

St. Mira's College for Girls, Pune

Minutes of the IQAC Meeting 19/ 3/2021

The meeting of the IQAC was held on 19-03-2021 from 12.30 pm to 2.00 pm in the online mode (Zoom platform). The following members attended the meeting.

- 1) Dr. G.H. Gidwani
- 2) Mrs. Stella Ambrose
- 3) Dr. Shalini Iyer
- 4) Dr. Soniya Chavan
- 5) Dr. Rama Venkat
- 6) Dr. Arwah Madan
- 7) Dr. Vaishali Diwakar
- 8) Dr. Jaya Rajagopalan
- 9) Dr. Vaishali Joshi
- 10) Ms. Elizabeth Kanade
- 11) Dr. Dimple Buche
- 12) Dr. Manisha Pimpalkhare
- 13) Dr. Snober Satarawala
- 14) Mrs. Swatee Sarwate
- 15) Mrs. Ashwini Kulkarni
- 16) Mrs. Smita Borkar

The following agenda from the previous IQAC meeting was discussed and resolved as follows-

Agenda 1: SY syllabi finalisation with BOS inputs, approved and ready

Resolution- Proposed by IQAC Coordinator Dr. Jaya R. and seconded by Principal Dr.Gidwani

- It was resolved that the syllabi for SY is to be finalised, presented to and approved by the BOS by 30th April 2021
- It was resolved that the tentative date for TY syllabus finalisation will be June/ July 2021.

Agenda 2: Addressing the Queries with reference to Credit structure –

Resolution- Proposed by IQAC Coordinator Dr. Jaya R. and seconded by Principal Dr. Gidwani

It was resolved that -


- The Core papers and BA-B Com DSC will have 48 lectures spread over 4 units.
- MILE course can be considered as SEC if it is completed in SY. For those who complete it in FY, it will remain as an additional credit course.
- The SEC may involve contributory external resource persons.
- The SEC courses will have internal continuous evaluation with measurable skills attainments clearly spelt out.
- An additional fee of Rs 1000 to be charged for financing the cost of external resource persons.
- The syllabus SECs for special courses to be prepared and presented in the meeting that will be scheduled in near future.
- Details of SECs like online conduct/ external faculty to be finalised with the consent of the BoS and Academic Council.

Agenda 3: Conduct of complete stakeholder feedback (criterion 1- curriculum) and student satisfaction survey (criterion 2-TLE)


Resolution- Proposed by Principal Dr. Gidwani and seconded by IQAC Coordinator Dr. Jaya R.

It was resolved that the feedback will be taken at a later date considering the uncertain and fluid situation of Covid- 19

Items not on agenda- Examination Process to be made more accountable- A detailed manual of instructions to be prepared and circulated by the Exam department.


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




Principal,
St. Mira's College for Girls

St. Mira's College for Girls, Pune
Minutes of the IQAC Meeting 17/3/2021

The meeting of the IQAC was held on 17-03-2021 from 10.00 am- 12.noon in the staff room.

The following members were present-

- 1) Dr. G.H. Gidwani
- 2) Mrs. Stella Ambrose
- 3) Dr. Shalini Iyer
- 4) Dr. Soniya Chavan
- 5) Dr. Rama Venkat
- 6) Dr. Arwah Madan
- 7) Dr. Vaishali Diwakar
- 8) Dr. Jaya Rajagopalan
- 9) Dr. Vaishali Joshi
- 10) Ms. Elizabeth Kanade
- 11) Dr. Dimple Buche
- 12) Dr. Manisha Pimpalkhare
- 13) Dr. Snober Satarawala
- 14) Mrs. Swatee Sarwate
- 15) Mrs. Ashwini Kulkarni
- 16) Mrs. Smita Borkar

The following are the minutes of the meeting:

Item no 1 – DVV audit for the years 2017-18, 2018-19, 2019-20. External audit to be conducted for the same- decide date of external Audit .

Resolution/s- Proposed by IQAC Coordinator and seconded by Principal Dr. Gidwani

- It was resolved that the date for External Audit of NAAC DVV is to be set as - 1st week of May 2021
- All the data for all the criteria for 3 years (2017-18; 2018-19; 2019-20) should be ready by 17th April 2021

Item no 2 - Changed templates of SSR – autonomous in FEB 2021.-

Resolution- All have received the revised templates

Item no 3 –Preparation of AQAR 2020-21

Resolution-The format of AQAR will be sent shortly.

Item No.4: Conduction of grade based compulsory courses for UG /PG

Resolution- Proposed by IQAC Coordinator and seconded by Principal Dr. Gidwani

It was resolved that-

- Value Added Courses for FYBCom- 2 credit courses (1 course of 2 credits or 2 courses of 1 credit each) to be completed by the student.
- Fees (Rs. 1000) to be added to the college fees as fees for Compulsory Credit Courses.
- A basket of credit courses to be offered to the students. By second year, they should complete the courses fulfilling 2 credits requirement.
- A meeting of Academic Council to be called to discuss and approve the following-
 - ✓ A 2 credit course on Democracy (online) for FY for all streams to be conducted as self-paced, Graded, online course.
 - ✓ PG -2 credit course on 'Introduction to Constitution'
 - ✓ Rule for promotion of students- to be finalised for Science stream and for Arts/ Commerce stream ; Intimation to this effect to be sent to SPPU.

Item no 7: Research Centre – LIC visit is due on 23rd March 2021.

Resolution- Proposed by IQAC Coordinator and seconded by Principal Dr. Gidwani

It was resolved that –

- The research centre will have one coordinator and one policy document and common guidelines to handle the common matters of different subjects under the research centre.
- The prospective guides from outside to be encouraged to join/ affiliate with the research centre at St. Mira's.
- A research committee meeting is to be scheduled for making and finalising research policy.

Item no 9- Teaching/ evaluation/ (75% rule) decision –

Resolution-Proposed by IQAC Coordinator and seconded by Principal Dr. Gidwani

It was resolved that the teaching should be 100% while evaluation has to be on the 75% of the syllabus for all streams and classes (UG and PG) keeping in mind the current situation.

The pending Items 5,6 and 8

It was resolved that-

The following items on agenda will be discussed in the IQAC meeting scheduled on 19/3/2021 at 12 noon in the college.

Item No.5: SY syllabi finalisation with BOS inputs, approved and ready (mtg in online/offline mode) as per COVID situation by 30th April, 2021.

Item no 6: Queries with reference to Credit structure

Item no 8: Conduct of complete stakeholder feedback (criterion 1- curriculum) and student satisfaction survey (criterion 2-TLE)

Jayak

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



G.H. Gidwan
**Principal,
St. Mira's College For Girls**

St. Mira's College for Girls, Pune

IQAC –Minutes of meeting

Date – 27-11-2020 Time- 4 pm

The meeting of the IQAC was held on 27-11-2020 at 4 pm on a zoom meeting. The following members were present: -

- 1) Dr G. H. Gidwani – Principal
- 2) Mrs Stella Ambrose
- 3) Dr Soniya Chavan-COE
- 4) Dr Shalini Iyer
- 5) Dr RamaVenkat
- 6) Dr Arwah Madan
- 7) DrJaya Rajagopalan – IQAC coordinator
- 8) Dr Vaishali Joshi
- 9) Dr Snober Sataravala
- 10) Ms Elizabeth Kanade
- 11) Mrs Swatee Sarwate
- 12) Ms Ashwini Kulkarni

1. Mrs Stella Ambrose discussed the difficulties with regard to practicals completion and paper pattern for the Computer Science department. It was decided that the practical examination would be held annually for the year 20-21. The exam would be of 3 credits.

The paper pattern for the end semester exam for BSC (CS) will be of 35 marks (1 mark each questions). The paper would consist of 45 questions.

2. Keeping in mind the large number of students appearing for the regular 1/3/5 semester end exam, it was decided to have 2 question papers of 40 questions each for every subject.

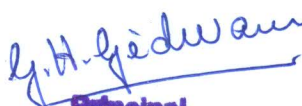
2. Feedback mechanism for the current year- Feedback collection to be initiated in the Dec vacations with the students on class groups. It was decided to use the next mentoring session to brief and discuss the method to fill out student feedback.

3. "IBM skills building program" – MoU for collaboration with IBM- Swatee Sarwate to coordinate the collaboration. It was decided to inform all faculty via email about the program and request Sangeeta and Sheetal to assist Swatee in the implementation. The program will begin with involving students of FYBA and CS department and for students who voluntarily would like to join in.

3. Any other matter with the permission of the chair- Dr Arwah informed about the ASPIRE program of research of the SPPU. Faculty below the age of 40 years will be encouraged to apply for the funding and submission of the research proposal for the same.


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




Principal,
St. Mira's College for Girls

St. Mira's College for Girls, Pune

IQAC Minutes of meeting

Date – 16-10 -2020 Time- 4 pm

The meeting of the IQAC was held on held on 16-10-2020 at 4 pm on a zoom meeting. The following members were present: -

- 1) Dr. G. H. Gidwani – Principal
- 2) Mrs Stella Ambrose
- 3) Dr. .Soniya Chavan-COE
- 4) Dr. Shalini Iyer
- 5) Dr. Rama Venkat
- 6) Dr Arwah Madan
- 7) Dr Vaishali Diwakar
- 8) Dr. Jaya Rajagopalan – IQAC coordinator
- 9) Dr Vaishali Joshi
- 10) Dr. Snober Sataravala
- 11) Ms. Elizabeth Kanade
- 12) Mrs Swatee Sarwate
- 13) Mrs. Ashwini Kulkarni

A. The following Programs were approve

1. "Career Opportunities" has been planned for the current batch of TY B Com Students. Words Maya Empower" is an online platform for improving employability skills. This venture is in partnership with IBM Skills Build Program. Mr. Harshad Bhagwat, CEO is interested in conducting this webinar for our TY BCom students. This webinar will benefit our students in pursuing their career goals.

The details are as follows:

Speaker: Mr. Harshad Bhagwat.

Date: 22-10-2020.

Time- 2pm to 3pm.

Participants - TYBCOM

Venue - Googlemeet or zoom.

B. Meetings with Criteria coordinators –

1. Documents will need to be collected from Faculty, Departments, Office – It was suggested that google sheets can be used to collect the data from departments and faculty. This will be coordinated in consultation with Ashwini and Mrs Stella Ambrose

2. All committees to make a list of policies that are required for their criteria. We will need to generate these policies.

3. List of documents that need to go on the website- to be prepared by each committee. Dr Arwah Madan suggested to refer to the document forwarded by the website committee to cross check the data needed on the website.

C. Mentoring Feedback –

Students have been raising concerns about online teaching and are finding it difficult to sustain attention for long hours. It was decided to revise the timetable to include 3 lects/ subject/week instead of 4 lects/subject/ week. This is also in keeping with the UGC recommendation of covering 75 % of the syllabus for this semester. Mrs Ambrose would be coordinating the revised timetable.

D. Dates of result announcement for TY/ PG exams.

The paper that was to be originally conducted on the 15th of OCT will now be conducted on the 22nd of OCT

It was decided that the TY / PG exams (2019-20) batch will be announced by 30th Oct 2020. Exams for the current students will be conducted according to the term ending dates released by the SPPU. It was suggested that faculty discuss the possible nature of the end semester exams that will be conducted online. A consensus for the same will be arrived in the subsequent meeting.

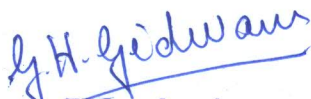
In keeping with the UGC recommendation of covering 75% of the syllabus for this semester, it was decided that the end semester exams would be conducted on 75% of the syllabus for all the subjects across all streams.

D. Any other matter with the permission of the chair

Dr Gidwani suggested conducting a webinar by Ms. Mihika Bhanot on preparing the students for placement and recruitment into the industry. This activity will be coordinated by Swatee Sarwate as a part of the placement cell and career counselling initiative.


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




Principal
St. Mira's College for Girls, Poona

St. Mira's College for Girls, Pune

IQAC Meeting 9.10.2020

Minutes of meeting

Date – 09-10 -2020 Time- 4 pm

The meeting of the IQAC was held on held on 09-10-2020 at 4 pm on a zoom meeting. The following members were present: -

- 1) Dr. G. H. Gidwani – Principal
- 2) Mrs Stella Ambrose
- 3) Dr. .Soniya Chavan-COE
- 4) Dr.ShaliniIyer
- 5) Dr.RamaVenkat
- 6) Dr Arwah Madan
- 7) Dr Vaishali Diwakar
- 8) Dr. Jaya Rajagopalan – IQAC coordinator
- 9) Dr Vaishali Joshi
- 10) Dr.SnoberSataravala
- 11) Ms.ElizabethKanade
- 12) Mrs SwateeSarwate

A.The following Programs were approved:

1. Day Celebration- 'Reading Inspiration Day' which is on 15th October- birth Anniversary of Dr. A P J Abdul Kalam.

The activities planned are as follows:

1. Showing a Documentary on 'Village of Books'. (10 mins including the introduction & ending part)
2. A Lecture by Dr.SnoberSataravala on the: Benefits of Reading (15Minutes)
3. 7-10 Students will talk about the best books they have read (worth sharing) (35 mins)

Details:

- Date:15 October, 2020, Time:3.00 pm to 4.00 pm
- Participants: Students: Degree College and Junior College and Faculty- open to all

2.A training session on 'How to Search EBSCO Databases Efficiently?

For Students Date: Friday, 23 October **Time:** 3.00 PM to 4.00 PM

Participants: All Students of UG & PG Courses

Mode of Training: CISCO Webex Platform. (EBSCO)

For Faculty Date : Tuesday, 27 October, 2020 **Time:** 3 00 PM to 4 Pm

Participants: All Faculty **Mode of Training:** CISCO Webex Platform. (EBSCO)

Dr Rama Venkat presented the collaboration of CWE with MHRD.

2. Centre for women entrepreneurship - CWE has become a registered member of the IIC-MHRD. Ministry of Human Resource Development (MHRD), Govt. of India has established 'MHRD's Innovation Cell (MIC)' to systematically foster the culture of Innovation among all Higher Education Institutions (HEIs). Reg Id : **IIC ID- IC202014265**

Since we have a very active and vibrant CWE organizing a plethora of activities, we are taking it to the next level of accreditation from the Government of India. Once the portal opens with calendar for this years activities, we will have a lot more to do and report as per the guidelines laid down by IIC. We will be evaluated and ranked accordingly at a National level.

1. Inaugural session CWE (22020-2021)

Resource Person-Dr. Netra Neelam, Deputy Director, SCMHRD

Date -Oct 23rd,2020. Time-3.00 pm-5.00 pm

Participants-CWE Registered members and interested members of Entrepreneurs Club of the college

2. Orientation on Social Entrepreneurship

Resource Person-Mr. Sujay Dixit, Senior Program Manager, Incubation Centre, TISS Mumbai

Participants-CWE Registered members and TYBA students and SY BE students

Date-31st Oct,2020. Time- 4.00pm-5.00pm

3. **Webinar on " Practical session on Power Yoga and its benefits"** for our students and staff members. By Dr. Manali Deo (International Level Yoga Coach, Player and Referee and Founder Director Mind and Body Yoga Institute, Pune)

This session will be conducted under the program **PhysicalFitness @ home and Fit India Movement** on 16th October, 2020, Friday between 5pm to 6 pm.

B. Status of SSR Report of 2017-18 for every criterion – deadline decided is 17th October

The committee discussed the data collection process and it was decided that every committee coordinator would discuss their respective criteria, in the context of the SSR in the coming week. The discussion with Criteria 2 and Criteria 3- Consultancy has been completed.

The following will be the schedule of discussion for the remaining Criteria :

Criteria 6 – Monday – 12th Oct – 1 pm	Dr Rama Venkat
Criteria 5 – Monday – 12th Oct – 4 pm	Ms. Elizabeth Kanade
Criteria 1 : Wednesday 14 Oct – 4 pm	Dr Shalini Iyer
Criteria 4 : Thursday 15th Oct – 10 am	Mrs.Stella Ambrose
Criteria 3- Research – Thursday 15 Oct – 4 pm	Dr Arwah Madan
Criteria 3 – Extension – Thursday 15th Oct – 3 pm	Dr Vaishali Joshi

C. Any other matter with the permission of the chair

Dr Gidwani appreciated the Department of English activity of conducting activities of theatre club on the online platform.

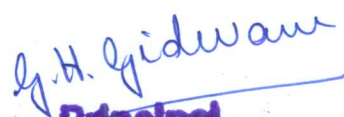
Ms.ElizabethKanade suggested that the grievance redressal mechanism of the college needs to be streamlined and the policy statement of the same needs to be put on the website for the students information and access. This was seconded by Dr Arwah Madan who mentioned that websites must have the grievance redressal booklet uploaded.

Dr Gidwani also brought into discussion the need of a mechanism to be developed for the taking action on repeated complaints against a single faculty.It was discussed and suggested that a hierarchical process to higher authority intervention, must be set if feedback is not being acknowledged by the faculty.It was decided that the grievance redressal committee would be developing the policy document for the same.

It was agreed upon that the current existing committees need to be reshuffled for optimum efficacy according to the role demands of each committee. Mrs Stella Ambrose will be assisting Dr Jaya in creating a new committee list for the current academic year.


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




G.H. Gidwan
Principal
St. Mira's College for Girls, Pune

St. Mira's College for Girls, Pune

IQAC Minutes of meeting

Date – 25-09-2020 Time- 4 pm

The meeting of the IQAC was held on 25-09-2020 at 4 pm on a zoom meeting. The following members were present:-

- 1) Dr. G. H. Gidwani – Principal
- 2) Mrs Stella Ambrose
- 3) Dr. .Soniya Chavan-COE
- 4) Dr. Shalini Iyer
- 5) Dr. Rama Venkat
- 6) Dr Arwah Madan
- 7) Dr. Jaya Rajagopalan – IQAC coordinator
- 8) Dr. Snober Sataravala
- 9) Ms. Elizabeth Kanade
- 10) Mrs Swatee Sarwate
- 11) Mrs Ashwini Kulkarni

The following initiatives were approved:

1. The department of Sociology will also apply for the **Research Centre in Women's studies**. The eligibility criteria will be handled by Dr. Anagha Tambe, Head, Women's Studies dept in SPPU, and the Dean Dr. Anjali. The SPPU presently is not accepting any research proposals. The application will be done with further instructions from the SPPU.

2. The Department of Education is organising a **Webinar on Challenge for Colleges under NEP 2020 on September 25th 2020 from 3 to 4 pm**. The program was approved 3 weeks before. Being minuted here as date got shifted.

Participants – Open to Students and Teachers

3. Department of Psychology - National Human Resource Development Network (NHRDN) has proposed to partner with St. Mira's College for Girls for Mind Matters Week from 5th to 10th October, 2020.

During the week they are going to run various programs and webinars which our faculty members can avail for free. There is no minimum number of faculty member requirements and they can voluntarily be a part of the webinars.

4. Department of Psychology, St. Mira's College for Girls, Pune in collaboration with Swasti Institute of Learning and Development Pvt. Ltd. to commence a Certificate Course in Organizational Development and Change Management from 4th November, 2020. The MoU for the same has been signed.

The duration of the course will be 45 hours, spread across 4 months from November, 2020 to February, 2021.

Participants - The eligibility for the course will be post graduate students, faculty members teaching management related courses and working professionals.

5. Placement committee- Quantitative Aptitude and Verbal Ability for all final year students on 28th and 29th September, 2020 from 4 pm to 6 pm both days. This would be beneficial for placement drives that students would be appearing.

Following are the details of the same.

The Resource persons are from IMS, Pune.

1) Session 1 - Cracking QA LR DI for Aptitude tests by Mr. Anirudh Murarka (Lead Quant Mentor - IMS Pune, CAT QA 99percentiler)

Date - 28th Sep @ 4-6pm

2) Session 2 - Cracking VA for aptitude tests by Mr. Ankit Srivastava (Lead Verbal Mentor - IMS Pune, CAT VA 99percentiler)

Date - 29th Sep @ 4-6pm

Both the sessions are free of charge.

B. Status of SSR Report of 2017-18 for every criterion

The deadline of submission of year 2017-18 along with all scanned documents to be extended to 19th October 2020 in the view of exams.

It was decided that all criteria coordinators will discuss the documents that they need to fill with the IQAC coordinator in separate meetings over the next week.

C. Any other matter with the permission of the chair

1. Student grievances - The following student grievances were retrieved from the complaint box for the year 2019-20. The issues were discussed and the following ATR was accepted.

Summary of Complaints Recd in 2019-20 retrieved from Complaint Box				
S. No.	Complaint Particulars	Context of Complaint	No. of Complaints	Action Taken/ to be taken
1.	Camera not working (CCTV)	CCTV coverage not shown to student when girls lose their personal belongings like Mobile phone/cash on campus	17	CCTV coverage only shown to Police when FIR is lodged
2.	Access to water purifier not there	Water Room has tap water- not purified	8	Water Purifier in Canteen
3	Against Faculty	Rudeness	01	To Counsel Faculty
4.	Against Office Staff	Rudeness and procrastination	02	To Counsel Office Staff
5.	Against Library Staff	Slow	01	To counsel Staff

2. Quality initiatives taken for the conduct of the online exam of TY and PG Part II – MCQ's

In view of the directives from the SPPU , the college will be conducting the final year exams for the students (TY and PG part II) .Several quality initiatives have been taken in this regard.

- 1.Reaching out to the students to check their preparedness for taking Online exams.
2. Software purchases to ensure fair practices and user friendly interfaces for students
- 3.Mock examinations to familiarise students with the process
- 4.Revision classes for both backlog as well as regular exams to be conducted a week prior to the dates of the exams.
5. All faculty to reach out to the students to ensure that the mobile numbers submitted to college are valid and in use.The SMS regarding the login and password will be forwarded on these numbers.

Jayab

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



G.H. Gadwan
Principal

St. Mira's College for Girls, Pune

St. Mira's College for Girls, Pune

IQAC Minutes of Meeting

Day & Date: Friday, 4th September, 2020
Time: 4.00-5.00pm

Mode: Zoom Meeting

Agenda:

Item No 1. Welcome of the newly Inducted IQAC member- Dr Arwah Madan as Research Coordinator.

Item No.2. Announcement of the new Controller of Examinations, Dr Vaishali Diwakar.

Item No.3: Approval of Webinar/Workshops of Departments.

Item No.4: Approval for Proposal for Research Centres by Departments of Sociology and Economics, Centre for Mental Well Being by the Dept. of Psychology and MILE – by the Department of English.

Item no 5: Deadline for submission of 2017-18 data with all uploaded documents for the criteria for SR (IIQA) will be 25-09-2020.

Resolutions:

1. It was resolved that Dr Arwah Madan would be the newly inducted IQAC member in the capacity of Research Coordinator. She was extended a warm welcome.
2. The announcement of the new Controller of Examinations, Dr. Vaishali Diwakar to succeed Dr.Soniya Chavan (due for superannuation in May 2021) at the earlier Exam Committee meeting was unanimously accepted. She was extended a warm welcome.
3. It had been resolved that all College level events would be routed through the IQAC at the meeting on 29-08-20. As an outcome of that resolution, the following events which had been mailed /routed through IQAC for approval -were approved, viz:
 - Student Induction Program for FY classes – 7-12September, 2020 organized by the SIP Committee between 9.00am-1.00pm
 - Debate on New Education Policy- Implementation of learning through mother tongue - Possible or Not Possible organized by Dept. of Marathi- Friday, 18th Sept 2020 Time: 1 PM - 2.30 PM.
 - Webinar on Breaking the Assumptions – Resurrecting your Career path for TY students by the Dept. of BBA(CA) on 10th/11thSept.2020 between 4.00-5.30 p.m.
4. It was resolved that the Proposals for Research Centres by Departments of Sociology and Economics, Centre for Mental Well Being by the Dept. of Psychology and MILE

by the Department of English should be approved and work on the same should commence.

5. It was decided that the IQAC sub-committees should commence work on SSR(IIQA) by first revisiting 2017-18 data . The deadline for submission of 2017-18 data with all uploaded documents for the criteria for SR will be 25-09-2020.


Note: It was pointed out that care should be taken to report data as per the following time lines:

- Research year – Jan 1 to Dec 31(For research data)
- Financial year – April 1 to March 31(any budget/ expenses/ infrastructure expenditure data)
- Academic year – June 15 to Jun 14(next year) e.g. June 15, 2017 to Jun 14, 2018(all other data excluding research)

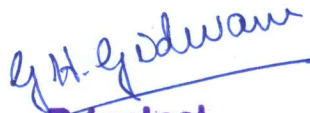
The IQAC members who attended this meeting included:

- 1) Dr. G.H. Gidwani, Principal
- 2) Mrs Stella Ambrose
- 3) Dr. Shalini Iyer
- 4) Dr. Rama Venkat
- 5) Dr Arwah Madan
- 6) Dr Vaishali Diwakar
- 7) Dr. Vaishali Joshi
- 8) Ms. Elizabeth Kanade
- 9) Dr Snober Satarawala
- 10) Mrs. Swatee Sarwate
- 11) Mrs. Ashwini Kulkarni

It was resolved that the next IQAC meeting would be scheduled for Friday, 11th Sept, 2020 at 4.00pm.


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




Principal
St. Mira's College for Girls, Poona

St. Mira's College for Girls, Pune
Agenda of meeting to be held on Aug 28 2020

The meeting of the IQAC will be held on 28-08-2020 at 1 pm on a zoom meeting.

The agenda of the meeting is as follows:

Item No.1 :COE from 2021- 2022 to be announced .

Item No.2 :Reconstituting the NIRF committee

Item no 3:All quality initiatives to be rooted through the IQAC – Proposal for research centres by Sociology and Economics, Centre for Mental Well Being - Psychology

Item no 4 :Status of Admission related work

Item no 5 : Internal exams marks for current semester and deadlines for submission

Item no 6:SSR needs to be submitted in Nov 2021 – Preparation for the same.

Deadline to be decided for submission of criterion data and the necessary supporting documents scanned from 2017-18, 2018-19, 2019-20 in the SSR format.

Item no 7 : Any other issues with the permission of the chair

Minutes of the meeting

The meeting of the IQAC was held on 28-08-2020 at 1 pm on a zoom meeting. The following members were present:-

- 1) Dr. G. H. Gidwani – Principal
- 2) Mrs Stella Ambrose
- 3) Dr. .Soniya Chavan-COE
- 4) Dr.Shalini Iyer
- 5) Dr.RamaVenkat
- 6) Dr.Vaishali Diwakar
- 7) Dr. Jaya Rajagopalan – IQAC coordinator
- 8) Dr.Vaishali Joshi
- 9) Dr. Snober Sataravala
- 10) Ms.Elizabeth Kanade
- 11) Mrs Swatee Sarwate
- 12) Mrs Ashwini Kulkarni

Item no 7: Other issues

Dr.Gidwani stated that the sanctuary is expected to be started on Sep 1.It will be conducted by the faculty who has the first class of the day. The sanctuary will begin at 8.15 and will be followed by the regular class.Dr.Vaishali Joshi , Sanctuary coordinator will be sending the faculty a recording of the college song, Bhajan, and invocation. Students can also take the lead in organising the sanctuary.

As a quality initiative of the IQAC,it was decided to invite Dr.Manoj, Director of WRO, UGC to give a talk on “Changes in HEI’s in the context of the NEP 2020”.

As a post COVID – quality initiative, it was decided to start a student welfare scheme. This scheme would be a collaborative effort of all staff to help students facing financial difficulty due the current pandemic. The nature and the policy of the welfare scheme would be drafted in the subsequent sessions.It was also decided to have a drive for collecting old functional mobile phones to pass on to the students who are unable to afford the same.The drive would be coordinated by Dr.Vaishali Joshi, under the Social Outreach activity.

Item no 3:All quality initiatives to be rooted through the IQAC – Proposal for research centres by Sociology and Economics, Centre for Mental Well Being - Psychology

It was decided that all official communication will only happen through mail. Any activity that is beyond the department involvement will be routed through the IQAC.Also the academic calendar will be referred to before deciding the date of the activity to avoid overlap and crowding of activities on a single day. It was decided to organise webinars in sync with the IDP of the department and institution. There was not sufficient time to look at the proposals and it was decided to be brought up in the next meeting on Sep 4, 2020.Every activity should be sent for approval atleast 10 days prior to the proposed event date.

Item No.2 :Reconstituting the NIRF committee

Dr. Gidwani stated that the NIRF ranking is an area of concern and that in the light of that, the committee will be reconstituted. To motivate faculty for research output, linking it to the API scores was suggested. Every faculty will be expected to publish atleast one research paper every year.

It was also decided to reconstitute the research committee and to conduct regular meetings of the research advisory committee.


Item no 5 : Internal exams marks for current semester and deadlines for submission

Decision for deadline for submission deferred till the Covid situation becomes clearer. Pattern for the online exam would be 20 marks MCQ and 20 marks of Flexi assignment

Item no 6 : SSR needs to be submitted in Nov 2021 – Preparation for the same.

Deadline to be decided for submission of criterion data and the necessary supporting documents scanned from 2017-18, 2018-19, 2019-20 in the SSR format.

The above details were discussed in the meeting and it was decided to set deadlines for submission year wise in the next meeting on the 4th of September 2020.


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




Principal
St. Mira's College for Girls, Poona

St. Mira's College for Girls, Pune

IQAC Minutes of meeting

Date – 11-08-2020 Time- 4 pm

The following members were present: -

- 1) Dr. G. H. Gidwani – Principal
- 2) Mrs Stella Ambrose
- 3) Dr. .Soniya Chavan-COE
- 4) Dr. Shalini Iyer
- 5) Dr. Rama Venkat
- 6) Dr Arwah Madan
- 7) Dr. Vaishali Diwakar
- 8) Dr. Jaya Rajagopalan – IQAC coordinator
- 9) Dr. Vaishali Joshi
- 10) Dr. Snober Sataravala
- 11) Ms. Elizabeth Kanade
- 12) Mrs Swatee Sarwate
- 13) Mrs Ashwini Kulkarni

1. The following programs were approved.:

A. Informative webinar on Suicide Prevention on September 13, 2020- "Aao baat kare" with reference World Suicide Prevention Month.

The outline of the webinar will be as follows:

1. Understanding Suicide- need for answers
2. Busting myths about Suicide
3. Early signs/ warning signs
4. Ways of responding- Empathy will always matter
5. Role of Peers, teachers, Staff in making college a safe place for everyone
6. Suicide helpline numbers

Participants – Open to Students and their families, Teaching and non-teaching staff.

B. Webinar on "Gender Implications of the NEP 2020" on 19-09-2020 at 11.

Open to all.

Speaker – Prof Vibhuti Patel, Retd Prof, TISS, Mumbai

C. State-wise Online Awareness on Access to e-Resources under N-LIST Programme is being organised by the INFLIBNET Centre, Gandhinagar, Gujarat. It will be held on

Date - September 15, 2020 from 3 pm to 4pm

Participants – TY classes and PG classes.

D. Dept of Accountancy to initiate the activity for development of digital skills.-Virtual Commerce Lab sessions. By faculty mentors, peer mentors and alumna.

Dates- 12th September (4 to 6 pm)

14th September (3.30 to 5.30 pm)

19th September (4 pm to 5 pm)

Participants – Open to all students

E. Webinar for our students with Dr. Mahesh Deshpande, Associate Professor, CACPE College, Pune. He will be focussing on "Healthy Lifestyle in a Pandemic situation." It will certainly help our students.

Date - 18th September 2020, Friday at 5pm to 6 pm.

Participants -open to all students

2. Issues related to sanctuary conduction and exams were discussed by Dr Vaishali Joshi and it was decided that

- a. This year we may not be able to conduct Sanctuary as a credit course.
- b. The first lecture's attendance will be sufficient enough record for Sanctuary
- c. There are few cases of students who have not appeared for Sanctuary examination and will be now appearing for the TY online exam. Their sanctuary exam will be of MCQ's conducted online.

3. Issues related to library functioning – To be discussed by Ms Devinder Kaur

- a. In view of the current scenario, where physical visits to the library are limited, we would like to put before you/committee our suggestion for taking subscription to the syllabus-based e-books. It was decided that the library department would prepare budget and report the usage of books by students. A decision about the subscription would be taken post this information.
- b. Decision is to be taken about books pending with students of all classes. Fine is accumulated in their accounts. There are two cases- 1. Fine before 17 March 2020 and 2. Fine after 17 March 2020.
It was decided not to look at the students as defaulters due to the pandemic situation. The students would be informed to return the books by Oct 1. After that fine will be levied.

- c. It was decided to allow students/parents to return books. However issue of books to parents will not be permitted.
- d. Decision on whether to subscribe to the print editions of 'Newspapers' and 'Magazines. Currently, we are subscribing to E-Newspapers of Times Group and Indian Express. As far as magazines are concerned all are not available with the vendors. Also, all are not getting printed. It was decided to continue with current have subscription and the facility to be shared with faculty for use through a circular.
- e. To provide links of EBSCO databases and NLIST on the Home Page of our website for more visibility and increased usage. - Continue with these links under the library tab
- f. library can prepare a 'Google Drive' of Previous Years' Question Papers and the same can be shared with students. This would be a need-based sharing of question paper. The mail id of library for the same, to be shared on the website.

4. Deadline for MCQ for TY exams to be submitted is September 21st. As a window of relief, faculty who so desire can give TY classes a break from September 15 to September 21. Other faculty can engage the TY students through webinars or extra activities.

5. Dr Snober explained the process of mentoring to the IQAC, emphasising the process of digital mentoring which needs to be carefully followed. It was suggested to send out the forms to the students in advance so that the sessions could be fruitful. It was requested that IQAC members inform their departments about the same.


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




Principal
St. Mira's College for Girls, Poona