the student.

Minutes of the meeting held on 21/10/2021 at 10:30 AM  
in the staff room.

Present members.

- (1) Dr. Smita Bahmani (TIC, Dept. of Social Work)
- (2) Prof. Beena Antony Peji (online admission duty)
- (3) Dr. Seema Kund (Field work coordinator)
- (4) Dr. Gyanesh (Quanti. Evaluation)
- (5) Ms. Manisha Pal (M.A. 4/10/2021)
- (6) Dr. Anesh T.V. (M.A. 4/10/2021)
- (7) Mr. Rakesh (D.A.)
- (8) Dr. Manju Goel (online admission duty)
- (9) Dr. Mali Devi Sawanya (M.A.)
- (10) Mr. Beldev Gidhari

Agenda of the meeting

- (1) To organize the cultural event and  
NGO Meet.
- (2) To discuss the field work issue of Ms. Nanya  
(student of IV<sup>th</sup> semester).
- (3) To organize the orientation programme  
for semester - I for the academic session  
2021-22.

## Proceedings:

- 1) It was decided in the meeting that the cultural event will be organize in the last week of the October, 2021.
- 2) It was decided in the meeting that the online NSO meet will be organize in the third or fourth week of the November, 2021. NSO meet will be coordinated by the Mr. Rakesh.
- 3) Dr. Gyaurchi informed that the online meeting was held on 11/10/2021 regarding Ms. Nanya (Student of Semester-V) for her fieldwork issues. This meeting was conducted with Dr. Smith, Dr. Beene & Dr. Gyaurchi. As per the her request and health issues, it was decided in the meeting that the compensatory field work Assignment schedule (Semester <sup>present</sup>) will be prepare by Dr. Gyaurchi.
- 4) It was decided in the meeting that the three days orientation programme for semester-I (2021-2022), Date will be decide after the academic calendar issued by University of Delhi.

Minutes of the meeting held on 8/11/2021 at 10:30 AM  
in the Staff room.

### Members Present.

- Signed  
8.11.2021
- (1) Dr. Sanita Bahmani (TIC - Department of Sci  
work)
  - (2) Dr. Seema Rani (Field Work Coordinator)
  - (3) Dr. Gyansabi (Registrar) 08/11/2021
  - (4) Dr. Manju Croel. Manji 08/11/2021
  - (5) Dr. Mali Devi Sonariya. Mali 08/11/2021
  - (6) Dr. Anesh T.V.
  - (7) Ms. Manisha Pal. Mali 8/11/2021
  - (8) Dr. Beena Antony Reji - (on leave - received mail).

### Agenda of the Meeting.

1. Discussion on the filling of BE forms for  
1<sup>st</sup> semester and 4<sup>th</sup> semester
2. Discussion on the guidelines about dissertations  
4<sup>th</sup> and 6<sup>th</sup> for 6<sup>th</sup> semester.
3. Discussion on field work related issues.

### Proceedings.

1. It has decided that 1<sup>st</sup> semester Co.E  
and 4<sup>th</sup> semester deal by Ms. Manisha Pal  
and Dr. Anesh T.V. respectively.

2. After reviewing the further situation department will again decide on taking on DSE in next semester. For the present scenario, the department has decided to take DSE <sup>paper - Grand Social Work</sup> ~~paper research~~ as optional for the present batch.

3. Principal Maoro has suggested that memo letter in college letter head to students who are not regular in fieldwork and TICs will send to TIC.

4. These memos have already send by the fieldwork director to the students whose name given by respective Supervisor.

(1.) Dept. meeting - 1759 / 8/11/2021 (D.No.)

(2.) Peral - 1756 / 8/11/2021 (D.No.)



Minutes of the meeting held on 1/12/2021  
at 11:30 am. in the Staff meeting room.

### Member Present

- (1) Dr. Sureta Bahmani ~~822~~
- (2) Dr. Seema Rani ~~822~~
- (3) Prof. Beene Antony Reji ~~822~~
- (4) Dr. Manju Goel ~~822~~
- (5) Ms. Manisha Pal ~~822~~
- (6) Dr. Gyaurahi ~~822~~
- (7) Mr. Rakesh (on leave)
- (8) Dr. Nali Devi
- (9) Mr. Baldev Gulab (online fieldwork session)
- (10) Dr. Anesh T.V. (on examination duty)

### Agenda of Meeting

- (1) Discuss the status of Generic Elective and AECC for Semester I (2021-22)
- (2) Discuss the time-table for Semester - II, IV & V (2021-22).
- (3) Discussion the pearl memorial
- (4) Discussion NGO Meet & cultural event

### Proceedings

It was decided in the meeting that Ms. Manisha

will be coordinating by the GE and AEC for semester - I.

As decided in the meeting that the time-table for semester IV & VI will be sent by last week of December 2021.

It was decided in the meeting that the first memorial will be celebrating of the month January, 2022.

For starting the short-term course on Communication & Leadership, the department got approval from governing body. Tentative it will be start on January. It will be concluding with VYK organization.

## **Minutes of meeting of the emergent departmental meeting held on 2/1/2021 at 11:45am via Google Meet**

### **Present members**

1. Dr. Beena Antony Reji (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Dr. Sunita Bahmani
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Mr. Rakesh Choudhary
7. Dr. Aneesh T.V.
8. Dr. Mali Devi
9. Mr. Baldev Gulati
10. Dr. Gyanvati

### **Agenda of the meeting**

- Welcome the faculty members for even one semester (2020-21)
- Discuss about foreign students issue
- Discuss field work issues

### **Proceedings**

Dr. Beena Antony Reji welcomed all the faculty for even one semester (January, 2021). The faculty wise time-table already mailed to concerned faculty members for the same.

Dr. Beena Antony Reji informed that two of the foreign students did not connect to online classroom and field work. This information would be share with the principal via mail.

Dr. Seema Rani informed that field work sessions will be remain same for the second and third year but field work assignment for them can be modified by the concerned faculty member for the particular session.

It was discussed in the meeting that field work issues related to first year students will be report by the faculty members via latest by the 8/1/2020.

It was discussed in the meeting that the field work unit also look into the result related to field work of the students.

Zoom meeting grid view showing 10 participants in a 3x3 layout. The top row contains 'You' (gy), 'Ms. Mali Devi' (M), and 'Dr. Manju Goel'. The middle row contains 'Beena Reji', 'Rakesh Choudhary', and 'Shri Baldev Gulati' (S). The bottom row contains 'Ms. Seema Rani', 'Ms. Manisha Pal', and 'Dr. Sunita Bahmani' (D).

Departmental Meeting (2/1/2021) at ... X

People (10) 4 ↓ Chat

Add people Host controls

IN CALL

- gy gyanvati (You) [mute] [bell]
- Aneesh T. V. [mute] [more]
- Beena Reji [mute] [more]
- Dr. Manju Goel [mute] [more]
- D Dr. Sunita Bahmani [mute] [more]
- M Ms. Mali Devi [mute] [more]

Departmental Meeting (2/1/2021) at ... X

People (10) 4 ↓ Chat

- Beena Reji [mute] [more]
- Dr. Manju Goel [mute] [more]
- D Dr. Sunita Bahmani [mute] [more]
- M Ms. Mali Devi [mute] [more]
- Ms. Manisha Pal [mute] [more]
- Ms. Seema Rani [mute] [more]
- Rakesh Choudhary [mute] [more]
- S Shri Baldev Gulati [mute] [more]

## Minutes of meeting of the emergent departmental meeting held on 5/7/2021 at 5:30pm via Google Meet

### Present members

1. Dr. Beena Antony Reji (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Dr. Sunita Bahmani
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Mr. Rakesh Choudhary
7. Mr. Baldev Gulati
8. Dr. Aneesh T.V.
9. Dr. Gyanvati

### Agenda of the meeting

- Update schedule of 1<sup>st</sup> year fieldwork
- Inform about papers related to semester-V for academic session 2021-2022
- Handover the in-charge ship for next academic session 2021-22.

### Proceedings

- Dr. Beena Antony Reji informed that Dr. Sunita Bahmani is Teacher-in-charge and Dr. Seema Rani is Field work coordination for upcoming academic session 2021-22.
- Updated schedule of 1<sup>st</sup> year fieldwork was shared with all the faculty members.
- Suggestions were taken from all the faculty members regarding upcoming 3<sup>rd</sup> year fieldwork.
- Time is given to faculty members to come out with any suggestions and schedule sessions for the 3<sup>rd</sup> year students.
- It was decided in the meeting that department would open only one option of skill enhancement that is skills & techniques of field work practice for semester-III.
- Dr. Sunita Bahmani discussed about the papers related to semester-V and other responsibilities for faculty members are given below:

<b>Semester (LOCF)</b>	<b>-V</b>	Research in social work	Mr. Rakesh
		Social Action and Movements	Dr. Seema Rani
<b>Discipline Specific Elective (DSE)</b>		Health & Social Work	Dr. Gyanvati
		Social Work Intervention in Disaster	Dr. Mali

- Department Admission- Dr. Manju Goel
- 1st year in charge- Dr. Manju Goel and Ms. Manisha Pal
- 2nd year in charge- Dr. Beena Antony Reji and Dr. Aneesh T.V.

- 3rd year in charge- Dr. Seema Rani and Dr. Mali Devi

## **Minutes of meeting of the departmental meeting held on 20/7/2021 at 11:00am via Google Meet**

### **Present members**

1. Dr. Sunita Bahmani (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Prof. Beena Antony Reji
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Mr. Rakesh Choudhary
7. Mr. Baldev Gulati
8. Dr. Aneesh T.V.
9. Dr. Gyanvati
10. Dr. Mali Devi

### **Agenda of the meeting**

- Distribution time-table for semester-V
- Discuss the proposed departmental activities for academic session 2021-22.
- Purchasing equipment for the requirement of the department.
- Discuss about two-day workshop in collaboration with NAPSWI
- Volunteers from third years for Unnat Bhart Abhiyan
- Discuss the field work schedule for semester-V

### **Proceedings**

- Prof. Beena Antony Reji informed that examination form for semester-II & shared the details of paper code with them. She mentioned that as teacher-in-charge she will look after all responsibilities related to semester-II (2020-21).
- Dr. Sunita Bahmani (TIC) informed that time-table for semester-V, paper distribution and as well as off days of the faculty members.
- Dr. Sunita Bahmani shared that department can purchase any equipment as per the requirement with limit of Rs. 25,000/-. For this department need to conduct the offline meeting for the same and three members purchase committee at department level.
- It was decided in the meeting that Dr. Manju Goel and Dr. Mali Devi will coordinate one-one day workshop in collaboration with NAPSWI between 15/8/2021 to 21/8/2021 from 3:00pm to 5:00pm.

- It was decided in the meeting that Dr. Mali Devi will be coordinate for 20 to 25 volunteers from B.A. (H) Social Work, third year for two days (31/7/2021 & 1/8/2021) training programme organize by Unnat Bhart Abhiyan.
- Dr. Seema Rani (Field Work Coordinator) informed that each field work session link will be share before one day for semester-V.
- The following proposed Departmental Activities for Academic Session 2021-22 are given below:-

1. Time-Table, paper distribution, workload, question collection, prospectus for admission, communication with other department- Dr. Gyanvati
2. Department Admission- Dr. Manju Goel
3. 1st year Coordinator- Dr. Manju Goel and Ms. Manisha Pal
  - preparing the List of generic elective and AECC – Ms. Manisha Pal
4. 2nd year Coordinator - Dr. Beena Antony Reji and Dr. Aneesh T.V.
  - preparing the List of generic elective and skill - Dr. Aneesh T.V.
5. 3rd year Coordinator - Dr. Seema Rani and Dr. Mali Devi
6. Orientation Programme for Ist year- Dr. Gyanvati
7. Ekta Society- Dr. Sunita Bahmani, Ms. Manisha Pal & Dr. Mali
8. Cultural event – Ekta Society
9. Internal assessment collection- Dr. Gyanvati
10. Pearl memorial- Mr. Baldev Gulati
11. Career guidance – Ms. Manisha Pal
12. Annual report- Dr. Manju Goel
13. Newsletter & PPT- Dr. Mali Devi
14. NGO MEET (Online)- Mr. Rakesh & Dr. Aneesh TV
15. Study tour (Online/offline)- Dr. Seema Rani
16. Any other-webinar – Dr. Sunita Bahmani, Dr. Beena Antony Reji & Dr. Seema Rani, Dr. Aneesh
17. NACC deptt. Representative- Ms. Manisha Pal
18. Prize distribution – Mr. Rakesh



REC

Dr.Sunita Bahmani

Ms.Mali Devi

Shri Baldev Gulati

Dr.Beena Roji

Aneesh TV

Ms.Seema Rani

Ms.Manisha Pal

2 others

You

11:07 AM | Departmental Meeting at 11:00 am (20/7/20...

The social work department meeting held on 21 at 11:15 am in the Room No. 15 (TIC)

Members

- 1) Sunita Bahmani (Teacher-in-Charge) S. Bahmani 29.7.2021
- 2) Seema Ravi (Field Work Coordinator) S. Ravi 29/7/21
- 3) Prof. Beene Antony Reji B. Reji 29/7/2021
- 4) Dr. Manju Groel M. Groel 29/7/2021
- 5) Ms. Manisha Pal M. Pal 29/7/2021
- 6) Mr. Rakesh Chondhary R. Chondhary
- 7) Mr. Baldev Gulabi (ABSENT)
- 8) Dr. Mali Devi S. Mali
- 9) Dr. Gyanvati G. Gyanvati
- 10) Dr. Anesh T.V. Anesh

Agenda of the meeting

\* Discuss the departmental activities for the academic session 2021-22.

\* Discuss the tentative date for the NAPSNI event.

Proceedings

- \* Dr. Sunita Bahmani (TIC, Department of social work) discussed the departmental activities for the academic session 2021-22 with the faculty members.
- \* It was decided in the meeting that NAPSNI event will be held on 15/8/2021 to 21/8/2021.

## **Departmental meeting was held on 6<sup>th</sup> August 2021 on Google Meet**

### **Members Present**

Dr. Sunita Bahmani  
Dr. Seem Rani  
Prof. Beena Antony Reji  
Dr. Manju goel  
Ms. Manisha Pal  
Dr. Gyanwati  
Mr. Rakesh Choudhary  
Dr. Mali Devi Sawariya  
Dr. Aneesh T.V

### **Agenda:**

- Block Field work of 3rd year students
- Viva of 1st year students

### **Discussion:**

The following points were discussed and finalized in the meeting:

- 1) Block field work will take place as Project Work for the session 2021-22 with Four weeks of project work starting from 9<sup>th</sup> August 2021 (Monday). Consolidated report for the same need to be submitted by the students with everyday logsheets.
- 2) Passed out students of the session 2020-2021 (Final Year) can complete their Block field work at their convenience if they wish to do so.
- 3) First year, Semester -II (session 2020-21) field work Viva will be conducted internally by the departmental faculty on 10<sup>th</sup> August 2021 (Tuesday).

**The meeting was over with all the above-mentioned points.**

**Minutes of meeting of the emergent departmental meeting held on 18/8/2021 at 10:30am via Google Meet**

**Present members**

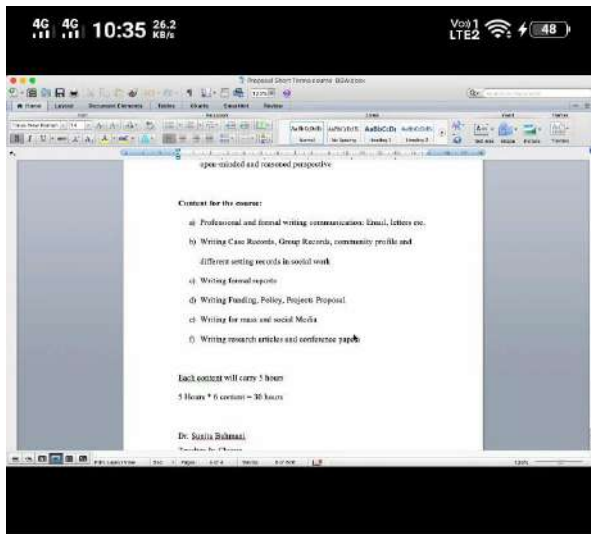
1. Dr. Sunita Bahmani (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Prof. Beena Antony Reji
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Mr. Rakesh Choudhary
7. Dr. Gyanvati

**Agenda of the meeting**

- Discuss the short-term course for students

**Proceedings**

- Dr. Sunita Bahmani discussed about the proposal related to short-term course for students.
- The faculty members also have certain clarifications such as procedure of admission, fees of the course, NGOs & education institution can be contacted for providing the short-term course and so on.
- As per the college instruction, this short-term course is design for 30 hours.



9

gy gyanvati (You)

Ms.Manisha Pal >

Dr.Manju Goel >

Dr.Sunita Bahmani >

Also in the meeting (5)

Dr.Beena Reji >

gy gyanvati >

Ms.Manisha Pal >

Ms.Seema Rani >

Rakesh Choudhary >

## Minutes of meeting of the emergent departmental meeting held on 13/8/2021 at 4:30pm via Google Meet

### Present members

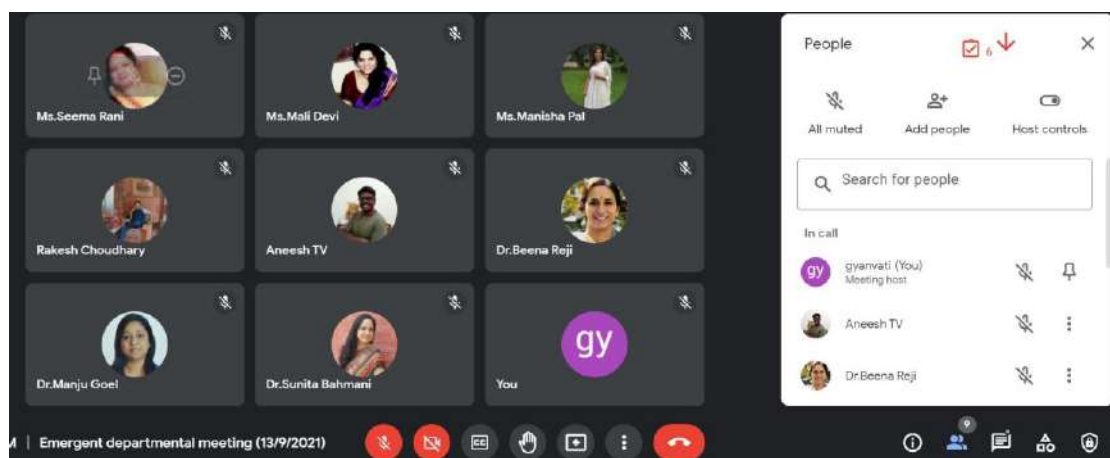
1. Dr. Sunita Bahmani (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Prof. Beena Antony Reji
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Mr. Rakesh Choudhary
7. Dr. Gyanvati
8. Dr. Mali Devi
9. Dr. Aneesh T.V.

### Agenda of the meeting

- Discuss the offline mode for field work practicum only for semester- V as per notification from University of Delhi (dated 6/9/2021)

### Proceedings

- Dr. Sunita Bahmani discussed about the offline mode for field work practicum only for semester- V as per notification from University of Delhi (dated 6/9/2021).
- It was decided in the meeting that the field work department will prepared the google form for their status of vaccination and choice for offline field work for B.A. (H) Social Work, Semester-V.
- It was decided in the meeting that the department will conduct meeting with students semester-V for the same.



The image shows a Zoom meeting interface with a grid of participants and a sidebar. The meeting title is "Online Social Work Department Meeting ...".

**Participant Grid:**

- Top row: Dr. Sunita Bahmani (muted), Rakesh Choudhary, Ms. Seema Rani.
- Middle row: Dr. Beena Reji, Shri Baldev Gulati, Dr. Manju Goel.
- Bottom row: Manisha Pal, 2 others, You (gy).

**People Sidebar:**

- Search for people
- In call:
  - gyanvati (You) Meeting host
  - Aneesh TV
  - Dr. Beena Reji
  - Dr. Manju Goel

**Bottom Bar:**

10:52 AM | Online Social Work Department Meeting ...

Buttons: Mute, Video, Chat, Hand, Share Screen, More, End Meeting

## Departmental meeting was held on 14<sup>th</sup> September 2021 on Google Meet

### **Members Present**

Dr. Sunita Bahmani  
Dr. Seema Rani  
Prof. Beena Antony Reji  
Dr. Manju goel  
Ms. Manisha Pal  
Dr. Gyanwati  
Mr. Rakesh Choudhary  
Dr. Mali Devi Sawariya  
Mr. Baldev Gulati  
Dr. Aneesh T.V

Students of BSW 5<sup>th</sup> Semester (Attendance screenshot attached)

### **Agenda:**

- Regarding starting field work in physical mode

### **Discussion:**

The following points were discussed and finalized in the meeting:

- 1) It was informed to students that as per university guidelines, students can now opt for Physical mode of field work at their choice.
- 2) It was informed to students that at least 1 dose of vaccine is compulsorily required if they wish to opt for physical mode of fieldwork.
- 3) It was decided that the student will search an organization in her nearby area and inform the concern supervisor and will be placed accordingly.
- 4) It was informed to students that a Google form will be circulated with students to get their choices/consent about the online or physical mode of field work.
- 5) Online mode of field work will continue for the students opted for online mode as per schedule.

**The meeting was over with all the above-mentioned points.**



## **Minutes of online meeting of the departmental meeting held on 1/10/2021 at 10:30am**

### **Present members**

1. Dr. Sunita Bahmani (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Prof. Beena Antony Reji
4. Dr. Gyanvati

### **Agenda of the meeting**

- Discuss the field work issue related to Ms. Manya (student of semester-V)

### **Proceedings**

- Dr. Gyanvati has discussed the case of Ms. Manya , student of B.A. (H) Social Work semester-V among three senior faculty members.
- Ms. Manya did not submit any field work reports and assignments. She has attended one individual conference. Dr. Gyanvati already informed this issue via mail (7/8/2021) to the department and Ms. Manya. In this response department get reply from Ms. Manyas' sister via mail mentioned that she had serve health issues (dated 16/8/2021). After that, the department has received mail from Ms. Manya dated 30/9/2021 in which she wants to continue her field work and as well as she will provide her medical certificate for the same.
- On the basis of her request and her medical condition, it was decided in the meeting the department will facilitate her compensatory field work tasks.
- It was decided in the meeting that the Dr. Gyanvati (field Work supervisor) will prepare compensatory field work assignment schedule related to field work sessions during semester break (10/10/2021 to 17/10/2021) for Ms. Manya. She needs to complete her previous filed work assignments and as well as compensatory field work assignments within stipulate time.
- It was decided in the meeting that the Dr. Gyanvati (Field Work supervisor) will her to submit medical certificate as soon as possible.

## **Minutes of online meeting of the departmental meeting held on 1/11/2021 at 10:45am**

### **Present members**

1. Dr. Sunita Bahmani (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Dr. Manju Goel
4. Ms. Manisha Pal
5. Dr. Gyanvati
6. Mr. Rakesh
7. Dr. Mali Devi
8. Mr. Baldev Gulati
9. Dr. Aneesh T.V.

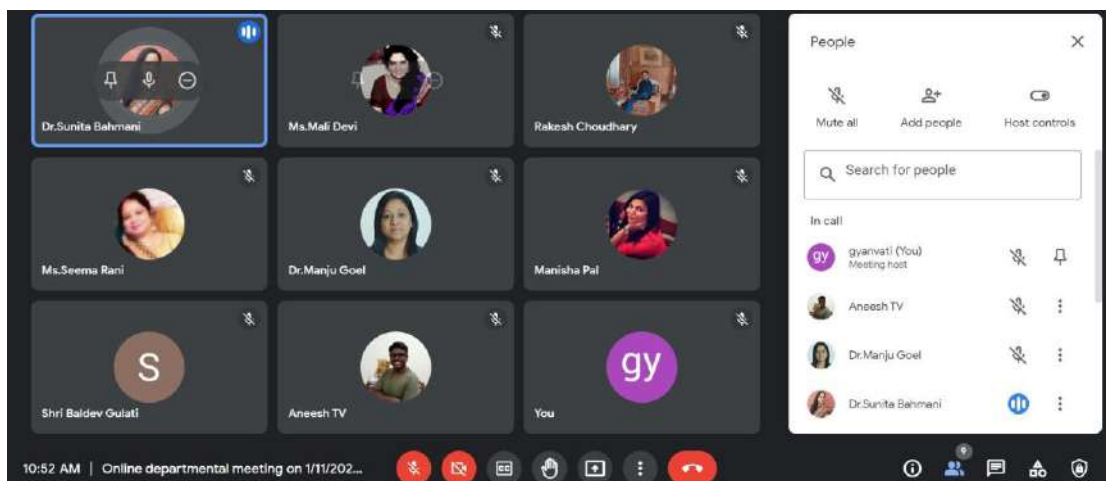
### **Agenda of the meeting**

- Internal Assessment for semester-V
- Discuss the various Google form related to NAAC
- Discuss the status of the admission
- Guideline for dissertation paper for semester-VI (DSE)
- Orientation programme for semester-I
- NGO Meet & Cultural programme
- Discuss the field work issues related to irregular students

### **Proceedings**

- Dr. Sunita Bahmani informed that prepare the internal assessment for semester-V as the notification by Delhi University dated 29/10/2021.
- Dr. Sunita Bahmani discussed about four types of goggle forms such as alumni (coordinated by Dr. Gyanvati), Curriculum for current third year students and their parents (coordinated by Dr. Mali Devi) and faculty for the NAAC.
- Dr. Manju Goel mentioned that UR admission closed and another reserved category still open.
- It was decided in the meeting that the guideline for dissertation paper for semester-VI (DSE) will be discuss in the next offline departmental meeting.
- Dr. Sunita Bahmani shared that as per the last year orientation programme for semester-I is prepared. It will soon share with faculty members as per the university calendar (2021- 22).
- It was decided in the meeting that the both event NGO Meet and cultural programme will be together organized in the month of November.
- Dr. Gyanvati has discussed the case of Ms. Manya, and Ms. Sneha Jha student of B.A. (H) Social Work semester-V for irregularity in field work assignments, ICs and GCs.
- Dr. Aneesh T.V. mentioned that Ms. Radhika and Ms. Happiness not regular for submission field work assignments and ICs.

- It was decided in the meeting that the field work unit will send second reminder via mail for these students and as well as field work memo.
- Dr. Seema Rani informed that the agency profile should be submit by those students who are doing physical mode field work.
- If the students submitting reports of field work sessions without attend for the same. In this cases the college supervisor will write remarks in the evaluation report.



## **Minutes of online meeting of the departmental meeting held on 20/11/2021 at 10:45am**

### **Present members**

1. Dr. Sunita Bahmani (Teacher-in-charge)
2. Dr. Seema Rani (Coordinator Field Work)
3. Prof. Beena Antony Reji
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Dr. Gyanvati
7. Mr. Rakesh
8. Dr. Mali Devi
9. Mr. Baldev Gulati
10. Dr. Aneesh T.V.

### **Agenda of the meeting**

- Internal Assessment for semester-V
- NAAC related to mentoring for students
- Field work viva-voce
- Paper distribution for even semester (II, IV & VI)
- Orientation programmes for semester-I
- Discuss the field work issues related to irregular students

### **Proceedings**

- Dr. Sunita Bahmani informed that the concerned faculty members should submit their internal assessment latest by 20/11/2021 and cc to teacher-in-charge.
- As decided in the meeting that department will be preparing the mentoring format for current students and ex-students.
- Dr. Sunita Bahmani informed that field work viva-voce will be held on 25/11/2021 for semester-V and 10/12/2021 for semester- III.
- It was discussed in the meeting that the paper distribution among faculty for semester-I, II, IV & VI for the academic session 2021-22.
- It was informed in the meeting that each faculty members should create their google meet link and prepare attendance record for own orientation session and mail it to teacher-in-charge.
- It was decided in the meeting that the same session will be repeat for semester-I (2021-22) for month of December 2021.
- Dr. Gyanvati discussed about that Ms. Manya (From Semester-V) has submitting their pending reports on 17/11/2021. But she did not submit their medical certificate related to health issues till date.
- If the students submitting reports of field work sessions without attend for the same. In these cases, the college supervisor will write remarks in the evaluation report and make assessment on the same.

## **Minutes of the Departmental meeting held on 13<sup>th</sup> December 2021.**

Date: 13th, December 2021

Time: 10:45 PM

Platform: Google Meet

### **Agenda:**

- Discuss Criteria for eminent Alumni
- NAAC requirements from department
- Field work related issues
- NGO Meet and Pearl Memorial
- Journals for library

### **Members' Present:**

1. Dr. Beena Antony Reji
2. Dr. Seema Rani
3. Dr. Mnaju Goel
4. Ms. Manisha Pal
5. Dr. Gyanvati
6. Mr. Rakesh Choudhary
7. Dr. Mali
8. Mr. Baldev Gulati
9. Dr. Aneesh.T.V

### **Proceedings:**

1). For selecting eminent alumni criteria should be on the basis of Merit , Work Experience with designation, Active Participation/connectivity with the college, Participated in activities during college time.

- 2). The department have to submit details to NAAC committee if offered any add on/ certificate course by the department.
- 3) There were three journals suggested in meeting for library namely: Indian Journal of social work, Chronicle social work and Perspectives of social work.
- 4) Mr. Rakesh Choudhary will organize online NGO meet tentatively in January end once students will get free from their exams and other activities.
- 5) Pearl Memorial will be organized by Mr. Baldev Gulati in January.
- 6). The students who are failed in fieldwork, the list will be sent to university for clarification for further action.
- 7). It was decided that the students will have to share their mark sheet if they failed in field work so that further action can be taken for their betterment.

**Departmental meeting was held on 1<sup>st</sup> January 2022 at 10.45AM online on Google Meet**

**Members Present**

Dr. Sunita Bahmani (TIC)  
Dr. Seema Rani (Field Work Coordinator)  
Prof. Beena Antony Reji  
Dr. Manju goel  
Ms. Manisha Pal  
Dr. Gyanwati  
Mr. Rakesh Choudhary  
Dr. Mali Devi Sawariya  
Mr. Baldev Gulati  
Dr. Aneesh T.V

**Agenda:**

- Regarding commencement of field work in online mode only.
- Field work and NAAC related issues.
- Any other issue.

**Discussion:**

The following points were discussed and finalized in the meeting:

- 1) It was discussed and decided that field work will commence in online mode only, all members agreed and the decision was finalised.
- 2) It was discussed and decided that the internal teachers and guest speakers will be called to take online sessions with the students. Teachers will arrange the external guest speakers.
- 3) Discussed about the NAAC requirement (student profiling Advance/Slow learner). It was decided to seek more clarity about the requirement from the NAAC committee.
- 4) TIC requested all the members to fill all the NAAC requirements, which they receive directly on their personal mail.
- 5) TIC informed about the timetables being mailed to all the faculty members.
- 6) It was decided that NGO Meet and Pearl Memorial would be organised in January month.
- 7) TIC informed about the MOU signed with VYK on 30 Dec 2021 for short term course on communication and Leadership Skills.

**The meeting was over with all the above-mentioned points.**

Minutes of the meeting held on 11<sup>th</sup> January  
2022, at 11:00 am. In staff room.

### Members Present

- 1) Dr. Sumita Bahmani (F.I.C) Present
- 2) Prof. Beena Antony Reji Present
- 3) ~~Dr. Sunanda~~ Panel Mr. Rakesh Choudhary Present
- 4) Dr. Manju Grool Present
- 5) Ms. Manisha Pal Present

### Agenda

- Discussion about the field work session
- Discussion about the NAAC Criteria
- Information regarding inaugural of short-term certificate course.

### Discussion

All the matter mentioned in the agenda was discussed and informed to all the members present in the meeting.



Minutes of the meeting held on 4th  
February 2022 at 10:30 am in staff  
room.

### Members Present

- 1) Dr. Sunita Bahmani (T.I.C) Present
- 2) Prof. Beena Antony Reji Present
- 3) Dr. Seema Rani Present
- 4) Dr. Manju Groel Manji Present
- 5) Ms. Manisha Pal Present
- 6) Mr. Rakesh Choudhary Present
- 7) Dr. Anush TV. Present

### Agenda

- Discussion about the remaining departmental activities

### Discussion

- As per the previous meeting held on 29/07/2021, remaining work are supposed to be done by the department as follows.

- 1) Dr. Manju Groel - Annual Report

- 2/ PPT & Newsletter - Dr. Mali
- 3/ Prize Distribution - Mr. Rajesh
- 4/ Career Guidance - Mr. Manish Patel
- 5/ Internal Assessment Collection - Dr. Manish Patel

The meeting was wound up with the discussion.

Minutes of the meeting held on 17-02-2022  
at 11.00 a.m. in Room number 15.

### Members present.

- 1) Dr. Sunita Bahmani ~~et al~~
- 2) Dr. Seema Rani ~~et al~~
- 3) Dr. Beena Antony Reji
- 4) Dr. Nali Devi Sunariya ~~et al~~
- 5) Mr. Rakesh ~~et al~~
- 6) Ms. Manisha Pal. ~~et al~~
- 7) Mr. Baldev Gulali. ~~et al~~
- 8) Dr. Anesh T.V. ~~et al~~

### Agenda of meeting.

- (1) Mode of Field work.
- (2) ~~First year~~. Teaching Mode discussion - online / offline.
- (3) Disposal of fieldwork files of last five years.

### Discussion

1. Decided to continue online mode of field work for the first year students. (Wednesday and Friday).
2. Decided to continue offline mode for classes and Individual conferences in college as per the Institutional order.
3. Decided to continue Webinar / Sessions on Wednesday.

and assignment on Friday for first year students.  
4. Submission of fieldwork reports for first years  
will continue to submit in Google Classroom.

5. Decided in case of II<sup>nd</sup> year and III<sup>rd</sup> year  
students fieldwork, By 9<sup>th</sup> March, all  
teachers will be placing their Super Vis<sup>or</sup>  
in agencies or other alternative with  
integrated efforts. All the individual teachers  
will be responsible for placement and  
coordination.

## **Minutes of the Departmental meeting held on 9th April 2022**

Date: 9th, April 2022

Time: 10:45 PM

Platform: Google Meet

### **Members' Present:**

1. Dr. Sunita Bahmani (Teacher-In-Charge)
2. Dr. Seema Rani (Field work coordinator)
3. Dr. Beena Antony Reji
4. Dr. Mnaju Goel
5. Ms. Manisha Pal
6. Dr. Gyanvati
7. Mr. Rakesh Choudhary
8. Dr. Mali Devi Sawariya
9. Mr. Baldev Gulati
10. Dr. Aneesh.T.V

### **Agenda:**

- Discussion about first year session and timetable
- Discussion about Prize distribution
- Discussion about field work viva of 4<sup>th</sup> and 6<sup>th</sup> semester
- Discussion about field work file submission of 4<sup>th</sup> and 6<sup>th</sup> semester
- Informed about the UGCF syllabus
- Discussion about Ekta society fund utilization
- Discussion about Field work defaulter students

### **Proceedings:**

- 1). 2<sup>nd</sup> semester time table was discussed.

3) It was decided that field work topper and subject topper names will be given to the annual day committee latest by 14<sup>th</sup> April, 2022.

Topperes

Shruti – Ist year

Shreya Yadav - IInd year

Samridhi Trivedi –IIIrd year

Overall and University Topper- Tenzin Chime

4). It was decided that last date of file submission will be 25<sup>th</sup> April 2022 in online Mode. And field work viva (offline) will be held on 28<sup>th</sup> and 29<sup>th</sup> April.

5). It was informed that the UGCF Syllabus is sent to the university and content creation for syllabus will start soon.

6). It was discussed that remaining funds raised by Ekta society should be used for academic purpose such as to organize session or workshop for the students.

7). Dr. Mali informed about one of her student Sneha Verma she is not submitting her any report except going for field work, she is not attending IC also after so many emails also she has not submitted any report.

**The meeting was over with all the above-mentioned points.**

# ADITI MAHAVIDYALAYA

## DEPARTMENT OF SOCIAL WORK

Minutes of the Department meeting held on 3<sup>rd</sup> June 2022 at 6pm via Google Meet

### Faculty Members present:

Prof. Beena Antony Reji (Teacher-in-Charge)

Dr Sunita Bahmani (Field work Co-ordinator)

Dr Seema Rani

Dr Manju Goel

Ms. Manisha Pal

Dr Gyanvati

Sh Rakesh Chaudhary

Dr Mali Devi Sawariya

Sh Baldev Gulati

Dr Aneesh T.V.

Sunita Bahmani  
9.6.22

Manju  
Manisha

Rakesh  
Mali

B7

### Proceedings:

1. As the new academic year begins, duty as Teacher-in-Charge was handed over by Dr Sunita Bahmani to Prof. Beena Antony Reji for the year 2022-23.
2. Field work Coordinator-ship was handed over by Dr Seema Rani to Dr Sunita Bahmani for the year 2022-23
3. Prof. Beena Antony Reji as Teacher-in-Charge shared her vision to bring back the same rigour, bonding and commitment like pre-Covid times. On rotation basis officially as per seniority, Dr Mali Devi Sawariya was given the responsibility of Co-TIC this year
4. Ms Manisha Pal was given the responsibility as Co-Field work Coordinator by Dr Sunita Bahmani.
5. Prof. Beena Antony Reji also shared the vision that we should formalize the records of TIC, Co-TIC, Field Work Coordinator, Co-Field Work coordinator since 1999, so that we can have an official record of all duties.
6. It was also shared that we all must continue to dedicatedly work on Syllabus formulation - UGCF as one of the significant tasks of the department duties.
7. Sh Rakesh Choudhary suggested to modify the format and relook the student-oriented activities with extra rigor, especially the NGO Meet.
8. Paper distribution was shared with all the concerned faculty members and also duty allocation for 2022-23 was finalized during the meeting (attached with the minutes). We need to look and plan about the Silver Jubilee Celebrations of Department of Social Work at our college together.
9. Prof. Beena Antony Reji suggested that we must have an orientation session with third- and second-year students, as and when their sessions start; however as soon as first year joins, then we can have a formal orientation programme for students from all the years together.

DEPARTMENT OF SOCIAL WORK

PAPER DISTRIBUTION (July 2022-2023)

Name of the teacher-in-charge:- Prof. Beena Antony Reji

Department: Social Work , Aditi Mahavidyalaya, Bawana

Name of the present paper	Code of the paper	Name of the paper	Name of the teacher	OFF Day	Marks (workload)
Semester-I(LOCF) (4 Credits)	12331101	Fundamentals of Social Work	Ms. Manisha Pal	Monday	100
(4 Credits)	12331102	UNDERSTANDING SOCIETY FOR SOCIAL WORK	Dr. Manju Goel	Saturday	100
Generic Elective (Offer One Paper) (4 Credits)		Understanding Gender	Sh. Rakesh and Dr. Mali		100
Skill Enhancement (Offer One Paper) 2 Credits - One class per week)		Field Work Skills: Working with People	Dr. Gyanvati		100
Value Addition 2 Credits - Two class per week)		Community engagement in environment protection	Dr. Aneesh and Sh. Baldev		
	12331112	Field Work and Practicum			



Semester-III (LOCF)	12331301	Working with Individuals	Dr. Sunita Bahmani	Saturday	100
	12331302	Working with Groups	Dr. Beena Antony Reji	Saturday	100
	12331304	Social Deviance & Criminal Justice	Dr. Aneesh	Thursday	100
Generic Elective paper opted by other students	12335309	Gender Equality and Social Work	Ms Manisha & Dr Manju Goel		
Skill Enhancement Course (any one paper)					
	12333303	Skills and Techniques in Field Work Practice	Mr. Baldev Gulati	Thursday	100
	12331312	Field Work and Praeticum			
Semester -V (LOCF)		Research in social work	Dr Mali	Thursday	100
		Social Action and Movements	Dr. Seema Rani	Saturday	100
Discipline Specific Elective (DSE)		Health & Social Work	Dr. Gyanvati	Monday	100
		Social Work Intervention in Disaster	Mr Rakesh	Monday	100

**DEPARTMENT OF SOCIAL WORK**  
**ANNUAL DUTY ALLOCATION (2022-23)**  
**Teacher-in-Charge: Prof. Beena Antony Reji**  
**Field Work Co-ordinator: Dr Sunita Bahmani**

Duty	Allocated to
Coordinating with TIC	Dr Mali Devi Sawariya
Working with Field Work Coordinator	Ms Manisha Pal
Admission Coordinator	Dr Manju Goel
First Year Coordinators	Dr Manju Goel and Ms Manisha Pal
Second Year Coordinator	Dr Sunita Bahmani and Dr Aneesh T.V.
Third Year Coordinator	Dr Seema Rani and Dr Rakesh
EKTA SOCIETY	Prof. Beena Antony Reji, Dr Rakesh, Dr Aneesh T.V., Ms Manisha Pal, Dr Mali Devi Sawariya
Extension Programme Coordinator	Dr Aneesh T.V. and Dr Mali
Open Camp	Field Work Unit Dr Sunita Bahmani and Ms Manisha Pal
Pearl Memorial	Dr Gyanvati
Career Guidance	Dr Gyanvati
NGO MEET	Dr Sunita Bahmani and Ms Manisha Pal
REPORT + NEWSLETTER + PPT	Dr Rakesh
SIZE DISTRIBUTION	Prof. Beena Antony Reji, Dr Rakesh and Dr Mali
DEPARTMENT REPORT	Dr Seema Rani
Series/ Seminar/ Workshops	Open for all
Guest - SILVER JUBILEE	NEEDS TO BE WORKED UPON
FUNCTIONS OF OUR DEPARTMENT	COLLECTIVELY

To,

The Principal  
Aditi Mahavidyalaya  
University of Delhi  
Bawana.



Date: 9/6/2022

Handwritten signature: *Beena*  
09-06-2022

Subject: Regarding new academic sessions and handing over charges and minutes.

Respected Ma'am,

As the new academic session begins, 2022-23, we today had a physical meeting to hand over the TIC charge to Prof. Beena Antony Reji and Field work Directship to Dr. Smriti Bahmani. PFA the minutes about it attached herewith.

Thanks & regards,  
*Beena*  
Prof. Beena Antony Reji  
Teacher-in-charge  
Dept of Social Work  
Aditi Mahavidyalaya.

Minutes of the meeting held on 9/6/2022 in Unit Room No. 15  
at 10.40

### Members Present.

Dr. Beena Antony Reji Beena  
9/6/22

Dr. Sunita Bahmani Sunita  
9.6.22

Dr. Manju Goyal Goel Manju  
9/6/22

Dr. Mali Devi Sawariya Mali

Dr. Gyanvati Gyanvati  
09/6/2022

Ms. Manisha Pal Manisha  
9/6/2022

Mr. Rakesh Choudhary Rakesh

Dr. Anesh T.V. Anesh T.V.  
9/6/22

Mr. Baldev Goleti Baldev

### Proceedings.

As the new academic year begins, duty as Teacher-in-charge was physically handed over by Dr. Sunita Bahmani to Prof. Beena Antony Reji for the year 2022-23. The charge of field work coordinator was physically handed over by Dr. Seema Rani to Dr. Sunita Bahmani for the year 2022-23. The minutes of the year 2022-23 will be taken care by TIC of that particular year. Manju Goyal was physically handed over to the registers with the minutes of the year 2021-22. The minutes of the year 2021-22 were handed over to Dr. Mali Devi

at room no. -15, 12.00 PM.

### Members Present

Prof. (Dr.) Beena Antony Reji   
Dr. Sunita Bhatnagar   
Dr. Seema Rani   
Dr. Manji God   
Ms. Manisha Lal   
Dr. Gyanvati   
Ms. Rakesh Chaudhary   
Dr. Mali   
Ms. Baldev Gulati   
Dr. Anesh T.V. 

The case of Ms. Emmanuel Remrajnari, B.A.(H) Social Work, Semester IV has been discussed. She has not appeared for the examination of Semester IV, so her results were not declared. We received an email application from her for re-admission on 15<sup>th</sup> July, 2022. The matter was discussed with Mr. Rajesh Jain, college administration and further discussed in the departmental meeting. The Department received the forwarded email of the student on 19<sup>th</sup> July, 2022. Department sought clarification from Dr. Manji, Examination Committee convenor. Further, the department has written an application to the Principal for seeking clarification from the college administration, requested the college to allow her case for second phase examination, leftover students.

It was also discussed that the field work supervisors will mention their field work experiences for field work and other related issues.

Discussion was held for silver jubilee celebrations of Department of Social Work, will be celebrated on 4<sup>th</sup> August, 2022.

2023.0

**ADITI MAHAVIDYALAYA**  
**DEPARTMENT OF SOCIAL WORK**

**Minutes of the Emergent Department meeting held on 9th, July 2022  
at 10:45 am via Google Meet**

**Agenda:**

- To Discuss about alumni higher education and placements data.
- To look into Nahida Parveen's Case received on 10<sup>th</sup> June 2022 from info@aditi.du.ac.in
- To discuss about the Social Work Department's response to RTI Registration no. - ADMAH/2022/60007; ADMAH/2022/60005 and ADMAH/2022/60008 received by Department of Social Work from info@aditi.du.ac.in on July 6, 2022, 3:59 PM

**Faculty Members present:**

Prof. Beena Antony Reji (Teacher-in-Charge)  
Dr Sunita Bahmani (Field work Co-ordinator)  
Dr Seema Rani  
Dr Manju Goel  
Dr Gyanvati  
Ms. Manisha Pal  
Sh Rakesh Chaudhary  
Dr Mali Devi Sawariya  
Sh Baldev Gulati  
Dr Aneesh T.V.

**Proceedings:**

- 1) Discussed about the preparation and submission of alumni higher education and placement related data. This will be coordinated by Dr. Seema Rani and Ms. Manisha Pal.
- 2) With regard to three RTIs requested with Registration no. - ADMAH/2022/60007 dated 18 June 2022; ADMAH/2022/60005 dated 14 June 2022 and ADMAH/2022/60008 dated 18 June 2022 forwarded to TIC Department of Social Work from info@aditi.du.ac.in on July 6, 2022, 3:59 PM, the Social Work Department has been asked to respond to it. As a department we would like to express that though the advertisement was advertised but the details and information asked in the RTI is not in the purview of social work department.

detail. Also, during detailed discussion on this case, the teachers gave their suggestions about the correspondence held with Ms. Nahida Praveen. Further it was decided that this matter will be discussed with Principal of the college. As a department we would be very supportive to the students reappearing for field work practicum as per university norms.

- 4) Dr. Mali and Dr. Aneesh .T.V informed department for organizing orientation programme for upcoming semester.
- 5) The fieldwork of IIIrd year students will start from 27th July as 1 (A).

MINUTES OF THE DEPARTMENT MEETING HELD ON 23 July, 2022 at 10:45 am  
via Google Meet: <https://meet.google.com/jqf-guov-zmb>

**Faculty Members present:**

Dr. Sunita Bahmani

Prof .Beena Antony Reji

Dr. Seema Rani

Dr. Gyanvati

Dr. Mali Devi Sawariya

Dr Aneesh T.V.

Ms. Manisha Pal

Mr. Baldev Gulati

Mr. Rakesh Choudhary

**Proceedings:**

- ◇ Dr. Mali has shared the assigned duty chart and presented faculty members discussed the various components of the social work department's silver jubilee celebration which will be held on 4<sup>th</sup> August, 2022.
- ◇ Dr. Beena Antony Reji presented the budget, and the budget was discussed in the meeting by all faculty members. All faculty members agreed to meet with the principal on Tuesday (26-7-2022) at 10.45 a.m. in order to ensure timely the release of funds for the programme.
- ◇ Mr. Baldev Gulati expressed concern about the feasibility of a reading hall in the circumstance of rain. However, it was decided to hold the programme in the library reading hall of college with the college auditorium as a backup in case of rain.
- ◇ As a refreshment for the guests, it was decided to serve high tea. In charge are Mr. Rakesh Choudhary and Mr. Baldev Gulati for refreshment .

## Members Present

Prof. Beena Antony Reji (T.I.C) Beena  
Dr. Smita Bahmani  
Dr. Seema Rani  
Dr. Manju Groel Manju  
Ms. Manisha Pal Manisha  
Dr. Gyanwati Gyanwati  
Mr. Rakesh Choudhary  
Dr. Mali Mali  
Mr. Baldev Gulati  
Dr. Aneesh T.V

## Agenda

- 1) To discuss about Silver Jubilee Celebration and revised budget
- 2) To discuss about the students leaving the College. (migration case)

## Proceedings

- 1) In the meeting discussed about the guests lists and revised budget
- 2) Discussed about the arrangement and souvenirs for the alumni and guests

## Revised Budget

- 1) Kingda Tea and Lunch = Rs. 20,000/-
- 2) Souvenirs + Pots = Rs. 9



P.T.O

Minutes of 26<sup>th</sup> July '22

Date:

Page No.:

Banners + Mike = Rs. 10,000/-  
Miscellaneous = Rs. 4,000/-

This above mentioned budget was finalized for organizing the event.

The student Monisha Nagpal from BSW 1st year applied for Migration & Transfer.

**Minutes of meeting of the emergent departmental meeting held on 29/7/2022 at 5:00pm via Google Meet**

**Present members**

1. Prof. Beena Antony Reji (Teacher-in-charge)
2. Dr. Seema Rani
3. Dr. Manju Goel
4. Ms. Manisha Pal
5. Mr. Rakesh Choudhary
6. Mr. Baldev Gulati
7. Dr. Gyanvati

**Agenda of the meeting**

- Discuss the preparation about silver jubilee event of the department of social work

**Proceedings**

Dr. Mali informed about the duty and responsibilities of each faculty members for the silver jubilee celebration on 4/8/2022. One by one faculty members also gave updates about their work for the same.

It was decided in the meeting that Dr. Gyanvati will prepare the registration form for the B.A. (H) Social Work Students semester-V and II.

Minutes of the meeting held on 2/08/2022  
in Room no. 15 at 1:20 pm

Members Present :-

Prof Beena A. Reji -

Dr Gyawati

Ms. Manisha Pal

Dr. Mali Devi Sawariga

Mr. Rakesh Choudhary

Sh. Baldev Gulati

Dr. Aneesh T.V.

Beena  
Gyawati

Mali

Mali

Aneesh T.V.

2/8/22

Proceedings :-

1) A meeting was held with Principal Man for advance payment for Silver Jubilee Celebration & a request was forwarded for the same by TIC.

2) It was decided that all <sup>advance</sup> ~~account~~ payment will done in the <sup>Bank</sup> account of Sh. Rakesh Choudhary for the expenditure under Silver Jubilee Celebrations on 4<sup>th</sup> Aug 2022.

The advance was required for Rs 64000/- in following heads :-

- |                                   |   |             |
|-----------------------------------|---|-------------|
| 1) Refreshments, High Tea & Lunch | - | Rs 30,000/- |
| 2) Banner & Cordless mike         | - | Rs 10,000/- |
| 3) Green Pots, Plants & Souvenirs | - | Rs 20,000/- |
| 4) Miscellaneous                  | - | Rs 4000/-   |

Advance

Rs 64000/-

It was concluded in the meeting with principal Mam that files will be disposed per the procedure told by Ashutosh Ji. It was also discussed that dept will collect the files and hand it over to Ashutosh Ji for the disposal.

4). It was decided that Dr. Mali Sawariya will supervise Ms. Happiness for her compensatory fieldwork as she has failed in her first semester field work. She can compensate her fieldwork during her (Mid-sem break, and other breaks). The fieldwork department and Dr. Mali Sawariya will finalize the schedules and organization for the same.

5). The Student Ms. Kajol informed (telephonically) about the discrepancies in her marksheet where she is shown absent in the filed work and got ER. It is discussed and decided that student need to update her marksheet.

6). Dr. Aneesh informed about Ms. Roshini, his present field work supervisee that the student is absent without notice from August 3rd to 17th August from fieldwork. Supervisor tried to call but couldn't get through. Also not attended ICs and fieldwork.

7). The fieldwork department also requested to the faculties to submit their final placemnt list of the students on field work email id.

**The meeting was over with all the above-mentioned points.**

Minutes of Department Meeting with Principal  
12/Sept/2022  
In Principal Room

Date:

Page No.:

Members Present

Prof. Mamta Sharma (Principal) Mamta  
Dr. Surita Bahamani Surita  
Dr. Seema Rani Seema  
Dr. Manju Goel Manju  
Dr. Gyanvati Gyanvati  
Ms. Manisha Pal Manisha  
Dr. Mali Mali  
Mr. Rakesh Rakesh  
Mr. Baldev Baldev  
Dr. Anesh TV ABSENT  
Prof. Beera Antony Reji Beera

Reporting & Discussion of Missing Register  
of Minutes of Social Work Department

The Principal was informed about the sequence of event of the missing register  
Principal Comment on this episode

- 1) All matters should be done official maintaining of the key and catalogue of registers.  
Mr. Rakesh & Mr. Devender would help in record keeping.
- 2) Scanning was advised for all record and Dr. Mali will be supervised.
- 3) Dr. Surita Bahamani has <sup>Prerna</sup> mentioned that by mistake ~~regretted~~ and gave an explanation why the register was taken to her home and she has returned the 1 register of minutes 2018-2019, 2019-2020, 2020-2021, 2021-2022 back today to the department.

Date: \_\_\_\_\_  
Page No.: \_\_\_\_\_

4) The Co.TIC & Co.F.W would be on rotation basis.

X — X

\* After meeting with the principal ma'am, it was decided that the almirah of Social work department will be arranged and catalogued by Dr. Gyanvati, Ms. Manisha, Mr. Rakesh and the keys of the almirah will be kept with Mr. Devender from 12<sup>th</sup> Sept. 2022 onwards.

\* Stock of Social work department and Global fund was combined. Stocks need to be organised, Mr. Devender, Mr. Rakesh and Dr. Anush will take care of it.

\* Field work files of previous years will be disposed off. It was decided that the evaluation and face sheets of <sup>4</sup>/<sub>5</sub> years will be kept in the department and complete field work files of previous 3 years will be kept as it is. Files of 2019-2020, 2020-2021, 2021-2022 will be kept in the department as it is and from field work files of 2017-2018 and 2018-2019 we will keep the evaluation reports and log sheets in the department. The disposal will be taken care by the field work department.

\* We received 2 pen drive, one is given to Mr. Devender and another one to Mr. Rakesh to keep the department data in it.

\* For field work files disposal, teachers need to bring the keys of the almshouse allotted to them which are kept in the room no. 26.

\* Department's student advisory committee will address the students' grievances on 13<sup>th</sup> Sept. 2022 during Ekta Society meeting.

\* The agenda of department meeting should be informed prior to the meeting.

\* All the department data will be kept in hard disk which is available according to the catalogue

SS Mary 12/9/2022 BT Ravi

Munish 12/09/2022

Mali 12/9/22

Ryan 12/9/2022

Renu 12/9/22



## **Minutes of the Departmental meeting held on 20th August 2022**

Date: 20th, August 2022

Time: 11:00 AM

Platform: Google Meet

### **Members' Present:**

1. Prof. Beena Antony Reji (Teacher-In-Charge)
2. Dr. Sunita Bahmani (Field work coordinator)
3. Dr. Seema Rani
4. Dr. Mnaju Goel
5. Ms. Manisha Pal
6. Dr. Gyanvati
7. Mr. Rakesh Choudhary
8. Dr. Mali Devi Sawariya
9. Mr. Baldev Gulati

### **Agenda:**

- Discussion about the syllabus preparation for UGCF
- Discussion about Field work defaulter students and related issues

### **Proceedings:**

1). Brief was given about the progress and process of syllabus preparation and It was discussed and decided that syllabus for UGCF will be prepared by all the teachers according their distributed papers.

2) Department discussed about Ms. Nahida (E), College supervisor (Mr. Baldev Gulati ) informed that she is irregular in her fieldwork, she is not attending ICs and not submitting her reports on time after so many reminders.

## **Minutes of the Departmental meeting**

Date: 23<sup>rd</sup>, November 2022

Time: 5:00 PM

Platform: Google Meet

### **Members' Present:**

1. Prof. Beena Antony Reji
2. Dr. Sunita Bahmani
3. Dr. Seema Rani
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Dr. Gyanvati
7. Dr. Rakesh Choudhary
8. Dr. Mali
9. Mr. Baldev Gulati
10. Dr. Aneesh.T.V

### **Agenda:**

- Discussion and suggestions regarding 1<sup>st</sup> year admissions
- Discussion and suggestions regarding Field Work in UGCF
- Discussion and suggestions regarding SEC and VAC for 1<sup>st</sup> year
- Discussion and suggestions to reduce dropout and migration cases.

### **Proceedings:**

- 1). The Status of admissions in the department was informed by the TIC, it was informed that the department is getting fewer admissions this time.
- 2). The Status of the DSE/SEC/VAC papers offered in the 1<sup>st</sup> year was discussed and it was decided that the department could offer two GE courses from semester II.

3). Changes in the Field Work hours in UGCF were informed by TIC and further discussed by all the faculty members.

4). It was discussed that the high dropout and migration rates are a cause of concern and suggestions were asked to reduce the dropout and migration rates.

5). It was discussed and decided that the department would communicate all the major concerns to the Department of Social Work, University of Delhi for guidance and clarification.

6). Suggestions were asked from all the faculty members to motivate students to be regular in classes and reduce dropouts.

**ADITI MAHAVIDYALAYA**

**DEPARTMENT OF SOCIAL WORK**

Minutes of the Department meeting held on 29 NOV 2022 at 6pm via Google Meet

**Faculty Members present:**

Prof. Beena Antony Reji (Teacher-in-Charge)

Dr Sunita Bahmani (Field work Co-ordinator)

Dr Seema Rani

Dr Manju Goel

Ms. Manisha Pal

Dr Gyanvati

Sh Rakesh Chaudhary

Dr Mali Devi Sawariya

Sh Baldev Gulati

Dr Aneesh T.V.

**Proceedings:**

1. Discussion was held regarding VAC and SEC papers. It was decided that Wednesday will be assigned for VAC classes and Monday for SEC classes.
2. It was also decided that as wednesday is field work day, it was suggested to place the students in communities and organizations nearby college in bawana.

# **ADITI MAHAVIDYALAYA**

## **DEPARTMENT OF SOCIAL WORK**

### **Minutes of the Department meeting held on 19 Dec 2022 via Google Meet**

#### **Faculty Members present:**

Prof. Beena Antony Reji (Teacher-in-Charge)  
Dr Sunita Bahmani (Field work Co-ordinator)  
Dr Seema Rani  
Dr Manju Goel  
Ms. Manisha Pal  
Dr Gyanvati  
Sh Rakesh Chaudhary  
Dr Mali Devi Sawariya  
Sh Baldev Gulati  
Dr Aneesh T.V.

#### **Proceedings:**

1. As an urgent matter, it was discussed in the meeting that in the new UGCF, B.A. (H) Social Work in Field Work Practicum we are only able to provide 8 hours per week that is 120 hours per semester that will adversely impact the effectiveness and quality of B.A. (H) Social Work course. On the behalf of TIC, as a Department collectively, we all decided to put forth our representation on letter for retaining field work hours to make timely efforts to retain our standard.
2. Also submission of internal assessments was discussed.

## **Minutes of the Departmental meeting held on 02/01/2023 at 7:00 pm.**

### **Platform: Google Meet**

### **Attended by:**

Dr. Beena Antony Reji (T.I.C)  
Dr. Sunita Bahmani  
Dr. Seema Rani  
Ms. Manisha Pal  
Dr. Gyanvati  
Mr. Rakesh Choudhary  
Dr. Mali  
Dr. Aneesh.T.V

### **Agenda of the meeting:**

- Discussion on Rural camp and its budget
- Fieldwork compensation for late admission
- Information regarding field work of second year and third year (6<sup>th</sup> January and 4<sup>th</sup> Janaury 2023)
- Discussion on Ms. Taniya Arya student of Dr. Seema Rani for her field work
- Field Work Webinar will be organizaed on mid of January, 23
- Pearl memorial poster making competition scheduled for 24<sup>th</sup> January, 2023
- Session on HIV/AIDS will be organized in the last week of January, 2023
- Information regarding career guidance webinar series by Dr. Gyanvati

### **Proceedings:**

- It was discussed in the meeting that field work department approached three organization for rural camp namley (RLEK, Dehradun, RMKM, Ajmer and Tarun Bharat Sangh, Alwar). Among those Tarun Bharat Sangh is finalized as their budget and other lodging facilities are available. For further step will clarify the fund from accounts department so that we can proceed accordingly.
- Fieldwork compensation for late admission, the concerned supervisors can ask for undertaking from their first year field work supervisees if they have started late their field work because of late admission or missed field work.
- The fieldwork of second year and third year students are going to start from 6<sup>th</sup> January 2023 and 4<sup>th</sup> January 2023 respectively.
- Dr. Seema Rani informed about her supervisees Ms. Taniya Arya (BSW Ist Year). She has not started her fieldwork yet after intimation on 15<sup>th</sup> December 2022. She almost missed her two weeks of fieldwork. So it is suggested that she can do additional fieldwork for compensation.
- The fieldwork unit will be organizing fieldwork webinar in the mid of January 2023. Also look for organizing the street play

- Dr. Gyanvati informed that Pearl memorial poster making competition is going to be organized on 24<sup>th</sup> January, 2023 and there will be a session on HIV/AIDS will be organized in the last week of January, 2023
- The career guidance webinar series is started from 17<sup>th</sup> December, 2022 informed by Dr. Gyanvati and continued till this session.

# **ADITI MAHAVIDYALAYA**

## **DEPARTMENT OF SOCIAL WORK**

**Minutes of the Department meeting held on 11 Jan 2023 via Google Meet**

### **Faculty Members present:**

Prof. Beena Antony Reji (Teacher-in-Charge)  
Dr Sunita Bahmani (Field work Co-ordinator)  
Dr Seema Rani  
Dr Manju Goel  
Ms. Manisha Pal  
Dr Gyanvati  
Sh Rakesh Chaudhary  
Dr Mali Devi Sawariya  
Sh Baldev Gulati  
Dr Aneesh T.V.

### **Proceedings:**

1. Discussion was held regarding MoU with the field work organizations, as suggested by Principal Mam. Also, the faculty members discussed about process of asking field work organisations for the MoU with the college.
2. It was concluded that all the members would discuss with their field work agencies about their process officially to sign MoU.



## Minutes of the Departmental meeting

Date: January 17 2023

Platform: Google Meet

### Members' Present:

1. Prof. Beena Antony Reji
2. Dr. Sunita Bahmani
3. Dr. Seema Rani
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Dr. Gyanvati
7. Dr. Rakesh Choudhary
8. Dr. Mali
9. Mr. Baldev Gulati
10. Dr. Aneesh T.V.

### Agenda:

- Discussion and suggestions regarding UGCF Curriculum and rural camp.
- Discussion regarding workload and time table.

### Proceedings:

- 1) It was discussed to get the courses complete as per UGCF framework and also the workload was discussed.
- 2) Suggestions were asked from all the faculty members to motivate students to join rural camp mandatory.
- 3) During the meeting it was discussed that parent teacher meeting shall be organized for all years and feedback must be shared with all.

## Minutes of the Departmental meeting

Date: 9<sup>th</sup> March 2023

Platform: Google Meet

### Members' Present:

1. Prof. Beena Antony Reji
2. Dr. Sunita Bahmani
3. Dr. Seema Rani
4. Dr. Manju Goel
5. Ms. Manisha Pal
6. Dr. Gyanvati
7. Dr. Rakesh Choudhary
8. Dr. Mali
9. Mr. Baldev Gulati
10. Dr. Aneesh.T.V

### Agenda:

- Discussion and suggestions regarding programs to be held on 17<sup>th</sup>, 18<sup>th</sup> and 21<sup>st</sup> to be hosted by college for G20 Presidency summit

### Proceedings:

- 1) It was discussed that it is mandatory for all the years to participate in the three programs coordinated by Department for G20 Presidency summit scheduled on 17<sup>th</sup>, 18<sup>th</sup> and 21<sup>st</sup> March 2023 on Story Telling and TB Free Campus.
- 2) Suggestions were asked from all the faculty members to motivate students to be regular in classes and reduce dropouts.
- 3) Paper distribution for SEM I and II SEC, VAC, GE was done and information about time table was shared with all faculty members.
- 4) It was proposed to take care of representation of Department in future and also the proposal to conduct a programme by VishwaYuva Kendra was permitted.

Minutes of the meeting held in room no. 1  
at 12:15 pm.

Members present

- 1) Prof. Beena Antony Reji Reji
- 2) Dr. Sunita Bahmani
- 3) Dr. Manish Goel Manish
- 4) Ms. Manisha Pal Manisha
- 5) Dr. Ujwanti Ujwanti
- 6) Mr. Rakesh Chaudhary Rakesh
- 7) Dr. Mali Mali
- 8) Mr. Baldev Gulati Baldev
- 9) Dr. Anesh. T. V Anesh
- 10) Ms. Kajal Kajal

Agenda of the Meeting

- \* Discussion on Kajal ~~Chaudhary~~ student's case regarding her marksheet
- \* Discussion with student Ms. Kajal

Discussion

- \* The student Ms. Kajal was informed about her absence in theory part and her marks which was based on ABE.
- \* The student asked about her field work <sup>viva-voce</sup> attendance of I<sup>st</sup> & II<sup>nd</sup> sem. The student have been advised to give written request.

Minutes of the meeting held in room 15 at 11:00 AM

Members Present.

1. Prof. Beera Antony Reji Present
2. Dr. Sunita Bahmani (Duty leave)
3. Dr. Seema Rani
4. Dr. Gyanwati Present
5. Mr. Rakesh Chaudhary Present
6. Dr. Mali Devi Samraja Mali
7. Dr. Aneshiv T.V. Ananth Present
8. Ms. Manisha Patil Present
9. Dr. Manoj Koul Present to Mr. Baldev Ghatge Present

Agenda of the meeting.

1. Discuss on Student Grievances related to Fieldwork (Anjana, Nehida, Rashni, Happiness)
2. Discussion on Grievance sent by Ms. Happiness related to 'Harassment'

PROCEEDINGS.

1. Decided to send reply via mail regarding attendance according to the ordinance.
2. Decided to contact Co-ordinator related to the Grievance raised by Ms. Happiness. Ekta prasad and vice chancellor will look the progress of matter.
3. Decided to send <sup>mail</sup> ~~message~~ to Rashni regarding irregularities in fieldwork and JG.
4. Decided to send mail with ordinance to Nehida regarding her irregularities in fieldwork.

Minutes of the meeting held in room 15 at 11:20 AM on 21-03-23

Members Present.

1. Prof. Beera Antony Reji Present
2. Dr. Sunita Bahmani Present
3. Dr. Seema Rani Present
4. Dr. Manjya Geel Present
5. Dr. Gyanwati Present
6. Dr. Mali Devi Samraja Mali
7. Dr. Rakesh Present
8. Dr. Aneshiv Present

Agenda of the meeting.

1. Discuss the Visit to GMR Yash Lakshmi Foundation Head Office, Dwaraka
2. Discuss the fieldwork related issues of Students (Chopika, Kumar, Rashni).
3. Activities of Department in website.

Proceedings.

- (1) Decided that fieldwork coordinator will talk to the students who are not regular (Rashni, Kumar, Chopika)
- (2) Decided to follow the due course to its address issues of irregularity and absence of fieldwork by students.
- (3) Dr. Mali Devi Samraja will do the ~~personal~~ <sup>procedural</sup> procedure related to website.
- (4) Time table and Vac papers distribution of first year also discuss
- (5) Discuss about the question papers of second year and first year.

## **Minutes of the departmental meeting held on 11/04/2023 at 6.00 Pm on Google meet.**

### Members Present

- Prof. Beena Antony Reji
- Dr. Sunita Bahmani
- Dr. Seema Rani
- Dr. Manju Goel
- Ms. Manisha Pal
- Dr. Gyanvati
- Dr. Rakesh Choudhary
- Dr. Mali
- Dr. Aneesh.T.V

### Agenda of the meeting:

- To discuss about the NAAC prepration
- To discuss about the field work file disposal
- To discuss about the programme on 19<sup>th</sup> April, 2023 by Dr. Manju Goel
- To prepare the MOU draft.

### Proceedings

- The meeting was initiated by Prof. Beena Antony Reji (Teacher-In-Charge). The Teacher-In-Charge, requested to prepare for NAAC, beautification of the 4 rooms, display of chart papers, Pedagogy, NGOs, Ekta Society , syllabus etc. .
- It was discussed in the meeting in second year classroom we can display material related to field work settings .
- Display of ICS and GCs, Placement etc through the chart papers, we can put in Ist year Classroom
- In IIIrd year classroom we can display Ekta society, IEC materials. Also maintain the notice board.
- We can do brainstorming and then can finalize within two days how and when are we going to modify and beautify our classrooms and Unit room. Faculty can decide more themes to display in all four rooms.

- The field work file disposal work will be handled by all the faculty members in coordination as it is a hectic work so one day we can devote for the same, like Saturday.
- To discuss and decide the name of social work lab.
- To sign the MOU with our concerned organization, so for the same we need to prepare the draft and finalize before coming Friday.
- The entire faculty member requested to share the information regarding their organization on fieldwork email id latest by Friday.
- Dr. Manju Goel shared about the programme related to culture and communication in the college on 19<sup>th</sup> April, 2023, Wednesday, so if first year students if they can join and prepare report on the same.

09/6/2023

To  
The Principal  
Aditi Mahavidyalaya  
(University of Delhi)  
Bareilly, Delhi-39

SO (Adm)  
Nanda  
09.06.23

Subject:- Submission of <sup>minutes for</sup> departmental meeting  
held on 09/6/2023

Respected Madam,

This is to bring to your kind notice that the department of social work is submitting minutes for department of social work held on 09/6/2023. Please find the enclosed minutes.

Kindly do the needful.

Thanking you

Yours Faithfully

<sup>Beene</sup>  
Prof. Beene Antony Reji

Teacher-in-charge

Department of social work

Minutes of the meeting held on 09/6/2023 at 11:45am in the room no. 015.

Present Members

- (1) Prof. Boone Antony Reji (Teacher-in-charge) *Boone*
- (2) Prof. Suneta Bahmani (Field work coordinator) *Suneta*
- (3) Dr. Seena Ravi *Seena*
- (4) Dr. Manju Gool *Manju*
- (5) Dr. Gyanesh *Gyanesh*
- (6) Dr. Rakesh *Rakesh*
- (7) Ms. Navishe Pal *Navishe*
- (8) Mr. Baldev Singh *Baldev*

Agende of the meeting

- \* Discuss on Teacher-in-charge and Field work coordinator for the academic year 2023-24.

Proceedings

- \* It was decided in the meeting that the Teacher-in-charge and field work coordinators will be continue for the academic session 2023-2024.
- \* It was decided in the meeting that the NGO NEET will be coordinated by the Prof. Suneta Bahmani, Dr Manju Gool and Dr. Rakesh.
- \* It was decided in the meeting that the time-table will be coordinated by the Dr. Seena Ravi & Dr Gyanesh.



\* It was decided in the meeting that the department will require one person for non-teaching staff member (Multi-Task worker).

\* It was decided in the meeting that the department require table, chair, field work file disposal and Almerkes and e-waste and other disposal.

\* It was decided in the meeting that the field work department will be creating official email id.