

Agenda of meeting to be held on 2nd Dec 2017

The meeting of the IQAC will be held on 2nd Dec 2017 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The agenda of the meeting is as follows.

The agenda of the meeting is as follows:

Item No.1: To discuss and finalize the subcommittees by each of the criteria coordinators.

Item No 2: To discuss and clarify the Criteria requirements according to the new NAAC guidelines.

Item No.3: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 2nd Dec 2017 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

- 1) Dr. G. H. Gidwani – Principal
- 2) Mrs. Stella Ambrose- Vice principal
- 3) Mrs. Madhuchanda Banerjee – Vice Principal
- 4) Dr. .Soniya Chavan-COE
- 5) Mrs. Shalini Iyer
- 6) Dr. Jaya Rajagopalan
- 7) Dr. Vaishali Joshi
- 8) Dr. Snober Sataravala
- 9) Mrs. Swatee Sarwate

Item No.1: To discuss and finalize the subcommittees by each of the criteria coordinators.

Discussion: The following are the subcommittees were finalized :

Criterion II: TEACHING LEARNING EVALUATION

Committee Coordinator: Dr. Snober Satarawala

Sub Committee members:

- 1) Dr. Soniya Chavan
- 2) Ms. Elizabeth Kanade
- 3) Mrs. Rekha Kankariya
- 4) Mrs. Ashwini Kulkarni

Criterion III: SOCIAL OUTREACH AND EXTENSION



Committee Coordinator: Dr. Vaishali Joshi

Sub Committee members:

- 1) Mrs. Hasina Shaikh
- 2) Mrs. Veena Kenchi
- 3) Mrs. Jyoti Mungal

Criterion III: CONSULTANCY

Committee Coordinator: Mrs. Swatee Sarwate

Sub Committee members:

- 1) Mrs. Sharmin Palsetia
- 2) Mrs. Alka Kalhapure

Criterion III: RESEARCH

Committee Coordinator: Dr. Vaishali Diwakar

Sub Committee members:

- 1) Mrs. Anitha Menon
- 2) Mrs. Monica Rajguru

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

Committee Coordinator: Mrs. Stella Ambrose

Sub Committee members:

- 1) Mrs. Smita Borkar
- 2) Mrs. Swati Pulate

CRITERION V: STUDENT SUPPORT AND PROGRESSION

Committee Coordinator: Mrs. Ashwini Kulkarni

Sub Committee member

- 1) Mrs. Shubhangi Jagtap

CRITERION VI: GOVERNANCE LEADERSHIP & MANAGEMENT

Committee Coordinator: Dr. Rama Venkat

Sub-Committee:

- 1) Dr. Dimple Buche
- 2) Mrs. Rajni Singh



CRITERION VII: INNOVATION AND BEST PRACTICES

Committee Coordinator: Dr. Jaya R.

Item No 2: To discuss and clarify the Criteria requirements according to the new NAAC guidelines

Teaching learning evaluation criteria was discussed for clarification. It was decided that to improve learning outcomes the following initiatives could be considered

- Digital Learning resources need to be improved. Various possibilities for the same were discussed:
- Digital material to be consistently available to students for recap
- Orientation to online repository

Item No.3: Any other items with the permission of the Chair.

Monthly reports to be submitted by each criteria coordinator – by the 25th of every month

The reports should include:

- Minutes of the meetings held with subcommittees
- The report should be in the format of:
 - Action planned
 - Action taken
 - Outcome

No any other item was placed before the meeting. The meeting was concluded with vote of thanks.


IQAC Co-Ordinator
St. Mira's College for Girls, Pune




Principal
St. Mira's College for Girls

Agenda of meeting to be held on 11th Dec 2017

The meeting of the IQAC will be held on 11th Dec 2017 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The agenda of the meeting is as follows.

Item No.1: Criteria 2(Teaching Learning Evaluation) discussion and clarifications raised by the Criteria coordinator.

Item No 2: Identifying area of improvement and plan of action for Criteria 3 - Extension and Social Outreach activities.

Item No 3: Identifying area of improvement for Criteria 3 – Research

Item No. 4: Finalization of subcommittees for Criteria 1- Curriculum and Criteria 3- Research.

Item No.5: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 11th Dec 2017 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

- 10) Dr. G. H. Gidwani – Principal
- 11) Mrs. Stella Ambrose- Vice principal
- 12) Dr. .Soniya Chavan-COE
- 13) Mrs. Shalini Iyer
- 14) Dr Vaishali Diwakar
- 15) Dr. Jaya Rajagopalan
- 16) Dr. Vaishali Joshi
- 17) Dr. Snober Sataravala
- 18) Mrs. Swatee Sarwate
- 19) Mrs. Ashwini Kulkarni

Item No.1: To discuss Criteria 2 (Teaching Learning Evaluation)

Discussion: The following decisions were taken to attempt to improve the pass percentage in students.

- All teachers will be give subject wise lists of students who have backlogs in the concerned subject. These lists will be given by the exam cell to the respective teachers.
- Teachers will interact with the students and obtain a feedback to the reasons for failure in the subject. This could be done in the form of an open ended discussion with the students and then consolidated.



- Every department would analyse the reasons and suggest solutions to improve the pass percentage of the students. These solutions would be implemented in the current semester so that an outcome study of the efforts could be made in the results of Sem II/IV/VI.
- Question bank with pointers to the answers to be kept in the library/ online repository for student access.

Item No 2 : Identifying area of improvement and plan of action for Criteria 3 - Extension and Social Outreach activities.

Discussion: The following decisions were taken to widen the scope of social outreach

- College faculty to be informed about the various NGOs working in the city of Pune. This would be done by the Criteria Coordinator Dr. Vaishali Joshi
- Every department would collaborate with an NGO and engage in continuous year-long activities with the same. The name and details of the chosen NGO need to be shared with Vaishali Joshi, to avoid overlap and repetitions.
- Attempts to be made to collaborate with CSR departments of the corporate sector.

Item No 3: Identifying area of improvement for Criteria 3 – Research

Discussion: The following decisions were taken to improve research output

- Every department has to mandatorily submit one research project proposal per academic year to various funding agencies. The research committee will keep the faculty aware and updated of the funding agencies and grants available for research
- Every teacher has to publish one research paper per academic year in the UGC approved list of journals.

Item No. 4: Finalization of subcommittees for Criteria 1- Curriculum and Criteria 3- Research.

Discussion: The following subcommittees for Criteria 1- Curriculum and Criteria 3- Research were finalized.

Criterion I : CURRICULUM

Committee Coordinator: Mrs. Shalini Iyer
Sub Committee members:

- 1) Dr. Arwah Madan
- 2) Ms. Meenakshi B



- 3) Mrs. Vrushali Paranjape
- 4) Dr. Sandhya Pandit

Criterion III : RESEARCH


Committee Coordinator: Dr. Vaishali Diwakar
Sub Committee members:

- 3) Mrs. Anitha Menon
- 4) Mrs. Monica Rajguru

Item No.5: Any other items with the permission of the Chair.

No any other item was placed before the meeting. The meeting was concluded with vote of thanks.


IQAC Co-Ordinator
St. Mira's College for Girls, Pune


Principal
St. Mira's College for Girls



Agenda of meeting to be held on 2nd April 2018

The meeting of the IQAC will be held on 2nd April 2018 at St. Mira's College for Girls, Pune at 11.15 a.m. in the Principal's office. The agenda of the meeting is as follows.

The agenda of the meeting is as follows:

Item No.1: Review of the work done in the academic year 2017-18 by the Criteria committee coordinators (Criteria I, II and III)

Item No 2: Areas of concern recognized by the committee coordinators

Item No 3: Briefing about the AQAR writing process.

Item No.4: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 2nd April 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

- 20) Dr. G. H. Gidwani – Principal
- 21) Mrs. Stella Ambrose- Vice principal
- 22) Mrs. Shalini Iyer – Vice Principal
- 23) Dr. .Soniya Chavan-COE
- 24) Dr. Rama Venkat
- 25) Dr. Vaishali Diwakar
- 26) Dr. Jaya Rajagopalan – IQAC coordinator
- 27) Dr. Vaishali Joshi
- 28) Dr. Snober Sataravala
- 29) Mrs. Swatee Sarwate
- 30) Mrs. Ashwini Kulkarni

Item No.1: Review of the work done in the academic year 2017-18 by the Criteria committee coordinators.

Discussion: Review of the Criteria I, II and III were discussed.

Criteria I: Curriculum development

- Following the NAAC guidelines, it was decided that the MSC course to be launched in the year 2018-19 should include topics on green technology.



- It was decided to call for an academic council meeting to relook at the Hindi syllabus for all the three years of undergraduate study, to re-assess whether the syllabus had adequate content for 60 lecture hours.
- In case of one- person departments, it was decided that the BOS must have the Head of the Dept at SPPU/Senior faculty member of external institution / Member on the Senate/ Member on the Subject BOS at SPPU.
- It was discussed to explore the possibility of whether students could accumulate extra credits from the courses run by departments at SPPU. The college will be sending a proposal to the SPPU in this regard.
- It was proposed that Curriculum feedback from students needs to be taken and used in the designing of the new syllabus. We have been collecting feedback from all students, which however was mainly in quantitative format and was unable to provide concrete suggestions for syllabus revision.
- Hence it was decided that a committee of representative students from all classes need to be formed to collect feedback which could be used in curriculum development. This group must consist of students representing diverse backgrounds. It was discussed to explore this method of feedback collection in the next semester.

Criteria II: Teaching, Learning and Evaluation

- It was decided to assess the reasons for failures of the students.
- Ineffective teacher communication skills were identified as one area that may require inputs.
- To encourage honest disclosure from students about problems in teaching, feedback should be taken by the head of the department / another teacher from the department.
- Online exams should not be bunched together.
- It was decide to recalculate the failure rates by taking into account the number of students who actually appeared for the exams, rather than the number of students who were given the hall tickets.

Criteria 3:

Research-

- To explore funding agencies for science for unaided departments



- To encourage faculty for applying for research projects with various funding agencies
- It was decided to constitute a research fund, in which teachers from the unaided posts will get a funding of one lakh for completion of their doctoral research. It was decided to intimate all concerned faculty about the said initiative taken by the college.
- To organize a workshop on “how to write a research proposal “for the academic year 2018-19
- To increase number of PhD guides
- Faculty to share ongoing research work on the 25th of every month.

Consultancy

- To explore areas of software consultancy
- To explore areas of sharing of software resources with other organizations

Social outreach:

- To familiarize faculty with the difference between social service and social outreach
- To encourage every department to take up ongoing social outreach programs.

Next meeting – April 9th at 11 am.



Jayab
IQAC Co-Ordinator
St. Mira's College for Girls, Pune

G. H. Gidwani
Principal
St. Mira's College for Girls

Agenda of meeting to be held on 9th April 2018

The meeting of the IQAC will be held on 9th April 2018 at St. Mira's College for Girls, Pune at 11.30 a.m. in the Principal's office. The agenda of the meeting is as follows.

The agenda of the meeting is as follows:

Item No.1. Review of the work done in the academic year 2017-18 by the Criteria committee coordinators. - Criteria IV, V and VI and Areas of concern recognized by the committee coordinators

Item No 2: Briefing about the AQAR writing process.

Item No.3: Any other items with the permission of the Chair.

Minutes of the Meeting of the IQAC

The meeting of the IQAC was held on 9th April 2018 at St. Mira's College for Girls, Pune at 12.30 p.m. in the Principal's office. The following members were present:-

- 31) Dr. G. H. Gidwani – Principal
- 32) Mrs. Stella Ambrose- Vice principal
- 33) Mrs. Shalini Iyer – Vice Principal
- 34) Dr. .Soniya Chavan-COE
- 35) Dr. Rama Venkat
- 36) Dr. Vaishali Diwakar
- 37) Dr. Jaya Rajagopalan – IQAC coordinator
- 38) Dr. Vaishali Joshi
- 39) Dr. Snober Sataravala
- 40) Mrs. Swatee Sarwate

Item No.1: Review of the work done in the academic year 2017-18 by the Criteria committee coordinators and discussing areas of concern recognized by the committee coordinators

Discussion: Review of the Criteria IV, V and VI were discussed.

Criteria IV: Infrastructure

- To develop a learning management system



Agenda of meeting to be held on 9th April 2018

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Criteria IV: Infrastructure

- To develop a learning management system



- Softwares in the following areas are being developed: Requisition and repair of equipments, electronic service book payment gateway for additional credit courses, placement enrolment and processing, prayer request and prayer group.
- To purchase the smart board and use it for regular classroom teaching.
- Query was raised regarding the provision of common room for the students. – the foyer has already been allotted to the students for use .

Criteria VI- Governance and leadership

- To explore the viability of buying a management information system- with a focus on ERP software – like classroom plus / Google classroom. It was decided to arrange for the demonstration of the same to the faculty.
- To conduct academic audit of TYBA/Bcom syllabus.

Criteria V – Student support and progression

- It was noted that the progression details of the students were not being efficiently captured by the departments.
- It was suggested that forms to capture information about progression can be circulated during the graduation ceremony.
- While giving the exam results , we could capture alumni perception about the college as well as make them fill up the alumni registration form .

Item No 2: Briefing about the AQAR writing process.

The process of AQAR writing was explained and the format was shared with all the committee coordinators. It was requested that the reports of the individual committees be submitted by the 23rd of April 2018.

Item No.3: Any other items with the permission of the Chair.

- It was reiterated that the registration of the alumni association must be done at the earliest. Ms.Dimple Buche as the coordinator of the association will take on the responsibility of the same.



- It was decided to plan the academic and administrative audit activity to be conducted in the next academic year in college.
- Faculty development programs to be conducted twice a year.
- Every criteria committee should have one program per year to train faculty in concerned areas.
- It was discussed that it is essential to improve the public perception of the college – the IQAC members decided to discuss ways to make the college more visible in the public sphere.
- It was decided to explore the idea of an FDP in soft skills for teachers – to be coordinated by Dr.Sonia Chavan and Dr.Snober Satarvala



Jayab

IQAC Co-Ordinator
St. Mira's College for Girls, Pune

G. H. Gidwani

Principal
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