<u>**St. Mira's College for Girls, Pune**</u>
<u>**(Autonomus- Affiliated to Savitribai Phule Pune University)**</u>
<u>**Minutes of the IQAC Meeting 29/9/2021**</u>

The quarterly meeting of the IQAC was held on 29th September 2021 at 12.00 pm in the A.V.Room. The agenda of the meeting was –

1. To present the working of the IQAC and the institution for the year 2020-21
2. To present a Plan of Action for the year 2021-22
3. To announce the new IQAC Coordinator

The following are the minutes of the meeting.

- Dr. Jaya Rajagopalan, the Principal in charge, welcomed the IQAC committee members including the co-opted members from Industry. She announced the nomination of Dr. Snober Sataravala as the IQAC Coordinator.

- Dr. Sataravala presented an overview of the quality initiatives undertaken by the institution during the uncertain covid times to ensure the rigour and effectiveness of online education throughout the year 2020-21. This included supplementing MCQ exams with descriptive internal assessments, extensive use of LMS, departmental activites like seminars, workshops conducted in online mode, and taking Mira education beyond boundaries in the form of MILE.

  The college also carried out social outreach programmes including a student aid programme to ensure the continuity in education amidst uncertainty. The syllabus updating took place for first year syllabus across all the streams as well as PG programmes as per the schedule. The institution successfully created, taught and tested its curriculum for all the classes effectively.

- The Plan of Action for the year 2021-22 was presented by the IQAC coordinator. It included the following-

  Updating and implementation of SY syllabi including the Value Added Courses and Skill Enhancement Courses.

  The TY syllabi has been designed and approved, ready for roll out in 2022-23.

  A comprehensive appraisal policy for teachers is on the anvil to ensure quality contribution by all.

  For each of the criteria under IQAC, the following Quality Initiatives are envisaged-

- C1- Integration of academics and internships as part of the curriculum; employability Audit; Conduct of Certificate Courses
- C2- Moving towards Blended Learning; Audit of Exam Papers/Question Papers
- C3- Research- Six Monthly presentation and review of Faculty research
- C3- Consultancy- Consultancy opportunities stream wise posted for the information of teachers ; Consultancy policy to be in place
- C3- Internships- Active participation in collaborative initiative with organizations; Internships will be /can be converted into placement.
- C3- Extension- Consolidate the extension activities to selected programmes; Create a separate tab on the website with the list of collaborating institutions
- C4- - Infrastructure and Learning Resources- Installation of lecture capture system
- C5-Integrate DVV and appraisal to ensure equal focus on all activities across all criteria; A robust follow up for student progression using Google forms
- C6-Governance, Leadership and Management- Adequate and effective policies in all key areas with key performance indicators; Brand management
- C7-Institutional Values and Best Practices- Setting up grievance redressal mechanism on the website

- In her response, Ms. AshleshaOnawalethe NGO representative on the IQAC from Deepgriha congratulated the institution and applauded its efforts to continuously rediscover itself.

  Mr. Akshay Oke, CA, the industry representative on the IQAC put forth some suggestions to create and promote a brand image of St. Mira's using platforms like LinkedIn; Forging new alliances with sports clubs and encouraging healthy competition; Diet and training regimes for sports students and prompt feedback system for strengthening the faculty appraisal processes. He also suggested that alumni be roped in for placement initiatives.

- Ms. Shazia, alumni representative reiterated the effectiveness of social media platforms for placement related activites.

- Ms. Umme Salma Karu, Student representative underlined the need for projecting St. Mira's and its quality benchmarks among the youth.

- Dr. G.H. Gidwani, Director,Mira Education and representative of the managementon the IQAC stressed upon the fact that our alumni are our spokespersons. She also

highlighted the need for Academic and Administrative Audit and the progress towards more research centres.

- The agenda for the next (2nd Quarter)IQAC meeting –
- ➢ Criteria wise ATR- which includes-

1. Activating processes towards creating brand image of St. Mira's using social media like LinkedIn;

2. Placements and Internships initiatives- integrating inputs from alumni, employers and industry experts;

3. Syllabus Audit Report;

4. Extension activities streamlined on a common platform

5. Review the Plan of Action and specify measurable outcomes

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J. J. Satarawala

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Principal Incharge
St. Mira's College for Girls, Pune.

<u>**St. Mira's College for Girls, Pune**</u>

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<u>**Minutes of the IQAC/Staff Meeting 05/10/2021**</u>

A full staff meeting was held on 05th October 2021 at 1.30 pm in the A.V.Room. The agenda of the meeting was –

1. To present the process for printing and submitting DVV
2. To present the appraisal policy 2021

The following are the minutes of the meeting.

- Dr. Jaya Rajagopalan, the Principal In Charge, brought to the notice of the staff that documentation was extremely important for NAAC. Lacunae still existed and staff were requested to do the needful

- In the interest of documentation, processes are in place which must be adhered to. Form A to be sent to the Principal I/c 8 days before the event. Full DVV of Circular, Report, Attendance and Geo-tagged Photographs must be maintained. Notices and reports sent to the website. The staff must cooperate fully with those collecting data and provide the needful

- 2021-22 being the final NAAC year would require staff to stay on campus till 2pm as there could be impromptu and more frequent meetings whichhappen after lecture time. All meetings to start after lectures.

- All lectures to be uploaded on Moodle as it is DVV for NAAC- the college claims usage of the LMS is by the entire staff

- Sanctuary- (our value based education) must take place for 5min before the first lecture.

- Printing process- all documents are required in hardcopy for DVV. Format and put documents in a folder and submit to Jyoti in the exam cell. Collect it from her the next day.

- Adher to the time lines and submit all data to assistant coordinators.

- All staff peruse the St Xavier's College and Poona College Websites and study the uploading of documentation required for NAAC.

- Between 8th-13th November all hardcopies and softcopies to be submitted to the concerned criterion heads. Printing, signing, [re]scanning and forming of folders with all DVV to be done in advance. Criterion heads will sit in the 2nd floor library with box files and laptops to collect the data.

- Appraisal policy:
  - To be conducted annually for all teaching staff ie both aided and unaided
  - The format would be the CAS format with some modifications.
  - Table 1, point 1: Teaching. In the case of lectures taken by teachers, refer to attendance sheets and in case there has been medical leave that should be recorded.
  - Table 1, point 2 of the CAS form has 7 criteria. The college requires the teacher to contribute to any 3 in order to be awarded a Good in their appraisal. As a quality initiative in the interest of the college and students the college appraisal policy has taken into consideration NAAC criteria to ensure college activities are equally distributed across all criteria
  - The Principal I/c appealed to the staff that interests of the institution be placed on par with individual interests. Thus although on the one hand CAS removed research as a mandatory category on the other hand it is crucial to the institutions ranking and will have long term ramifications. Hence teachers were requested to strive to publish one paper per year.
  - The CAS criteria of administrative heads only include 1. The Principal (I/c) 2. Vice-principal 3. Controller of Exams 4. IQAC Coordinator 5. Heads of Dept
  - Teachers can claim under the category ofStudent related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services only if shehas all 4: i) Co-curricular ii) Extension iii) Field based iv) Study visit
  - In the case of organising:seminars/ conferences/ workshops, other college/university activities. Only 1 teacher can claim.
  - The appraisal policy was then opened up by Principal I/c for discussion.

The following points were raised:

1. Dr Sandhya Pandit expressed concern regarding extension activities and field visits

2. Veena Kenchi mentioned that the plans for extension work was submitted department wise

3. Dr Manisha Pimpalkhare suggested that the social work undertaken by teachers be considered

4. SuhaileAzavedo shared that at St Xavier's College extension activities are undertaken by the entire college

5. Dr Snober Sataravala reiterated that the appraisal policy was linked to NAAC criteria and would help ensure that the college gets a better grade

6. Elizabeth Kanade, the internal auditor, shared her observations of the achievements of Modern College

ATR-

1. The Principal I/c passed that for the year 2021-22 extension would not be mandatory but would be so thereafter.

2. The policy was passed

J. J. Sataravala

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Minutes of the IQAC Meeting 18/10/2021

The IQAC conducted its weekly meeting in room 1, the IQAC office on **Monday 18th October at 1:30 pm.**

Agenda:
1. Taking stock-criterion wise of the printing of hard copies of DVV
2. Deadlines for scanning
3. Deadlines for submitting data for uploading on the website starting with 2020-21
4. C6 presentation of list of required DVV based on the Xavier's and Poona College website
5. C2 presentation of list of required DVV based on Xavier's and Poona College website

Criteria wise ATR- which includes-

Criterion 1- syllabus industry audit report-to be discussed

Criterion 3- Linkedin Placements and Internship- under process

Criterion 3-Extension update-to be discussed

Criterion 6- Student brand ambassadors, flyers etc-to be discussed

The following are the minutes of the meeting.

- Deadlines for submitting hard copies for the website 8th November latest 13th November 2021

- Deadlines for Scanning 23rd November 2021. All documents must be checked, mistakes corrected, stamped and signed. Stamping process yet to be finalized.

- Institutional email ids will be provided to all FY students which will be valid for three years minimum. This is to be used for Moodle etc

- Standard format for MoU's. An email will be sent to NAAC enquiring whether it must be on stamp paper. Along with it DVV for one activity must be shared.

Criteria wise ATR- which includes-

Criterion 1- printing of all FY syllabi has begun.

Criterion 2- Lesson plans of all years to be uploaded to drives. Criterion 2 will get the timetables printed. Manisha will check the timetables. For future reference only xeroxes of the timetables to be put on notice board and originals to be kept in the file.

User manual for the exams must be uploaded

Criterion 3 Extension- List of pending documents will be sent to particular teachers

Criterion 3 Research- IPR, CWE and Research methodology workshop to be included

Criterion 4: Done

Criterion 5: has started collecting. So far one teacher has given full dvv.

Criterion 6- Dimple will work with Jaya. Audited statements from the office are required.

Strategic plan to be taken from the IDP focussing on 5 areas. Activities must be linked to these 5 areas. Refer to ARC for minutes of meetings

After 10th of November Jyoti will be relieved of printing.

Review Plan of Action for next complete IQAC meeting would be addressed after the 13th of November

Principal Incharge
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Minutes of the IQAC Meeting 8/11/2021

The IQAC conducted its weekly meeting in Room No. 1, the IQAC office on **Monday 8th November 2021 at 12:00 noon.**

Agenda:
1. Update on Criterion wise AQAR data
2. Update on DVV

The following are the minutes of the meeting.

- All DVV and scanned PDF for 2020-21 to be given to Mrs. Gauri Ghumatkar and the IQAC Coordinator after being appropriately labelled with the correct number of the metrics.
- Dr Dimple Buche and Dr Manisha Pimpalkhare to put forward a timetable to collect and verify all DVV from criterion heads for the SSR
- Dr Snober Satarawala would focus on uploading 2020-21 AQAR by 25th November 2021

Criteria wise ATR- which includes-

Criterion 1- by the 20th of November 2021 all syllabi will be stamped, signed and scanned

Criterion 2- Lesson plans and academic calendar to be printed and signed by 9th November 2021. To be submitted as one PDF

Criterion 3 Extension-DVV collection started

Criterion 3 Research- IPR, CWE and Research methodology workshop to be included. Data for Mira's as a research centre to be submitted in 2021-22. Letters of admission of PhD students to be submitted to Gauri and Snober as one PDF.

Criterion 3 Consultancy- queries resolved. Revised MoU template to be sent.

Criterion 4: Done

Criterion 5: will submit by 10th November 2021

Criterion 6- will be submitted on 8th November 2021 evening

Dr Snober Sataravala

IQAC Co-ordinator

Dr Jaya Rajagopalan

Principal Incharge

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St. Mira's College for Girls, Pune

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Minutes of the IQAC Meeting 8/11/2021

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A meeting of the entire IQAC was conducted on **Monday 8th November 2021 at 12:30pm in the AV room.**

Agenda:

1. Presenting Action Taken Report for the Second Quarter

2. Presenting the AQAR to the IQAC

The following are the minutes of the meeting.

- The Principal Incharge Dr Jaya Rajagopalan presented the ATR based on the Plan of Action for the year 2021-22 presented at the previous IQAC meeting.

- The appraisal policy was upgraded and successfully rolled out along with the ASAR forms to be checked by the Head of Departments and Performance Appraisal Action Taken Report to be filled by the HOD and then passed on to the Principal Incharge

- The AQAR was presented to the IQAC and passed so that it could be submitted by 21st December 2021

- The Principal Incharge also presented the various policies like upgradation, utilization, action taken on feedback.

- The IQAC was updated about the collection of DVV and the audit process for the submission of the SSR

ATR- includes-

1. Appraisal process of all aided and unaided teaching staff

2. Finalization of revised policies

3. Finalization of DVV for scanning

Dr Jaya Rajagopalan
Principal Incharge

The IQAC conducted its weekly meeting in room 1, the IQAC office on **Wednesday 1ˢᵗ December 2021 at 1:30pm.**

Agenda:

1. Update on submission of DVV for 2020-21 AQAR

2. Status of audit for SSR

The following are the minutes of the meeting.

- All documents to be uploaded to the website must be submitted to Gauri on a pen drive

- Documents to be uploaded as additional information must be printed, signed, stamped, scanned and combined into one PDF and submitted to Gauri.

- All documents to be signed by the auditor to be submitted to Gauri.

- All policies to be printed, stamped, signed and scanned to be submitted to Gauri.

- All final data to be saved on the IQAC computer in the IQAC office

- All final files with hard copies to be maintained in the IQAC Office

- All faculty must wait back if required till 5 pm to ensure completion of data in time

- Ms. Komal Tujare was inducted into the IQAC to take over as criterion head of Criteria 2.

Criteria wise ATR- which includes-

The Principal Incharge explained the processes and deadline requirements to the IQAC and requested the members to come up with deadlines to complete the 2020-21 AQAR, fill the gaps in data from 2017-2020 and collect new data for 2021-22. It was unanimously agreed that all the work should be completed by 13ᵗʰ December 2021 to ensure that the assistant coordinators could verify the data. After that the internal auditor would verify data with Pahade Sir so that scanning for SSR could commence by 1ˢᵗ February 2022. All documents would be uploaded to the website simultaneously.

Criterion 1- to take required activities for 1.1.3 from C5. All data for AQAR 2020-21 to be submitted by Saturday, 4th December 2021. 2017-2020 data would be completed by Wednesday 8th December 2021. Mrs Rekha Kankariya would be consulted to provide additional help from and for the BBA.

Criterion 2- All pending data for 2020-21 would be provided by 2nd December evening and gaps in DVV for the SSR to be completed by Saturday 4th December 2021. Reserved seats to be considered only during the intake ie FY. Accordingly the denominator would be total intake at FY level. Required DVV for experiential learning, participative learning and problem solving to be taken from C5.

Criterion 3 Extension and Consultancy DVV all checked

Criterion 3 Research- hard copies still to be checked. 3.4.5 and 3.4.6 will be rechecked as of right now nil report.

Criterion 4: 99% Done

All hard copies of criteria 3, 4 and 6 to be submitted to Dr Dimple Buche by Saturday 4th December

Criterion 5: 2020-21 data to be completely checked and ready by Saturday 4th December 2021-21. 5.1.4 requires a list of students' names for each activity. The concerned teachers to be notified by email.

Criterion 6- pending data from the office to be obtained. Other yearly data checked and ready.

Criterion 7- Office will provide data. The Principal Incharge to have a separate meeting with the criteria members.

Dr Snober Sataravala

IQAC Coordinator

Dr Jaya Rajagopalan

Principal Incharge

The IQAC conducted its meeting in the AV Room on **Monday 21st February 2022.**

Agenda:

1. Plan of action for submission of SSR

The following are the minutes of the meeting.

- The deadline for collection of hardcopies of all data was unanimously fixed for 15th March 2022.
- Dr Dimple Buche and Dr Manisha Pimpalkhare would meet their respective criteria head to identify the gaps and fix a time table for submission of DVV by teachers by Friday 25th February 2022.
- Collection of hardcopies would be from 1st March 2022 in the AV room from 2-4pm. Only required teachers would be called. Focus would be metric-wise with 5 years' data.
- Criteria that require less scanning would go ahead with submission for the website.
- The Controller of Exams, Dr Vaishali Diwakar would meet with C2 to finalise CO_PO mapping for PG papers

ATR- which includes-

- Criteria heads and members personally approach teachers for data
- Time table for submission made in a staggered format so teachers get time to submit required data

Dr Snober Sataravala

IQAC Coordinator

Dr Jaya Rajagopalan

Principal Incharge

The IQAC conducted its meeting in the AV Room on **Monday 21st February 2022.**

Agenda:

1. Plan of action for submission of SSR

The following are the minutes of the meeting.

- The deadline for collection of hardcopies of all data was unanimously fixed for 15th March 2022.

- Dr Dimple Buche and Dr Manisha Pimpalkhare would meet their respective criteria head to identify the gaps and fix a time table for submission of DVV by teachers by Friday 25th February 2022.

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- Criteria heads and members personally approach teachers for data

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Dr Snober Sataravala

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Dr Jaya Rajagopalan

Principal Incharge

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<u>Minutes of the IQAC Meeting 18/04/2022</u>

The quarterly meeting of the IQAC was held on 18th April 2022 at 12.00 pm in the A.V.Room. The agenda of the meeting was –

1. Review of the outcome of the Plan of Action for 2021-22 presented at the first AQAR meeting dates 29th September 2021.

The following are the minutes of the meeting.

- Dr. Jaya Rajagopalan, the Principal in charge, welcomed the IQAC committee members including the co-opted members from Industry.

- Dr. Manisha Pimpalkhare presented an overview of the outcome of the Plan of Action for 2021-22 presented at the first AQAR meeting dates 29th September 2021 as follows:

Achievements:

- The college applied for Research Centres in the subjects of Women's Studies, Sociology and Economics. The Ph.D in Women's Studies was sanctioned. The sanction is awaited for the other two subjects.

- Successful submission of AQAR 2020-21

- Full Scale preparation of SSR data compilation, checking and getting ready for submission as per schedule.

- Conduct of offline examination for Post Graduate programmes of MA and MCOM in the month of March 2022after more than 2 years. The even semesters examinations will be offline too. Paper setting for these has already taken place and the process will be over by the end of April 2022.

ACTION TAKEN REPORT

Criterion 1-Curricular Aspects

- **Plan of Action**

  1.Integrate Academic Internships/Field Visits/Projects as part of curriculum

  2.Initiate Employability Audit of the Syllabus by getting feedback from the industry

  3.Introduce more certificate courses

- **Status Report**

1. The internship aspects have been integrated in the curriculum

2. Two Certificate Courses- Quantitative Economics and Stock Market have been introduced in 2021-22

3. The fine tuning of the steps to initiate the process of the employability audit is going on.

Criterion 2- Teaching Learning & Evaluation

- **Plan of Action**

  1. Move towards blended learning
  2. Audit of exam papers

- **Status Report**

1. Successfully introduced blended learning. This was done in keeping with the government regulations and guidelines published from time to time.

2. Audit of exam papers is pending.

Criterion 3- Research

- **Plan of Action**

  1. Faculty Research Presentations & Reviews

- **Status Report**

  1. Faculty presentations and reviews are in progress. For the year 2021-22, 5 research papers have been published by the faculty members.

  2. Presentations of proposals for research projects to encourage research- a session for these presentations to be planned

Criterion 3- Consultancy

- **Plan of Action**

  1. Consultancy opportunities stream wise posted.

  2. Consultancy policy to be in place

- **Status Report**

  1. Consultancy Policy is in place

  2. Opportunities for Consultancy were identified and shared with the concerned departments like Education, English, Sociology and Entrepreneurship

Criterion 3- Internships

- **Plan of Action**

  1. Active participation in collaborative initiative with organizations like Tries edge, intelligence plus etc as an intern.

- **Status Report**

- In 2021-22, **75 collaborations took place benefitting 124 students.**

- Some of the collaborating agencies that have been associated with St. Mira's for long are **Ticklinks, Mitt Ke Rang, IntelligencePlus, CMHS, Mind Champs, India Lost & Found, WayUp, My Captain, Eat My News, My Study Buddy, Facile NGOs-Connecting NGO, Prayatna, India Lost & Found, Wrytin, MyCaptain, Eat My News, Connecting NGO, Treidge Solutions, CA B.K Kothari and Associates LLP and Lighthouse communities. Plutusmart Technologies Pvt. Ltd., Unschool, Bolt IOT, Abhay Bagmar and Associates**

  The organizations that recurrently collaborated for faculty are-
  Mira International Learning Exchange (MILE), TLLLF and Connecting NGO
  The organizations that recurrently collaborated for student exchange are-
  Mitti Ke Rang, Artsphere, Mira International Learning Exchange (MILE) and LaGuardia University, TLLLF and Connecting NGO

Criterion 3- Extension

- **Plan of Action**

  1.Consolidate the extension activities to selected programmes

  2.Create a separate tab on the website with the list of collaborating institutions

- **Status Report**

- Preliminary work on consolidating extension activities has taken place. A more formal structure has to take shape.

- The process of creating a tab on website will begin soon

Criterion 4- Infrastructure and Learning Resources

- Plan of Action

  1. Installation of lecture capture system

- Status Report

- The due process has begun.

Criterion 5- Student Support & Progression

- **Plan of Action**

  1.Integrate DVV and appraisal to ensure equal focus on all activities across all criteria

  2. A robust follow up for student progression using Google forms

- **Status Report**

- Integration of DVV and faculty appraisal was done through an internal system of reporting of all activities channeled through the Internal Auditor. For the year 2021-22, more than 175 activities have been reported so far.

- Follow up for student progression was done via google forms which proved to be quite useful. 161 student progressions with documentation were captured for the year 2020-21

Criterion 6- Governance, Leadership and Management

- **Plan of Action**

  1. Adequate and effective policies in all key areas with key performance indicators

  2. Brand management

- **Status Report**

- In all there are 19 policies covering various aspects of the working of the institution. Some of those are Admission Policy, Library Policy, Grievance Redressal Policy, IPR policy, Sustainability Policy …to name just a few.

- Except for Examination Policy, all the policies are in the final stages of approval or are already approved.

- C 6 is working on the Linkedin Page for the college as a part of Branding process.

Criterion 7- Institutional Values and Best Practices

- **Plan of Action**

  1.Setting up grievance redressal mechanism on the website

  2. Laying out a policy

- **Status Report**

  1.Grievance committee and redressal mechanism has been put into place.

  2. Green audit is going to take place in this year. It is a 5 yearly activity.

  3. A more structured format of Value Education/ Sanctuary Examination with allotment of 2 credits(Non CGPA) is being introduced.

Concluding comments:

- Dr Snober Sataravala thanked the criterion heads for the support in the successful submission of AQAR 2020-21 and preparation of the SSR

- Dr Jaya Rajgopalan (Principal I/c) informed the IQAC that they must prepare to implement the NEP from the next academic year ie 2022-23.

- Dr. G.H. Gidwani, Director, Mira Education and representative of the management on the IQAC acknowledge the achievements of the college. She suggested the college make a brochure of all the skill sets imparted to the students to be circulated amongst the industry.

- In her response, the Industry Expert, Ms. Ashlesha Onawale the NGO representative on the IQAC from Deepgriha congratulated the institution and applauded its efforts to continuously rediscover itself.

- Mr. Akshay Oke, CA, the industry representative on the IQAC put forth some suggestions like internships and in response to Dr Jaya Rajagopalan's request for assistance he immediately assured he would. He also suggested campus placement drives.

- Ms. Shazia, alumni representative stressed the importance of enhancing the Arts courses with skills like data analysis. The principal I/c acknowledged the need for a liberal arts programme with computational skills and hopes to implement it.

- The vote of thanks was officially delivered by Dr Manisha Pimpalkare

The agenda for the next IQAC meeting –

➤ Plan of Action for 2022-23

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

Principal Incharge
St. Mira's College for Girls, Pune.