

Departmental meeting was held on 1st 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 11th 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

- 21 PPT & Newsletter - Dr. Mali
- 37 Prize Distribution - Mr. Rakesh
- 41 Career Guidance - Mr. Manishu Pat
- 51 Internal Assessment Collection - Dr. Manishu Pat

The meeting was winded 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 IInd year and IIIrd year
students fieldwork, By 9th March, all
teachers will be placing their Super Vis^{or}
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 4th and 6th semester
- Discussion about field work file submission of 4th and 6th semester
- Informed about the UGCF syllabus
- Discussion about Ekta society fund utilization
- Discussion about Field work defaulter students

Proceedings:

- 1). 2nd 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 14th 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 25th April 2022 in online Mode. And field work viva (offline) will be held on 28th and 29th 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 3rd 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. Dr. Manju Goyal was physically handed over ^{registers with} the minutes of academic sessions from 2016 to till now 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. Rakshak 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 15th 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 19th 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 4th 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 10th 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 4th 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 Regi (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 Celebrations 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 26th 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 - *Beena*
Dr Gyawati - *Gyawati*
Ms. Manisha Pal - *Manisha*
Dr. Mali Devi Sawariga - *Mali*
Mr. Rakesh Choudhary - *Rakesh*
Sh. Baldev Gulati - *Baldev*
Dr. Aneesh T.V. - *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 ^{advance} ~~account~~ payment will done in the ^{Bank} account of Sh. Rakesh Choudhary for the expenditure under Silver Jubilee Celebrations on 4th 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 ^{Prerna} 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 12th 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 ⁴/₅ 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 13th 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: 23rd, 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 1st year admissions
- Discussion and suggestions regarding Field Work in UGCF
- Discussion and suggestions regarding SEC and VAC for 1st 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 1st 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 (6th January and 4th 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 24th 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 6th January 2023 and 4th 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 15th 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 24th 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 17th 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: 9th 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 17th, 18th and 21st 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 17th, 18th and 21st 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 Vishwa Yuva 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 ^{viva-voce} attendance of Ist & IInd sem. The student has 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 Present
8. Ms. Manisha Patil Present
9. Dr. Manoj Koul Present to Mr. Baldev Gahloti Present

Agenda of the meeting.

1. Discuss on Student Grievances related to Fieldwork (Anjana, Nakida, Roshni, 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 ^{mail} ~~message~~ to Roshni regarding irregularities in fieldwork and JG.
4. Decided to send mail with ordinance to Nakida 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. Manoj Koul
5. Dr. Gyanwati Present
6. Dr. Mali Devi Samraja Mali
7. Dr. Rakesh Present
8. Dr. Aneshiv

Agenda of the meeting.

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

Proceedings.

- (1) Decided that fieldwork coordinator will talk to the students who are not regular (Roshni, 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~~ ^{procedural} 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 19th 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 19th 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)
Bansla, Delhi-39

SO (Adm)
Bansla
09.06.23

Subject:- Submission of ^{minutes for} 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

^{Beene}
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.