



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Department Minutes Held on 20.02.2024

Venue: Dean's Office

Time: 1:00PM

Mode: Offline

- The meeting was chaired by the Dean of St. Edmund's College, Dr. B.W. Nongbri who formally welcomed everyone to the meeting.
- The meeting was graced with the presence of the Vice-Principal (Academics), Dr K.P Pallavi Malhan.

Members Present:

1. Dr. Rituparna Rajendra
2. Mr. Allanson Wahlang
3. Dr Wandaia Syngkon
4. Mr. Martius Rynjah
5. Ms. Ainamlin Dkhar
6. Dr. Hazel B Wahlang
7. Mr. George K Sunn

The following points were discussed in the meeting:

- Daily Classes for MSW 1st Semester and MSW 4th Semester is going smoothly with enough time to complete the course.
- Semester Examination for MSW 1st semester will be in the month of April tentatively.
- Deans suggested the syllabus distribution should be submitted to the office of the Principal I/C for reference.
- Students Attendance
 - The 1st semester attendance is positively better
 - The 4th semester students (some are those who did not get to appear their previous semester examination) attendance is negatively not improving in some of the course paper
 - The Faculties needs to emphasized and take care of the attendance of these students and encourage them to attend classes regularly
- MSW Results
 - MSW 2nd semester results is pending till date for the reasons of technical issue from MSW NEHU Tura Campus



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)

 <http://sec.edu.in>

 Department/HOD Email

- MSW 3rd semester result is out with two students top the class with 'O' grade.
- Preparation for NAAC Visit
 - All the faculty members are working to prepare all the necessary documentation of the department.
 - Each faculty members are given numerous tasks to complete before the NAAC visit.
 - The Department has chooses 25 students from MSW 1st semester and 5 from 4th Semester for Students & NAAC interaction during the visit.
 - The Faculty members needs to grooms and orients the students and prepared them for the NAAC visit during the Students and NAAC team interaction for feedback and suggestions.
- Library and Journal
 - Students had registered themselves during the orientation in the Library.
 - N List to be made use by the students and the faculty should motivate and encourage the students to make use of the opportunity from N List for any academics matters.
 - Online Journals such as Jstor can be use by the students and faculty to get access to online journals and articles requires for study material and academics enrichment.
- Department Plan of Action for this semester (Feb-August)
 - Value Added Course for MSW students (both Semesters) after NAAC visit
 - Research methodology Workshop by Dr. Lal Das will also be conducted after NAAC visit
- Faculty Cubicles is urgent
 - The MSW 1st semester student needs to starts their dissertations in the 2nd semester and for this reasons cubicles for each faculties is needed at the earliest.
- Classrooms
 - Extra classrooms are needed for the department since there is an optional paper and Skills Enhancement Course (SEC) from 1st semester to 3rd semester.
- Signature of Fieldwork Days in the Dean's office
 - The Dean reminded the Faculty of the Department to continue with the signature and remark the activities of Fridays and Saturdays fieldwork.



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

- Research Dissertation for the new MSW batch
 - Dissertation is compulsory and a requirement for the Master degree program in Social Work in the new syllabus.
 - It will start from the 2nd semester with orientation and choosing a research topic.
 - The department will plan out the timeline needed for research dissertation of the MSW students
 - In the 4th semester, there will be no classes for the students as they have to complete their semester's assignments including Concurrent Fieldwork, Research Dissertation and Block Placement.
- College Website
 - From the Department, Dr Hazel B Wahlang is coordinating and operating the college websites for updates and upload important documents and results.
- Department Magazines
 - Incharge by Dr Rituparna Rajendra and Dr. Hazel B Wahlang
 - The department had called Mr Jethro Jyrwa, a BCA student to orient and share his experiences with the College Centenary Magazine as to give the students ideas and suggestions on how to go about with the preparation of the Department Magazines
 - Soon it will be published and the students are working and preparing on it.
 - The Faculty enquires regarding financial inclusion for the magazine and the Dean's office suggested the Department to seek financial assistance from the college management.
- Edblazon 2024
 - Encourage the students to participate in the college week

Recorded by: Mr George K Sunn, Faculty member, Department of Social Work-PG St. Edmund's College, Shillong



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Department Minutes Held on **28.06.2024**

Venue: **Fieldwork Lab, Department of Social Work-PG**

Time: 1:00PM

Mode: Offline

- The meeting was chaired by the Faculty In-charge of the Department of Social Work-PG, St. Edmund's College, Mr. Allanson Wahlang who formally welcomed everyone to the meeting.
- The meeting was discussed on the preparation of the Department for NACC Visit 2024.

Members Present:

Mr. Allanson Wahlang
Dr Wandaia Syngkon
Ms. Ainamlin Dkhar
Dr. Hazel B Wahlang
Mr. George K Sunn

The following points were discussed in the meeting:

- Keep Ready with the Minutes of the meetings
 - Use stick note/ Bookmarks for important discussion of the meeting
 - Print out the attendance sheet of the minutes of the meeting in the department.
- Alumni
 - Updated List of the Alumni has to be ready
 - Prominent Alumni for the NAAC visit
 - Feedback from the Alumni
- Ensure Admission Flyer 2024
- Department Library
 - List of Books and Ebooks
 - Register for Issue of books for students and faculty members
- Distinctiveness of the Department
- Challenges as a Team during Pandemic times
- Mentoring Booklets
 - Use stickers
- Remedial Classes



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)

 <http://sec.edu.in>

 Department/HOD Email

- The Department has no Remedial Classes. However, its open for extra classes if needed by the students and teachers.
- Highlight the Extension Activities and Outreach Programme
- Learning Management System
 - Linkways as a platform for students and Faculty Members
- Use of Central Library
 - Assignments, Research Work and other academic related works
 - To enquire from the HoD for the list of new books Requested by the department.
- Research and Publication
 - Print out 1 or 2 articles for documentation during the NAAC visit
- Showcase any innovative teaching methodology
- Highlights teachers in Research Work of the Department
 - Dr Wandaia Syngkon, a Research sponsored by KHADC.
- Highlights the Department Faculty Members as a members in any bodies/council
 - NEHU Board of Studies member
 - NEHU Moderation members
 - Others if any faculty is associated with.
- Online and Digital Library Portal
 - Log in to NDLI, JGATE and NLIST
 - Need of record for faculty and students access to these digital learning platform
- Show efforts of the Department connected with Industry
 - Department associated with various organisation for students fieldwork, internship and placement
- Soft Skills and Students Initiatives
 - If the department has.
 - Students initiated programmes
 - Outreach Programmes
- Highlights the Department Magazines
 - How it enhance the students in writing articles and other academic writings
 - Department magazine is a future plan of the department
- Show Department Work with Interdisciplinary activities
 - Department collaborated programmes within and outside the College
- Department Dairy/Attendance of the students



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

- Alumni Involvement in Department and College activities
 - Seminars/Webinars
 - World Social Work Day
 - Fieldwork Supervision for the ongoing semesters students
 - Alumni register-Visitors books
- Department for NEP
 - Incorporate NEP in the Syllabus
 - Paper such as SEC, GEC are involved with the ongoing New Syllabus
 - Faculty members are part and directly involved in revising and opting the new MSW syllabus 2023 under NEHU.
- Memories of the Students
 - The Department has the memories of the passed out batch
- Assign of faculty members for NAAC visit
 - Two to three teachers to speak during the visit
- Check on the Alumini with Humble beginning
 - Mr Pius Rane as one Alumini
- Department Notice Board
 - Put on the flyer of the Department
 - Prepare a Brochure to be paste in the Notice Board
 - Important and latest documents to be kept in the Notice Board
 - Class Time Table
- Department requirement
 - Computer Desktop in the Fieldwork Lab
 - Computer Monitor for Fieldwork Lab
 - Fire Extinguisher
 - First Aid Box
 - Department Plates for Faculty and MSW Classrooms
- Department Achievements
 - Research Work by Faculty members
 - Revising the New NEP Syllabus under NEHU.

Recorded by: Mr George K Sunn, Faculty member, Department of Social Work-PG St. Edmund's College, Shillong



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Department Minutes Held on 04.09.2023

Venue: Fieldwork Lab, Department of Social Work-PG

Time: 1:00PM

Mode: Offline

The meeting was chaired by Mr. George K Sunn, Fieldwork Coordinator, Social Work-PG

Members present:

Dr. Rituparna Rajendra	Head of Department, Dept of Social Work –PG
Mr. Allanson Wahlang	Faculty Member
Dr. Wandaia Syngkon	Faculty Member
Mr. Martius Rynjah	Faculty Member
Ms. Ainamlin Dkhar	Faculty Member
Ms. Hazel B Wahlang	Fieldwork Coordinator
Mr. George K Sunn	Fieldwork Coordinator

The Fieldwork Coordinator welcomed the members of the Department of Social Work – PG and opened the meeting with the following discussion:

The following are the points of discussion and decisions taken:

Study Tour 2023 Discussion

- I. The Department of Social Work-PG discussed on the matter of Study Tour of MSW 3rd semester.
- II. The Faculty Members discussed on the place of visit for Study Tour 2023 after the MSW students have finally decided the place of visit.
- III. The Faculty members discussed on the two Faculty Supervisor who will be accompanying the students for Study Tour.
- IV. The Faculty Members discussed on the mode of transportation and place of accommodation for teachers and students.

The Faculty members have the following discussion after the preliminary visit:

- **Organizational Visits**

- I. Seek permission for organization visit to 10 organizations through email.
- II. Contact the Person in Charge of each organization through telephonic conversation.
- III. To inform each organizations to give a brief orientation program on the profile of the organization, working and functions and the their services in their field of practices.



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)

 <http://sec.edu.in>

 Department/HOD Email

IV. Committee In-charge for organizational visit will make the necessary arrangements for permission, arrangements and coordination of the dates and time of the visit.

- **Division of Study Tour Committees**

- I. The students form different committees during the study tour meetings and discussion in the classroom. The committees includes, Organizational Visit Committee, Finance Committee, Food Committee, Transportation Committee, Accommodation and Logistic Committee and Documentation Committee.
- II. Each committee is headed by one student who will coordinate and make necessary arrangements with his/her group members for their respective committees.
- III. These committees will be responsible and arrange the necessities of the Study Tour

- **Needs and Requirements from the College Management**

- I. Letter of information to the Principal In-charge about the Study Tour to Kolkata, India.
- II. Permission for transportation by college bus to drop the students to the station.
- III. To request the college management for the centenary mementoes to the 10 organization who will be giving an orientation to the MSW students.

2. Decision taken in the meeting

- The Department of Social Work-PG decided that the Study Tour will be organized in the month of October before Puja Holidays and the date is yet to be decided after the decision taken for the mode of transportation.
- The Department has decided to go for Study Tour to Kolkata, India and the place was decided by the MSW 3rd semester students as per the need and budget of the class.
- The Department has decided to send one Fieldwork Coordinator, Mr. George K Sunn and one Assistant Professor, Ms. Ainamlin Dkhar for supervision of Study Tour 2023 of MSW 3rd semester.
- The Department has decided to leave the decision on the MSW students for the mode of transportation and accommodation during the Study Tour.



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

- The meeting was adjourn for the next meeting
The meeting ended with a vote of thanks by the Fieldwork Coordinator.

Recorded by: Mr George K Sunn, Faculty member, Department of Social Work-PG St. Edmund's College, Shillong



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)

 <http://sec.edu.in>



Department/HOD Email

Department Minutes Held on 05.03.2024

Venue: Fieldwork Lab, Department of Social Work-PG

Time: 1:30PM

Mode: Offline

Members Present:

1. Dr. Rituparna Rajendra
2. Mr. Allanson Wahlang
3. Dr. Wandaia Syngkon
4. Mr. Martius Rynjah
5. Ms. Ainamlin Dkhar
6. Dr. Hazel B Wahlang
7. Mr. George K Sunn

The meeting was chaired by the HOD of Department of Social Work-PG St. Edmund's College, Dr. Rituparna Rajendra and the following points were discussed in the meeting:

- The HOD of Department of Social Work-PG St. Edmund's College, Dr. Rituparna Rajendra formally welcomed everyone in the meeting.
- The main agenda of the meeting is to Commemorate World Social Work Day 2014 on the 19th March 2024
- The meeting highlighted few important Planning and Discussion in the meeting. These are as follows:
 - The members presents in the meeting discuss and planned to organized a Community Engagement Program in Indigenous Community with this year's theme, "**Buen Vivir: Shared Future for Transformative Change**"
 - They discussed on theme that can foster and deliberate on the transformative change in the community that the department have worked before.
 - Mr Allanson Wahlang took the initiative to further discussed with NESFAS for collaboration as it will reflect the initiatives and the theme of WSWD 2024.
 - The members discussed on the budget of the program including resource fee, gifts item (for token of appreciation), lunch for the students, teachers, dignitaries and guests.
 - The members discussed on the preparation of emails/letters to the panelist.
 - Mr George K Sunn, Fieldwork Coordinator, Department of Social Work-PG voluntarily took the initiative to draft the proposal for the said program.
 -



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Decision taken in the meeting

- The members presents in the meeting unanimously decided to organized Community Engagement Program cum Community Dining to celebrate World Social Work Day theme "***Buen Vivir: Shared Future for Transformative Change***"
- The Members present in the meeting decided to organized the program in collaboration with NESFAS, Shillong
- The meeting decided that the participants of the program will be the MSW students of all the semesters.
- The meeting has decided the faculty incharge will be Mr. Allanson wahlang and Mr. George K Sunn to Coordinate the program.
- The members decided to send the proposal to the Management at the earliest for the necessary arrangements.
- The members decided to appoint MSW students as rapporteur for reporting and documentation.
- The members decided to visit the NESFAS office for the meeting and arrangement for the program.

Recorded by: Mr George K Sunn, Faculty member, Department of Social Work-PG St. Edmund's College, Shillong



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Department Minutes Held on 08.10.2023

Venue: **Fieldwork Lab, Department of Social Work-PG**

Time: 1:00PM

Mode: Offline

- The meeting was chaired by the Head of Department, Social Work-PG of St. Edmund's College, Dr. Rituparna Rajendra who formally welcomed everyone to the meeting.
- The meeting was discussed on the Value Added Course (VAC) for MSW students.

Members Present:

1. Dr. Rituparna Rajendra
2. Mr. Allanson Wahlang
3. Dr Wandaia Syngkon
4. Mr. Martius Rynjah
5. Ms. Ainamlin Dkhar
6. Dr. Hazel B Wahlang
7. Mr. George K Sunn

The following points were discussed in the meeting:

- VAC topics related to practical and fieldwork that will enhance students knowledge in their Field of Practice
- VAC topic will be on "Enhancing Social Work Practices through Arts and Digital Media"
- Faculty members to take up topics of their interest and knowledge with their experiences
- The Faculty Incharge for the VAC was assigned to Mr. George K Sunn.
- The Faculty Incharge has to prepare a concept note of the VAC.
- The Topics for Digital Learning are as follows:
 - Google Advance Search
 - Zotiro Software
 - Infographics
 - Canva
 - Google Suite
 - Uses of Internet for Academic Purposes
 - Microsoft Excel
 - Kobo Tool Box
 - PowerPoint Presentation



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

- Microsoft Word
- Uses of Art and Folk Media
 - Building as Learning Aid
 - Puppetry
 - Role Play
 - Drama
- The finalization of the topic and the date will be notified in the new academic year 2024.
- Lastly, the Faculty members needs to emphasized and take care of the attendance of these students and encourage them to attend classes regularly
- The meeting ended with a Vote of Thanks from Dr. Rituparna Rajendra, Head of Department

Recorded by: Mr George K Sunn, Faculty member, Department of Social Work-PG St. Edmund's College, Shillong



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Department Minutes Held on 12.03.2024

Venue: Fieldwork Lab, Department of Social Work-PG

Time: 1:00PM

Mode: Offline

- The meeting was chaired by the Head of Department, Social Work-PG of St. Edmund's College, Dr. Rituparna Rajendra who formally welcomed everyone to the meeting.
- The meeting was discussed on the Programmes to commemorate World Social Work Day on 19th March 2024.

Members Present:

1. Dr. Rituparna Rajendra
2. Mr. Allanson Wahlang
3. Dr Wandaia Syngkon
4. Mr. Martius Rynjah
5. Ms. Ainamlin Dkhar
6. Dr. Hazel B Wahlang
7. Mr. George K Sunn

The following points were discussed in the meeting:

➤ **World Social Work Day 2024**

- Mr Allanson Wahlang and Mr George K Sunn highlighted on the consultative meeting which was held with the members of NESFAS, Shillong.
- They shared the discussion in NESFAS with the Faculty members of the Department regarding the programme
- The program aim to look at a transformative change in the community through the grassroot initiatives of the community and the school.
- The programme will be organized in Laitsohpliah Village, East Khasi Hills
- NESFAS will make the necessary arrangements with the school in Laitsohpliah Village, East Khasi Hills
- Finalization of the budget and proposal to be submitted to the college management at the earliest.
- The programme will take place in Subakalai L.P School, Laitsohpliah
- Community Dining with the school children and parents along with MSW students and faculty members with an aim to give the experience that will



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)

 <http://sec.edu.in>



Department/HOD Email

create shared experiences, strengthen relationships, and contribute to overall well-being and a healthier, interconnected community.

- The dress code for the students will be semi-formal.
- The requirements for the programme will be arranged by Mr George K Sunn
 - Banner of the programme
 - Special Item/Programs by the MSW Students
 - Gifts and memento for the guest
 - Press Released
 - Report and Documentation
 - List of participants
 - Arrangement of financial requirements.

➤ Decision Taken

- In consultation with NESFAS, the Members of the department present in the meeting decided to choose Laitsohpliah Village, East Khasi Hills for hosting the World Social Work Day Programme, with Community Dining with the children of Sukbakalai L.P School.
- The World Social Work Day 2024 will be conducted in Sukbakalai L.P School with an aim to foster and experience a transformative change in the daily nutritional diet incorporated with healthy and nutritious and organic food products.
- The members decided that the Program Scheduled will be set in discussion with members of the NESFAS team
- The members decided to send the letter of request for the Buses from the Management for the transportation arrangements to the host village.
- The members decided to arrange the succulent plants and mementoes for the guests and dignitaries of the community.

Recorded by: Mr George K Sunn, Faculty member, Department of Social Work-PG St. Edmund's College, Shillong



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Department Minutes Held on 13.09.2023

Venue: Fieldwork Lab, Department of Social Work-PG

Time: 1:00PM

Mode: Offline

The meeting was chaired by Mr. George K Sunn, Fieldwork Coordinator and Ms. Ainamlin Dkhar Assistant Professor, Social Work-PG

Members present:

Dr. Rituparna Rajendra	Head of Department, Dept of Social Work –PG
Mr. Allanson Wahlang	Faculty Member
Dr. Wandaia Syngkon	Faculty Member
Mr. Martius Rynjah	Faculty Member
Ms. Ainamlin Dkhar	Faculty Member
Ms. Hazel B Wahlang	Fieldwork Coordinator
Mr. George K Sunn	Fieldwork Coordinator

They welcomed the members of the Department of Social Work – PG and opened the meeting with the following discussion:

The following are the points of discussion, observations and decisions taken:

Study Tour 2023 Discussion

- I. The Faculty Members discussed on the dates of study tour 2023 which they discussed to conduct the study tour before the Puja Holidays.
- II. The Faculty members discussed on the accommodation for teachers and students
- III. The Faculty Members discussed on the mode of transportation for the Study Tour

The Faculty members have the following discussion after the preliminary visit:

Organizational Visits

- I. Seek permission for organization visit to 10 organizations through email.
- II. Contact the Person in Charge of each organization through telephonic conversation.
- III. To inform each organizations to give a brief orientation program on the profile of the organization, working and functions and their services in their field of practices.



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)

 <http://sec.edu.in>



Department/HOD Email

- IV. Committee In-charge for organizational visit will make the necessary arrangements for permission, arrangements and coordination of the dates and time of the visit.

Transportation

- V. Initially, the students along with the Faculty Supervisors has decided to choose train as the mode of transport from Guwahati Railway Station to Howrah Railway Station.
- VI. The students checked on the two way journey tickets including going and return through the Railway Online portal, however all seats are booked and occupied in both Sleeper class and AC two tier
- VII. In the discussion, the faculty members of the department suggested to checked the flight tickets and they found out that flights tickets is not expensive. Hence, they leave the decision to the MSW students to decide.
- VIII. After a while, the students representatives came to inform the faculty members of the department that the MSW 3rd semester students has decided to go for Study Tour by flight.
- IX. The Faculty Members has instructed the students leaders and the student to booked the flight tickets as early as possible as the price of the flight tickets might increase because of the Puja Holidays.
- X. The transportation in Kolkata City will be as per the rate and convenient of the transportation.

Needs and Requirements from the College Management

- I. To seek permission for transportation by college bus to drop and picking up the students to and from the Airport.
- II. To request the college management for the centenary mementoes to the 10 organization who will be giving an orientation to the MSW students.

Accommodation

- I. Arrangement of dormitory rooms for boys and girls separately.
- II. Separate rooms for teachers In-charge.



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Decision taken in the meeting

- I. The Department of Social Work-PG decided that the Study Tour will be organized from 10th -18th October 2023 before Puja break.
- II. The Department has instructed the students to seek for accommodation in Meghalaya House, Russel Streets.

The meeting ended with a vote of thanks by the Fieldwork Coordinator.

Recorded by: Mr George K Sunn, Faculty member, Department of Social Work-PG St. Edmund's College, Shillong



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Department Minutes Held on **17.08.2023**

Venue: **Fieldwork Lab, Department of Social Work-PG**

Time: 1:00PM

Mode: Offline

- The meeting was chaired by Dr. Rituparna Rajendra, Head of Department, Social Work-PG
- The Fieldwork Coordinators welcomed the members of the Department of Social Work – PG and the meeting is to discussed for Study Tour 2023

Members present:

- | | |
|---------------------------|---|
| 1. Dr. Rituparna Rajendra | Head of Department, Dept of Social Work –PG |
| 2. Mr. Allanson Wahlang | Faculty Member |
| 3. Dr. Wandaia Syngkon | Faculty Member |
| 4. Mr. Martius Rynjah | Faculty Member |
| 5. Ms. Ainamlin Dkhar | Faculty Member |
| 6. Ms. Hazel B Wahlang | Fieldwork Coordinator |
| 7. Mr. George K Sunn | Fieldwork Coordinator |

The following are the points of discussion and decisions taken:

1. Study Tour 2023 Discussion

- I. The Department of Social Work-PG discussed the Study Tour of MSW 3rd semester.
- II. The Faculty Members discussed on the place of visit for Study Tour.
- III. The Faculty members discussed on the Faculty Supervisor who will be accompanying the students for Study Tour.
- IV. The Faculty Members discussed on the mode of transportation and place of accommodation for teachers and students.
- V. The Faculty Members discussed on the budget requirement and contribution of each student for the Study Tour.

The Faculty members have the following discussion after the preliminary visit:

• Organizational Visits

- I. 10 organizations is needed for organizational visit during the Study Tour.
- II. Each organization should be thematic wise and working in different fields of Social Work practices.
- III. Assigned task for the students to find out 10 organizations for Study Tour.



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

- **Division of Study Tour Committees**

- I. To divide the students into different committees as per the need and requirements of the Study Tour.
- II. Each committee needs to have committee heads/leaders to supervise and makes necessary arrangements for their respective committees.

2. Decision taken in the meeting

- The Department of Social Work-PG decided that the Study Tour will be organized in the month of October before Puja Holidays and the date is yet to be decided.
- The Department has decided to go for Study Tour outside North East India and the place will be decided by the MSW 3rd semester students as per the need and budget of the class.
- The Department has decided to allowed one Fieldwork Coordinator and one Assistant Professor for supervision of Study Tour 2023 and for this the finalization of the faculty supervisors for Study Tour will be decided after the end semesters examination.
- The Department has decided to arrange the transportation and accommodation will be finalized and discussed after the finalization of the place of visit.
- The meeting was adjourning for the next meeting after the End Semester Examination (July 2023).

The meeting ended with a vote of thanks by the Head of Department.

Recorded by: Mr George K Sunn, Faculty member, Department of Social Work-PG St. Edmund's College, Shillong



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Department Minutes Held on 27.06.2023

Venue: Fieldwork Lab, Department of Social Work-PG

Time: 1:00PM

Mode: Offline

- The meeting was chaired by Dr. Rituparna Rajendra, Head of Department, Social Work-PG
- The Fieldwork Coordinators welcomed the members of the Department of Social Work-PG and the meeting is to discussed for Study Tour 2023

Members present are as follows:

- | | |
|---------------------------|---|
| 1. Dr. Rituparna Rajendra | Head of Department, Dept of Social Work –PG |
| 2. Mr. Allanson Wahlang | Faculty Member |
| 3. Dr. Wandaia Syngkon | Faculty Member |
| 4. Mr. Martius Rynjah | Faculty Member |
| 5. Ms. Ainamlin Dkhar | Faculty Member |
| 6. Ms. Hazel B Wahlang | Fieldwork Coordinator |
| 7. Mr. George K Sunn | Fieldwork Coordinator |

The following are the points of discussion, observations and decisions taken:

1. Study Tour 2023 Discussion

- I. The Department of Social Work-PG discussed the Study Tour of MSW 3rd semester.
- II. The Faculty Members discussed on the place of visit for Study Tour.
- III. The Faculty members discussed on the Faculty Supervisor who will be accompanying the students for Study Tour.
- IV. The Faculty Members discussed on the mode of transportation and place of accommodation for teachers and students.
- V. The Faculty Members discussed on the budget requirement and contribution of each students for the Study Tour.

The Faculty members have the following discussion after the preliminary visit:

- **Organizational Visits**

- I. 10 organizations is needed for organizational visit during the Study Tour.
- II. Each organization should be thematic wise and working in different fields of Social Work practices.
- III. Assigned task for the students to find out 10 organizations for Study Tour.



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

- **Division of Study Tour Committees**

- I. To divide the students into different committees as per the need and requirements of the Study Tour.
- II. Each committee needs to have committee heads/leaders to supervise and makes necessary arrangements for their respective committees.

2. Decision taken in the meeting

- The Department of Social Work-PG decided that the Study Tour will be organized in the month of October before Puja Holidays and the date is yet to be decided.
- The Department has decided to go for Study Tour outside North East India and the place will be decided by the MSW 3rd semester students as per the need and budget of the class.
- The Department has decided to allowed one Fieldwork Coordinator and one Assistant Professor for supervision of Study Tour 2023 and for this the finalization of the faculty supervisors for Study Tour will be decided after the end semesters examination.
- The Department has decided to arrange the transportation and accommodation will be finalized and discussed after the finalization of the place of visit.
- The meeting was adjourning for the next meeting after the End Semester Examination.

The meeting ended with a vote of thanks by the Head of Department.

Recorded by: Mr George K Sunn, Faculty member, Department of Social Work-PG St. Edmund's College, Shillong



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



Department/HOD Email



<http://sec.edu.in>

Department Minutes Held on 28.03.2024

Venue: Fieldwork Lab, Department of Social Work-PG

Time: 1:30PM

Mode: Offline

- The meeting was chaired by the Head of Department, Social Work-PG of St. Edmund's College, Dr. Rituparna Rajendra who formally welcomed everyone to the meeting.
- The meeting was discussed on the preparation of the Department for NACC Visit 2024.

Members Present:

1. Dr. Rituparna Rajendra
2. Mr. Allanson Wahlang
3. Dr Wandaia Syngkon
4. Mr. Martius R Rynjah
5. Ms. Ainamlin Dkhar
6. Dr. Hazel B Wahlang
7. Mr. George K Sunn

The following points were discussed in the meeting:

- **Department Annual Report**
 - Division of work for all Faculty Members
 - Annual Report to Dr. Hazel, Mr. George, Mr. Martius and Ms. Ainamlin for compilation from 2019-2024.
 - Collect the activities from 2019 to June 2024
- **Minutes of the meeting in the department.**
 - Mr. George is incharge of minutes of meeting
 - Print out the attendance sheet and minutes of the meeting of the department.
- **Alumni**
 - Ms. Ainamlin incharge of Alumini
 - Updated the list of the Alumini with their current career/higher studies
 - Keep separate list of alumni from 2019-2024
- **Department Library**
 - Mr. George to check and updates the list of Books and Ebooks in the library



Department of Social Work - PG

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)

 <http://sec.edu.in>

 Department/HOD Email

- Register for Issue of books for students and faculty members
- **Extension Activities and Outreach Programme**
 - Complete the latest reports of activities and programmes of the department to include in the annual report.
- **Research and Publication**
 - Dr. Wanda to look after faculty members of articles, projects, research.
- **Department Faculty Members as a members in any bodies/council**
 - NEHU Board of Studies member
 - NEHU Moderation members
 - Others if any faculty is associated with.
- **Department Fieldwork Praticum**
 - Department associated with various organisation for students fieldwork, internship and placement
- **Department Magazine**
 - The Department need a department magazine
 - Enhance the students in writing articles and other academic writings
 - Department magazine is a future plan of the department?
- **University Result**
 - Dr. Rituparna to get and collect the details from the college office
- **Department Dairy/Attendance of the students**
 - Dr. Rituparna will look after the attendance of the two semesters
- **Department Achievements**
 - Research Work by Faculty members
 - Fieldwork related activities by the department and the students
 - Revising the New NEP Syllabus under NEHU.
- **SWOC Analysis and Department profile**
 - Mr. Allanson incharge of Department profile, motto, vision and mission of the department and SWOC of the department.

- The meeting is adjourn for the next updates on preparation for NAAC visit

Recorded by: Mr George K Sunn, Faculty member, Department of Social Work-PG St. Edmund's College, Shillong