

**LOYOLA COLLEGE OF SOCIAL SCIENCES  
THIRUVANANTHAPURAM**



**CRITERIA 1: CURRICULAR ASPECTS**

**1.1.1. Curriculum Planning and Implementation**

**Summary of Departmental Minutes Books  
2016-21**

DEPARTMENT OF SOCIOLOGY

DEPARTMENT OF SOCIAL WORK

DEPARTMENT OF PERSONNEL MANAGEMENT

DEPARTMENT OF COUNSELLING PSYCHOLOGY

DEPARTMENT OF DISASTER MANAGEMENT

# **LOYOLA COLLEGE OF SOCIAL SCIENCES**



## **DEPARTMENT OF SOCIOLOGY**

### **Summary of Departmental Minutes Book 2016-21**

# DEPARTMENT OF SOCIOLOGY

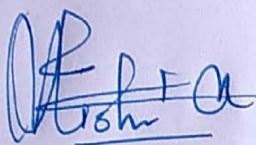
## STAFF MEETING MINUTES SUMMARY 2020-2021

SN	DATE	Present	Decisions Taken
1	25/6/2020	4	<ul style="list-style-type: none"> <li>Internal exam for the II semester was conducted online from 19/3/2020 - 30/4/2020.</li> <li>The 1st and 2 internal exams for IV Semester was conducted online from 7/4/20 - 27/4/20 and 11/5/20 - 20/5/20 respectively.</li> <li>It was decided that the seminar on migration can be reconsidered after the completion of II nd Semester University examination</li> <li>Exposure visit to silent valley for senior students was cancelled due to lockdown restrictions</li> <li>Extra class for II Semester was on Saturday 7 March 2020.</li> <li>Annual plan meeting of the department which was scheduled on 10<sup>th</sup> March 2020 got postponed</li> <li>Meeting discussed the plan of paper allocation for 1<sup>st</sup> and 3<sup>rd</sup> semesters</li> </ul> <p>1<sup>st</sup> semester</p> <ul style="list-style-type: none"> <li>Dr. Saj P. Jacob and Dr. Nisha Jolly Nelson- Current Debates in social Theory</li> <li>Dr. Nisha Jolly Nelson -Social Statistics</li> <li>Dr. Lekshmi Chandran-Social Gerontology</li> <li>Dr. Smitha Pillai - Population and Society</li> </ul> <p>3<sup>rd</sup> semester</p> <ul style="list-style-type: none"> <li>Dr. Nisha Jolly Nelson- Introduction to Social Research Methods</li> <li>Dr. Lekshmi Chandran- Perspectives. on Indian Society</li> <li>Dr. Smitha Pillai- Introduction to Sociological Imagination</li> <li>Dr Nisha Jolly Nelson and Dr. LekshmiChandran-Theoretical foundation in Sociology</li> <li>As per the University, Order class timings got rescheduled from 8.30 am to 1.30pm and on Friday from 8am to 12.30pm.</li> <li>As the University examinations for II nd semester will be over on 26 June 2020, it was decided to continue the online classes for III Semester. from 29 June 2020 onwards</li> <li>Open house meeting was decided to be conducted on 3<sup>rd</sup> July 2020</li> </ul>
2	21/7/2020	4	<ul style="list-style-type: none"> <li>First internal exam for III rd semester</li> <li>Project work was assigned for students</li> <li>Concerns of S4 students were discussed</li> <li>It was decided to conduct first internals for III semester students from 27 July – 30<sup>th</sup> July 2020</li> <li>Answer sheets uploading time was limited within 15-20 minutes considering the data related issues informed by the students</li> </ul>

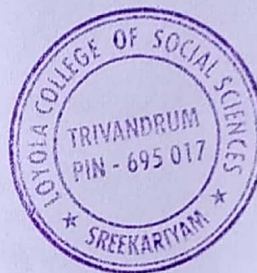


			<ul style="list-style-type: none"> <li>• It was decided to give the students the choice of guides for dissertation work</li> <li>• Zoom meeting was decided to clarify the doubts of s4 students regarding dissertation and their examination</li> <li>•</li> </ul>
3	28/9/2020	3	<ul style="list-style-type: none"> <li>• Synopsis presentation date was fixed on 9<sup>th</sup> and 12<sup>th</sup> October 2020</li> <li>• Invited lecture was planned on 30<sup>th</sup> September. Ms Sheethal S Kumar Asst. Professor Dept of Sociology, Mizoram University has agreed to speak on "Doing Qualitative Research"</li> <li>• The meeting finalized the dates for second internal exams from 19-22<sup>nd</sup> October 2020</li> <li>• Farewell for second year students was decided to be held on 30<sup>th</sup> September 2020 through Zoom platform</li> <li>• Mentoring session was decided to be resumed from 1<sup>st</sup> October 2020 through zoom platform</li> </ul>
4	1/01/2021	3	<p>Allocation of paper for first and final year students</p> <ul style="list-style-type: none"> <li>• Dr. Saji P Jacob- Introduction to Sociological Imagination</li> <li>• Dr Nisha Jolly Nelson- Introduction to Social Research Methods Mass Media &amp; Communication Urban Planning &amp; Development</li> <li>• Dr. Lekshmi Chandran- Perspectives. on Indian Society, Gender &amp; Society</li> <li>• Andrew Michael- Theoretical Foundations in sociology Environmental Sociology</li> <li>• It was decided that Andrew Michael will share 3 hours with Dr. Nisha Jolly Nelson for Urban Planning &amp; Development and Dr. Lekshmi Chandran will share 3 hours with Dr. Saji P Jacob for Introduction to Sociological Imagination</li> </ul> <p>Bridge Course</p> <ul style="list-style-type: none"> <li>• First year students who joins college from 5<sup>th</sup> January 2021 will be given induction program and bridge course from 14<sup>th</sup> – 15<sup>th</sup> January 2021 it will be handled by Dr. Saji P Jacob</li> <li>• First internal exam for II nd semester was decided to be conducted from 11-14<sup>th</sup> January 2021</li> </ul> <p>Faculty Achievements</p> <ul style="list-style-type: none"> <li>• Dr. Saji P Jacob participated in pass board meeting, participated in the board of studies Calicut University online, he was also been elected as the Chairman of the pass board (UG) University of Kerala, he also became the member Board of Studies (PG) Sree Narayana Open University, Kollam</li> <li>• Andrew Michael became the member Board of Studies (UG) Sree Narayana Open University, Kollam</li> </ul>

5	30/03/2021	3	<ul style="list-style-type: none"> <li>• Class arrangement for the month of April was discussed</li> <li>• Dr Saji P Jacob confirmed that April and May will be summer vacation as per the University circular</li> <li>• Internal exams were decided to be held on June 2021</li> <li>• April 7-8 classes were conducted in the morning and afternoon session were utilized for college day practice</li> <li>• K. J. Joseph's memorial scholarship for providing assistance to do dissertation for OBC and general students will be informed</li> <li>• Other awards will be finalized</li> <li>• Kaiezhuthuprathi will be done by students this year</li> <li>• Using the help of research scholar for teaching while teachers were on leave was discussed</li> <li>• It was decided that the dissertation presentation will be held on 12<sup>th</sup> and 13<sup>th</sup> April 2021</li> </ul>
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## DEPARTMENT OF SOCIOLOGY

### STAFF MEETING MINUTES SUMMARY 2019-20

SN	DATE	Present	Decisions Taken
1	11/6/2019	5	<ul style="list-style-type: none"> <li>Internal Exam dates for II and IV semester-II semester first internal June 24-27/2019; Second internal tentatively by July 15; IV semester first internal July 1-4; Second internal tentatively by August 10</li> <li>Department level Dissertation presentation – 10 to 11 July 2018</li> <li>Class in charge: II semester Dr Lekshmi and Mr. Prasad; IV Semester : Dr. Nisha and Dr. Smitha</li> <li>Extension activities to be continued at the cheruvaikal school</li> <li>Mid term open house on 28 June</li> <li>Scholarship application invitation</li> <li>Mentoring list of II semester to be generated through lottery method</li> </ul>
2	8/07/2019	5	<ul style="list-style-type: none"> <li>Mid Term Evaluation on 16 July 2019</li> <li>SPSS training on 11-12 July</li> <li>Mid Term open house for Seniors on 25 July</li> <li>Bridge course for first semester will be handled by Dr. Saji P Jacob</li> </ul>
3	5/08/2019	5	<ul style="list-style-type: none"> <li>NGO visit to Mitraniketan, Vellanadu immediately after the final University Exam</li> <li>Internal Examination II -29-30 and 4-5 september And IV semester- 16-22 August</li> <li>Exit evaluation and Open house on 16 August</li> <li>IV sem Study Tour</li> <li>Inviting Application for Dr. Jose Boban Scholarship</li> <li>Course Allocation of III semester               <ol style="list-style-type: none"> <li>Current Debates in Social Theory- Mr. Prasad And Dr. Saji P Jacob</li> <li>Social Statistics – Dr. Nisha Jolly Nelson</li> <li>Social Gerontology – Dr. Lekshmi Chandran</li> <li>Population and Society – Dr. Smitha Pillai</li> </ol> </li> <li>Bridge course was conducted on 7/08/2019</li> <li>It was decided to start the field exposure visit among the immigrant labourers at the neighbourhood</li> </ul>
4	11/10/2019	5	<ul style="list-style-type: none"> <li>Participation in KSS Conference and conducting various programmes</li> <li>IQAC activities</li> <li>Resume remedial classes for students</li> <li>conduct interim open house- 17 October 1:30-2:30</li> <li>First semester second internal schedule</li> <li>conduct of extra classes</li> <li>Study Tour</li> <li>The department level proposal presentation 4 November 2019</li> </ul>
5	27/11/2019	4	<ul style="list-style-type: none"> <li>Commencement of second semester by December 2, 2019 and</li> </ul>

			<p>paper allocation</p> <ul style="list-style-type: none"> <li>o Theoretical perspective in modern sociology-Mr.Prasad R</li> <li>o Social policy and planning-Dr.Nisha JollyNelson</li> <li>o Advanced social research methods-Dr.Saji P Jacob</li> <li>o Sociology of marginalized communities-Dr.Lekshmi Chandran</li> </ul> <ul style="list-style-type: none"> <li>• IQAC dept level work and FDP</li> <li>• III semester Interim open house-29 /11/2019</li> <li>• Exposure visit to old age home.</li> <li>• III semester Second internal -3-6 /12/2019</li> </ul>
6	17/12/2019	5	<ul style="list-style-type: none"> <li>• Action taken:Dept level FDP conducted on 5 /12/2019.Mr.Sajjev Mohan,CET took a session on OBE based teaching and learning</li> <li>• Internal examinations completed</li> <li>• Old age home visit was conducted on 16/12/2019</li> <li>• open house was conducted on 29/11/2019</li> <li>• Study Tour to Goa 17-21 December 2019</li> <li>• Fourth Semester paper allocation:Urban Planning and Development-Dr.Nisha</li> <li>Gender and Society-Dr.Lekshmi</li> <li>Mass Media and Communication-Dr.SMitha</li> <li>Environmental Sociology-Mr.Prasad</li> <li>• Implementation of OBE-January 2020</li> <li>• Department level Draft research presentation last week of March</li> <li>• National Seminar on Environment and climate change –Dr.Nisha Organising Secretary</li> </ul>
7	06/01/2020	5	<ul style="list-style-type: none"> <li>• OBE implemented</li> <li>• Open house on 21 Jan for I Sem students</li> <li>• STEFF</li> <li>• National seminar on Environment and climate change</li> <li>General coordinator:Dr.Nisha</li> <li>• Programme committee:Mr.Prasad and Dr.Smitha</li> <li>• Registration and reception:Dr.Lekshmi</li> </ul>
8	2/03/2020	5	<p>Action taken:</p> <ul style="list-style-type: none"> <li>• Conducted STEFF</li> <li>• Conducted Open House</li> <li>• It was decided to conduct the internal examination for the seniors in the forenoon on 17-20 March 2020</li> <li>• It was decided to conduct the internal examination for the Juniors in the forenoon on 19-24 March 2020</li> <li>• A national seminar on migration was scheduled on 25 th of March. Dr.Smitha will coordinate the seminar</li> <li>• Meeting discussed the annual planning and evaluation meeting on 10 of March 2020</li> </ul>

*[Signature]*

Head

Dept. of Sociology



## DEPARTMENT OF SOCIOLOGY

### STAFF MEETING MINUTES SUMMARY 2018-19

SN	DATE	Present	Decisions Taken
1	6/6/2018	4	<ul style="list-style-type: none"> <li>Dr.Nisha, Mr.Prasad and Ms.Lini will start with the mentoring and when the next faculty joins, a group would be assigned to the new faculty.</li> <li>LASIE – It was decided to conduct the LASIE activities after the open house concerns of the 1<sup>st</sup> semester students.</li> <li>It was decided to conduct an exposure visit for 2<sup>nd</sup> sem students as a part of their paper Sociology of Marginalized communities.</li> <li>It was decided to finalize the eligible students for the grant of scholarships offered by the college.</li> </ul>
2	2/07/2018	5	<ul style="list-style-type: none"> <li>Department level Dissertation presentation – 10 to 11 July 2018</li> <li>2<sup>nd</sup> internal for the 2<sup>nd</sup> semester – 10/7/2018</li> <li>It was decided to extra class on the coming Saturday of the month.</li> </ul>
3	3/9/2018	4	<ul style="list-style-type: none"> <li>Mr.Prasad was nominated as the new staff Secretary in the Department.</li> <li>Distribution of the papers for the 1<sup>st</sup> and 2<sup>nd</sup> semester: Sem 1:               <ol style="list-style-type: none"> <li>1) Introduction to Sociological Imagination – Dr.Saji P.Jacob</li> <li>2) Perspectives on Indian Society – Dr.Nisha Jolly Nelson</li> <li>3) Introduction to Social Research methods – Ms.Teres Mary Chacko</li> <li>4) Theoretical Foundation in Sociology – Mr.Prasad R</li> </ol>               3<sup>rd</sup> Sem:               <ol style="list-style-type: none"> <li>1) Theoretical Perspective in Modern Sociology – Ms. Teres Mary Chacko</li> <li>2) Social Statistics – Dr.Nisha Jolly Nelson</li> <li>3) Social Gerontology - GL</li> <li>4) Population Studies – GL</li> <li>5) Ethnicity, Civil Society and Nations State – Mr. Prasad R</li> </ol> </li> <li>2<sup>nd</sup> Internal for 2<sup>nd</sup> Sem – 24 to 27 Sep 2018</li> <li>It was decided to organize the KSS Regional Seminar in October last week.</li> <li>It was decided to conduct language skill development programme by Dr.Angelo Mathew and Fr.Saji at the Dept. on 5/9/2018 at 2:30 p.m. It will be conducted twice in a month.</li> <li>It was decided to raise the issue of Ms.Reshma, a student whose house was affected by flood in Alappuzha, in the general staff council.</li> <li>It was decided to convene a meeting of all the faculties of all other departments for the purpose of work allocation in completing the IQAR format.</li> </ul>
4	28/9/2018	4 (Dr.Saji P Jacob – absent)	Re-allocation of course: <ul style="list-style-type: none"> <li>The course allotted to Dr.Saji P Jacob for the 1<sup>st</sup> Semester students in re-allotted to Ms.Reshma Antony Gomez (new Guest faculty)</li> </ul>



			<ul style="list-style-type: none"> <li>○ Instead, Dr.Saji will take the paper Theoretical Perspective in Modern Sociology for the 3<sup>rd</sup> Sem students</li> </ul> <p>Re-scheduled courses for 3<sup>rd</sup> Sem:</p> <ol style="list-style-type: none"> <li>1) Theoretical Perspective in Modern Sociology – Dr.Saji P Jacob</li> <li>2) Social Statistics – Dr.Nisha Jolly Nelson</li> <li>3) Social Gerontology – Ms.Reshma Antony Gomez</li> <li>6) Population Studies – Ms. Teres Mary Chacko</li> <li>4) Ethnicity, Civil Society and Nations State – Mr. Prasad R</li> </ol> <ul style="list-style-type: none"> <li>• The meeting decided to conduct the KSS Regional Seminar on 29/9/2018. Prof.Rajan Gurukkal will be the Chief Guest and Key Note Speaker. Venue – LES Hall. Students and Teachers from MG College, SN College, KNM College and University Dept., Kariavattom will be invited.</li> <li>• Mentoring groups for 3<sup>rd</sup> sem students: <ul style="list-style-type: none"> <li>○ Dr. Nisha Jolly Nelson: Sefi, Surya, Arunima, Alan</li> <li>○ Mr.Prasad R : Suresh Babu, Sreejith, Jahnvi, Reshma</li> <li>○ Ms. Reshma Antony Gomez : Manju, Sajana, Sarath, Christopher</li> <li>○ Ms Terese Mary Chacko:Sujin,Sidharth,Christben,Priya</li> </ul> </li> <li>• HoD assigned class tutors for each classes <ul style="list-style-type: none"> <li>○ First Sem: Dr Nisha Jolly Nelson and Ms Reshma Antony Gomez</li> <li>○ Second Sem: Mr Prasad R And Ms Terese Mary Chacko</li> </ul> </li> <li>• Street Theatre workshop for First Sem-3/10/2018-5/10/2018</li> </ul>
5	5/11/2018	5	<ul style="list-style-type: none"> <li>• It was decided to conduct a midterm open house evaluation during the 3<sup>rd</sup> semester.</li> <li>• First internal for first sem- 26-29 november 2018</li> <li>• Tentative date of Second internal for first sem- second week of January 2019</li> <li>• First internal for third sem: tentatively on the middle of December</li> <li>• It is decided to send 34 people including students nad faculties to attend the annual conference of KSS to be held on 9-11 November 2018 at Sree Sankaracharya University, Kalady</li> <li>• As per the University regulations, the Principal informed that the annual tour cannot be extended for a longer period during class hours. Instead it can be held during vacation or weekends.</li> <li>• The release of Department manuscript magazine – 6/11/2018</li> <li>• Bridge course for first semester students-7/11/2018</li> </ul>
6	3/1/2019	5	<ul style="list-style-type: none"> <li>• Schedule of internal exam: <ul style="list-style-type: none"> <li>○ First sem: 17,18,21,22 January 2019</li> <li>○ Fisrt internal for third sem: 10,11,14,15 january 2019</li> <li>○ Second internal for third sem: 5,6,7,8 february 2019</li> </ul> </li> <li>• Extra classes for first sem students will be conducted till 25 of January due to shortage of working days</li> <li>• It was decided to conduct the lecture series on monthly basis by eminent alumni of the department as well as other academicians</li> </ul>

			<p>without disturbing the normal class hours and general college programmes</p> <ul style="list-style-type: none"> <li>It was decided to conduct an old age home visit tentatively by 22<sup>nd</sup> January.</li> </ul>
7	14/01/2019	5	<ul style="list-style-type: none"> <li>Since the university has informed the HoD to attend faculty orientation programme at UGC-HRDC university of kerala from 16 january-12 February 2019,class arrangements were made</li> <li>HoD informed that her classes for the first sem students will be taken by Research Scholar Athira.</li> <li>The sessions for third sem students will be either taken by Research Scholar Ligin or Dr. Pramod of counseling psychology department.</li> <li>She also informed that other faculty members have to coordinate her seminar presentation of the students in the absence of Research Scholar</li> </ul>
8	13/01/2019	5	<ul style="list-style-type: none"> <li>As a result of the discussed in the previous meeting regarding the course allocation, it is decided as follows:</li> <li>Second sem: <ul style="list-style-type: none"> <li>Theoretical perspective in modern sociology-Ms Reshma</li> <li>Social policy and planning-Dr.Nisha Jolly</li> <li>Advanced social research methods-Dr.Sji P Jacob</li> <li>Sociology of marginalized communities-Ms Terese</li> <li>Sociology of Development-Mr. Prasad</li> </ul> </li> <li>Forth sem: <ul style="list-style-type: none"> <li>Current debates in social theory-Mr.Prasad</li> <li>Gender and society-Ms. Reshma</li> <li>Social welfare administration-Dr. Nisha Jolly</li> <li>Sociology of mass media and communication-Ms.Terese</li> </ul> </li> <li>The interim open house for seniors will be done from the next semester.the open house for the junior students will be held on 22 february 2019 at 2:30pm.</li> <li>Due to the change in schedule of university exam for the seniors,the internal will be conducted on 14,15,18,19 February.</li> </ul>



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## DEPARTMENT OF SOCIOLOGY

### STAFF MEETING MINUTES SUMMARY 2017-18

SN.	Date	Teachers	Decisions Taken
1	2/06/2017	4	<ul style="list-style-type: none"> <li>HoD introduced and welcomed the newly appointed the guest faculty Mrs. Sina.</li> <li>The dates of test paper and departmental wise presentation of the project draft were discussed and decided:               <ul style="list-style-type: none"> <li>First test for semester 2: 12 to 15 June</li> <li>Second test for semester 4: 3 to 5 July</li> <li>Presentation of the draft of the project: 13 to 14 June afternoon</li> </ul> </li> </ul>
2	5/7/2017	4	<p>HoD made the following announcements:</p> <ul style="list-style-type: none"> <li>CA marks of the 4<sup>th</sup> sem to be presented to the University: 4/08/2017</li> <li>Last date of attendance to be marked (4<sup>th</sup> Sem): 14/07/2017</li> <li>2<sup>nd</sup> internal for Sem 2: 1<sup>st</sup> to 4<sup>th</sup> Aug</li> <li>End sem exam for Sem 2: 16<sup>th</sup> Aug</li> <li>Attendance of Sem 2: To be marked till 2<sup>nd</sup> Aug 2017</li> <li>2<sup>nd</sup> internal test for Sem 4: 10-13 July</li> <li>It was decided to invite application from students for campus contribution and innovation and achievement award.</li> </ul>
3	9/8/2017	5 (Mr.Prasad R joined as Guest Faculty)	<ul style="list-style-type: none"> <li>The meeting finalized the papers to be taken by the each Faculty in the first and 3<sup>rd</sup> semester.</li> </ul> <p>1<sup>st</sup> Sem:</p> <ul style="list-style-type: none"> <li>Development of Sociology as a discipline – Ms.Lini Jolly</li> <li>Sociology of Indian Society – Dr. Nisha jolly Nelson</li> <li>Social research methods – Mrs.Smitha Pillai</li> <li>Theoretical Foundations in Sociology – Mr. Prasad</li> </ul> <p>3<sup>rd</sup> Sem:</p> <ul style="list-style-type: none"> <li>Theoretical Perspective in modern Sociology – Dr.Saji P.Jacob</li> <li>Social Statistics – Dr.Nisha Jolly Nelson</li> <li>Social Gerontology – Ms.Lini Jolly</li> <li>Population &amp; Society – Mrs.Smitha Pillai</li> <li>Ethnicity, Civil Society – Mr.Prasad</li> </ul> <ul style="list-style-type: none"> <li>It was decided to make Ms.Lini Jolly the new staff coordinator of KSS and to participate for the Prof.Mercy Williams Award hosted by St.Teresa College, Ernakulam.</li> <li>It was also decided to participate in the National Seminar on Ageing, Care and Well-being at University of Kerala on 27-28 Oct 2017.</li> <li>Mentoring was formally started and student groups were assigned for each Teacher.</li> </ul>



			<ul style="list-style-type: none"> <li>It was decided not to encourage study tour for more than 3 days.</li> </ul>
4	4/12/2017	5	<ul style="list-style-type: none"> <li>It was decided that Department would participate at the Annual KSS Conference from 8 – 11 Dec 2017. Faculty members, HoD Dr.Nisha, Mrs.Smitha, Mr.Prasad and Ms.Lini Jolly will be accompanying the students.</li> <li>It was decided to start the 2<sup>nd</sup> internal for the seniors before the Christmas vacation and 2<sup>nd</sup> internals for the juniors after the re-opening.</li> </ul>
5	11/01/2018	5	<ul style="list-style-type: none"> <li>The meeting finalized the paper distribution among the faculty for 2<sup>nd</sup> and 4<sup>th</sup> Semester.</li> </ul> <p>2<sup>nd</sup> Sem:</p> <ul style="list-style-type: none"> <li>Sociology of Development – Mr.Prasad</li> <li>Social Research – Dr.Saji P Jacob</li> <li>Social Policy – Dr.Nisha Jolly Nelson</li> <li>Marginalised Communities – Ms.Lini Jolly</li> </ul> <p>4<sup>th</sup> Sem:</p> <ul style="list-style-type: none"> <li>Current debates – Mr.Prasad</li> <li>Gender and Society – Ms. Lini Jolly</li> <li>Social Welfare Administration – Dr.Nisha Jolly Nelson</li> <li>Mass Media and Communication – Mrs.Smitha Pillai</li> </ul> <ul style="list-style-type: none"> <li>It was decided that attendance will not be given to students who are absent for all the 4 hrs and present only for the library hour in a day.</li> <li>It was decided to recruit 2 Guest faculties instead of 3 guest faculty for the next year.</li> </ul>
6	13/3/2018	5	<ul style="list-style-type: none"> <li>As there is a decrease in the number of teaching faculty, it was decided that optional choice will not be offered for the optional paper.</li> <li>Due to delay in the University Exams, the council decided to start the 2<sup>nd</sup> semester for the juniors from 19<sup>th</sup> March 2018.</li> <li>It was decided that the open house for the 3<sup>rd</sup> sem will be conducted on 19<sup>th</sup> Monday @ 2:30 p.m.</li> <li>STEF, for the seniors will be done by Dr.Smitha Panackal of the HR Department.</li> <li>Attendance for the first sem will be calculated by the date 16/3/2018.</li> </ul>

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## DEPARTMENT OF SOCIOLOGY

### SUMMARY OF STAFF MEETING MINUTES 2016-17

S.N.	DATE	Participants	DECISIONS TAKEN
1	21/06/2016	5	<ul style="list-style-type: none"> <li>KSS will organize a discussion Athirapally hydro project on 23<sup>rd</sup> June at 2:30 pm. Prof. R. V. Menon will be the guest speaker.</li> <li>Inauguration of KSS Loyola unit will be held on 29<sup>th</sup> Wednesday by Fr. M.K. George S.J, Former principal of Loyola College and presently the Provincial of Kerala Jesuit Society.</li> <li>2<sup>nd</sup> internal exam for 4<sup>th</sup> semester students will be held from 27<sup>th</sup> -30 June 2016.</li> <li>the modality and procedure for the conduct of draft presentation of the project of 4<sup>th</sup> semester students may be discussed in the council meetings by the department and finalized before informing it to the students</li> <li>it was suggested that whenever faculty members are on leave the HOD may informed other faculty members so that they may be enable to engage the classes.</li> <li>it was announced that Dr. Lekshmi Chandran will join department as Guest Lecturer in the place of Ms. Reshmi from 1<sup>st</sup> June 2016.</li> </ul>
2	21/07/2016	5	<ul style="list-style-type: none"> <li>It was decided that Hari the fourth semester student who required a 'forward slip' from the principal to obtain the letter from the department of students' services of the university. The meeting decided that if he brings a letter from DSS to the HoD, then the HoD will recommend it to the 'forwarded' to the Principal.</li> <li>It was also decided that the attendance will be calculated in the basis of the attendance obtained by the students from the classes of the respective teachers.</li> <li>Papers for the 3<sup>rd</sup> semester was assigned: <ul style="list-style-type: none"> <li>Dr. Saji P Jacob – Theory paper</li> <li>Dr. Jose Boban – Social Statistics</li> <li>Dr. Antony Palackal – Ethnicity</li> <li>Dr. Nisha Jolly Nelson – Gerontology</li> <li>Dr. Lekshmi Chandran – Population Studies</li> </ul> </li> <li>In case Dr. Nisha has to take medical leave, then Dr. Lekshmi Chandran will take Gerontology Paper.</li> </ul>
3	03/09/2016	3 (Dr Nisha & Dr. Lekshmi – Absent)	<ul style="list-style-type: none"> <li>Since Dr. Nisha has decided to avail maternity leave for six months from early October 2016, the council decided to request the management to appoint a guest faculty in her place.</li> <li>Departmental PTA meeting will be held on 4/09/2016 (Saturday)</li> <li>The members have agreed to initiate the Moodle teaching and learning management software in handling their papers of the 3<sup>rd</sup> and 1<sup>st</sup> semesters.</li> </ul>
4	28/09/2016		<ul style="list-style-type: none"> <li>Welcome to the Juniors will be given by the seniors in the banner of KSS.</li> <li>The students will be visiting a destitute home run by the Government as part of their course on Gerontology on 6<sup>th</sup> October, Thursday. Dr.Lekshmi will accompany them.</li> </ul>

			<ul style="list-style-type: none"> <li>The open house for the 3<sup>rd</sup> semester will be conducted in the next week.</li> <li>The senior students intended to go for a study tour out of the state but as it may take a long duration, the Council rejected the plan. Hence, the tour was cancelled.</li> <li>On Environment day, KSS, Loyola College in collaboration with LAMPS will organize a talk on 'Organic Farming'. Resource Person will be from 'Prakriti', an organization based in Technopark.</li> </ul>
5	18/10/2016		<p>The Council decided the following:</p> <ul style="list-style-type: none"> <li>3<sup>rd</sup> Semester first internal will be held on 24<sup>th</sup> Monday.</li> <li>1<sup>st</sup> semester first internal will be held on 14<sup>th</sup> November.</li> <li>Open house for the 3<sup>rd</sup> Semester will be conducted on 20<sup>th</sup> Oct, Thursday.</li> <li>Students are permitted to organize screening of the documentaries connected with their courses for 1 hour, on a weekly basis, without affecting the regular classes.</li> </ul>
6	20/10/2016		<ul style="list-style-type: none"> <li>HoD shared about a health camp for the migrant labourers to be organized in collaboration with LOBA on 27<sup>th</sup> Nov 2016.</li> <li>The meeting decided to conduct the departmental presentation of synopsis on 28, 29 of October.</li> <li>Internal exam for the 3<sup>rd</sup> Semester will be held from 4<sup>th</sup> to 8<sup>th</sup> January 2017.</li> <li>Internal exam (2<sup>nd</sup>) for the first semester will be held on 11, 13, 16, 17 Nov, 2016.</li> </ul>
7	04/01/2017		<ul style="list-style-type: none"> <li>The meeting distributed papers to be taken by each faculty in the 2<sup>nd</sup> and 4<sup>th</sup> semesters respectively.</li> <li>2<sup>nd</sup> semester – <ul style="list-style-type: none"> <li>Sociology of Development – Dr. Antony Palackal</li> <li>Social Research – Dr. Saji.P. Jacob</li> <li>Social Policy – Dr. Jose Boban</li> <li>Marginalised Communities – DR. Lekshmi Chandran</li> </ul> </li> <li>Dr. Nisha Jolly Nelson, when she joins after her maternity leave will have to continue with Social Policy paper.</li> <li>4<sup>th</sup> Semester : <ul style="list-style-type: none"> <li>Current Debates – Dr. Saji. P Jacob</li> <li>Gender &amp; Society – Dr.Lekshmi Chandran</li> <li>Mass media and Communication – Dr. Antony Palackal</li> <li>Social welfare and Administration – Dr. Jose Boban</li> </ul> </li> <li>Dr. Nisha Jolly Nelson, when she joins after her maternity leave will have to continue with Social Welfare and Administration paper.</li> </ul>

*(Signature)*

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# **LOYOLA COLLEGE OF SOCIAL SCIENCES**



## **DEPARTMENT OF SOCIAL WORK**

### **Summary of Departmental Minutes Book**

2016-21

# LOYOLA COLLEGE OF SOCIAL SCIENCES

## DEPARTMENT OF SOCIAL WORK

### STAFF MEETING MINUTES SUMMARY 2019-20

SN.	Date and Time:	Decisions Taken
1	10 <sup>th</sup> June 2019, 04.00 pm	<ul style="list-style-type: none"> <li>) <b>Finalised the date of internal examinations of II and IV Sem.</b></li> <li>) II semester – 1<sup>st</sup> internals – 24, 25, 26, 28 June and 1<sup>st</sup> July <ul style="list-style-type: none"> <li>o 2<sup>nd</sup> Internal – 15, 16, 17, 19, 22 July</li> </ul> </li> <li>) IV semester – 1<sup>st</sup> Internal – 15, 16, 17, 18 July</li> <li>) <b>Finalised the list of students of MPSW and CD for the Block filed work.</b></li> <li>) <b>MPSW (Pallium India &amp; Rajagiri Hospital)</b> <ul style="list-style-type: none"> <li>o Pallium India – 5 students – Ashiely James, Bincy, Christensia, Jenin Koshy &amp; Tresa</li> <li>o Supervisor – Mr. Babu Abraham. Daily reports to be sent to Ms. Vandana</li> <li>o Rajagiri Hospital – 8 students – Ancy Lal, Ancy Bose, Anju Anna Gheevarghese, Brilliant Maria, Elna Joseph Gowthami, Mathewskutty, Sruthy</li> <li>o Supervisor – Mr. P. O George. Daily reports to be sent to Ms. Vandana</li> <li>o <b>CD - Mahtama Gandhi NREGA Social Audit Society, Kerala</b></li> <li>o Supervisor – Dr. Abey George. Daily reports to be sent to Dr. Sabu P Thomas</li> </ul> </li> <li>) <b>Temporary Department secretary</b></li> <li>) Dr Francina volunteered to be the department secretary</li> <li>) <b>Review of feedback from students</b></li> <li>) Feeling of stress and inefficient time management <ul style="list-style-type: none"> <li>o Communication gap between faculty and students</li> <li>o Changing of date of final report from one faculty</li> <li>o Lack of we feeling etc.</li> </ul> </li> <li>) So it is decided to communicate changes in the programme/dates only after discussing with other faculty members.</li> </ul>
2	17 <sup>th</sup> June 2019, 02.30 pm	<ul style="list-style-type: none"> <li>) <b>Dates of internal exams:</b> Dates of internal exams changed as the dates for common presentation of research (1<sup>st</sup> draft) is scheduled on 19<sup>th</sup> July 2019. New dates are <ul style="list-style-type: none"> <li>II semester – 2<sup>nd</sup> Internal – 10, 12,15, 16, 17 July 2019</li> <li>IV semester – 1<sup>st</sup> Internal – 5, 8, 9, 10 July</li> </ul> </li> <li>) <b>Planning for entrance exams &amp; GD</b> – Help desks (1), sign boards of toilets, water, school main building etc. (Xavier Hall, Stansilavos Hall &amp; Gonsalvas Hall).</li> <li>) <b>SALT Store</b> – on 19<sup>th</sup>, except volunteers, rest will be involved in SALT store activities.</li> </ul>

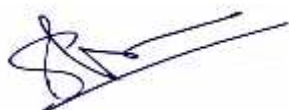
		<ul style="list-style-type: none"> <li>) <b>20/06/2019 – Field work day &amp; 21/06/19:</b> Morning hours will be engaged by Dr. Pramod on Counselling and afternoon, Dr. Usha John on Social Case Work.</li> <li>) <b>Ersta Scholarship</b> – They are happy with the scholars of last batch and their reports (Ms. Ancy, Ms. Sherine &amp; Mr. Rahul) 3 scholarships are sanctioned. Candidates would be selected based on interest in the area of research.</li> </ul>
3	27 <sup>th</sup> June 2019, 08.30 am	<ul style="list-style-type: none"> <li>) <b>Kudumbashree Kottoor PRA:</b> Kudumbashree has asked to coordinate an exposure cum PRA training for Kudumbashree and Dr. Sonny has agreed to take it up.</li> <li>) <b>National Institute of Social Defence</b> – Proposal for awareness generation and capacity building programs on drug demand reduction in colleges and universities. Dr. Francina will prepare the project.</li> <li>) <b>Time table – approval</b> – Since there are three batches at a time in the campus, copy of time table which is prepared by Fr. Sabu is circulated and everyone has gone through and approved.</li> <li>) <b>Sharing of Scholarship – Cognizant</b> – There was discussion regarding this and it is decided to take Ms. Sandra, Mr. Tison. Fr. Sabu will enquire about the conditions of others (Aswathy, Br. Nibin and Ms. Ashiely) and inform the situation.</li> <li>) <b>Field work assessment of current status</b> – Dr. Francina will go through the current status and inform the department regarding the status.</li> <li>) <b>Feedback review of meeting with II sem students</b> by Mr. Kannan G. S and Ms. Vandana Suresh and the explanations.</li> </ul>
4	10 <sup>th</sup> July 2019, 04.15 pm	<ul style="list-style-type: none"> <li>) <b>First valuation of III semester</b> answer scripts were completed and handed over to Dr. Pushapa.</li> <li>) <b>Spandanam</b> – fixing of date : Dr. Sonny will talk to students wrt and decide on the date</li> <li>) The university exam (II) semester is from 26<sup>th</sup> July 2019 to 7<sup>th</sup> August 2019. Viva voce of II semester – 12<sup>th</sup> August 2019. Students will be given 8, 9, and 10 for preparing summary reports.</li> <li>) <b>Completion of field work (II semester)- 11, 18 and 20 August.</b> Students need to complete the requirements of the field work these days as they have exams from 26<sup>th</sup> July 2019.</li> <li>) <b>Agencies to be visited are for Sem 1.</b> Dates suggested are 25 July 2019, 1, 3, 6, and 8 August 2019. <ul style="list-style-type: none"> <li>) VRC and St. John's Hospital</li> <li>) Don Bosco Veedu and Sreechitra poor home</li> <li>) Mitraniketan and Chilla</li> <li>) Social Justice Department, DCPU, Children's Home</li> <li>) Sisters of Charity Sisubhavan and Pratheekha <ul style="list-style-type: none"> <li>o For III &amp; IV sem. – Kanthaari International, Mental Health Centre, Peroorkada, PHC and Thanal</li> </ul> </li> </ul> </li> <li>) <b>Scholarship</b> – Decided to give to Ms. Sandra and Mr. Tison. It is also decided to talk to Maria.</li> </ul>



		<p>) <b>For dissertation data collection, it</b> is decided not to give holidays in common for IV semester, as the students have different needs at this particular time. Students can take leave when they need it.</p> <p>) <b>Mentoring and counselling programme</b> – Dr. Sonny shared about the programme conducted in HRDC and response related to it. It is suggested that Fr. Sabu talk to the concerned authority to have the same programme as staff development. Dr. Clive was the resource person.</p> <p>) <b>KAPS meeting review was done.</b> It is decided to have a meeting with the selected committee for further follow up with university and KAPs.</p>
5	4 <sup>th</sup> September, 2019, 10.30 a.m.	<p>) <b>Study tour</b> from – 24<sup>th</sup> 30<sup>th</sup> November 2019. Fr. Sabu and Ms. Vandana are in-charges</p> <p>) <b>Live-in Experience</b> – 2<sup>nd</sup>-8<sup>th</sup> November. CD students in Mysore and Bangalore and MPSW in Max Minds, Kannur.</p> <p>) <b>PRA – 5 days (Dec.4-9).</b> Fr. Saji in charge</p> <p>) <b>Field visits – Oct. 1</b> – Kantari &amp; jail; October 3 – Mental Health Centre &amp; Rajaji Nagar; Oct. 10- EMC</p> <p>) <b>I semester internal exams</b> – 23<sup>rd</sup> 24, 25, 27 &amp; 30<sup>th</sup> September 2019.</p> <p>) <b>The progress of viva voce has been done.</b> It is observed that students need to read more and should have more conceptual clarity. The external panel of Dr. Usha Kandaswami and Mr. Baby Prabhakar also commented on the performance of students. It is also discussed in the meeting.</p>
6	17 <sup>th</sup> October 2019, 11.45 am	<p>) <b>Discussed and presented indicators of PSOs (Program Specific Objectives).</b> Everyone shared their expectations on the behavioural expectations.</p> <p>) <b>It is decided to finalise the dates of Live-in Experience,</b> after getting dates of examinations from the university.</p> <p>) <b>The dates of internal exams for 1 semester</b> are 21. 22. 23 and 28<sup>th</sup> October 2019. Each exam will be conducted for an hour.</p> <p>) <b>Scholarships</b> – It is decided to give college level scholarship @Rs.5000/- to Ms. Kesya, Ms. Arsha, Ms. Sheetal and Ms.Sandra.</p> <p>) <b>There was an evaluation of PTA.</b> Many parents did not turn up as some of the students did not inform their parents. It is decided to ask students to request their parents to meet the teachers this month itself. Feedback form was appreciated by some of the parents.</p>
7	14 <sup>th</sup> November, 2021, 11.45 am	<p>) <b>Study Tour agency finalisation:</b> It is decided to proceed with study tour as the dates of the 1<sup>st</sup> semester exams are not yet declared. The agencies need to be contacted and finalised.</p> <p>) <b>Clarification regarding staff accompaniment:</b> Regarding staff accompaniment, though Dr. Francina P. X got permission from DCE, it is decided that Ms. Vandana Suresh accompany the group.</p>

		<p>) <b>Dr Johan's visit and exchange programme – fixing of dates for programmes:</b> Dr. Johan, Garde, Associate Professor and international coordinator, Ersta Skondal Bracke University is in the campus from 14<sup>th</sup> to 23<sup>rd</sup>. on 18<sup>th</sup> November 11.20 to 12.20 he speaks on “Religion and Society” and book release “Health and wellbeing: the tribal perspective” by Dr. Nisha Jolly Nelson. SDGs and Project Management on 20<sup>th</sup> and 22<sup>nd</sup> November 2019.</p> <p>) <b>ESAF – liveable cities collaboration:</b> ESAF – Liveable cities – It is decided to collaborate with them for research in Trivandrum area.</p> <p>) <b>Pencil foundation – training and opening for I semester:</b> Pencil Foundation activities, that include students and ‘24 stories’ could be collaborated with livelab of the college.</p> <p>) <b>Poovar – Life skills training workshop by MSW 1 semester students:</b> Poovar – Life skills training workshop by MSW 1 semester students – Fr. Sabu has agreed to talk with new director and fix a date for the same as in previous years.</p> <p>) <b>Field work – III semester:</b> It is decided to continue the field work of 3<sup>rd</sup> semesters in Jayamatha and St. Vincent's school. Later, we will incorporate 1 semester students and withdraw the 3<sup>rd</sup> semester students.</p> <p>) <b>Discussion and presentation of PSOs (Program Specific Objectives) &amp; indicators:</b> Discussed and presented indicators of PSOs (Program Specific Objectives). Everyone shared their expectations on the behavioural expectations.</p>
8	5 <sup>th</sup> December, 2019, 02.45 pm	<p>) <b>Finalised the dates for the second internal for Sem 2.</b> It was decided to start on 9<sup>th</sup> December for an hour.</p> <p>) <b>Finalised the dates for PRA Training:</b> It was decided to start on the third week of January.</p> <p>) <b>Planning and evaluation of the field work of the senior students:</b> It was decided to introduce the Block field work in the fourth semester since they were continuing concurrent field.</p> <p>) <b>Evaluation of the Study Tour:</b> It was decided on the 6<sup>th</sup> of December, at 02.20 pm.</p> <p>) <b>Evaluation of the progress of student research:</b> It was decided to help the students to prepare literature review and make a presentation</p>
9	08 <sup>th</sup> January, 2020 09.30 am	<p>) <b>Planned and Finalised various dates for the upcoming events:</b>  16-18 January: Art Therapy for 4<sup>th</sup> sem, 20<sup>th</sup> Jan: Open house for 4<sup>th</sup> sem, 27-31 January: PRA for 4<sup>th</sup> Sem at Sahajeevanam Kannur, 24-25 January: Samnvaya at Kottayam for 4<sup>th</sup> Sem and 2<sup>nd</sup> sem, 10-13 Feb: 1<sup>st</sup> Internal for 4<sup>th</sup> sem, 11-18 Feb: 1<sup>st</sup> Internal for 2<sup>nd</sup> sem, 14<sup>th</sup> Feb: Presentation of Literature Review for 4<sup>th</sup> sem, 14-16 Feb: Street play presentation and Life Skill classes for the children of orphanages in TVM organised by members of Inspire at LES, 14-16 Feb: Block field work for 4<sup>th</sup> sem, 28 Feb: Inauguration of SALT store as part of the HRM</p>

		<p>fest for 2<sup>nd</sup> sem students, 02 March: Tool Presentation, 23-30 March: 2<sup>nd</sup> Internal for 2<sup>nd</sup> sem</p> <p>) <b>Discussed feedback on Open house:</b> Mentoring has to be systematically executed and there was anxiety among students with regard to the field work Decided that every faculty should have a schedule for mentoring. Decided to help the anxious driven students.</p> <p>) <b>Discussed the experience of feedback of 1<sup>st</sup> sem:</b> Decided to conduct field work presentation after every semester. Decided to provide same field work setting for 1<sup>st</sup> and 2<sup>nd</sup> sem students.</p> <p>) <b>Decided to participate Inter-collegiate fest and Samanwaya</b></p>
10	06 <sup>th</sup> February, 2020 09.30 am	<p>) <b>Block field Placement:</b> Decided to request the University to include the marks of the Summer Block field work after its completion.</p> <p>) <b>Syllabus Revision and OBE:</b> Decided to implement OBE through the present syllabus. Decided to work on the assessment criteria for OBE. Decided to incorporate values, principles and professional ethics in the next syllabus revision.</p> <p>) <b>Concurrent field work:</b> It was decided to send the 1<sup>st</sup> sem students to the same field during summer so that they get a continuity.</p>
11	02 <sup>nd</sup> March, 2020 04.00 am	<p>) <b>Special Timetable Arrangement:</b> Five hours per faculty for a day for juniors was accepted and implemented. Fr Sabu and Dr Sonny agreed to share forenoon and afternoon sessions instead five hours.</p> <p>) <b>Examinations-Internal and External:</b> Decided to conduct internal exam individually as part of the five hours system.</p> <p>) <b>Block field Placement for Seniors and Juniors:</b> Decide to arrange for juniors 3-29 May and for Seniors 20 May- 20 June</p> <p>) <b>Concurrent Field Work for Juniors:</b> Decided to arrange concurrent field work in the same setting from 30 March to 7<sup>th</sup> April.</p> <p>) <b>Dissertation Guidance:</b> Staff members agreed to speed up the guidance for dissertation.</p>



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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## DEPARTMENT OF SOCIAL WORK

### STAFF MEETING MINUTES 2020-21

SN.	Date and Time:	Decisions Taken
1	3 <sup>rd</sup> May 2020, 10.00 am	<ul style="list-style-type: none"><li>) <b>Block field Placement:</b> Due to the rapid spread of COVID 19 all the faculty members agreed to explore various possibilities Block field Placement.</li><li>) <b>Faculty Engagements during COVID 19 pandemic:</b> All the faculty members listed out his involvements in online platform.</li><li>) <b>Online Classes and Dissertation:</b> All the faculty members shared their experiences of conducting online classes and submissions of assignments and seminars. They also shared their progress of dissertation guidance</li></ul>
2	1 <sup>st</sup> June 2020, 90.00 am	<ul style="list-style-type: none"><li>) <b>Block field Placement:</b> All the faculty members shared their experiences of guiding our students online. Dr Francina presented an overview of the engagements of students at various agencies during COVID 19 pandemic for block placements. All the agencies who have accommodated our students during this time expressed their happiness and satisfaction.</li><li>) <b>Dissertation:</b> They shared their progress of dissertation guidance. All the faculty have almost completed the guidance.</li><li>) <b>Online Classes and Online field work guidance:</b> Decided to wind up the Block placement on 10<sup>th</sup> June and give students three days of break before the presentation of Block field work</li><li>) <b>Global Sessions: Experiences and Learnings:</b> Dr Sonny Jose coordinated and organised the Global Online field-based scientific presentations. He was able to involve 26 Loyola fraternity members. Those students who involved in the Global Sessions expressed their satisfaction and learnings. Every other faculty member acknowledged Dr Sonny's contribution and placed on record his commitment and hard work.</li><li>) <b>Online Workshop on Disaster Risk Reduction Experiences:</b> Dr Sonny Jose congratulated Fr Saji for organising the online workshop. Every faculty member was part of the workshop and contributed into it.</li></ul>
3	18 <sup>th</sup> July 2020, 11.00 am	<ul style="list-style-type: none"><li>) <b>Presentation of Block field work by Seniors:</b> Decided to conduct the Presentation of Block field work by Seniors on 21, 22 July 2020.</li><li>) <b>Research synopsis presentation of Juniors:</b> Decided to conduct the Presentation of synopsis by juniors on 20-24 and 28 July 2020.</li><li>) <b>Entrance Exam, GD and PI for the new batch of students:</b> Decided to organise Entrance, GD and PI for the new batch of students on 23, 24. 25 July 2020.</li><li>) <b>University Comprehensive Viva for Seniors:</b> Decided to fix University Comprehensive Viva for Seniors on 3 and 4 of August 2020.</li></ul>

4	10 <sup>th</sup> August, 2020, 02.30 pm	<p>) <b>Discussions on applications for change in specialization:</b> Four students wanted to change from CD to MPSW and one student from MPSW to CD. It was decided to help them understand their choices and provide them with future possibilities.</p> <p>) <b>Discussion on strategies regarding class hours:</b> Decided to conduct three hours class and two hours discussions and presentations in the five hours per faculty system.</p>
5	3 <sup>rd</sup> September, 2020, 10.30 am	<p>) <b>Discussion on classes and Reopening:</b> The faculty decided to reduce the duration of online classes and provide pre-recorded videos and audios for them.</p> <p>) <b>Presentations on Research Synopsis:</b> The presentations were scheduled on 14-22 September at 04.00 pm.</p> <p>) <b>Fr Sabu's Scheme for Conducting Webinar:</b> Fr Sabu agreed to host a series of Webinar. These are the dates finalised 24,25,26 September.</p>
6	20 <sup>th</sup> October 2020, 07.00 pm	<p>) <b>Planning Creative and innovative Concurrent Field Work:</b> Due to COVID and Lockdown entire staff decided the following:</p> <p>) Two students as a team should organise a webinar with a resource person of their choice.</p> <p>) Every student should visit a public/private service providing organisation and make a study and present a report.</p> <p>) Every should create a video presentation on a topic of their specialisation and get a resource person to talk on the topic and incorporate that talk into the video and send it to their respective faculty supervisor</p> <p>) <b>Taking Stock of Webinars attended:</b> Decided to consider students participation in various Webinars as part of concurrent fieldwork</p> <p>) <b>Planning SALT Anniversary:</b> Decided to conduct a webinar as part of SALT Anniversary.</p>
7	16 <sup>th</sup> November 2020, 08.30 am	<p>) <b>Review of Concurrent Field-Work Engagements:</b> Every faculty member was very satisfied with the performance of our students towards the three creative and innovative tasks they were entrusted with as part of concurrent field work. The students organised their webinars very well, they created a video and study report on a service organisation.</p> <p>) <b>Review of Dissertation Guidance:</b> Decided to continue their guidance and supervision.</p> <p>) <b>Planning Open House:</b> Decided to conduct an open house as early as possible.</p> <p>) <b>Planning Field-work as Block fieldwork:</b> All the faculty members agreed to explore various possibilities for actual field-work.</p>
8	01 December 2020, 02.20 pm	<p>) <b>Evaluation of Concurrent Field-Work Engagements:</b> Dr Sonny and Fr Sabu shared their experiences of guiding the specialisation students. They were very happy about their students' performance.</p> <p>) <b>Induction and Exposure for Freshers:</b> Due to COVID actual induction and exposure programmes were not happening. Dr Sonny suggested to have virtual exposure programmes.</p>



		<p>) <b>Filed work continuation:</b> Every staff agreed to explore various possibilities of sending students agencies which will give them a learning opportunity such as TSSS, DCPU, Dale View and Pratheeksha.</p>
9	4 <sup>th</sup> January, 2021, 12.00 pm	<p>) <b>Finalising Mode of Teaching and Duration of Teaching:</b> All the staff members agreed to conduct only two hours of class and provide the students with reading materials, discussion forums.</p> <p>) <b>New way of Auditing Specialisation:</b> CD specialisation students are allowed to attend classes of MPSW regularly and actively participate in seminars will get an internal certificate and vice versa.</p> <p>) <b>Planning Study Tour and PRA:</b> One suggestion was to conduct PRA at Marianad in the day time. All the faculty members agreed to wait for the relaxation of lockdown norms.</p>
10	9 <sup>th</sup> February 2021, 08.20 am	<p>) <b>Planning Concurrent Field work:</b> Decided to send 1<sup>st</sup> sem students to Blue Point, Marianad Parish, Achutheng.</p> <p>) <b>Request from District Collector:</b> The District Collector request social Work Department of Loyola college to avail 1<sup>st</sup> sem students to collect data on the experiences of children who have gone through online education. The faculty members agreed to send the first sem students.</p> <p>) <b>Dissertation:</b> It was decided to fix 5<sup>th</sup> March 2021 for the presentation of Tools for Data Collection for the fourth sem students in the department.</p>
11	30 March 2021, 10.00 am	<p>) <b>Summer Block placement:</b> Seniors would begin SBP from May 3 to May 31 First years will begin from April 15-30 Summer Block placement Concurrent field work at Marianad, Bluepoint and Appuppan colony from May 3-15. First three days they will prepare for the camps</p> <p>) <b>Farewell to Ms Vandana:</b> All the staff expressed their experiences of working with Ms Vandana. All gave very positive feedback.</p> <p>) <b>Planning Summer Placements and presentations:</b></p> <p>) APRIL 11,12,13 - GEL (optional)</p> <p>) APRIL 15-30 - BLOCK PLACEMENT</p> <p>) Summary Report submission - 3rd May 2021 9 a. m.</p> <p>) MAY 3-4 Mental health (training program)- Team Trivandrum Medical College</p> <p>) MAY 5 - Concurrent visit &amp; making arrangements for camp</p> <p>) MAY 6- Group -wise preparation for the camp, schedule presentation and finalising camp schedule along with faculty</p> <p>) May 7 - camp training by Sr. Sunitha CCR</p> <p>) May 8-10 CAMP FOR CHILDREN</p> <p>) May 11-13: CAMP FOR ADOLESCENCE</p> <p>) MAY 14-15 Summary Report preparation (concurrent)</p> <p>) MAY 17-18 Group wise presentation</p> <p>) MAY 18: Summer Holidays</p> <p>) Viva voce - June 7-8</p>

12	06 <sup>th</sup> May 2021, 01.40 pm	<p>) <b>Review of COVID – PRS fieldwork:</b> Dr Sonny expressed his satisfaction over the committed work of our students at PRS Hospital</p> <p>) <b>Class requirement:</b> Every faculty member required 10 to 15 hours of classes to complete their portion.</p> <p>) <b>Recruitment:</b> Dr Sonny informed the Staff that PRS Hospital is going to recruit some of our students.</p>
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**Head, Dept. of Social Work**  
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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## DEPARTMENT OF SOCIAL WORK

### STAFF MEETING MINUTES SUMMARY 2019-20

SN.	Date and Time:	Decisions Taken
1	10 <sup>th</sup> June 2019, 04.00 pm	<ul style="list-style-type: none"> <li>) <b>Finalised the date of internal examinations of II and IV Sem.</b></li> <li>) II semester – 1<sup>st</sup> internals – 24, 25, 26, 28 June and 1<sup>st</sup> July <ul style="list-style-type: none"> <li>o 2<sup>nd</sup> Internal – 15, 16, 17, 19, 22 July</li> </ul> </li> <li>) IV semester – 1<sup>st</sup> Internal – 15, 16, 17, 18 July</li> <li>) <b>Finalised the list of students of MPSW and CD for the Block filed work.</b></li> <li>) <b>MPSW (Pallium India &amp; Rajagiri Hospital)</b> <ul style="list-style-type: none"> <li>o Pallium India – 5 students – Ashiely James, Bincy, Christensia, Jenin Koshy &amp; Tresa</li> <li>o Supervisor – Mr. Babu Abraham. Daily reports to be sent to Ms. Vandana</li> <li>o Rajagiri Hospital – 8 students – Ancy Lal, Ancy Bose, Anju Anna Gheevarghese, Brilliant Maria, Elna Joseph Gowthami, Mathewskutty, Sruthy</li> <li>o Supervisor – Mr. P. O George. Daily reports to be sent to Ms. Vandana</li> <li>o <b>CD - Mahtama Gandhi NREGA Social Audit Society, Kerala</b></li> <li>o Supervisor – Dr. Abey George. Daily reports to be sent to Dr. Sabu P Thomas</li> </ul> </li> <li>) <b>Temporary Department secretary</b></li> <li>) Dr Francina volunteered to be the department secretary</li> <li>) <b>Review of feedback from students</b></li> <li>) Feeling of stress and inefficient time management <ul style="list-style-type: none"> <li>o Communication gap between faculty and students</li> <li>o Changing of date of final report from one faculty</li> <li>o Lack of we feeling etc.</li> </ul> </li> <li>) So it is decided to communicate changes in the programme/dates only after discussing with other faculty members.</li> </ul>
2	17 <sup>th</sup> June 2019, 02.30 pm	<ul style="list-style-type: none"> <li>) <b>Dates of internal exams:</b> Dates of internal exams changed as the dates for common presentation of research (1<sup>st</sup> draft) is scheduled on 19<sup>th</sup> July 2019. New dates are <ul style="list-style-type: none"> <li>II semester – 2<sup>nd</sup> Internal – 10, 12,15, 16, 17 July 2019</li> <li>IV semester – 1<sup>st</sup> Internal – 5, 8, 9, 10 July</li> </ul> </li> <li>) <b>Planning for entrance exams &amp; GD</b> – Help desks (1), sign boards of toilets, water, school main building etc. (Xavier Hall, Stansilavos Hall &amp; Gonsalvas Hall).</li> <li>) <b>SALT Store</b> – on 19<sup>th</sup>, except volunteers, rest will be involved in SALT store activities.</li> </ul>

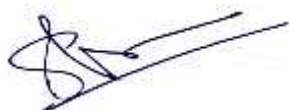
		<ul style="list-style-type: none"> <li>) <b>20/06/2019 – Field work day &amp; 21/06/19:</b> Morning hours will be engaged by Dr. Pramod on Counselling and afternoon, Dr. Usha John on Social Case Work.</li> <li>) <b>Ersta Scholarship</b> – They are happy with the scholars of last batch and their reports (Ms. Ancy, Ms. Sherine &amp; Mr. Rahul) 3 scholarships are sanctioned. Candidates would be selected based on interest in the area of research.</li> </ul>
3	27 <sup>th</sup> June 2019, 08.30 am	<ul style="list-style-type: none"> <li>) <b>Kudumbashree Kottoor PRA:</b> Kudumbashree has asked to coordinate an exposure cum PRA training for Kudumbashree and Dr. Sonny has agreed to take it up.</li> <li>) <b>National Institute of Social Defence</b> – Proposal for awareness generation and capacity building programs on drug demand reduction in colleges and universities. Dr. Francina will prepare the project.</li> <li>) <b>Time table – approval</b> – Since there are three batches at a time in the campus, copy of time table which is prepared by Fr. Sabu is circulated and everyone has gone through and approved.</li> <li>) <b>Sharing of Scholarship – Cognizant</b> – There was discussion regarding this and it is decided to take Ms. Sandra, Mr. Tison. Fr. Sabu will enquire about the conditions of others (Aswathy, Br. Nibin and Ms. Ashiely) and inform the situation.</li> <li>) <b>Field work assessment of current status</b> – Dr. Francina will go through the current status and inform the department regarding the status.</li> <li>) <b>Feedback review of meeting with II sem students</b> by Mr. Kannan G. S and Ms. Vandana Suresh and the explanations.</li> </ul>
4	10 <sup>th</sup> July 2019, 04.15 pm	<ul style="list-style-type: none"> <li>) <b>First valuation of III semester</b> answer scripts were completed and handed over to Dr. Pushapa.</li> <li>) <b>Spandanam</b> – fixing of date : Dr. Sonny will talk to students wrt and decide on the date</li> <li>) The university exam (II) semester is from 26<sup>th</sup> July 2019 to 7<sup>th</sup> August 2019. Viva voce of II semester – 12<sup>th</sup> August 2019. Students will be given 8, 9, and 10 for preparing summary reports.</li> <li>) <b>Completion of field work (II semester)- 11, 18 and 20 August.</b> Students need to complete the requirements of the field work these days as they have exams from 26<sup>th</sup> July 2019.</li> <li>) <b>Agencies to be visited are for Sem 1.</b> Dates suggested are 25 July 2019, 1, 3, 6, and 8 August 2019. <ul style="list-style-type: none"> <li>) VRC and St. John's Hospital</li> <li>) Don Bosco Veedu and Sreechitra poor home</li> <li>) Mitraniketan and Chilla</li> <li>) Social Justice Department, DCPU, Children's Home</li> <li>) Sisters of Charity Sisubhavan and Pratheekha <ul style="list-style-type: none"> <li>o For III &amp; IV sem. – Kanthaari International, Mental Health Centre, Peroorkada, PHC and Thanal</li> </ul> </li> </ul> </li> <li>) <b>Scholarship</b> – Decided to give to Ms. Sandra and Mr. Tison. It is also decided to talk to Maria.</li> </ul>

		<p>) <b>For dissertation data collection, it</b> is decided not to give holidays in common for IV semester, as the students have different needs at this particular time. Students can take leave when they need it.</p> <p>) <b>Mentoring and counselling programme</b> – Dr. Sonny shared about the programme conducted in HRDC and response related to it. It is suggested that Fr. Sabu talk to the concerned authority to have the same programme as staff development. Dr. Clive was the resource person.</p> <p>) <b>KAPS meeting review was done.</b> It is decided to have a meeting with the selected committee for further follow up with university and KAPs.</p>
5	4 <sup>th</sup> September, 2019, 10.30 a.m.	<p>) <b>Study tour</b> from – 24<sup>th</sup> 30<sup>th</sup> November 2019. Fr. Sabu and Ms. Vandana are in-charges</p> <p>) <b>Live-in Experience</b> – 2<sup>nd</sup>-8<sup>th</sup> November. CD students in Mysore and Bangalore and MPSW in Max Minds, Kannur.</p> <p>) <b>PRA – 5 days (Dec.4-9).</b> Fr. Saji in charge</p> <p>) <b>Field visits – Oct. 1</b> – Kantari &amp; jail; October 3 – Mental Health Centre &amp; Rajaji Nagar; Oct. 10- EMC</p> <p>) <b>I semester internal exams</b> – 23<sup>rd</sup> 24, 25, 27 &amp; 30<sup>th</sup> September 2019.</p> <p>) <b>The progress of viva voce has been done.</b> It is observed that students need to read more and should have more conceptual clarity. The external panel of Dr. Usha Kandaswami and Mr. Baby Prabhakar also commented on the performance of students. It is also discussed in the meeting.</p>
6	17 <sup>th</sup> October 2019, 11.45 am	<p>) <b>Discussed and presented indicators of PSOs (Program Specific Objectives).</b> Everyone shared their expectations on the behavioural expectations.</p> <p>) <b>It is decided to finalise the dates of Live-in Experience,</b> after getting dates of examinations from the university.</p> <p>) <b>The dates of internal exams for 1 semester</b> are 21. 22. 23 and 28<sup>th</sup> October 2019. Each exam will be conducted for an hour.</p> <p>) <b>Scholarships</b> – It is decided to give college level scholarship @Rs.5000/- to Ms. Kesya, Ms. Arsha, Ms. Sheetal and Ms.Sandra.</p> <p>) <b>There was an evaluation of PTA.</b> Many parents did not turn up as some of the students did not inform their parents. It is decided to ask students to request their parents to meet the teachers this month itself. Feedback form was appreciated by some of the parents.</p>
7	14 <sup>th</sup> November, 2021, 11.45 am	<p>) <b>Study Tour agency finalisation:</b> It is decided to proceed with study tour as the dates of the 1<sup>st</sup> semester exams are not yet declared. The agencies need to be contacted and finalised.</p> <p>) <b>Clarification regarding staff accompaniment:</b> Regarding staff accompaniment, though Dr. Francina P. X got permission from DCE, it is decided that Ms. Vandana Suresh accompany the group.</p>



		<p>) <b>Dr Johan's visit and exchange programme – fixing of dates for programmes:</b> Dr. Johan, Garde, Associate Professor and international coordinator, Ersta Skondal Bracke University is in the campus from 14<sup>th</sup> to 23<sup>rd</sup>. on 18<sup>th</sup> November 11.20 to 12.20 he speaks on “Religion and Society” and book release “Health and wellbeing: the tribal perspective” by Dr. Nisha Jolly Nelson. SDGs and Project Management on 20<sup>th</sup> and 22<sup>nd</sup> November 2019.</p> <p>) <b>ESAF – liveable cities collaboration:</b> ESAF – Liveable cities – It is decided to collaborate with them for research in Trivandrum area.</p> <p>) <b>Pencil foundation – training and opening for I semester:</b> Pencil Foundation activities, that include students and ‘24 stories’ could be collaborated with livelab of the college.</p> <p>) <b>Poovar – Life skills training workshop by MSW 1 semester students:</b> Poovar – Life skills training workshop by MSW 1 semester students – Fr. Sabu has agreed to talk with new director and fix a date for the same as in previous years.</p> <p>) <b>Field work – III semester:</b> It is decided to continue the field work of 3<sup>rd</sup> semesters in Jayamatha and St. Vincent's school. Later, we will incorporate 1 semester students and withdraw the 3<sup>rd</sup> semester students.</p> <p>) <b>Discussion and presentation of PSOs (Program Specific Objectives) &amp; indicators:</b> Discussed and presented indicators of PSOs (Program Specific Objectives). Everyone shared their expectations on the behavioural expectations.</p>
8	5 <sup>th</sup> December, 2019, 02.45 pm	<p>) <b>Finalised the dates for the second internal for Sem 2.</b> It was decided to start on 9<sup>th</sup> December for an hour.</p> <p>) <b>Finalised the dates for PRA Training:</b> It was decided to start on the third week of January.</p> <p>) <b>Planning and evaluation of the field work of the senior students:</b> It was decided to introduce the Block field work in the fourth semester since they were continuing concurrent field.</p> <p>) <b>Evaluation of the Study Tour:</b> It was decided on the 6<sup>th</sup> of December, at 02.20 pm.</p> <p>) <b>Evaluation of the progress of student research:</b> It was decided to help the students to prepare literature review and make a presentation</p>
9	08 <sup>th</sup> January, 2020 09.30 am	<p>) <b>Planned and Finalised various dates for the upcoming events:</b>  16-18 January: Art Therapy for 4<sup>th</sup> sem, 20<sup>th</sup> Jan: Open house for 4<sup>th</sup> sem, 27-31 January: PRA for 4<sup>th</sup> Sem at Sahajeevanam Kannur, 24-25 January: Samnvaya at Kottayam for 4<sup>th</sup> Sem and 2<sup>nd</sup> sem, 10-13 Feb: 1<sup>st</sup> Internal for 4<sup>th</sup> sem, 11-18 Feb: 1<sup>st</sup> Internal for 2<sup>nd</sup> sem, 14<sup>th</sup> Feb: Presentation of Literature Review for 4<sup>th</sup> sem, 14-16 Feb: Street play presentation and Life Skill classes for the children of orphanages in TVM organised by members of Inspire at LES, 14-16 Feb: Block field work for 4<sup>th</sup> sem, 28 Feb: Inauguration of SALT store as part of the HRM</p>

		<p>fest for 2<sup>nd</sup> sem students, 02 March: Tool Presentation, 23-30 March: 2<sup>nd</sup> Internal for 2<sup>nd</sup> sem</p> <p>) <b>Discussed feedback on Open house:</b> Mentoring has to be systematically executed and there was anxiety among students with regard to the field work Decided that every faculty should have a schedule for mentoring. Decided to help the anxious driven students.</p> <p>) <b>Discussed the experience of feedback of 1<sup>st</sup> sem:</b> Decided to conduct field work presentation after every semester. Decided to provide same field work setting for 1<sup>st</sup> and 2<sup>nd</sup> sem students.</p> <p>) <b>Decided to participate Inter-collegiate fest and Samanwaya</b></p>
10	06 <sup>th</sup> February, 2020 09.30 am	<p>) <b>Block field Placement:</b> Decided to request the University to include the marks of the Summer Block field work after its completion.</p> <p>) <b>Syllabus Revision and OBE:</b> Decided to implement OBE through the present syllabus. Decided to work on the assessment criteria for OBE. Decided to incorporate values, principles and professional ethics in the next syllabus revision.</p> <p>) <b>Concurrent field work:</b> It was decided to send the 1<sup>st</sup> sem students to the same field during summer so that they get a continuity.</p>
11	02 <sup>nd</sup> March, 2020 04.00 am	<p>) <b>Special Timetable Arrangement:</b> Five hours per faculty for a day for juniors was accepted and implemented. Fr Sabu and Dr Sonny agreed to share forenoon and afternoon sessions instead five hours.</p> <p>) <b>Examinations-Internal and External:</b> Decided to conduct internal exam individually as part of the five hours system.</p> <p>) <b>Block field Placement for Seniors and Juniors:</b> Decide to arrange for juniors 3-29 May and for Seniors 20 May- 20 June</p> <p>) <b>Concurrent Field Work for Juniors:</b> Decided to arrange concurrent field work in the same setting from 30 March to 7<sup>th</sup> April.</p> <p>) <b>Dissertation Guidance:</b> Staff members agreed to speed up the guidance for dissertation.</p>



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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## DEPARTMENT OF SOCIAL WORK

### STAFF MEETING MINUTES 2020-21

SN.	Date and Time:	Decisions Taken
1	3 <sup>rd</sup> May 2020, 10.00 am	<ul style="list-style-type: none"><li>) <b>Block field Placement:</b> Due to the rapid spread of COVID 19 all the faculty members agreed to explore various possibilities Block field Placement.</li><li>) <b>Faculty Engagements during COVID 19 pandemic:</b> All the faculty members listed out his involvements in online platform.</li><li>) <b>Online Classes and Dissertation:</b> All the faculty members shared their experiences of conducting online classes and submissions of assignments and seminars. They also shared their progress of dissertation guidance</li></ul>
2	1 <sup>st</sup> June 2020, 90.00 am	<ul style="list-style-type: none"><li>) <b>Block field Placement:</b> All the faculty members shared their experiences of guiding our students online. Dr Francina presented an overview of the engagements of students at various agencies during COVID 19 pandemic for block placements. All the agencies who have accommodated our students during this time expressed their happiness and satisfaction.</li><li>) <b>Dissertation:</b> They shared their progress of dissertation guidance. All the faculty have almost completed the guidance.</li><li>) <b>Online Classes and Online field work guidance:</b> Decided to wind up the Block placement on 10<sup>th</sup> June and give students three days of break before the presentation of Block field work</li><li>) <b>Global Sessions: Experiences and Learnings:</b> Dr Sonny Jose coordinated and organised the Global Online field-based scientific presentations. He was able to involve 26 Loyola fraternity members. Those students who involved in the Global Sessions expressed their satisfaction and learnings. Every other faculty member acknowledged Dr Sonny's contribution and placed on record his commitment and hard work.</li><li>) <b>Online Workshop on Disaster Risk Reduction Experiences:</b> Dr Sonny Jose congratulated Fr Saji for organising the online workshop. Every faculty member was part of the workshop and contributed into it.</li></ul>
3	18 <sup>th</sup> July 2020, 11.00 am	<ul style="list-style-type: none"><li>) <b>Presentation of Block field work by Seniors:</b> Decided to conduct the Presentation of Block field work by Seniors on 21, 22 July 2020.</li><li>) <b>Research synopsis presentation of Juniors:</b> Decided to conduct the Presentation of synopsis by juniors on 20-24 and 28 July 2020.</li><li>) <b>Entrance Exam, GD and PI for the new batch of students:</b> Decided to organise Entrance, GD and PI for the new batch of students on 23, 24. 25 July 2020.</li><li>) <b>University Comprehensive Viva for Seniors:</b> Decided to fix University Comprehensive Viva for Seniors on 3 and 4 of August 2020.</li></ul>

4	10 <sup>th</sup> August, 2020, 02.30 pm	<p>) <b>Discussions on applications for change in specialization:</b> Four students wanted to change from CD to MPSW and one student from MPSW to CD. It was decided to help them understand their choices and provide them with future possibilities.</p> <p>) <b>Discussion on strategies regarding class hours:</b> Decided to conduct three hours class and two hours discussions and presentations in the five hours per faculty system.</p>
5	3 <sup>rd</sup> September, 2020, 10.30 am	<p>) <b>Discussion on classes and Reopening:</b> The faculty decided to reduce the duration of online classes and provide pre-recorded videos and audios for them.</p> <p>) <b>Presentations on Research Synopsis:</b> The presentations were scheduled on 14-22 September at 04.00 pm.</p> <p>) <b>Fr Sabu's Scheme for Conducting Webinar:</b> Fr Sabu agreed to host a series of Webinar. These are the dates finalised 24,25,26 September.</p>
6	20 <sup>th</sup> October 2020, 07.00 pm	<p>) <b>Planning Creative and innovative Concurrent Field Work:</b> Due to COVID and Lockdown entire staff decided the following:</p> <p>) Two students as a team should organise a webinar with a resource person of their choice.</p> <p>) Every student should visit a public/private service providing organisation and make a study and present a report.</p> <p>) Every should create a video presentation on a topic of their specialisation and get a resource person to talk on the topic and incorporate that talk into the video and send it to their respective faculty supervisor</p> <p>) <b>Taking Stock of Webinars attended:</b> Decided to consider students participation in various Webinars as part of concurrent fieldwork</p> <p>) <b>Planning SALT Anniversary:</b> Decided to conduct a webinar as part of SALT Anniversary.</p>
7	16 <sup>th</sup> November 2020, 08.30 am	<p>) <b>Review of Concurrent Field-Work Engagements:</b> Every faculty member was very satisfied with the performance of our students towards the three creative and innovative tasks they were entrusted with as part of concurrent field work. The students organised their webinars very well, they created a video and study report on a service organisation.</p> <p>) <b>Review of Dissertation Guidance:</b> Decided to continue their guidance and supervision.</p> <p>) <b>Planning Open House:</b> Decided to conduct an open house as early as possible.</p> <p>) <b>Planning Field-work as Block fieldwork:</b> All the faculty members agreed to explore various possibilities for actual field-work.</p>
8	01 December 2020, 02.20 pm	<p>) <b>Evaluation of Concurrent Field-Work Engagements:</b> Dr Sonny and Fr Sabu shared their experiences of guiding the specialisation students. They were very happy about their students' performance.</p> <p>) <b>Induction and Exposure for Freshers:</b> Due to COVID actual induction and exposure programmes were not happening. Dr Sonny suggested to have virtual exposure programmes.</p>

		<p>) <b>Filed work continuation:</b> Every staff agreed to explore various possibilities of sending students agencies which will give them a learning opportunity such as TSSS, DCPU, Dale View and Pratheeksha.</p>
9	4 <sup>th</sup> January, 2021, 12.00 pm	<p>) <b>Finalising Mode of Teaching and Duration of Teaching:</b> All the staff members agreed to conduct only two hours of class and provide the students with reading materials, discussion forums.</p> <p>) <b>New way of Auditing Specialisation:</b> CD specialisation students are allowed to attend classes of MPSW regularly and actively participate in seminars will get an internal certificate and vice versa.</p> <p>) <b>Planning Study Tour and PRA:</b> One suggestion was to conduct PRA at Marianad in the day time. All the faculty members agreed to wait for the relaxation of lockdown norms.</p>
10	9 <sup>th</sup> February 2021, 08.20 am	<p>) <b>Planning Concurrent Field work:</b> Decided to send 1<sup>st</sup> sem students to Blue Point, Marianad Parish, Achutheng.</p> <p>) <b>Request from District Collector:</b> The District Collector request social Work Department of Loyola college to avail 1<sup>st</sup> sem students to collect data on the experiences of children who have gone through online education. The faculty members agreed to send the first sem students.</p> <p>) <b>Dissertation:</b> It was decided to fix 5<sup>th</sup> March 2021 for the presentation of Tools for Data Collection for the fourth sem students in the department.</p>
11	30 March 2021, 10.00 am	<p>) <b>Summer Block placement:</b> Seniors would begin SBP from May 3 to May 31 First years will begin from April 15-30 Summer Block placement Concurrent field work at Marianad, Bluepoint and Appuppan colony from May 3-15. First three days they will prepare for the camps</p> <p>) <b>Farewell to Ms Vandana:</b> All the staff expressed their experiences of working with Ms Vandana. All gave very positive feedback.</p> <p>) <b>Planning Summer Placements and presentations:</b></p> <p>) APRIL 11,12,13 - GEL (optional)</p> <p>) APRIL 15-30 - BLOCK PLACEMENT</p> <p>) Summary Report submission - 3rd May 2021 9 a. m.</p> <p>) MAY 3-4 Mental health (training program)- Team Trivandrum Medical College</p> <p>) MAY 5 - Concurrent visit &amp; making arrangements for camp</p> <p>) MAY 6- Group -wise preparation for the camp, schedule presentation and finalising camp schedule along with faculty</p> <p>) May 7 - camp training by Sr. Sunitha CCR</p> <p>) May 8-10 CAMP FOR CHILDREN</p> <p>) May 11-13: CAMP FOR ADOLESCENCE</p> <p>) MAY 14-15 Summary Report preparation (concurrent)</p> <p>) MAY 17-18 Group wise presentation</p> <p>) MAY 18: Summer Holidays</p> <p>) Viva voce - June 7-8</p>



12	06 <sup>th</sup> May 2021, 01.40 pm	<p>) <b>Review of COVID – PRS fieldwork:</b> Dr Sonny expressed his satisfaction over the committed work of our students at PRS Hospital</p> <p>) <b>Class requirement:</b> Every faculty member required 10 to 15 hours of classes to complete their portion.</p> <p>) <b>Recruitment:</b> Dr Sonny informed the Staff that PRS Hospital is going to recruit some of our students.</p>
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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## DEPARTMENT OF SOCIAL WORK

### STAFF MEETING MINUTES 2018-19

SN.	Date and Time:	Decisions Taken
1	7 <sup>th</sup> August 2018, 09.00 am	<b>Reviewing the arrangements for 3<sup>rd</sup> Kerala Social work congress:</b> Faculty members briefed on the development of the 3 <sup>rd</sup> Kerala Social work congress.
2	19 <sup>th</sup> July 2018, 03.30 pm	Reviewing the arrangements for 3 <sup>rd</sup> Kerala Social work congress: It was reported that the invitations for the 3 <sup>rd</sup> Kerala Social work congress had been sent. It was decided to arrange food and accommodation at LES. Fr Sabu and Dr Sonny agreed to invite important dignitaries for the programme on 10 and 11 of August 2018. It was decided to invite senior students who have passed out from this institution for paper presentations. It was decided to request KAPS executives to postpone the review meeting which was scheduled for next week. Finalising the dates for the conduct of 2 <sup>nd</sup> internal exams for the senior students and names for scholarships: We decided to conduct the 2 <sup>nd</sup> internal exams for the senior students from 30 <sup>th</sup> July 2018 and first years from 1 <sup>st</sup> of August. The staff decided to select Mr Sajin and Mr Mathewskutty for the scholarship.
3	26 <sup>th</sup> July 2018, 03.30 pm	<b>Reviewing the arrangements for 3<sup>rd</sup> Kerala Social work congress:</b> Faculty members briefed on the development of the 3 <sup>rd</sup> Kerala Social work congress.
4	14 <sup>th</sup> September 2018, 03.30 pm	KAPS Research Project on Voices of Children by UNICEF With Child Right Commission. The faculty members decided to collaborate with KAPS' Research Project on Voices of Children of flood affected areas by UNICEF with Child Right Commission. The staff agreed to involve the would be third semester students for one day workshop on data collection and actual field-based data collection. The staff after having discussed at a length, agreed to host the training on prevention of Adolescent girls' Suicides in Kerala by DCPU and Social Justice Department. It was unanimously agreed to conduct it on or before 15 <sup>th</sup> of October at Sutter Hall. The staff volunteered to lead each committee along with the students. Programme Committee: Dr Sonny Jose and Ms Francina, Food and Hall Arrangement: Fr Sabu, Documentation and Media: Dr Jasmine Sarah Alexander, Registration: Fr Saji <b>A Two Day Training on Trauma Counselling by Tith a UK based group</b> Staff agreed to host a Two Day Training on Trauma Counselling by Tith a UK based group. Dr Jasmine volunteered to coordinate the training. The staff decided to involve the present first semester students for the training and open the registration for outsiders.

5	8 <sup>th</sup> October 2018, 03.30 pm	Decided to allow Ms Archana to opt for CD and Gauthami and Christancia to opt for MPSW. The staff members entrusted the Hod to talk to these students and confirm their specialisation.
6	4 <sup>th</sup> October 2018, 03.30 pm	<ol style="list-style-type: none"> <li>1. Decided to host the Training on prevention of Adolescent girls' Suicides in Kerala by Social Justice Department on 23<sup>rd</sup> October.</li> <li>2. Decided to collaborate with the Tribunal for Senior Citizens Maintenance. Dr Jasmine explained the interaction with Ms Sulekha the project coordinator regarding the details. Agreed to focus on the issues of senior citizens in the training on street theatre.</li> <li>3. Decided to conduct street theatre workshop for the first years from 29 of October to November 2 for MSW. Ms Francina agreed to coordinate the entire street theatre trainings.</li> <li>4. Agreed to start Live-in Exposure for the third semester students from 9 of November to 20 for MPSW students at Maxmind, Kannur and 12 November to 19 for CD students at Bangalore and Mysore.</li> <li>5. University Viva Voce for the passing out batch will be on 15 and 16 of November.</li> <li>6. Exposure visits will begin from 13<sup>th</sup> October.</li> <li>7. Dr Sonny Submitted an estimate budget for the police study along with a plan of action.</li> <li>8. Decided to take up three research projects of Cochin Shipyard.</li> <li>9. Decided to team up with ASSK on a research project conducted annually by Pratham an organisation based at Mumbai for four day from October 12 to 14.</li> <li>10. Study Tour will be from 14<sup>th</sup> January to 23.</li> <li>11. PRA training will be from 25<sup>th</sup> November to 30 at TUDI Wayanad.</li> </ol>
7	Date and Time: 29 <sup>th</sup> October 2018, 10.30 am	<ol style="list-style-type: none"> <li>1. Decided to conduct field work viva on 31<sup>st</sup> of October 2018 in two panels. Drs. Sonny and Jasmine would be in a panel and Ms Francina and Fr Saji in another panel.</li> <li>2. Decided to orient students to prepare their summary report and transcript and submit on 31<sup>st</sup> of October 2018.</li> <li>3. Decided to orient students to plan for their study tour and PRA and book tickets in advance.</li> <li>4. PRA was scheduled on 25<sup>th</sup> of November to 30<sup>th</sup> of November.</li> </ol>
8	6 <sup>th</sup> November 2018, 10.30 am	<ol style="list-style-type: none"> <li>1. Took a stock of the pending works such as field work summary report, transcript preparation, end semester viva voce.</li> <li>2. Decided to hold viva voce in two panels namely Dr Sonny and Jasmine in one panel and Ms Francina and Fr Saji in the second panel on 31<sup>st</sup> of October.</li> <li>3. Decided to orient senior students on study tour and PRA.</li> </ol>

		<ol style="list-style-type: none"> <li>Decided to set aside two hours each for field work conference and research preparation on every week. These two hours will be used in the fourth hour.</li> </ol>
9	14 <sup>th</sup> December 2018, 10.30 am	<ol style="list-style-type: none"> <li>To conduct internal exams for both batches of students on 19 and 20<sup>th</sup> for second years for an hour as first internals and on February 4 to 7 as second internals. For first years the second internals would be conducted on 14<sup>th</sup> January to 21<sup>st</sup>.</li> <li>To revert back to the old class arrangements for the first years.</li> <li>Discussed in detail the evaluative points on PRA and Live-in experiences and decided to imbibe new alternatives and new places for live in exposures for CD setting.</li> <li>To send first years for one day training on youth engagement in the context of Kerala flood at LES organised by KECRO on 18<sup>th</sup> of December.</li> <li>To conduct the follow up of TITHE workshop for a day in the second week of January.</li> <li>Entrusted Fr Saji to proceed further on the closure of Winston Netto Scholarship after having collected the experiences of the last beneficiaries of this.</li> <li>To conduct job seekers training programme for the second years in the college on 1<sup>st</sup> and 2<sup>nd</sup> January 2019.</li> <li>To sign the research projects by Cochin Shipyard entrusted with social work department.</li> <li>To avail the membership of ASSK for the department of social work, Loyola College.</li> <li>To send CD students for block field work to the Social Audit of MGNREGA and MPSW students to Palium India.</li> <li>To conduct exposure visits for the fourth semester students to Kanthari, Thanal, Mental Health Centre, ANERT/ EMC.</li> <li>Dr Sonny informed possibility of receiving scholarship fund from Cognoscente Technology for the social work students.</li> </ol>
10	21 <sup>st</sup> December 2018, 10.30 am	<ol style="list-style-type: none"> <li>Dr Sonny Jose requested Fr Sabu to lead the study tour instead of him. Fr Sabu agreed to accompany the students.</li> <li>To look for a parent to accompany the students in the absence of Ms Francina for study tour.</li> </ol>

		<ol style="list-style-type: none"> <li>To furnish a detailed department report t for the IQAC in the month of January.</li> <li>To follow up the change of chairperson for the evaluation of MSW papers from the department of Sociology at Kariyavattam campus.</li> </ol>
11	31 <sup>st</sup> December 2018, 09.30 am	<ol style="list-style-type: none"> <li>To follow the new timetable</li> <li>Fr Sabu requested the faculty members to adjust hours for him so that he could complete his subject before he leaves for the study tour.</li> <li>To request Ms Krishnendu former student to accompany the students in the absence of Ms Francina for study tour.</li> <li>To sit for the completion of the survey of India Today and furnish details.</li> </ol>
12	an 2019, 09.30 am	<ol style="list-style-type: none"> <li>To provide financial support to the following students for the study tour to Pune and Goa.</li> <li>Ms Najima</li> <li>Ms Archana</li> <li>Ms Anjali</li> <li>Ms Ashly James</li> </ol>
13	28 <sup>th</sup> January 2019, 03.00 pm	<ol style="list-style-type: none"> <li>To review the Eco-Restoration and Sustainable Coastal Zone Management – A Project in Thiruvananthapuram <ol style="list-style-type: none"> <li>To send first year msw students to this project area once in a week as part of the field work</li> <li>To get clarification on who would fund the project? Is it Nisan or Kudumbashree?</li> <li>To ensure full commitment from all departments towards implementing this project.</li> <li>To suggest to appoint at least one general coordinator and four field supportive staff.</li> <li>To plan concrete solid waste management system in those 8 villages. Who would fund the solid waste management system? Is it Nisan or Kudumbashree?</li> </ol> </li> <li>To talk to the students of both batches regarding discipline and absenteeism.</li> <li>To conduct the 2<sup>nd</sup> internals for the second year students from 4<sup>th</sup> of February to 8<sup>th</sup> February 2019.</li> <li>To proceed with the external lecture on financial management. Fr Sanu Francis of Fatima College agreed to engage sessions on</li> </ol>

		financial management on 2 <sup>nd</sup> of February 2019 from 09.30 am to 01.30 pm.
14	14 <sup>th</sup> February 2019, 01.30 pm	<ol style="list-style-type: none"> <li>1. To provide information on MSW department to the Website in-charge Dr Sunil Kumar.</li> <li>2. To sit as a group to cull out data for the IQAC from MSW department.</li> <li>3. To review the remaining classes and the progress of dissertation work.</li> <li>4. To conduct presentation of literature review on 19<sup>th</sup> February.</li> <li>5. To send final semester students for their concurrent field work at Palium India and Probation of offenders' Act.</li> <li>6. To provide 10 days of field work for study tour and 7days for PRA and 10 days for live in</li> </ol>
15	22 <sup>nd</sup> February 2019, 02.30 pm	<ol style="list-style-type: none"> <li>1. Review and reflection on Open House of 1<sup>st</sup> semester students: Faculty members reflected over the feedback and agreed to correct those suggestions pertaining each faculty members.</li> <li>2. Cognoscente Scholarship: To propose the following list of students for the Cognoscente Scholarship: 1. Anna 2. Anju 3. Meenu 4. Fr Vineeth/ Bushra</li> </ol>
16	21 <sup>st</sup> March 2019, 01.30 pm	<ol style="list-style-type: none"> <li>1. Summer Block Placement: Decided the following dates: BP for second semester students is from 25<sup>th</sup> april to 21<sup>st</sup> May 2019. Concurrent field work is from 10<sup>th</sup> April to 17<sup>th</sup> April at ICDS Centres. BP for fourth semester students is from 1<sup>st</sup> of April to 23<sup>rd</sup> May 2019.</li> <li>2. List of BP of CD students is given below: KARUNA: Fr Abhilash, Meenu, Anjali and Sandra, NJSI: Nandhitha and Sunith, ADIDA: Archana and Najima, DOERS: Sajin</li> <li>3. Dr Francina would conduct special classes on research and statistics for second semester students fromth 3<sup>rd</sup> of April to 9<sup>th</sup> April.</li> <li>4. Faculty Members' special engagement: Under the guidance of Dr Sonny Mr Afseer defended his PhD thesis and Ms Sangeetha made her pre-submission viva at the Karyavattam campus under the guidance of Dr Sonny. He also was invited to be one of the subject experts on social work at PSC TVM. Fr Sabu attended the Board of Studies Meeting at Sreesankara University Kalady and he was invited to be one of the subject experts on social work for the faculty Member recruitment at Karyavattam campus. Dr Jasmine was invited to prepare a set of question paper for social work from St Aloysius College Mangalore. Fr Saji participated in a five day training on Financial Management at Pune. Dr Francina and Fr Sabu attended a series of viva voices of BSW colleges of KU.</li> </ol>
17	26 <sup>th</sup> March, 2019, 10.30 am	<ol style="list-style-type: none"> <li>1. Review of Dissertation work: Every faculty member shared the progress of their students' dissertation work. Decided to conduct a review of literature on 28 and 29 of March 2019.</li> <li>2. Ersta Skondal University Scholarship: The discussed in detail the experiences of sending three former students of the department of</li> </ol>



		<p>Social Work along with Dr Francina. One of them was a wrong choice and proved adamant and irresponsible and a troublesome. This year the selection process should be looking into the details of their character. The staff decided to invite application with a clear project.</p>
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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## DEPARTMENT OF SOCIAL WORK

### STAFF MEETING MINUTES 2017-18

1	<b>8.6.2017 Thursday</b> <b>Time: 9.45 am- 10.30 am.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ Evaluation of the Summer Placement and Block Placement was done.</li> <li>▪ Decided to complete the Answer Key preparation of Semester I and valuation of V Semester V BSW papers as early as possible.</li> </ul>
2	<b>29.6.2017 Thursday</b> <b>Time: 9.30 am- 11.00 am.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ It was decided to give SPSS training to the MSW students at 1.30 pm on Friday 30<sup>th</sup> June. Beena and Angelo will be requested to give the training.</li> <li>▪ Schedule of the continuous assessment (CA) will be as follows:             <ul style="list-style-type: none"> <li>○ I CA of II Semester - Wednesday 5<sup>th</sup> July onwards</li> <li>○ II CA of II Semester - Friday 4<sup>th</sup> August onwards</li> <li>○ II CA of IV Semester - Wednesday 12<sup>th</sup> July onwards</li> </ul> </li> <li>• Terminology of Field Work Placement             <ul style="list-style-type: none"> <li>○ Exposure Visit - - - I Year</li> <li>○ Specialisation Visit - - - II Year</li> <li>○ Concurrent Field Work - - - Along with the Class during the semester</li> <li>○ Block Field Work - - - One month together instead of concurrent field work</li> <li>○ Summer Placement - - - During the summer in the first year</li> <li>○ Block Placement - - - During the summer in the second year.</li> </ul> </li> <li>▪ Total Field Work Hours of MSW:             <ul style="list-style-type: none"> <li>○ Exposure/Specialisation visits 5 Visits * 3 Hours * 2 Years = 30 Hours</li> <li>○ Concurrent FW - 30 Days * 8 Hours * 4 Sem. = 960</li> <li>○ Summer/Block Placement- 26Days * 8 Hours * 2 Years = 416</li> <li>○ Study Tour - - 10 Days * 15 Hours = 150</li> <li>○ Live-in Experience - - 12 Days * 15 Hours = 180</li> <li>○ PRA - - 5 Days * 15 Hours = 75</li> <li>○ Rural Camp - - 7 Days * 15 Hours = 105</li> </ul> </li> </ul>

		<p><b>GRAND TOTAL = 1916 Hours</b></p> <ul style="list-style-type: none"> <li>• Weightage of Marks for Field Learning: <ul style="list-style-type: none"> <li>○ I Semester <ul style="list-style-type: none"> <li>▪ Exposure Visits - - 10 Marks</li> <li>▪ Concurrent Field Work - - 30 Marks</li> <li>▪ Field Work Viva - - 10 Marks</li> </ul> </li> <li>○ II Semester <ul style="list-style-type: none"> <li>▪ Concurrent Field Work - - 15 Marks</li> <li>▪ Rural Camp - - 10 Marks</li> <li>▪ Summer Placement - - 15 Marks</li> <li>▪ Field Work Viva - - 10 Marks</li> </ul> </li> <li>○ III Semester <ul style="list-style-type: none"> <li>▪ Concurrent Field Work - - 10 Marks</li> <li>▪ Study Tour - - 10 Marks</li> <li>▪ PRA - - 10 Marks</li> <li>▪ Live-in Experience - 10 Marks</li> <li>▪ Field Work Viva - - 10 Marks</li> </ul> </li> <li>○ IV Semester <ul style="list-style-type: none"> <li>▪ Concurrent Field Work - - 25 Marks</li> <li>▪ Block Placement - - 25 Marks</li> </ul> </li> </ul> </li> </ul>
3	<p><b>6.7.2017 Thursday</b>  <b>Time: 9.30 am- 10.30 am.</b>  <b>Members Present:</b> Sonny Jose, Saji Joseph, Jasmine Sarah Alexander and Sabu P. Thomas.</p>	<ul style="list-style-type: none"> <li>▪ Decided to engage six II Semester students for the DCPU Engagement in Kottoor during weekends in this semester.</li> <li>▪ For the UNICEF workshop on 10<sup>th</sup> and 11<sup>th</sup> July, 2017, five II Semester students will be sent.</li> </ul>
4	<p><b>19.7.2017 Wednesday</b>  <b>Time: 9.30 am- 10.15 am.</b>  <b>Members Present:</b> Sonny Jose, Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.</p>	<ul style="list-style-type: none"> <li>▪ Decided to propose the following names from the department for the awards for outgoing students: <ul style="list-style-type: none"> <li>○ Academic Achievement: Adil, and Shiny.</li> <li>○ Campus Contribution: Kannan, Antony, Kajal, and Adil.</li> <li>○ Innovation: Shine.</li> </ul> </li> </ul>
5	<p><b>27.7.2017 Thursday</b>  <b>Time: 9.30 am- 10.30 am.</b>  <b>Members Present:</b> Sonny Jose, Saji Joseph, Jasmine</p>	<ul style="list-style-type: none"> <li>▪ Progress in the planning of 'Spandanam 2017,' the 7<sup>th</sup> Anniversary of SALT is briefed to the staff by the staff guides of the programme Fr. Saji and Ms. Francina and suggestions were received from the others. The main points are:</li> </ul>

	Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ Inauguration – Francina</li> <li>▪ Sessions – Jasmine</li> <li>▪ Food and snacks – Sonny and Saji</li> <li>▪ Cultural – Saji and Francina</li> <li>▪ Valedictory – Sabu.</li> <li>○ Students in charge: <ul style="list-style-type: none"> <li>▪ Programme – Nounith, Balalekshmi, and Venishya.</li> <li>▪ Food – Sreejyothish</li> <li>▪ Cultural – Vandana</li> <li>▪ Transportation and Finance – Febina and</li> <li>▪ Documentation – Tintu.</li> </ul> </li> </ul>
6	<b>1.8.2017 Tuesday</b> <b>Time: 12.30 pm- 1.00 pm.</b> <b>Members Present:</b> Sonny Jose, Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ The II CA of II Semester will begin on Friday 4<sup>th</sup> August from 9 am to 10.30 pm.</li> <li>▪ Attendance will have to be calculated with today as the last day for checking whether somebody needs condonation.</li> <li>▪ Field work evaluation of IV semester to be done and marks to be uploaded in the site.</li> <li>▪ Spandanam evaluation at 3.40 pm in the canteen.</li> </ul>
7	<b>9.8.2017 Wednesday</b> <b>Time: 9.30 am- 10.15 am.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ Possibility of field engagement with the District Child Protection Unit was discussed in the light of the meeting of Probation Officer Mr. Subair with the HOD Dr. Sonny.</li> </ul>
8	<b>11.9.2017 Monday</b> <b>Time: 1.30 pm- 2.30 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ Study Tour orientation given by Dr. Sonny and Francina gave the orientation to the students. Francina and Sabu were nominated to be the staff guides and Dr. Sonny will join on the return journey.</li> <li>▪ Request for the change of specialisation is granted for Jibin. Number of students for CD is 12 and MPSW is 13.</li> </ul>
9	<b>13.9.2017 Wednesday</b> <b>Time: 3.30 pm- 4.30 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ Brain storming and discussion on the experts to be called for the Syllabus revision workshop to be held from 23<sup>rd</sup> September. Various names were suggested responsibility assigned to contact them.</li> </ul>

10	<b>15.9.2017 Friday</b> <b>Time: 3.45 pm- 4.30 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ Discussion on core competencies and the quality needed in the students after two years of training.</li> </ul>
11	<b>21.9.2017 Thursday</b> <b>Time: 9.30 am- 1.30 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ Though today was a public holiday because of Sree Narayana Guru Samadhi, the MSW staff came together in the morning. Discussion on the overall theme of the syllabus and the papers to be placed in each semester.</li> <li>▪ Planning of the programme of 23<sup>rd</sup> and 24<sup>th</sup> September and assigning of responsibilities.</li> </ul>
12	<b>22.9.2017 Friday</b> <b>Time: 1.30 pm- 2.30 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ Discussion on the reworked papers was undertaken by all the faculty members.</li> </ul>
13	<b>10.10.2017 Tuesday</b> <b>Time: 4 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ Completion of syllabus revision. Proposed combination 1 with some changes.</li> <li>▪ Dates of PRA in Attappadi is 8-14 November 2017.</li> <li>▪ Decided to complete the exposure visits of first years when the seniors are out for live in experience.</li> </ul>
14	<b>16.11.2017 Thursday</b> <b>Time: 12.30 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, and Sabu P. Thomas.	Decided to give financial help for study tour to the following four students.
15	<b>15.12.2017 Tuesday</b> <b>Time: 1.00 pm- 2.30 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>▪ Arrival of Globala students from Sweden in January 2018. Field exposure options: <ul style="list-style-type: none"> <li>○ Attach three first years in three anganwadi in LES field?</li> <li>○ Getting passed out students?</li> <li>○ Sending of all CD students to LES in IV semester?</li> <li>○ Anjengo or Fathimapuram?</li> </ul> </li> </ul> <p>Give the options to Fr. Joye.</p>
16	<b>5.1.2018 Friday</b>	

	<b>Time: 1.15 pm- 1.45 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>IV Semester papers are ready in the office for valuation.</li> <li>II Internal of the III Semester will begin on Monday 8<sup>th</sup> January. One hour exam. Monday last hour, Tuesday first and last hours, and Wednesday first hour.</li> <li>Syllabus completion will have to be done this week itself.</li> </ul>
17	<b>22.1.2018 Monday</b> <b>Time: 9.30 am- 10.30 am.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>Interaction with Swedish students on Thursday 25<sup>th</sup> January 2018. Both Seniors and Juniors will attend. Six students to accompany the group for two days and two students on two mornings. Fr. Saji will meet the students today at 1.30 pm.</li> <li>Finalised syllabus to be sent to the mail: <a href="mailto:consultsonny@yahoo.com">consultsonny@yahoo.com</a></li> <li>Equivalency of MSW course of IGNOU with that of Kerala University. Department is not in favour.</li> </ul>
18	<b>15.2.2018 Thursday</b> <b>Time: 9.45 am- 11 am.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Jasmine Sarah Alexander, and Sabu P. Thomas.	<ul style="list-style-type: none"> <li>Decided to conduct half day Seminar on “Peace and Happiness” on the Social Work Day on 21<sup>st</sup> March morning and in collaboration with peace institute if possible. The proposed seminar by KAPS will be in the afternoon.</li> <li>Dates of Block/Summer Placement: <ul style="list-style-type: none"> <li>I years: April 16-May 16.</li> <li>II years: April 5-May 5.</li> </ul> </li> </ul>




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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## DEPARTMENT OF SOCIAL WORK

### STAFF MEETING MINUTES SUMMARY 2016-17

SN.	DATE	DECISIONS TAKEN
1	<b>8.6.2016</b> <b>Wednesday</b> <b>Time: 5 pm- 6.30 pm.</b> <b>Members Present:</b> Sonny Jose, Charles Leon, Francina P.X., Saji Joseph, and Sabu P. Thomas (Late by 30 minutes).	<p>It was decided to have the presentation of the Block Placement of the II years on Tuesday 14<sup>th</sup> June. It will be a full day session. The presentation of the summer placement of the I years will continue after the class hours.</p> <p>It was decided to recognise the initiative taken by Adil, Nidheesh, and Shine in organising the Environment Day at the Department level.</p> <p>It was also decided to recognise the UGC winners Rehina, Pallavi, Arya, and Adil.</p>
2	<b>27.6.2016 Monday</b> <b>Time: 3.30 pm- 4.15 pm.</b> <b>Members Present:</b> Sonny Jose, Charles Leon, Francina P.X., Saji Joseph, and Sabu P. Thomas.	<p>Spandanam (SALT Anniversary) to be conducted on 23<sup>rd</sup> July by the first years. Antony and Kajal are the student co-ordinators. Students were divided into committees and the total budget is Rs. 75,000/-.</p> <p>Field Work Viva of I years to be conducted on Monday 11<sup>th</sup> July. II internals of the IV semester, beginning on the 11<sup>th</sup> July, to be supervised by the research scholars.</p> <p>Remedial arrangements will be made for those first-year students who did not perform as expected in the field work.</p> <p>Arif to complete the pending requirements for the completion of course. He will be assigned to LF Hospital, Angamali to complete his remaining field work.</p>
3	<b>1.8.2016 Thursday</b> <b>Time: 10.45 am- 11.30 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, and Sabu P. Thomas.	<p>Had a meeting of the staff with the students on 25<sup>th</sup> July 2016 at 1.30 pm to evaluate 'Spandanam 2016' (6<sup>th</sup> Anniversary of SALT). Committee wise evaluations were made and the responses of the faculty members were given.</p> <p>The meeting of 1<sup>st</sup> August 2016 was held in the context the letter of the Vice-Chancellor regarding the constitution of Board of Studies in Social Work/Personnel Management. It was decided to give a representation to the Vice chancellor requesting him to appoint a Social Work/Personnel Management Faculty as the chairman of the BOS.</p>
4	<b>11.8.2016 Thursday</b> <b>Time: 9.30 am- 11.30 am.</b>	<p>For completing the works of Field Work Summary report, Group Work file, Case Work file, and transcript related works the first day of III semester will be given to the students.</p>

	<b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, and Sabu P. Thomas.	Decided to keep the specialisation selected by the students as it is. Those who wish to change the specialisations will be asked to give a written request. Decision regarding the change of specialisation will be taken collectively by the department. Field work supervisors for the I years will be Ms. Francina and Fr. Saji. Three first year students will be allotted to Dr. Sonny and two to Fr. Sabu. Specialisation field works will be supervised by Dr. Sonny and Fr. Sabu. Decided to give intensive course for Research and Statistics in the beginning of III Semester and to have a research schedule – Details to be planned.
5	<b>29.9.2016 Thursday</b> <b>Time: 2.30 pm- 3.30 pm.</b> <b>Members Present:</b> Sonny Jose, Saji Joseph, and Sabu P. Thomas.	It was decided to start the exposure visits of I Semester students from 6 <sup>th</sup> October on Thursdays and Saturdays in the following agencies: <ul style="list-style-type: none"> <li>o VRC</li> <li>o St. Johns's</li> <li>o Nirmala Sishubhavan</li> <li>o Sree Chithira Poor Home</li> <li>o Mitra Niketan</li> <li>o Central Jail</li> <li>o Open Jail and</li> <li>o Thanal</li> </ul> Case Work Session for I Semester students by Dr. Usha on 30 <sup>th</sup> September 2016 Forenoon. Session by Prof. T.S. Thomas on 3 <sup>rd</sup> October After noon for the I Semester students. Specialisation visit for III Semester students on Saturday 15 <sup>th</sup> October in Peroorkada. Concurrent Field Work of III Semester to be started from 3 <sup>rd</sup> November after the field study. Research workshop for I Semester students on 31 <sup>st</sup> October and 1 <sup>st</sup> November by Dr. Remadevi.
6	<b>13.12.2016 Tuesday</b> <b>Time: 4.00 pm- 4.45 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Preetha Menon and Sabu P. Thomas.	Had a short department staff meeting after the evaluation of the study tour. The following matters were discussed: Regarding the report submission and combined conferences of III semester field work. Policy on the common fund of the department. The future of SALT store to be discussed with the SALT office bearers and general body. Field work movement register to be updated. Mechanism to maintain the data of transcript at the department level by linking it with semester wise field work viva.
7	<b>4.1.2017</b> <b>Wednesday</b>	Had a short department staff meeting in the Canteen. The following matters were discussed:

	<b>Time: 4.30 pm- 5.15 pm.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Preetha Menon and Sabu P. Thomas.	The II Continuous Assessment of III Semester will begin on Monday 9 <sup>th</sup> January onwards. The time of the exam will be one hour. The II Continuous Assessment of I Semester will begin on Monday 16 <sup>th</sup> January onwards. The time of the exam will be one hour.
8	<b>12.1.2017 Thursday</b> <b>Time: 9.30 am- 10.45 am.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Preetha Menon and Sabu P. Thomas.	On the day of PTA (14 <sup>th</sup> January) those students whose parents are coming can be given exemption from field work. They need to compensate the day later. The concerned faculty in charge of field work should know if a student is sent for any other purpose on a field work day. It is the responsibility of the student to inform the faculty/agency supervisor if he/she is absent on a field work day. Date of Block Placement: <ul style="list-style-type: none"> <li>o Tuesday 18<sup>th</sup> April to Wednesday 17<sup>th</sup> May 2017 for the I years.</li> <li>o The above dates if possible or 1<sup>st</sup> to 30<sup>th</sup> April or 1<sup>st</sup> to 30<sup>th</sup> May 2017 for the II years.</li> </ul> Papers for the IV and II Semesters: <ul style="list-style-type: none"> <li>o Ecological Social Work and Entrepreneurship: Sonny</li> <li>o Contemporary Social Work Interventions: Saji</li> <li>o Therapeutic Interventions for Social Work Practice: Sonny</li> <li>o Development Economics: Sabu</li> <li>o Social Work Practice and Health: Preetha</li> <li>o Social Analysis for Social Change: Francina</li> <li>o Social Psychology and Working with Communities: Preetha and Francina</li> <li>o Theory and Practice of Counselling: Sonny</li> <li>o Administration of Human Service Organisations: Sabu</li> <li>o Social Legislations and Human Rights: Saji</li> <li>o Social Work Research and Statistics: Francina and Angelo</li> </ul>
9	<b>19.1.2017 Thursday</b> <b>Time: 9.00 am- 10.45 am.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Preetha Menon and Sabu P. Thomas.	After the III Semester examinations, 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> February (Friday, Saturday, and Sunday) will be given to the students for Field Assignment/Literature review. IV Semester Classes will begin on 6 <sup>th</sup> Monday and the field work of IV Semester will begin on 9 <sup>th</sup> Thursday. Viva for the seniors will be on Wednesday, 8 <sup>th</sup> February. Students will meet each Faculty member for 10 minutes. Date of presentation of Literature Review will be Monday 13 <sup>th</sup> February. Participants of the Psychodrama from 2 <sup>nd</sup> to 5 <sup>th</sup> February: Febina, Vani, Brinda, Anithamol, Amrutha, Sanumol, Balalekshmi, Kiran, and six outsiders. Participants of the Psychodrama from 10 <sup>th</sup> to 13 <sup>th</sup> February: Archana, Kajal, Krishnendu, Krishnapriya, Adil, Deepti, and Sreeja.

10	<b>20.2.2017 Monday</b> <b>Time: 8.45 am- 9.30 am.</b> <b>Members Present:</b> Sonny Jose, Francina P.X., Saji Joseph, Preetha Menon and Sabu P. Thomas.	<p>The field work mark of I semester is finalised.</p> <p>An evaluation of the mock-viva of III Semester was conducted.</p> <p>Discussed the agencies and groups of students for the Block Placement of the seniors in summer 2017.</p> <p>Decided to conduct a field work viva for the I Semester even though it is not part of assessment. It will be conducted on Wednesday 22<sup>nd</sup> February from 9 am to 3.30 pm. There will be two panels: 1) Fr. Saji, Dr. Sonny, and Ms. Preetha and 2) Ms. Francina, and Fr. Sabu. That day the senior students will be given time for the preparations of the symposium on the 23<sup>rd</sup> February.</p> <p>Detailed planning of the Symposium on Public Administration and Local Governance was done. Persons for inauguration and other speeches were finalised. Decided that 20<sup>th</sup> Monday forenoon will be given to the seniors for finalising the papers to be presented. Ms. Francina and Fr. Sabu will meet the students regarding this. Dr. Sonny will meet the I years in the first hour and give an introduction and orientation to the II Semester.</p>
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# **LOYOLA COLLEGE OF SOCIAL SCIENCES**



## **DEPARTMENT OF PERSONNEL MANAGEMENT**

### **Summary of Departmental Minutes Book 2016-21**

**LOYOLA COLLEGE OF SOCIAL SCIENCES**

**DEPARTMENT OF PERSONNEL MANAGEMENT**

**MINUTES SUMMARY 2020-2021**

<b>Sl.No</b>	<b>Date</b>	<b>Major decisions taken</b>
1	01-06-2021	The online internship progress of students were discussed. In the context of the pandemic only few organisations has given consent for offline training. The online internship facilities are provided by NIPM, Hedge equity solutions and Acsia technologies. There will be an industry mentor from each organization. It has been planned to start the internship from June 3 <sup>rd</sup> .
2	10-06-2020	Both seniors and juniors has started the internship. Since some of the students are doing online internship we need to personally verify them. The internship reports can be uploaded in Moodle. Five of our students received interview call letters as part of placement drive. HOD informed that if University schedules exam during the days of internship we will take a break in the internship and resume after exams. This has to be informed to the agencies. A proposal came to give an option for the students to attend a MOOC Course. The internal marks needs to be submitted at the earliest. An SPSS training for students will be organized. The classes will be led by Dr.Prakash Pillai.
3	25-06-2020	The marks for internship will be based on the assessment of the work completed. The internship is extended to 10 <sup>th</sup> July. The internship report has to be submitted by students on time and it should contain the details of company profile and industry profile.
4	11-07-2020	The internship presentations are scheduled from July 14 <sup>th</sup> to 15 <sup>th</sup> . There are few students in TVM who are not able to complete the internship due to triple lockdown. The internship details will be uploaded in Moodle. The students can do an online training as a complimentary course. CA marks to be uploaded before 25 <sup>th</sup> July and dissertation needs to be submitted before 3 <sup>rd</sup> August.
5	23-07-2020	The CA marks of IV Sem students has to be uploaded in the portal before 25 <sup>th</sup> . Make sure the internship

		reports are uploaded in Moodle. The progress of the online classes was discussed. Regarding that some concerns presented was explained by HOD. The break they get now is insufficient. They have problem with eyes. HOD told them that they will amicably settle the issue. The students also have serious problems with internet connectivity. The HOD informed that students have registered for the MOOC courses and most of the students opted design thinking and few students opted leadership
6	10-08-2020	The dissertation of the IV sem students needs to be submitted online. The individual faculty can upload the completed dissertations of students to the university portal. The conduct of online internal exam was the discussion topic. It has been discussed to conduct an MC. Such options are there in Moodle. Attendance of the students for the online classes needs to be monitored.
7	19-09-2020	The online internship programme was the main area of discussion. Mr.Aby and Dr.Anitha are given charge of the programme. A list of mentors has been made by the team. The mode of operation of the internship programme has been discussed. There will be both industry mentors and faculty mentors. Since its third semester labour legislations will be the central focus of mentoring. Dr.Anitha mentioned that structural themes can be given for discussion with the mentors. The students has to submit weekly reports. All communications in the department will be through moodle. A formal whatsapp group will be formed with mentors, mentee and faculties. Discussion was there with regard to the 5 year integrated PG programme. The 3 <sup>rd</sup> hr will be dedicated for the discussion. OBE needs to be completed on time. The list of students with their guides will be published and we have to start the synopsis presentation.
8	17-10-2020	Dissertation guide list has been prepared the synopsis presentation is scheduled on 20 <sup>th</sup> October. The second internals of iird sem needs to be done. Ms Anupama is leaving the department as she got a new job. Regarding

		online internship, panel discussion and expert sessions are arranged and some are conducted. the dept will continue with the webinar series
9	04-11-2020	<p>Internship presentation of students is scheduled from 12<sup>th</sup> to 13<sup>th</sup> of November. The culmination of internship is fixed on 7<sup>th</sup> Nov. It has been decided to give payments to resource persons. Fr one of our student we have disbursed an amount of Rs.5000 from the poor fund. The IV<sup>th</sup> sem will start from 10<sup>th</sup> Nov, CA marks to be completed. We will be extending a bridge course to the new students. All the teachers appreciated the efforts taken by Ms.Anupama in designing the course. Students will be given one-week orientation. It had been suggested to bring in a OBE orientation to students and the communication and presentation skills need to be strengthened.</p>
10	31-12-2020	<p>The CA mark consolidation of I<sup>st</sup> sem needs to be done immediately. Internship assessment also we have to do. It has been decided to schedule the internal exam from 11-14<sup>th</sup> Jan 2021. The faculty explored the possibility of an offline internship. This was made possible for most of the students. From 4<sup>th</sup> Jan the first sem students are joining college. Soon after induction we will be starting with the bridge course. Mr. Aby Tellas will be the coordinator. The faculty achievements need to be updated in Moodle. Dept academic auditing report has been submitted by Dr. M. Sivaraman. LAMPS documentation has to be done in a rigorous way. The dissertation presentation has to be completed.</p>
11	18-01-2021	<p>The CA marks need to be signed from students. The IV sem internship is scheduled from March 1<sup>st</sup> to 25<sup>th</sup>. The exposure visits of I sem students are finalized. LAMPS will be co-ordinating a prog for the juniors. The class-in-charge of I sem is Fr.Ranjit. The placement brochure needs to be developed. NIPM orientation needs to be given to students</p>
12	19-02-2021	<p>The exposure visits of the I sem students are progressing. Dr. Angelo requested for a change in the placement c-ordination. The IV<sup>th</sup> sem second internals</p>



		are decided. Most of the parents will be coming for the PTA meeting. Ist year CA exams from March 2 <sup>nd</sup> week onwards. The discussions are initiated to start a separate board for HRM since our name is not there in the board of studies.
13	24-04-2021	The details of the syllabus revision have been discussed. The papers are divided among faculties. Discussion regarding introducing a membership fee for the LAMPS is discussed. The nomenclature of our course is still a problem. Most of the companies don't have this qualification in the eligibility. To initiate a discussion to start evening MBA prog was also discussed.
14	08-05-2021	Till 23 <sup>rd</sup> May I st sem classes will be there. Those who need more classes can take special class to complete the portions. It has been decided to give live projects and assignments to students. Along with that we have to do a skill mapping of students. IIIrd sem papers are decided. We need to upload the IV sem internals in the university portal. Dissertations to be submitted by next week
15	18-05-2021	Skill mapping of students need to done. For that the dept is suggesting 5 core areas to be concentrated. They include personal skill mapping, opportunity mapping, competence mapping, gap analysis, personal development plan. We have to bring OBE under this frame work. The students are given some assignments regarding this and Fr.Ranjit will be taking care of the initiative

  
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**LOYOLA COLLEGE OF SOCIAL SCIENCES**  
**DEPARTMENT OF PERSONNEL MANAGEMENT**  
**MINUTES SUMMARY 2019-2020**

<b>Sl.No</b>	<b>Date</b>	<b>Major decisions taken</b>
1	15-07-2019	A status review of the classes completed by the teachers for the II and and IV Sem was done. Those who have to complete the portions can make use of the classes of other teachers whose portions are complete. We have to immediately finish the II Sem portions. The exposure visits of the juniors are scheduled from 26 <sup>th</sup> July onwards. It has been decided to include companies from Kochi for the exposure visit. HOD asked the teachers to give a list of books for the subjects they are teaching to update the library.
2	20-08-2019	Dissertation of students to be monitored. This year we will not be going for concurrent field work instead we will be going for block placement. Companies also prefer block placement. The internship marks of second semester has to be finalized. Paper allocation was done for the third semester. The exposure visit of students are finalized for September last week. The department will be organizing the HR Fest. LAMPS culmination was discussed. The current LAMPS Co-Ordinator, Dr.Anitha informed that she has completed 6 years as Co-Ordinator of the association. She asked for a change in the leadership. HOD informed that, the request can be considered.
3	20-09-2019	Internship of III rd Sem to start by last week of October. The study tour of the third semester students is finalized during second week of January. management fest to be organized during the month of December. Exposure visit to TCS for I Sem students is finalized
4	25-11-19	II Sem students' classes as per University directions. Open house of I sem students are finalized for 27 <sup>th</sup> Dec. One concern raised during the meeting was, students are absenting without proper communication. HOD

		said these things are to be taken up seriously. The internship of III <sup>rd</sup> Sem students has to be extended to one more week. Teachers those who have completed the agency visit has to enter it in the movement register. The internship presentation and second internals of II sem students has to be finalized. For going to study tour three months prior information to DCE is mandatory. All students must be given opportunity to participate in HR fest.
5	04-12-19	The study tour is planned for Jan 19 <sup>th</sup> to Jan 26 <sup>th</sup> 2020. The internship presentation of seniors is scheduled on 10 <sup>th</sup> Tuesday. It has been decided to organize the National Seminar on the topic Women and Labour laws sponsored by National commission for Women. Dr.Anitha is the co-ordinator of the seminar and she explained about the resource persons in technical sessions and panel discussion. III <sup>rd</sup> sem internal exams are scheduled from 13 <sup>th</sup> to 18 <sup>th</sup> . Internship report submission date for the seniors has been finalized for 16 <sup>th</sup> Dec 2019.
6	30-12-2019	National seminar was discussed. The deliberations were around finalizing the chief guest for inaugurating the seminar. The date is finalized for 14 <sup>th</sup> January. Labour Commissioner Sri. Antony Adimai will be approached. It is decided to read the proceedings of the seminar in the valedictory address. The date for the HR fest is finalized as Feb 28, 2020.
7	16-01-2020	Subject allocation for the IV sem was finalized. The papers include HR Analytics, Business strategy. Management of Change and OD and Compensation management.
8	24-02-2020	The events for HR Fest, La Tharang are open for both UG and PG students. The committees for the event, student representative's faculty in-charges are presented in detail by Aby sir. The venue for each event and the judges has been decided.
9	05-03-2020	The IV sem internal exam is scheduled from 10 <sup>th</sup> March. The second internals for seniors is fixed from March 23 <sup>rd</sup> . Placement of the seniors has been decided from Ist April. Dissertation of the seniors has started

		and data collection needs to be monitored. The PTA meeting is scheduled on 14 <sup>th</sup> Saturday. Teachers are given responsibility to call the parents. The internship of seniors and juniors are decided. The juniors will be doing it during May and seniors after the University exams.
10	26-05-2020	The pending internship of juniors and seniors has been stopped because of pandemic COVID-19. The students were not able to complete the internship due to pandemic. HOD informed that since most of the companies are opting work from home we need to think about an online internship. It has been decided to opt for both online and offline internship. For each student there will be a corporate mentor along with faculty mentor. The online internship will be scheduled for a month.

  
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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## Department of Personnel Management

### Minutes of the Department Meeting 2018-19

SN.	Date and Time	Agenda	Important Decisions taken
1	07-06-18 1.30 pm (First meeting in the academic year 2018-19)	Internship evaluation-1 <sup>st</sup> and 4 <sup>th</sup> Sem Internal Exam 4 <sup>th</sup> Sem Dissertation Seminar Board of Studies Internal Marks Representing MAHRM qualification in PSC Exams	Last date to submit internship report-14 <sup>th</sup> June 2018 Date of Internship Presentations-21 <sup>st</sup> Thursday Date of Internal Exams-25 <sup>th</sup> June -28 <sup>th</sup> June. Tentative dates for Dept. Seminar-Aug 2 <sup>nd</sup> and 3 <sup>rd</sup> Date of submission of CA Marks-30 <sup>th</sup> June To give certificates to students on excel training
2	10-07-18 2.30 pm	Internals 4 <sup>th</sup> and 2 <sup>nd</sup> sem Report Submission -2 <sup>nd</sup> Sem Valuation of reports-4 <sup>th</sup> sem Seminar Awards Nomination Junior scholarships Placement Brochure LAMPS culmination	Date of internal exams-31 <sup>st</sup> July to 3 <sup>rd</sup> Aug for 4 <sup>th</sup> sem and 23 <sup>rd</sup> – 27 <sup>th</sup> July for the 2 <sup>nd</sup> sem. Subject allocation were made: OB-AT,BC-SA, Research-AM, Economics-SP and Mgt-PP. A meeting to be held on 17-07-18 to discuss dept. seminar. Nominated students for awards: Akhil and Charulatha for innovation, Shikha for academics, Soniya for overall contribution to the college. Decided to handover a copy of the placement brochure to the chief guest of LAMPS culmination programme.
3	17-07-18 1.30 pm	Dept. Seminar	Topics suggested for the dept. seminar: Innovation in HR, Reinventing HR.
4	03-09-2018 1.30 pm	Study tour Seminar Internal marks Dissertation Flood IQAC	Suggested places for the study tour: Gujarat, Chennai or Bangalore HOD reminded the faculty members to complete the assessment of CA marks on time. Date of submission of dissertation by 4 <sup>th</sup> sem-18 <sup>th</sup> September. Decided to give an exposure to the 3 <sup>rd</sup> sem on flood relief activities for three days at Sameeksha.

5	25-09-2018	Time Table Concurrent Field work Study Tour IV	Finalised time table for both semesters. Decided to have concurrent field work instead of block placement. Decided to organize study tour for the 3 <sup>rd</sup> sem students during 23 <sup>rd</sup> Nov to 2 <sup>nd</sup> Dec. Suggested companies for the industrial visit for first sem- TELK, CUMI, Appolo, TCC, Family plastics, Pankajakasturi and HLL.
6	16-10-2018	Concurrent field work Exposure Visit	Decided to send three students to Ernakulam for doing concurrent field work. The rest nine will be doing at TVM. First sem students will be visiting Pankajakasturi.
7	10-12-2018	Industrial Visit-1 <sup>st</sup> and 3 <sup>rd</sup> sem. Intercollegiate fest IQAC Workload Concurrent field work Internal Exams Mentors for Juniors Guide allocation for seniors University letter.	The dead line for the submission of IV reports: Seniors-19 <sup>th</sup> Dec Juniors-14 <sup>th</sup> Dec. Decided to conduct a management fest for UG students. Decided to conduct a meeting on IQAC on the next day itself. All the faculty members should attend the field work conference on every Monday. Any deviations from the time table should be informed to the HOD by the concerned faculty.
8	14-01-2019	HR Fest-La Tarang	Allocated responsibilities of La Tarang to the faculty members .
9	03-02-2019	Internal Assessment IV Report Field Training Subject Allocation Date of Intership PTA Meeting	To complete the internal assessment on time. To complete the valuation of IV reports by 15 <sup>th</sup> Feb for seniors and 11 <sup>th</sup> Feb for juniors. The concurrent field work can be concluded by 16 <sup>th</sup> Feb. Last date for the submission of the Social Project is 20 <sup>th</sup> Feb. Duration of internship will be from 8 <sup>th</sup> April to 25 <sup>th</sup> May(41 days). PTA meeting will be on 09 <sup>th</sup> Feb. Decided to organize a viva-voce for the senior students after their 3 <sup>rd</sup> sem exam.

10	20-03-2019	Excel Training Workshop. Viva-Voce. Internship marks consolidation. Field visit register. Internship status. IQAC Data. Dissertation. Openhouse.	To conduct Excel Training Workshop for both batches during 27-28 <sup>th</sup> March. To conduct viva-voce for 4 <sup>th</sup> sem students on 26 <sup>th</sup> March. Decided to split-up the marks for concurrent field work as: Concurrent report-65 marks Attendance and Punctuality in reporting-15 marks and CSR project-20marks. To keep the field work register updated. To conduct the open house for 3 <sup>rd</sup> sem on 25 <sup>th</sup> March.
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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## Department of Personnel Management

### Minutes of the Department Meeting 2017-18

SN.	Date	Major Decisions Taken
1	02-Jun-17	Welcomed Ms.Smitha Panackal and Ms.Christy Abraham who joined as substitute teachers for Fr.Ranjit Goerge and Mr.Aby Tellas
		Finalised dates for Internship Presentation for senior and junior batches on 5th and 12 June respectively
		The dates for internal exams had been scheduled as 14 to 20 for ii semester and 11 to 14 for iv semester
		Review of dissertation progress reveled that some students need to finalise their tool for data collection
2	15 June 17	Evaluation of the presentations by students on their internship and organisational study
		Criteria for assessing their internship training has been fixed as 20 marks for presentation and 80 marks for the work done
		Decided to depute iv sem students for the NIPM conference at Kochi
		To conduct the LAMPS culmination as a dept. programme without affecting other students classes
		Proposed the need to ensure field level inspection of students during their training time to ensure smooth functioning of the same
3	07-Jul-17	Scheduled the dates for second internal exams for IV semester as 10 to 13 July and first week of August for II semester.
		Finalised the date for submission of mini project for II semester as 10th July
		Fixed the criteria for assessment of training of II semester as 50 % each for OS and Mini Project.
		Suggested to ensure strict monitoring of Dissertation to finish the dissertation work on time
		Decided the list of nominees for awards for Academic Achievement and Campus contribution as Anandha Krishnan and Sain Mathews
4	08-Aug-17	Suggested to finalise the CA marks well in advance to avoid last minute hassles
		Proposed a new mechanism to finalise the assessment of internship training marks in a faculty meeting.
		The subject allocation or I and III semester has been done.



		The date for syllabus revision workshop was fixed as 16th September and a proposal to invite TISS and XLRI faculty members to the workshop
		Dr. Angelo Mathew has been nominated as faculty co-ordinator of the syllabus revision workshop
		The quality of dissertation presentation has been discussed as a concern by faculty members
		Stringent guidance to be given to students for CV preparation by faculty members
		Deputed Sonia Jain Jacob to present a paper in the upcoming seminar in Marian college Kuttikanam
		Decided to offer an orientation to the first semester students to be given by industry professionals to better induct them to the course during the initial days
		Decided to organise a seminar on HR Analytics in the month of November
		Dr. Antha has been entrusted to co-ordinate the mentoring programme named HR Buds
5	13-Oct-17	In the event of unavailability of resource person for the HR Analytics topic, an alternate suggestion to organise a seminar on Workplace Counselling has been approved
		Dr.Anitha volunteered to organise the same
		Proposed the format of training for the III semester students to be in Block Training given the constraint of identifying adequate organisations in Trivandrum locality
		Dr.Angelo updated the status of Industrial Visit as waiting for confirmations from industry
		Dr. Anitha proposed to conduct a food festival on Nov 1 to mobilise funds for HR fest in the college
6	04-Jan-18	Decided on the valuation of the reports IV has to be done by the faculty accompanied them so that they will be able to assess it more accurately
		Suggestion to replace Block placement with concurrent training as the student could not cover IR part in their training
		Dr.Smitha has been appointed as class teacher for the I sem students and to co-ordinate the PTA meeting of the dept
		A proposal to finalise a date to the students to present their tools
7	06-Feb-18	Scheduling an excel training for the out going batch.
		Common presentation of literature review for monitoring the progress of dissertation on 9th February
		Faculty guides to spend quality time to facilitate the students in completing the review and tool.

8	16-Feb-18	In the context of postponement of exams it was decided to start the classes for iv semester.
		Discussed the absenteeism of two students.
		Suggested to prepare the model question papers as per the revised syllabus to be submitted to university.
		Discussed to resolve the difficulty in getting consent from external examiners for valuation.
		decided to revise the list of examiners by including those who are willing to take part in exam duties by including the names suggested by Dr.Anilkumar.
9	03-Apr-18	Explored the possibility of organising the seminar on HR analytics, which was on hold, by June in the new academic year.
		Suggested to collaborate with KILE for funding the expenses for the seminar.
		The excel training was evaluated to be very useful for the students and decided to carry out the same in the forthcoming batches too.
		Decided to organise a career seminar by February for the graduate students in and around Trvandrum.

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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## DEPARTMENT OF PERSONNEL MANAGEMENT

### STAFF MEETING MINUTES SUMMARY 2016-17

SN.	DATE	Decisions Taken
1	2-6-2016	<ul style="list-style-type: none"><li>• Review of Internship, O.S, dissertation,</li><li>• Presentation of internship work- 15 minutes &amp; 12 slides</li></ul>
2	30-6-2016	<ul style="list-style-type: none"><li>▪ Review of dissertation presentation</li><li>▪ Report of Internship and OS</li><li>▪ Collaboration with Management institutions</li><li>▪ Faculty achievements summarizing</li></ul>
3	18-8-16	<ul style="list-style-type: none"><li>▪ Dissertation Progress</li><li>▪ Subject Allocation</li><li>▪ HR Bud</li><li>▪ Schedule for upcoming semester</li><li>▪ Academic Schedule</li></ul>
4	20-10-2016	Aparna Grievance
5	1-11-2016	<ul style="list-style-type: none"><li>▪ Study Tour planning</li><li>▪ Aparna's Grievance Update</li><li>▪ HR Seminar date postponed to Dec</li><li>▪ ERP Training from Technopark for 5 days at Rs.4000/-</li><li>▪ Importance of SAP Training</li><li>▪ All juniors shall attend KMA Seminar on 5<sup>th</sup> Nov in Ernakulum</li><li>▪ Students need to take membership in professional bodies- Seniors in YI and Juniors in NIPM</li></ul>
6	5-1-2017	<ul style="list-style-type: none"><li>▪ Industrial Visit reports</li><li>▪ Field Work</li><li>▪ CA Exams</li><li>▪ Dissertation</li><li>▪ Internship Training</li><li>▪ 3E Foundation Innovation Centre</li></ul>
7	17-1-2017	<ul style="list-style-type: none"><li>▪ Mentoring</li><li>▪ Field Work</li><li>▪ Dissertation</li><li>▪ Paper Allocation</li></ul>
8	9-3-2017	<ul style="list-style-type: none"><li>▪ Internship of seniors and juniors</li><li>▪ Dissertation</li><li>▪ Internship Guidance</li><li>▪ Fr. Ranjit leaving on FDP</li></ul>



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# **LOYOLA COLLEGE OF SOCIAL SCIENCES**



## **DEPARTMENT OF COUNSELLING PSYCHOLOGY**

### **Summary of Departmental Minutes Book 2016-21**

## LOYOLA COLLEGE OF SOCIAL SCIENCES

### Department of Counselling Psychology

#### Staff meeting Summary Report 2020- 2021

SN.	Date	Agenda	Important decisions taken
1	June 6 2020	Syllabus distribution Practical/ Practicum Motivating students	The staff meeting held on included discussions and decision-making on syllabus distribution to faculty, practical's planning and allotment, practicum planning and allotment, and the need to encourage mandatory participation of students in different departmental programs and activities of the college. The teachers must encourage students to initiate the necessity for dealing with online classes.
2	July 9 2020	Mentoring\  Workshops and seminar	The meeting held on included the allocation of mentoring responsibilities to the staff. Discussion regarding the need to conduct workshops and seminars at online mode was initiated. Decision to facilitate webinars since physical classes are not possible due to Covid.
3	August 6 2020	Examinations Practicum & Practical	Portions need to be finished at the earliest t before the exams arrives , exam dates including the internals to be finalized at the earliest , completion of practical and practicum to be given much emphasis
4	September 1 2020	3 <sup>rd</sup> semester activities , action research	On details regarding 3 <sup>rd</sup> semester activities, and the dissertation guidance was discussed and the dissertation guide selection was done. Action research division done
5	October 1 2020	Students association Mental health week celebrations	A plan to reinstate the counselling psychology students' association (LACPS)and arrangement of mental health week programs on October 10 as well as talks by eminent personalities were planned. LACPS coordinators to give updates
6	November 3 2020	Action research case study updates, IQAC works	Details regarding the case study, action research was done. Tow action research groups need to submit the action research works by December.
7	December 12 2020	NAAC CA marks	Teachers to take active involvement in reporting NAAC activities included the departmental concerns regarding NAAC activities and the internal assessments.
8	January 12 2021	Covid community responsibility Psychology Lab	Allowed students to take part in Covid prevention campaign. The renovation of psychology lab was another major agenda.
9	February 2 2021	Annual evaluation, academic calendar	Faculty responsibilities were briefly evaluated, academic calendar was rechecked and planned for pending activities to be undertaken at the earliest.

10	March 1 2021	New semester planning, exposure visits , webinars mentoring	Planning for new semester and new calendar was done. Details regarding the way to have a beneficial field exposure visit was discussed. Students given permission to conduct poster presentation and laughter day program on 08 <sup>th</sup> and 20 <sup>th</sup> March respectively. Webinar on family therapy to be conducted on March 26. The importance of documentation was discussed. Mentoring should be taken seriously.
11	June 2 2021	Allocation of courses	New teachers joined the department on 23 <sup>rd</sup> June, the allocation of courses and timetable setting was done. The mentoring list was prepared
12	July 6 2021	Dissertation, case report, LACPS, Psychology lab	Arrangement regarding the dissertations and case reports for 4 students was discussed. An evaluation and planning for further association activities was done. Including the webinars, participation in college activities, mentoring, IQAC works, syllabus revision, Psychology lab renovation.
13	August 3 2021	IQAC works Time table reset	The need for urgent IQAC work was discussed. The time table was reset to include only two teachers



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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## Department of Counselling Psychology

### Staff meeting Summary Report 2019- 2020

SN.	Date	Agenda	Important decisions taken
1	June 11 2019	New faculty, new batches, Time table, case records, dissertation list	The staff meeting on welcomed the new faculty members, and planned for the arrival of new batch of students. The urgency to handle 3 batches together was discussed along with the preparation of time table. The details regarding practicum and case records of s4 was discussed. The dissertation division list was done.
2	02/07/2019	Dissertation Late coming logbook	On departmental level dissertation presentation date was planned, late coming students to move to library after 9:45 and the submission of log book form teachers to office was discussed.
3	August 1 2019	Internal exam dates, field visits	Finalized the dates for internal examinations of S1 and S4 and the submission date for case reports. The contents to be included in case records was also finalized. Filed visits to NISH was planned.
4	September 3 2019	Action research	action research student division was done and the students were divided into 2 groups with supervisors assigned to them
5	October 1 2019	Mental health week celebrations	Planning regarding mental health week celebrations was carried out. And decided to celebrate, mentoring list was prepared, Logo preparation regarding the student association was done. Planned to invite Dr George Mathew to have an invited lecture during November.
6	November 4 2019	Departmental evaluation	Evaluation regarding ongoing activities was done and found satisfactory.
7	December 11 <sup>2019</sup>	Practicum CA mark Additional classes PGDCP	Decided the mark criteria for practicum 1; action research mark finalization, CA mark entry, and the necessity to take classes for PG diploma students.
8	January 2 2020	OBE Internals Mentoring	OBE framework was discussed and the PSOs of the department was finalized. The internal exam dates of students were finalized; teachers were instructed to monitor the dissertation works and to help students finish it by March end; mentoring to be taken seriously; CA marks to be entered at the earliest.
9	March 3 2020	Internals Field visits Dissertation	Finalized the internal dates for s4, and the visit to Karunasai; the dissertation progress was discussed, students need to be given more feedback regarding the necessity to finish dissertation on time



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# LOYOLA COLLEGE OF SOCIAL SCIENCES

## DEPARTMENT OF COUNSELLING PSYCHOLOGY

### MINUTES OF DEPARTMENTAL STAFF MEETINGS 2018-19

SN.	Date	Decisions Taken
1	14/01/2019	Discussion regarding the action research of S 3 students included the following decisions. The presentation and viva of the subject will be held on 6 <sup>th</sup> of February 2019. The completed record should be submitted on or before 5 <sup>th</sup> of February 2019.
2.	05/02/2019	Discussion on need to give details regarding internal marks and attendance to parents on the PTA day that is on 09/02/2019. Teachers have to provide it to parents. For those students whose parents are not attending the PTA, Parents have to contact/call each teacher and gather information regarding their child. The action research date for the Viva is to 14 <sup>th</sup> February due to the students' request (attending S1 semester examinations)
3.	14/1/2019	Almost all practicum was over and hence the students have to submit their practicum rough records on or before 21/01/2018 and have to submit the fair record on or before 25/01/2019. The second internal exam will be conducted from 21/01/2019 till 24/01/2019. Informed the teachers about the signing of a fair practical record of S2 on or before 18/01/2019 after verifying the rough copy of each student. The teachers can mark the contents if required in the record. The teachers agreed to fulfil the requirement.
4.	13/3/2019	On 13/03/2019 regarding the practicum hours to be compensated with practical
5.	7/11/2018	CA mark entry –last date 15/11/2018 at university level-Practicum marks – S2: Action research staff division – Group 2 – Dr Leena, Mrs Aroline Group 1 Mrs Aparna, Dr Pramod- Sparsham activity, Tour-Evaluation of s2-National seminar/ workshop, Students counselling centre activation-Student discipline – walking outside without permission- Information and decisions.



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**LOYOLA COLLEGE OF SOCIAL SCIENCES**

**DEPARTMENT OF COUNSELLING PSYCHOLOGY**

**SUMMARY OF MINUTES OF STAFF MEETING 2017-18**

SN.	Date	Decisions Taken
1	06/06/2017	Discussion about block placement and internship presentation and the preparation for interaction with Ms Cluadia Zayfert interaction with students. Interaction with Ms.CladiaZayfert (practising psychologist, USA) Mr Vikas (Australa) and Mr. Bino Jacob (CEO, Techno park) – EPST (Electronic Problem Solving Therapy) _ Its possibilities in Indian context. Venue – JM hall. Students should be motivated to attend the job seekers course, and the preparation of Manovignajan psychofest.
2	03/07/2017	Assessment and evaluation about preparation of Manovignjan,23/06/2017 Research Audit – senior students (S4), 27/06/2017 - 30/06/2017 Internal exams – S2
3	04/08/2017	Discussion regarding the portions to be covered before going for Onam holidays.
4	13/09/2017	mental health week celebration at college level
5	03/10/2017	Mental health week celebration details and finalization – discussion about life skill training by MR Praveen Varghese finalized. Brief review regarding the plans and activities of students' association was conducted, plan regarding anti-bullying day celebration was approved.
6	07/11/2017	“Pothichoru” distribution at medical college and 14th November 2017 – Children’s day program at Cheruvackal School approved
7	04/12/2017	Bethel gram visit and Christmas celebration at the old age home, and Xmas card sale of handmade cards approved.
8	03/01/2018	Conduction of examinations and CA mark entry finalized.
9	05/02/2018	Details regarding and block placement.



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**LOYOLA COLLEGE OF SOCIAL SCIENCES**

**DEPARTMENT OF COUNSELLING PSYCHOLOGY**

**SUMMARY OF MINUTES OF STAFF MEETING 2016-17**

SN.	Date	Decisions taken
1	June 2016	Practicum to be handled as per the dissertation criteria, practicum @ to be based on skill based and chart to be made. practical rough records should be submitted within one week Dissertation rearrangements, internal exam decisions and students' activities.
2	July 2016	Award selection criteria, exam dates, classes and seminars, internals, and student activities,
3	August 2016	Concern regarding the salary for guest lectures, discussion of case verbatim record, action research, and division of teachers for the process. Orientation regarding action research, dissertation supervision, mentoring, research clinic / research club to be stated. Plan about invited lectures, practicum module modification, need for life skill training to be
4	September 2016	September class representative elected, student activities scheduled, mental health week celebration strategies discussed dissertation supervision concerns, practicum module preparation, visit to Karunasai, life skill training to be given by Mr Praveen.
5	October 2016	Practicum 1 finalization, life skill training remuneration based on the resource person, students' association activities, Karunasai visit.



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# **LOYOLA COLLEGE OF SOCIAL SCIENCES**



## **DEPARTMENT OF DISASTER MANAGEMENT**

### **Summary of Departmental Minutes Book 2020-21**

# LOYOLA COLLEGE OF SOCIAL SCIENCES

## Department of Disaster Management


### Minutes of the departmental meeting 2021

SN	Date and Time	Agenda	Important Decisions taken
1	20/01/2021, 1 PM	<p>Discussion on website update</p> <p>Exposure visit planning</p> <p>Other common matters</p>	<p>Edit the vision and mission statements, logo and decided to send Geotagged photographs of exposure visits and bridge programme</p> <p>Dates and agencies for exposure visit finalized starting from 21/01/2021</p> <p>Start movement and fieldwork register</p> <p>Finalizing time table</p> <p>Students' allocation for fieldwork and mentoring</p>
2	22/02/2021, 1 PM	<p>Concurrent visit planning</p> <p>Orientation for new students</p> <p>Individual student mentoring</p> <p>Other common matters</p>	<p>Vulnerable coastal wards of Trivandrum corporation can be the main focus of this year's concurrent visit.</p> <p>Initial communications by Dr. Jyothi Krishnan with all the concerned agencies.</p> <p>Orientation for new students on 23-02-2021</p> <p>Individual student mentoring on 26-02-2021</p> <p>Dr. Joice will coordinate the MSSRF Vithura collaboration</p>
3	18/03/2021, 1 PM	<p>Concurrent visit evaluation</p> <p>Block placement planning</p> <p>Zoom interaction with Mr. P B Sajan</p> <p>Other common matters</p>	<p>The possibility of student's field attendance during the concurrent visit was discussed.</p> <p>Dr. Joice will check the possibility of block placement at M S Swaminathan Research Foundation, Vithura.</p> <p>Agencies such as Hume Foundation, Wayanad, Keystone Foundation, Nilambur and Manathavadi etc, are also can be considered for the same. Dr. Jyothi will coordinate further discussions</p>

			Zoom interaction with Mr. P B Sajan on 24-03-2021
4	7/4/21, 1 PM	<p>Syllabus modification</p> <p>Block placement arrangements</p> <p>Concurrent Fieldwork Coordination</p> <p>Other common matters</p>	<p>The revised syllabus can submit to the academic counsel of Kerala university.</p> <p>Public health related papers will be revised by Dr. Jyothi and technology papers by Dr. Joice</p> <p>Listing of students for the block placements by Dr. Joice and Dr. Jyothi</p> <p>All students were asked to update their fieldwork files before they left home for the summer break.</p> <p>Identify DM experts for the university expert panel – Dr. Joice</p> <p>Finalized the dates for internal examinations</p> <p>New book suggestions for the library – Dr. Joice and Dr. Jyothi</p>
5	19/04/21, 1 PM	MSSRF Vithura block placement cancellation due to COVID-19 outbreak in the area	<p>The block field work of the four students placed with MSSRF was called off.</p> <p>To ensure that their block fieldwork continues, it was decided that they work under the supervision of the Department faculty, in collaboration with LES</p> <p>It was decided that students begin work on developing preliminary formats for assessing disaster damages and recovery.</p> <p>A discussion was held with LES Director, Fr Ranjit, who also agreed to this proposal.</p>
6	25/05/2021, 1 PM	<p>Block placement evaluation</p> <p>Online class of the first and second semester</p>	<p>Need to collect the internship certificate, attendance register, and feedback forms from all the agencies for the official documentation and NAAC purpose</p> <p>Finalizing the online timetable (8.30AM - 1.30 PM) sessions.</p> <p>The syllabus of- self-care skills for the disaster social workers – is a concern and needs to discuss with Fr. Saji and Dr. Jasmine.</p>

		Preparation of GIS and demo room proposal  Other common matters	Dr. Joice will prepare the GIS and demo room proposal  Meeting with KSDMA officials on 08-06-2021- Dr. Jyothi will coordinate
7	28/06/2021, 1 PM	Discussion on student open house  Students enrolment and follow-up at university exam portal  Interaction programme with LSG DM plan coordinators  Other common matters	Hectic framework with internal assessments, lack of sufficient block placement hours, issues with multi-tasking during online sessions, health issues and online programmes, apprehension of late admission students and internet connectivity issues are the major concerns raised by the students. The meeting proposed few interventions like postponing the second semester internal assessments, identifying common training programmes, separate programme for latecomers and online timetable re-arrangement Dr. Jyothi and Dr. Joice completed student enrolment verification process with Kerala university examination portal.  Decided to hold a Research Seminar at the Dept level, to start the process of research dissertation.
8	20/07/2021, 1 PM	NACC documentation evaluation  Identification of documentable activities  Scheduling internal evaluations  Other common matters	MSW DM requirements in the NAAC criteria 1-7 reviewed  Dr. Jyothi will communicate with Ms. Shoba Koshy regarding a talk on pandemic child rights  Further internal assessments can assign after the first semester university examination  Dr. Joice will consolidate documentable activities for LADS
9	18/08/2021, 1PM	Pending tasks under IQAC  Students research	The remaining NAAC-IQAC tasks, sorted and assigned.  Students have been asked to work on their dissertations in the prescribed format.

		<p>synopsis preparation</p> <p>Field work evaluations of students for the first semester</p> <p>OBE related work for the first semester</p>	<p>The criteria for evaluating fieldwork performance in the first semester was discussed and finalised</p> <p>OBE assessments for the first semester are to be completed by the time college reopens after the Onam holidays.</p>
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