

ADITI MAHAVIDYALAYA

DEPARTMENT OF SOCIAL WORK

ANNUAL DUTY ALLOCATION (2023-24)

Teacher-in-Charge: Dr. Seema Rani

Field Work Coordinator: Prof. Beena Antony Reji

Duty	Allocated to
Coordinating with TIC	Dr. Aneesh T.V
Coordinating with Field Work Coordinator	Dr. Gyanvati <i>Gyanvati</i>
Admission Coordinator	Dr Manju Goel <i>Manju</i>
First Year Coordinators	Dr Manju Goel and Ms Manisha Pal <i>Manju</i>
Second Year Coordinator	CHOICE PAPER, AECC Dr Sunita Bahmani and Dr Aneesh T.V. <i>Sunita</i>
Third Year Coordinator	GE PAPER Dr Seema Rani and Dr Rakesh <i>Rakesh</i>
EKTA SOCIETY	Prof. Beena Antony Reji, Dr Rakesh, Dr Aneesh T.V., Ms Manisha Pal, Dr Mali Devi <i>Rakesh</i> <i>Mali</i>
Orientation Programme Coordinator	Sawariya, Dr. Seema Rani Dr. Gyanvati & Dr. Aneesh T.V. <i>Rakesh</i>
Rural Camp	Field Work Unit Prof. Beena Reji & Dr. Gyanvati <i>Beena</i> <i>Gyanvati</i>
Pearl Memorial	Ms. Manisha
Career Guidance	Ms. Manisha and Dr. Aneesh T.V. <i>Mali</i> <i>Mali</i>
NGO MEET	Dr. Manju Goel & Dr. Rakesh <i>Manju</i> <i>Rakesh</i>
ANNUAL REPORT + NEWSLETTER + PPT	Dr. Rakesh
PRIZE DISTRIBUTION	Dr. Seema Rani & Dr. Aneesh T.V.
NAAC DEPARTMENT REPORT	Dr. Manju Goel
Guest lecture Series/ Semjnar/ Workshops	Open for all

Minutes of the meeting held on 16/08/2023
at 10:30 a.m in Room no. 15 :

Members present :

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

Agenda of the meeting:-

- * Orientation Programme for First, Second & Third year students.
- * Regarding field work.

Proceedings :-

1. Timetable and workload circulated with all faculty members.
2. Stock ~~logs~~ maintenance discussed & updated. It was shared with all faculty members.
3. Dr. Aneesh needs to submit research article NAAC work ~~work~~; Dr. Baldev needs to update work to Prof. Sunita.
4. Duties were allocated regarding 'Inclusive Development' and a session about Social Work week.

Minutes of the meeting held on 24/8/2023
at 10:30 am. in Room no. 15.

Present Members

- (1) Dr. Seema Rani (TIC) ~~SH~~
- (2) Prof. Seema Antony Reji (field work) ~~Seema~~ 24/8/23
- (3) Prof. Sunita Bahmani ~~Seema~~ 24.8.23
- (4) Ms. Manisha Pal ~~Manisha~~
- (5) Dr. Gyamrah ~~Adarsh~~
- (6) Dr. Rakesh ~~Rakesh~~
- (7) Dr. Nali Devi Samranya ~~Nali~~

Agenda of the meeting

- * Maintenance of stock register of the department of social work
- * Field work issue of the student

Proceedings

- * ~~The~~ It was decided in the meeting that the department of social work should prepare the stock register.
- * It was decided in the meeting that the department will write letter to principal mam for the field work viva-voce of the Ms. Happiness (Student, B.A.(H) social work).
- * Dr. Nali Devi informed that Ms. Harini (Semester, V, Student) was placed in the DNIP case due to her health problems.

- * Dr. Mali Devi also informed that Ms. Unnathi (Student, semester-V) is not attending the individual conference on scheduled days.
- * Dr. Mali Devi also informed that Ms. Revika (Semester-III, Student) due to health problem (operation), she will not able to start her fieldwork.
- * Prof. Beene Antony Reji hand over the list of the Asset of the Global Fund.

Minutes of the meeting held on 24/8/2023
at 11:30 am in the principal office.

Present Members

- (1) Prof. Mamta Sharma (Principal)
- (2) Dr. Seema Rani (TIC) *24/8/23*
- (3) Prof. Beene Antony Reji (Field work coordinator) *Reji*
- (4) Prof. Sumita Bahmani *Sumita*
- (5) Dr. Mali Devi Sanyal *Mali*
- (6) Dr. Gyandhi *Gyandhi*
- (7) Ms. Manisha Pal *Manisha*
- (8) Dr. Rakesh *Rakesh*
- (9) Mr. Pradeep.

Agenda of the meeting - (10) Mr. Dender - *Dender*

- * To discuss the stock management of the department of social work
- * To hand over asset list of Global Fund to Mr. Pradeep (care taken).
- * To hand over the Global fund books to the College library.

Proceeding

- * It was decided in the meeting that the Mr. Dender will be preparing stock register.
- * It was decided in the meeting that books of Global Fund will be handed over to the college library.

* It will be decided in the meeting that Mr. Navishe
Patel, Mr. Lallesh and Dr. Anesh T.V. look
after the books of Global Fund.

* It will be decided in the meeting that Mr. Doenaler
and Dr. Lallesh will look after the
Store Register of the department.

* The list of Global Fund assets handed over
to Mr. Pradeep (care taker).

Minutes of the Meeting held on 12th Sep 2023
at 11:30 AM, in Room No. 15.

Present Members:

- 1) Prof. Beena Reji
 - 2) Prof. Sumita Bahmani
 - 3) Dr. Seema Rani
 - 4) Dr. Manju Orol
 - 5) Ms. Manisha Pal
 - 6) Dr. Gyanvati
 - 7) Dr. Rakesh Choudhary
 - 8) Dr. Mali
 - 9) Mr. Baldev Gulati
 - 10) Dr. Anesh T.V.
- (Field work Coordinator)
(TIC)

Agenda of the Meeting

- * Regarding Workload Concerns.

Proceedings:

- * Year Wise Teacher Coordinator will coordinate with Students on the Subject Choice Issues.
- * It was decided that Year Wise GBM with the students need to be arranged for better coordination and Attendance.
- * Student (Happhen) Viva voce is scheduled on 13th Sep 2023 at the Dept. of Social work, University of Delhi. Dr. Seema Rani (TIC) & Dr. Mali Devi will be going for Viva conduct.

* Arjuna Sharma (Student) Case was discussed in the meeting.

* Permission & Process of Rural Camp is initiated by the Field Work Team.

Minutes of the meeting held on 3-10-2023 at 11:00 AM
in Room no. 15

Members Present.

- 1) Prof. Beena Antony Reji (Fieldwork Coordinator) *Pran*
- 2) Prof. Sanita Bahmani *SV*
- 3) Dr. Seema Rani (TIC) *A*
- 4) Dr. Manju Gogel *Manju*
- 5) Dr. Gyansati *Gyansati*
- 6) Dr. Aneesh T.V. *Aneesh*
- 7) Dr. Rakesh Chandray *Rakesh*
- 8) Mr. Baldev Guleti *Baldev*

Agenda.

Excursion. — For all the B.A. Social Work Students.
Study tour with Final year BSW Students.
Election of 'EKTA' Society on 3rd October 2023.
Fieldwork - updated list of Supervisors.

Proceedings.

- ⇒ Communications ~~with~~ has been made with various organisations regarding educational trip for final year B.S.W. Students. Place has decided at YWCA, Nainital on first November and budget decided.
- ⇒ Tentatively decided to organise Excursion at Lodhi Garden.
- ⇒ Decided that all fees will attend 'EKTA' election at Room no. 19.

Proposed Compensatory Session related to the field work for the Students who have not attended orientation programs and concurrent field work.

Minutes of the meeting held on 31 Oct 2023:-

Members Present:

1. Prof. Beena Antony Raji Beena
2. Prof. Sunita Bahamani Sh
3. Dr. Seema Kani SK
4. Dr. Anesh Anesh
5. Dr. Rakesh Rakesh
6. Dr. ~~Manu~~ Manju Goel Manju
7. Dr. Gyanabati Gyanabati
8. Dr. Mali Mali
9. Ms. Manisha Pal MS
10. Mr. Baldev Gulati

Proceedings:-

- ① Agenda was to allocate duties for NAAC related work. Updation & re-checking the files once more before NAAC.
- ② Corridor & its presentation was discussed.
- ③ Viva-Voce of theory papers through internal arrangement in Dept as per previous guidelines was allocated & shared.
- ④ Dr. Mali reported & informed field work Dept that Ms. Unnati & Ms. Kajal pal were ^{found to be} ~~not~~ absent during field work during ~~surprise~~ field visit by her.

Minutes of the meeting held on 16/11/2023 at staffroom at 11 a.m.

Members Present.

1. Prof. Beena Antony Reji Pres
2. Dr. Seema Rani - Teacher in Charge. Att
3. Dr. Gyanvati Quamhi
4. Dr. Mali Devi Sanyal
5. Dr. Rakesh Das
6. Dr. Aneesh I.V. Indran
7. Ms. Manisha Pal. MR

Proceedings.

- (1) Agenda was to ~~allocate duties~~ assess the progress of allocated work. Updation and rechecking of files.
- (2) Discussion on the preparation of 'PPT' presentation.
- (3) Decided to tag the files and paste heading for files.
- (4) Decided to write written formal letter to Mr. Jinal regarding repair of Room No. 15.

Departmental meeting held on 28/11/2024 at 11:30 am in Potagya room Social work department

Members Present

- 1) Prof. Beena Antony Reji
- 2) Dr. Seema Rani *SR*
- 3) Prof. Sunita Bahmani
- 4) Ms. Manisha Pal *MP*
- 5) Dr. Gargamati
- 6) Dr. Rakesh Chandelheri *RC*
- 7) Dr. Mali *Mali*

Agenda :

- Creating google drive for Activity photo data bank
- ✓ Field work viva dates
- ✓ Paper viva dates

Proceedings

1. It was discussed in the meeting that for maintaining the photos of departmental activities will create google drive.
2. Field work file submission date is 11/12/2024 and marks submission 12/12/2024. Field work viva-voce proposed date is 13, 14 & 15/12/2023.
3. Working with group (DSE) paper viva on 18/12/2023 (11:00 am) (Dr. Seema Rani)
4. Viva dates for fundamentals of Social work 18/12/2023 (11:00 am) (Prof. Beena Reji & Dr. Gargamati)

7. Working with people on 18/12/2023 (Dr. Seema Rani + Dr. Cugewati + Dr. Manisha Pal)

8. Program media 18/12/2023 viva by Dr. Seema Rani + Dr. Manisha Pal

9. Emotional Intelligence VAC Paper on 19/12/2023 (Dr. Mali + External) Prof. Sumita Bahmani from 11:00 am

10. P.R.A (18/12/2023) viva from 1:00 PM (Ms. Manisha Pal + Dr. Seema Rani)

11. Understanding Society for Social Work viva on 19/12/2023 (Dr. Aneesh T.V. + Dr. Manisha Pal)

12. Working with Individual viva on 19/12/2023 by (Dr. Manisha Pal + Prof. Sumita Bahmani)

13. All 11 papers viva will be held from 18/12/2023 to 19/12/2023.

14. All the faculty members are informed to share the field work students list who are not regular & present in field work.

15.

Department meeting held on 13/12/2023 at 10.30 AM
in Pragya Rooms of Social work department for the
Moderation of Internal Assessment.

Members Present

Prof. Beena Antony Reji Bera
Prof. Sunit Sahamant Saha
Dr. Seema Rani (Teacher in charge). ✓
Dr. Manjiv Khandelwal. Name ✓
Ms. Gyanvati. (Teacher) ✓
Dr. Raksh. ✓
Dr. Mali Devi Sawanya. Mali ✓
Dr. Anesh. T.V. ✓
Mr. Baldev Grelati. ✓
Ms. Manisha Pal. ✓

Agenda:

- Moderation of Internal Assessment in Department level.
- Submission of IA to submit to college.
- All

Proceedings:

- ⇒ meeting held for moderation of IA of various papers taught by teachers in department.
- ⇒ TIC, Dr. Seema Rani checked IA papers as part of moderation. and decided to submit all IA in college.

Department meeting held at 10.45 a.m on 18-01-2024

Members Present

1. Dr. Seema Rani (TIC) ~~VA~~
2. Prof. Sunita Bahmani ~~SS~~
3. Dr. Gyenvati (Gaurav)
4. Ms. Manisha Pal ~~MS~~
5. Dr. Rakesh. ~~Raz~~
6. Dr. Mali Devi Sanasija. ~~Mali~~
7. Dr. Anesh T.V. ~~Anesh T.V~~
8. Prof. Seema Antony Reji (Field Coordinator) Reji

Agenda:

- 1) Beginning of New Even Semesters.
- 2) Field work.
- 3) Time table and paper Distribution.

Process:

1. Individual Time table for Even Semesters has distributed to faculty members through mail.
2. Fieldwork for the new academic Session will start on 19-01-2024.
3. Final dates for the rural Camp is decided to conduct on 13-02-2024 to 15-02-2024.

Department meeting held at 10.45 a.m on 18-01-2024

Members Present

1. Dr. Seema Rani (TIC) ~~VA~~
2. Prof. Sunita Bahmani ~~SS~~
3. Dr. Gyenvati @gauravh2
4. Ms. Manisha Pal ~~MS~~
5. Dr. Rakesh. ~~Raz~~
6. Dr. Mali Devi Sanasrip. Mali ~~Mali~~
7. Dr. Anesh T.V. ~~Anesh T.V.~~
8. Prof. Seena Antony Reji (Field Coordinator) ~~Reji~~

Agenda:

- 1) Beginning of New Even Semester.
- 2) Fieldwork.
- 3) Time table and paper Distribution.

Process:

1. Individual Time table for Even Semester has distributed to faculty members through mail.
2. Fieldwork for the new academic session will start on 19-01-2024.
3. Final dates for the rural Camp is decided to conduct on 13-02-2024 to 15-02-2024.

Department meeting held on 21/3/2024 at 10:45am
in Pragya Room of Social Work department.

Members Present

Prof. Beena Reji Beena
Dr. Seema Rani Seema
Dr. Gyanvati Gyanvati
Dr. Rakesh Rakesh
Dr. Anesh Anesh

Agenda:

- Discussing the budget Utilisation for the year 2023-24.

Proceedings:

- Discussion about the activities to be booked for the year 2023-24, and activities will take place in April-May 2024.
 - 1) Who Meet
 - 2) Career Guidance
 - 3) Guest Lecture Series
 - 4) Newsletter
- It was informed that rural Camp is going to take place from April 1 to April 4, 2024, at YMCA, a visit for B.S.W 3rd year Students.

Minutes of the meeting held on 9th April 2024 :-

Members present :

Prof. Beena Antony Reji

Dr. Seema Rani

Mr. Baldev Gulati

Dr. Mali

Dr. Aneesh T.V

Beena

M

Mali
Aneesh

Proceeding :-

Faculty members will be supervising Block field work placement. Performance for Evaluation of block field work was shared with all faculty members. Confirmation letters for next field work were shared with all faculty members.

Field work attendance for mid-semester will be shared by all faculty members in a week. In Individual Conferences & classes also this process has to be followed by 18th April 2024.

Block placement presentation will take place in July '24.

Department of Social Work
Aditi Mahavidyalaya
(University of Delhi), Bawana-39

Evaluation criteria for block placement (2023-24)

B.A. (H) Social Work, a four years honours course at graduation level. Block placement training is an integral part of course for two weeks (Additional 20 hours for report writing & presentation) for students, semester-IV. The block placement evaluation criteria as given below:

Evaluation criteria	Marks
1. Block placement report	30
2. Confidential report by the agency supervisor	20
3. Presentation by student	20
4. Viva-Voce/Sharing	10
Total	80

Moderation of marks will be done teacher-in-charge and field work coordinator.

Viva-Voce Will be taken by the done teacher-in-charge and field work coordinator.

Department of Social Work
Aditi Mahavidyalaya
(University of Delhi), Bawana

Name of the student:-

Course & Year:-

Roll no.:-

Name of the agency:-

Duration:-

Assessment of the student

S. No.	Parameters	Reflections (Please Tick)			
		A	B	C	D
1.	Personal Traits/ Punctual				
2.	Attendance				
3.	Theoretical perspective in field situations				
4.	Knowledge about Agency/ Community				
5.	Professional Development				

Overall performance of the student

Name of the agency supervisor

Signature

Date:-

Minutes of the meeting held on 9/5/2024 in Social work lab.

Members Present

- 1) Prof. Beena Antony Reji (Field work coordinator) *Beena*
- 2) Dr. Seema Rani (TIC) *Seema*
- 3) Ms. Manisha Pal *Manisha*
- 4) Dr. Iyemati *Iyemati*
- 5) Dr. Mali *Mali*
- 6) Dr. Rakesh Choudhury *Rakesh*
- 7) Dr. Anesh T.V. *Anesh*
- 8) Mr. Baldev Guleria

Agenda:

- 1. Moderation of Internal Assessment and field work marks.

Proceedings:-

1. The core committee (Prof. Beena Antony, Prof. Surota Bahmani, Dr. Seema Rani) moderated the marks of internal assessment and field work marks.
2. It was decided in the meeting that who have got zero marks for their student faculty will give remarks.