

MINUTES OF THE MEETING

DATE: 23rd Aug 2014

MEMBERS PRESENT: Dr. Vanila Bhaskaran, Dr. Kanaka Durgamba, Mrs. Prabhavathi, Mrs. Christina, Mrs. Supriya, Mrs. Suma Niveditha, Mr. Rajesh, Mr. Narender, Mr. Harinder.

AGENDA: 1. Meeting the New Lectures.

2. Discuss the Academic Schedule for the Academic Year 2014-15.

A Meeting of the Staff was held on 23rd Aug 2014.

Agenda 1: Introduction of New Faculty Members: The New Faculty members namely Mrs. Prabhavathi and Mrs. Supriya who have joined for MSW Department were welcomed. They were introduced to the staff and were given a warm welcome.

Agenda 2: Academic Schedule.

2.1. The academic schedule for the year 2014-15 was discussed and finalized. The allocation of the subjects for both I and III semester of MSW was made. The following is the list of subjects and the teachers allotted.

S.no	Name of the Faculty	Papers - I Semester	Papers -III Semester
1	Dr. Vanila Bhaskaran		Industrial Relations and Labour Welfare
2	Dr. Kanaka Durgamba	Social Work Profession	Medical Social Work-I
			Psychiatric Social Work-I
3	Mrs. Prabhavathi	Social Work Research	Urban Community Development-I
4	Mrs. Christina		Community Health -I
5	Mrs. Supriya	Individual and Society	Legal Systems in India
			Welfare of Women, Youth and Aged-I
6	Mrs. Suma Niveditha	Social Group Work	Elements of Human Resources
7	Mr. Rajesh		Management of Organizations
			Labour Legislations
8	Mr. Narender	Dynamics of Human Behavior	Child Welfare-I
			Family Welfare-I
9	Mr. Harinder		Rural Community Development-I
			Tribal Community Development-I

2.2 Study Tour and Rural Camp: Tentative plans for the Study Tour and the Rural Camp were made.

2.2.1 Rural Camp for II Semester: Rural camp was planned tentatively to be organized at Turkapally, Nalgonda District. The Teachers accompanying would be Mrs. Prabhavathi, Mrs. Suma Niveditha and Mr. Harinder.

2.2.2 Study Tour for IV Semester: Study Tour was planned tentatively to be organized from 4th Jan to 10th Jan 2015. The Teachers accompanying would be Mrs. Supriya and Mr. Narender for MPSW & FCW, Mr. Harinder and Mrs. Prabhavathi for CD and Mr. Rajesh for HRM. The places will be decided in due course

2.3. Paper Allotment: The Paper allotment to Teachers for the next semester i.e. II and IV was also done. Following are the details.

S.no	Name of the Faculty	Papers - II Semester	Papers -IV Semester
1	Dr. Vanila Bhaskaran	-	Human Resource Development
2	Dr. Kanaka Durgamba	-	Counseling
			Medical Social Work-II
			Psychiatric Social Work-II
3	Mrs. Prabhavathi	Community Organization & Social Action	Urban Community Development-II
4	Mrs. Christina	-	Community Health-II
5	Mrs. Supriya	Social Welfare Administration	Social Policy and Social Planning
			Welfare of Women, Youth and Aged-II
6	Mrs. Suma Niveditha	-	Organization Development and Behavior
7	Mr. Rajesh	Social Development & Sustainable Development	Management of Information Systems
8	Mr. Narender	Social Case Work	Child Welfare-II
			Family Welfare-II
9	Mr. Harinder	-	Rural Community Development-II
			Tribal Community Development-II
10	Mr. Rama Krishna	Social Statistics	

2.4. Lesson Plan: All the Teachers were informed that they are required to make a Lesson Plan for every class they take and the Lesson Plan should include the Topic and the Sub Topic with points covered during that class.

2.5 Academic Record: Teachers are also required to fill in the details of each class taken with the topics, day and date wise in the Academic Record of the Osmania University.

2.5 Time Table In charge: Mr. Rajesh, the Time Table In charge was requested to make the Time Table ready for I and III Semesters.

2.6 Field Work: Field Work for the III Semester has commenced from 13th August 2014.

Dr. Vanila Bhaskaran

(Director)