



ST. MIRA'S COLLEGE FOR GIRLS, PUNE
(AUTONOMOUS - AFFILIATED TO THE SAVITRIBAI PHULE PUNE
UNIVERSITY)

Internal Quality Assurance Cell (IQAC)

REPORT OF THE EXTERNAL PEER TEAM FOR 2018-2019

EXTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT
(ACADEMIC YEAR: 2018-19)

Date of Audit: Monday, 24.2.2020

Name and Designation of Audit Members(External Peer Team)-

**1: Dr. Hrishikesh Soman, Principal, Symbiosis College of Arts and Commerce ,
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**2: Dr. Samir Terdalkar, IQAC Co-ordinator, Fergusson College,
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Details of Programmes in the college:

S.No.	Name of the Programme	Sanctioned Strength	Actual Strength
UG			
1	Bachelor of Commerce (3 years)	1080 (360 for each year)	794
2	Bachelor of Arts (3 years)	720 (240 for each year)	516
3	Bachelor of Computer Science (3 years)	240(80 for each year)	174
4	Bachelor of Business Administration (3 years)	240(80 for each year)	217
5	Bachelor of Computer Application (3 years)	240(80 for each year)	196
UG Total			1897
PG			
1	MA English (2 years)	80 for each year	39
2	MA Sociology (2 years)	80 for each year	22
3	MA Economics (2 years)	80 for each year	24
4	M COM (Business Administration)) (2 years)	80 for each year	56
5	MCOM (Advanced Accounting and Taxation)) (2 years)	80 for each year	48
6	MSC (Computer Science) (2 years)	25 for each year	25
PG Total			214
UG and PG Total			2111

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1. Curricular Aspects			
S.No.	Item	Details	Remarks
1.1	Curricula developed /adopted have relevance to the local/ national /regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all programs offered by the Institution	<p>Under Autonomy, the basic thrust has been to shape and deliver a curriculum that prepares students not only for the rigors of the intensely competitive employment market but also for facing up to societal needs – be it within the family or the larger domain of social relationships and responsibilities as good citizens with ethics at the workplace.</p> <p>The constant endeavour is to equip the students to contribute meaningfully to national and social development. To this end, relevant components like human rights awareness, gender sensitization, citizenship training, national and social integration, as well as global issues like environmental protection, feminist studies, peace initiatives, business ethics, consumer protection and effective interpersonal communication are in built into the curricula at all levels. Many of the programmes adopt an inter-disciplinary approach, which promotes emerging trends.</p> <p>Further, by institutionalizing the Sanctuary as a compulsory credit based course with a well-defined curriculum has contributed in a big way to fulfilling one of the major aims of higher education.</p> <p>The next curriculum change would specify the PO's, PSO's and CO's</p>	Excellent
1.2	Number of new courses introduced in the current year	2 courses have been introduced. They are: 1) MSc Computer Science 2) MCOM in Advanced Accountancy & Taxation	Excellent
1.3	Percentage of programs in which Choice Based Credit System (CBCS) / Elective course system has been implemented	100%	Excellent
1.4	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	Yes, Across all curriculum	Excellent
1.5	Number of Value-added courses imparting transferable and life skills offered	7 Value – added courses are being offered . They include 1) Adventurous Sports 2) Disability Awareness 3) Advanced Image Management 4) Listening Skills 5) Spoken English 6) Spanish Basic 7) Early Childhood care in Education	Excellent
1.6	Feedback on curriculum and other aspects from stakeholders	<p>A feedback on curriculum from all stakeholders of the Institution was designed and implemented during the year which revealed a high degree of satisfaction from majority of them.</p> <p>Similarly, Course feedback is also taken by course coordinators on employability and potential for further continuation from the course candidates.</p>	Excellent

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2. Teaching-Learning and Evaluation			
S.No.	Item	Details	
2.1	Demand Ratio (% of students admitted)	2209:2113	
2.2	Number of full-time teachers	56	
2.3	Number of students enrolled	2111	
2.4	Student - Full time teacher ratio	2111:56	
2.5	No. of permanent faculty with Ph.D	14	
2.6	Average teaching experience of full time teachers in years	15 years	
2.7	Total No. of teaching days	188	
2.8	Preparation and adherence to Academic Calendar and Teaching plans	Yes, Uploaded on Institutional Website	Excellent
2.9	Innovative processes adopted in Teaching and Learning	<p>The quality of teaching-learning has been further enhanced by use of ICT by faculty in most of the disciplines.</p> <p>The Learning Management System(LMS)- Moodle installed to accentuate learning abilities.</p> <p>Teaching faculty took initiatives to carefully plan sustainable course outcomes for enhancing employability of students.</p> <p>Student mentoring was taken up as an important area of action to fulfill the objectives of emotional, academic and physical wellbeing of the students. Mentoring aims at helping students into gaining successful careers. The plan of action for mentorship expects mentors to meet each mentee personally at least twice per semester and gradually scale it up to a hundred percent mentoring.</p> <p>The quality of teaching was also positively influenced by motivating teachers to register for online courses offered on the SWAYAM and ARPIT platforms.</p> <p>The installation of smart board has facilitated the faculty to make teaching more interesting and interactive.</p> <p>Blended Learning: Moodle, LMS gave the students exposure to different learning environments and made learning- effective and efficient. Moodle facilitated in sharing study material, self assessments exercises for conceptual understanding and communicating flexible test results.</p>	Excellent
2.10	Teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources, MOODLES etc.	<p>10 Teachers are using ICT for effective teaching with Learning Management.</p> <p>Teaching faculty's enhanced ICT use was demonstrated through development of E content on Moodle, Institutional (LMS).</p> <p>Class rooms for undergraduate and post graduate courses were installed with smart boards.</p>	Excellent

		'Vridhi' software installed in the administrative office streamlined the admissions of UG and PG courses and helped in generating attendance sheets. A Student Satisfaction Survey of the institution was introduced for the PG students as well.	
2.11	Remedial Classes for slow learners and backlog students	Interaction with parents at regular intervals especially for slow learners, students with poor attendance and students with special needs.	Average – can be improved
2.12	Mentoring System	<p>Much of the academic year 2018-19 was invested in researching and putting into place carefully planned sustainable course outcomes which would guide all future activities. A questionnaire was designed to fulfill these objectives and guide the mentor of the students to ensure their emotional, academic, physical wellbeing. The aim is also to help channel students into successful careers.</p> <p>The future action planned by the college is to put into place a hundred percent mentoring which will happen in phases beginning with the SYBA students guided by their respective subject special teachers. Details questions like students' areas of interest and discomfort will be explored over the year.</p> <p>The mentor will meet each mentee personally on a one to one basis at least twice per semester however if there is a need they will meet more often. The mentor may even meet the mentees as a group. Their achievements be it academic progress, sports or extra-curricular activities will be monitored to encourage and open up opportunities based on students' needs and a recognition of multiple intelligences.</p> <p>Students will be encouraged to explore their strengths and weaknesses in order to improve the latter and capitalize on the former due to introspection and self-recognition. Goal making, expectation from the institute and roles and responsibility of the students will be discussed and recorded by the mentor to ensure that the students mature into young, confident, capable, responsible, empathetic citizens of this nation.</p>	In process – Will be completed implemented from next year
2.13	Adequate facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc.	No. of classrooms:-24 No. of laboratories:-11 No. of computers:-246	Excellent
2.14	Teachers attending professional development programs	Seminars and workshops FDPs attended. No. of Teachers Attended Seminars/Workshops:10 No. of Teachers Presented Papers: 8 No. of Teachers attended as the Resource Persons: 12	Satisfactory
2.15	Organisation of Guest Lectures, Industrial Visits, Workshops, etc.,	Yes, 113, several guest lectures, visits and workshops are constantly organized across disciplines	Excellent
2.16	Student Professional Society Chapter and Association Activities	Alumni Association	Excellent
2.17	No. of Students undertaking field projects / internships	192	Satisfactory
2.18	Dissemination of PEOs, POs, PSOs, COs	Yes	In process

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2.19	Attainment of COs, POs, PSOs	In Process	In process
2.20	Online student satisfaction survey	Student Satisfaction Survey of Overall Institutional Performance Analysis of Online Feedback The feedback was divided into five primary sections: Value Based Education, Library, Campus Life, Infra Structure and Overall Functioning of the College. Given below is an analysis of the questions provided in each section.	Excellent

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3. Research and Innovation			
S.No.	Item	HEIs i/p	
3.1	The institution has a well-defined policy for promotion of research	Yes, in process	In process
3.2	Teachers recognised as research guides	Yes, 4 teachers	Average – can be improved
3.3	Sponsored research Projects and consultancy	No	Needs improvement
3.4	Workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices.	No	Needs improvement
3.5	Research Publications	20 Research Publications in the Journal notified on UGC website during the year.	Satisfactory
3.6	No. of Faculty participated in conferences and symposia	18	Excellent
3.7	Books and chapters in edited volumes / books published, and papers in national/international Conference-proceedings.	5	Needs improvement
3.8	Revenue generated from Consultancy	14000	Needs improvement
3.9	Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc.	Linkages with CMHS, Zensar Technologies, Ekansh Trust, Intelligence Plus, CYDA, Gold Ocean Capital Advisors, Pvt. Ltd., JiteshTelisara and Associates LLP MJT Co., Agrawal DhandMotwani Co., MKGN Associates, Hemant Shah Associates, LLP were implemented	Excellent
3.10	Functional MoUs	10 MOU's were signed with DeepGriha Society, Family Welfare Centre, Mittike Rang, Golden Bricks Developers, KrishaEducare , Just Being Center, Arts Sphere, The Music Therapy Trust, Ekansh Trust, Spherule Foundation, ATS Infotec Pvt. Ltd. Knowledge Solutions and Department of Bsc.	Excellent

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4. Central library Facility			
S.No.	Item	HEIs i/p	
4.1	Library is automated using Integrated Library Management System (ILMS)	Yes, SLIM (ILMS) is used for Library Automation. Functions like Acquisition, Cataloguing, Circulation, Serials are automated with the provision of online catalogue	Excellent
4.2	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment	Yes, 122 – Rare books, 13- Manuscripts, 47- Braille Books, 3305 – Back Volumes	Excellent
4.3	Does the institution have the following: e – journals, e-ShodhSindhu, Shodhganga membership, e-books, Databases	Yes	Excellent
4.4	Expenditure for purchase of books and journals	1754984.00	Excellent
4.5	Availability of digital library with a provision for remote access on intranet	E-resources under NLIST, Databases and Digital Library are available remotely and on intranet	Excellent
4.6	Per day usage of library by teachers and students	387	Satisfactory

5. Examination Section			
S.No.	Item	HEIs i/p	Remarks
5.1	Number of days from the date of last semester-end/ year- end examination till the declaration of results	30 days	Excellent
5.2	Percentage of student complaints/grievances about evaluation against total number appeared in the examinations	Nil	Excellent
5.3	Percentage of applications for revaluation leading to change in marks	Revaluation – 1 Xerox copy for Verification - 5	Excellent
5.4	Status of automation of Examination division along with approved Examination Manual	Yes The Examination Cell has successfully used two indigenously devised softwares - the Question Paper Picker and the Examination Timetable Scheduler - during the conduct of the examinations. These softwares have facilitated the processes in the examination cell and increased the confidentiality of the examination process. Use of The Flexi – Test generator and the advanced online exam software to convenience the Internal Testing System. Alternate day exams instead of extended study leave	Excellent
5.5	Pass percentage of outgoing students	TYBCOM – 94.74% TYBA – 90.40%	Excellent

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6. Amenities and Sports facilities			
S.No.	Item	HEIs i/p	Remarks
6.1	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities	<p>A Gymnasium with modern physical exercise and fitness equipment have been made available for Students and Staff</p> <p>A spacious playground with all facilities and equipment for:</p> <ul style="list-style-type: none"> • Javelin • Handball • Discus • Table Tennis • Weight lifting • Jumping pit • Shot put • Hurdles • Tae-kwon-do • Kabbadi • Throwball • Volleyball • Basketball • Badminton • Hammer Throw • Football • Running <p>Special coaches to train students in their respective events have been appointed.</p> <p>Scholarships, fee concessions, free medical check-up, free nutritious breakfast and vitamins, travelling and pocket allowance, T-shirts and track suits are provided to students participating in Inter college / University / State / National Level sports. Additional academic support, special concession in attendance, and flexibility in examination schedules is offered.</p> <p>Scholarships, cash prizes and trophies are awarded to the best sports girls every year.</p> <p>Booking of outside grounds for students to get special exposure and practice</p> <p>Credit Course in Adventurous Sports has been introduced in this year</p> <p>Participation of Students, Teaching and Non-Teaching Staff in Annual Sports Day.</p>	Excellent
6.2	Awards/medals for outstanding performance in sports, Yoga /cultural activities at national/international level	Gold- 12, Silver-19 and Bronze-29 Medals received for outstanding performance in sports Yoga/Cultural activities	Excellent
6.3	Number of sports, Yoga and cultural activities / competitions organised at the institution level.	25 activities organized like Patriotic Singing Competition, Marathi Declamation, Marathi BhashaSanvardhan, Annual Sports Competition, Annual Social Gathering, Christmas Programme, JanmashtamiProgramme, Independence Day celebrations, Republic Day celebrations, Teacher's Day, Women's Day, Girl Child Day, Hindi Advertisement Poster Competition, Hindi	Excellent

	Poem Poster Competition, Hindi Recitation Competition, Hindi Declamation Competition, Teklogica, Exodus, Kosu Fest, Inter-Collegiate Debate Competition, Mira Bazaar, Poetry Composition Competition, Ideation Competition, General Knowledge Test, Spoken Word Poetry	
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7. Internet Connectivity			
S.No.	Item	HEIs i/p	
7.1	Institution frequently updates its IT facilities including Wi-Fi	Yes	Excellent
7.2	Available bandwidth of internet connection in the Institution	50 mbps bandwidth of internet connection available in the Institution	Excellent
7.3	Facilities for e-content development such as recording facility	Yes, the college has a recording facility, e-content lectures have been created in certain disciplines	Needs improvement

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8.Placements and Higher Education			
S.No.	Item	HEIs i/p	Remarks
8.1	Capability enhancement and development schemes	Various schemes for capability enhancement and development were implemented which is as follows: Personal Counselling, Sr. M R Jayakar Employability Skills Programme (22 sessions, 16 speakers), Spoken English Credit Courses, Bridge Course, Language Lab, Soft skills and Personality Grooming by Mr. Dinar Patel, Managing Editor, The Times of India.	Satisfactory
8.2	No of students benefited by guidance for competitive examinations and career counselling offered by the institution	219	Satisfactory
8.3	Number of placements of outgoing students	21	Needs improvement

9.Alumni Engagement			
S.No.	Item	HEIs i/p	Remarks
9.1	The Alumni Association / Chapters	Yes St. Mira's College for Girls proudly declares its Alumni Association as a registered body. The Association sports novel objectives of interacting with the alumni on a regular basis, to foster a feeling of sisterhood, spirit of loyalty, friendship, service and benevolence among the members. A few of the most important objectives in the Charter includes financially assisting students through internships and placement, to induct alumni on Board of Studies, activities for college students to promote industry exposure and interface with students so it provides better value for education. The members met regularly to discuss and keep themselves abreast of the activities.	Excellent
9.2	Alumni contributions	46863	Satisfactory
9.3	Alumni Association / Chapters meetings Conducted	8 meetings were conducted	Excellent

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10. Social service and Extension activities			
S.No.	Item	HEIs i/p	Remarks
10.1	Initiatives taken to engage with and contribute to local community	The initiatives taken were 1) Educational Coaching and Awareness on Menstrual Hygiene 2) Fund Raising and Awareness on Menstrual Hygiene 3) Awareness on clean rivers and water bodies 4) Training in video making and facilitation of classroom learning through videos and digital resources 5) Junior Counselor 6) Assistance in teaching and training in art and craft 7) Project Pandita educational support and assistance in fund raising 8) Animal Rescue and Support 9) Mittike Rang	Excellent
10.2	No. of Activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national social cohesion as well as for observance of fundamental duties integration and communal harmony	The daily Sanctuary period is devoted exclusively for developing ethics and life coping skills. A special time slot is allotted in the college timetable for the conduct of this course. There is an examination at the end of the year which every student must clear in order to graduate. In addition Workshops on Time Management, Stress Management Yoga, Pranayama, Memory Improvement, Fear Management, etc.	Excellent
10.3	Extension and outreach programs conducted in collaboration Government Organisations, Non-Government Organisations	Government of India and University of Pune, Swachha Bharat Internship	Excellent
10.4	Number of students participating in extension activities	283	Satisfactory
10.5	Village adaptation	Yes, The NSS department has adapted the Kondhavale Village for its extension activities	Excellent

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11. Administrative Procedures			
S.No.	Item	HEIs Input	Remarks
11.1	Budget allocation, excluding salary for infrastructure augmentation	Budget allocated for infrastructure augmentation : 2610000 Budget utilized for infrastructure development: 2607351	Excellent
11.2	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component	Academic Support Facilities Budget allocated for Maintenance of Campus Infrastructure: 457000 Budget utilized for Maintenance of Campus Infrastructure: 453460 Physical Facilities Budget allocated : 310000 Budget utilized : 306090	Excellent
11.3	Established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	Yes. Annual Maintenance Contracts signed for maintaining facilities	Excellent
11.4	Students benefited by scholarships and freeships provided by the Government	187 students are benefitted by scholarships and freeships provided by the Government amounting to Rs. 456437	Excellent
11.5	Students benefited by scholarships, freeships, etc. provided by the institution besides government schemes	187 students are benefitted by scholarships, freeships provided by the Institution amounting to Rs. 781052	Excellent
11.6	Support to differently abled students	The College also aims at inclusivity by admitting students from diverse economic, social, cultural, regional and national background with a special sensitivity to the differently abled to its courses. Braille books available for visually impaired students. Recorded books and audio cassettes on various subjects are given Elevator and ramp facilities are provided for the disabled students NVDA software is accessible for visually impaired students For disabled students classes are conducted on ground floor Writers are given to visually impaired students if required	Satisfactory
11.7	Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	Yes The College has a Grievance Redressal Cell and Anti Ragging Cell	Excellent

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11.8	Presence of an active Student Council & representation of students on academic & administrative bodies/committees	<p>Yes</p> <p>Representation of students on academic & administrative bodies/institutions-</p> <p>Student Council comprises of 15 members selected from Arts, Commerce, Science and Professional Courses.</p> <p>Within the Student Development Cell, 23 students are involved in the 'Earn While Learn Scheme'. A 'VidyarthiVikasKaksh' of the students by the students has been set up upon prescription from the university.</p> <p>The Department of English runs a student driven club called Lit Wits which organizes frequent events related to art, music, theatre, cinema and poetry. A group of English students are currently involved in the editing and designing of the college magazine.</p>	Excellent
11.9	Professional development / administrative training programs organized by the Institution for teaching and non-teaching staff	<p>Yes</p> <p>Following programmes were organized by the Institution for teaching and non-teaching and non-teaching staff:</p> <ol style="list-style-type: none"> 1) Cyber Security and Ethical Hacking (Microsoft) 2) Retail Analytics 3) Microsoft Office Excel 4) Digital Literacy for sevakas 	Satisfactory

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12. Governance, Leadership and Management			
S.No.	Item	HEIs Input	Remarks
12.1	Governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution	<p>Vision Statement: To grow into a Centre of Excellence providing quality education and empowering women to take their place in society.</p> <p>Mission Statement: To empower and equip women students through an integrated education of the head, Hand and heart, to successfully meet the challenges of a competitive work life and inculcate in them the art of true living.</p> <p>Governance is aligned to Vision and Mission Statement</p>	Excellent
12.2	Decentralization and participative management	<p>Decentralisation demonstrated across various committees and functions :</p> <p>IQAC The IQAC has been instrumental in promoting quality in all aspects of the institution. The IQAC coordinator updates the members on the various developments and changes proposed by NAAC. The members of the IQAC committee have been assigned to handle the different criterions under the new format of AQAR. Strengthening of each Criterion Administration through the inclusion of sub- committee members for detailed management of the different criterions. Regular meetings of the IQAC committee and sub committees are held to ensure all aspects of the criterions are covered. Supporting documents and annexure are maintained systematically by criterion sub- committees. The IQAC ensures submission of filled annual API forms of all the faculty members. The IQAC has also been instrumental in compiling data for NIRF and RUSA.</p> <p>Examination Committee: The Chief Controller of Examination(the Principal), follows a fair policy in delegating the various responsibilities of the examination department to the members of the examination committee. Members of the Examination Committee meet regularly to discuss the smooth and error free functioning of the examination department. Decisions are taken after discussions on conduct of online examination, paper setting, semester end examination(backlog and regular), supervision turns, paper assessment, moderation guidelines, marks verification & finalization , declaration of results and result analysis. Decisions on unfair practices are taken after consultation with the members of the examination committee.</p>	Excellent

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12.3	Perspective/Strategic plan and deployment documents	<p>Quality Improvement strategies adopted by the Institution are as follows:</p> <p>Curriculum Development New programmes in Post Graduation in Advanced Accountancy and Computer Science were started in the academic year. The institution aimed at increased employment and skill development of students through introduction of courses in preparing for Civil Services, content writing, script writing, Software Testing, Insurance Practices, Retail Analytics, Tally 9, Accounting for all. Further, Courses on 'Gandhi and Marxism' provided academic enrichment to the students. A plethora of value added and life skills oriented Certificate and Diploma courses were initiated and successfully run to further make our students future ready. Certificate course in Mindfulness Based Counseling: Listening with and embodied presence and Diploma in Dance Movement Therapy had curriculum designed and developed to help students Certificate Program in Financial Markets-Sales & Operations was a skill-based CSR initiative by the BSE Institute Ltd. had a syllabi designed by Bombay stock exchange that exposed students to practical aspects of financial market Post graduate Diploma in Clinical Music Therapy The institution endeavored to enrich students through introduction of Courses in Disability- Awareness and Inclusion, Advanced image management, Listening skills, Spanish language and Adventure sports. A feedback on curriculum from all stakeholders of the Institution was designed and implemented during the year which revealed a high degree of satisfaction from majority of them. Similarly, Course feedback is also taken by course coordinators on employability and potential for further continuation from the course candidates.</p> <p>Teaching and Learning The quality of teaching-learning has been further enhanced by use of ICT by faculty in most of the disciplines. The Learning Management System(LMS)- Moodle was installed to accentuate learning abilities. Teaching faculty took initiatives to carefully plan sustainable course outcomes for enhancing employability of students. Student mentoring was taken up as an important area of action to fulfill the objectives of emotional, academic and physical wellbeing of the students. Mentoring aims at helping students into gaining successful careers. The plan of action for mentorship expects mentors to meet each mentee personally at least twice per semester and gradually scale it up to a hundred percent mentoring. The quality of teaching was also positively influenced by motivating teachers to register for online courses offered on the SWAYAM and ARPIT platforms. The installation of smart board has facilitated the faculty to make teaching more interesting and interactive.</p>	Excellent
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		<p>Blended Learning: Moodle, LMS gave the students exposure to different learning environments and made learning- effective and efficient. Moodle facilitated in sharing study material, self assessments exercises for conceptual understanding and communicating flexi test results.</p> <p>Independent Learning: Lecture capturing method has been initiated for the benefit of the students</p> <p>Research and Development</p> <p>Research- One research scholar of a recognized guide from Department of Economics was awarded PhD. One of our senior faculty was awarded PhD in Economics A book was published by a faculty from the department of Sociology Two chapters in a book were authored by faculty from department of Marathi. Three of our faculty presented papers at International level conferences.</p> <p>Consultancy- The faculties of Commerce and Arts have actively extended their expertise in various fields like being a facilitator, chairing sessions, resource persons, panelists, editing expert and visiting faculty. Faculties of several disciplines are on the Board of Studies and Academic Council of other prestigious institutes of the city.</p> <p>Extension- The extension activities were initiated at department level during the current year. The departments signed Memorandum of Understanding(MOU) with NGO's and social organizations. The students volunteered in various facets of social activities like: Educational Coaching Documentation Awareness on menstrual hygiene in municipal schools Training in video making and facilitation of classroom learning through videos and digital resources Counseling as Junior Counselor Assistance in teaching and training in art and craft Fund raising Animal Rescue and support</p> <p>Library, ICT and physical infrastructure / instrumentation Teaching faculty's enhanced ICT use was demonstrated through development of E content on Moodle, Institutional (LMS). Class rooms for undergraduate and post graduate courses were installed with smart boards. 'Vridhi' software installed in the administrative office streamlined the admissions of UG and PG courses and helped in generating attendance sheets. A Student Satisfaction Survey of the institution was introduced for the PG students as well.</p> <p>Human Resource Management</p>	
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		<p>Total Autonomy is entrusted with the teachers to experiment with innovative teaching methods, evaluation and assessments.</p> <p>The principal and the faculty jointly plan and initiate activities that are student centric and future oriented. The principal encourages and motivates faculty to organize and attend professional development programs.</p> <p>Regular mentoring exercises are done by senior faculty and staff members for junior faculty and staff member.</p> <p>Industry Interaction / Collaboration</p> <p>Admission of Students</p> <p>The Admission process is systematic, streamlined, transparent computersied and strictly based on merit.</p> <p>Information regarding the admission process is published in the Annual prospectus and the College website.</p> <p>As the College is a Linguistic Minority (Sindhi) College, 50% seats are reserved for Sindhis.</p> <p>The College also aims at inclusivity by admitting students from diverse economic, social, cultural, regional and national background with a special sensitivity to the differently abled to its courses. Remaining seats are filled in accordance with Government and University of Pune Guidelines for General and Reserved categories.</p> <p>No Capitation fees (not even for Management Quota Seats) are ever taken for admissions.</p>	
12.4	Organizational structure of the Institution including governingbody, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressalmechanism	Yes ,Constituted according to the Government norms and UGC Regulations	Excellent
12.5	Implementation of e-governance in areas of operation	<p>Planning and Development</p> <p>The feedback mechanism provides vital inputs for our planning and development. The College has developedAn Automated Feedback Mechanism for both academic and administrative matters. Course-specific /staff specific/ infrastructure specific/ amenities specific responses are solicited and analysed by the Principal. The results of the analyses are discussed with the Departmental Heads as well as with individual staff members for performance appraisal andimprovement.</p> <p>For enhancing administrativeefficiency the College has:</p> <p>Web – based college administration system – especially admissions</p> <p>Computerisation of all documentation and routine jobs</p> <p>Online ClassroomMapping toenabletheteachertologinandcheckapproved/confirm edstatusforAuditorium and A.Vrooms.</p> <p>Automated Feedback Mechanism</p>	Excellent

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To track every minute detail regarding the academic and the administrative systems employed by the institution and use these for necessary corrective measures.

CCTV surveillance for security.

A well-stated policy on I.T and usage of electronic devices in the college campus, applicable to all employees,

Finance and Accounts

Our Accounts are computerized and the College follows the Tally 9 package and make use of Internet Banking.

Student Administration & Support

The College has Web based admissions, online filling of admission forms, Examination forms, Digitalised Library, Smart classrooms, a dedicated wi-fi silent zone, and IT labs, SLIM Software, INFLIBNET, EBSCO, reprographic facilities, including audio-visual aids and facilities for the visually impaired. The College has an audio library and specially designed Learning and Testing modules in audio format for visually-impaired students.

For Teaching, Learning and Evaluation, The College has :

Online Study Material Repository of study material such as power points, diagrams, charts, etc. prepared by teachers for independent use by students.

Online Interactive Workbook especially suitable for subjects in which answers are in sequential order (for e.g Mathematics, Accounts, Grammar). The student is able to monitor her own performance, detect her weak areas and can access her scores immediately. The software is so customized that it provides clues and aids for solving the problems before giving the solutions.

'Result Progress Software' that makes it possible to study the incremental academic growth of different categories of students. The graph generated by the software clearly indicates the learning curve of the student over a period of time. Such monitoring of the student's progress ensures timely rectification of learning / teaching / evaluation methods. Teachers have used this information to gauge the strengths and weaknesses of the incumbents, paying special attention to their weak areas and encouraging their strengths.

Examinations

To enhance the confidentiality, security and transparency of our evaluation system the following measures have been adopted:

An Automated Examination Timetable Scheduler to generate the examination timetable for every class and every examination.

Question Paper Picker to eliminate every possible chance of question paper leakage

The question paper picker is linked to the exam timetable scheduler.

An Advanced Online Examination Module that

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		goes beyond theoretical knowledge evaluation techniques by including the interpretation of Pictures, Videos, Graphs, Mathematical symbols, audio clips, news downloaded with the help of the TV tuner card, etc. This has helped eliminate malpractices during examinations by administering multiple sets of question papers to a single class, store a large number of and a variety of questions, and provides immediate performance scores to students.	
12.6	Effectiveness of various bodies/ cells/ committees is evident through minutes of meetings and implementation of their resolutions	Yes, well maintained minutes of Meeting	Excellent
12.7	Welfare measures for teaching and non-teaching staff	No. of welfare schemes were implemented: Teaching : 03 Non Teaching : 02 Students: 13	Excellent
12.8	Performance Appraisal System for teaching and non-teaching staff	Yes, Every year Self Appraisal forms are filled by the teaching and nonteaching staff	Satisfactory
12.9	Institutional strategies for mobilisation of funds and the optimal utilisation of resources	Periodic internal and external financial audits by domain experts are conducted to check accuracy in maintenance of accounts, identify any errors or omissions, verify adherence to various regulations	Excellent
12.10	Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies	Yes	Satisfactory

13. Best Practices of the Institution			
S.No.	Item	HEIs Input	Remarks
13.1	Number of gender equity promotion programs organized by the institution	The College has organized 6 programs, they are as follows: 1) Understanding Patriarchy by Dr. Sneha Gole, WSC, SPPU 2) State Level Seminar on Reconstructing Perceptions of Womanhood: Myth, Body and Taboo organized by the English Department 3) Ivan John "Sex hierarchy in India Society" 4) "Gender and Culture" Certificate Course conducted in Orientation Course 5) Gender Equality, Consent, Sexuality and Diversity – Tathapi Trust and the Story Tellers Group 6) Nirbhay Kanya Abhyan	Excellent

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13.2	Power requirement of the Institution met by the renewable energy sources	73 % Reliance on renewable energy source (solar energy) with the help of Solar Panels installed on College Building roof top.	Excellent
13.3	Waste Management steps	The College Garden Waste Management Project yielded about 800 kgs of manure. Starting at 12 noon on Tuesday, 14 th August, 2018, Green Guardians undertook the task of spreading the large and fertile manure yield across the flowerbeds in the college garden. A group of 20 Green Guardians participated in the activity, sorting out litter and helping our college sevak in the process. The students learnt the value of teamwork. They understood the importance of using organic fertilizers which are locally produced, inexpensive, non-polluting and effective.	Excellent
13.4	Rain water harvesting structures and utilization in the campus	The College has adopted the rain water harvesting unit and adopting the drip water irrigation method for watering plants.	Satisfactory
13.5	Green Practices	A Green Audit of the campus was carried out; other green initiatives taken include Eco-friendly Ganpati Idol-making Activity, In-house Workshop on Newspaper Bag-making, Greeting Card-Making and Candle-making, Garden Waste Management, Green Club Sale, Sanitary Napkin Donation Campaign- 'Kaho Na Pad Hai', vermi-composting, disposal of e-waste and plastic, installation of solar panels and rain water harvesting unit and adopting the drip water irrigation method for watering plants.	Excellent
13.6	Initiatives to address locational advantages and disadvantages	Advocacy for clean rivers in Pune, Transformational Programme like community mobilization and development, working for Advocacy and empowering the lives of widows and their children world wide, The SAARTHI group train the students in video making and editing.	Satisfactory
13.7	Display of core values in the institution and on its website	Yes	Excellent
13.8	Activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens obligations and other constitutional obligations	Yes through daily sanctuary and other activities organized in the context	Excellent
13.9	Functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions.	Yes	Excellent
13.10	Organizes national festivals and birth / death anniversaries of the great Indian personalities.	Yes	Excellent
13.11	Transparency in its financial, academic, administrative and auxiliary functions	Yes	Excellent

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13.12	Institutions Best Practices	<p>Best practice 1: Title: Institutionalizing promotion of universal values and ethics The College does not compromise on the excellence in academics and extracurricular activities, the College USP continues to be the promotion of ideals and values. For nearly fifty years, our Sanctuary Period has been our pride. Under Autonomy it has now been institutionalized as our credit based course on promotion of universal values and ethics Objectives: i) To emphasise on character building education in the midst of all our academic pursuits ii) To foster the ideals of simplicity, service and prayer which remain at the root of all our developmental activities. iii) To train the students not only to sharpen their intellect, but also sensitize their hearts through social and community service iv) To help fructify our character building endeavours The College has institutionalized a well structured Value Education course which is compulsory for all our students.</p> <p>Best Practice 2: Title: Innovative Curriculum Design with a focus on employability and vocational competence. Additional Credit Courses St. Miras has launched some Additional Credit Courses for its undergraduate students, with an aim to add value to the degrees conferred on them and better equip them for a competitive world. The following courses were introduced during this academic year: Software Testing, Salsa Styling Credit Course, Advanced Image Management Credit Course, Tally 9, Accounting for All, Spanish Level 1, Spoken English, Scriptwriting, Content Writing, Editing. This led to the establishment of the Editing Cell. Embroidery, Research Methodology, Travel and Tourism, ECCE (Early Childhood Care and Education), Insurance Practices, Listening Skills, Understanding Marxism, Kathak credit course. Certificate Program in Financial Markets Sales Operations The program was offered under a skill based CSR initiative by the BSE Institute Ltd. Diploma Course in Dance Movement Therapy –The Department of Psychology in collaboration with Art Sphere and CMTAI (Creative Movement Therapy Association of India) has introduced a diploma course in Dance Movement Therapy. Certificate course in Disabilities: Awareness and Inclusion Ekansh Trust in collaboration with St. Miras College for Girls introduced a six weeks certificate course in “Disabilities: Awareness and Inclusion” from 19th July 2018. Certificate Course in Mindfulness Based Counseling – St. Miras College in collaboration with Just Being Centre introduced a nine months course for both students specializing in Psychology or otherwise, on “Mindfulness Based Counseling– Listening with Embodied Presence”.</p>	Excellent
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14. IQAC			
S.No.	Item	HEIs Input	Remarks
14.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes	<p>Reviewing and analyzing academic programmes</p> <p>Introduction of new Additional Credit Courses</p> <p>Ensuring the quality of the administrative units of the College</p> <p>Initiating ICT innovations and increasing the activities of the Green Club</p> <p>Revisiting the marking scheme decided upon for self-appraisal (API) and promotion through Career Advancement Schemes of UGC; Guiding teachers for the same</p> <p>Encouraging research among teachers and students</p> <p>Encouraging various departments to conduct Seminars, Conferences and Workshops</p> <p>Adopting Quality Enhancement Strategies for increasing Institutional Social Responsibility</p> <p>Conducting skill development activities for students – Diploma add Voc skill dev act</p> <p>Implementing some important Examination Reforms</p>	Excellent
14.2	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms	<p>The IQAC of the college is the central body within the college that continuously reviews the teaching-learning process. It meets regularly to review and take decisions on academic policy. It facilitates the creation of a learner-centric environment by optimising and integrating modern methods of teaching and learning. It also helps in motivating the faculty to adopt the required knowledge and technology for participatory teaching and learning processes. It also decides on incentives and faculty development programmes to promote a climate of research in the college. Thus it is responsible in creating a climate within the institution that is conducive to quality education.</p> <p>The IQAC reviews the teaching-learning process Directly through:</p> <p>Preparation of the Academic Calendar</p> <p>Preparation of Faculty Time-tables</p> <p>Deciding upon the institutional parameters for devising a marking scheme for self appraisal</p> <p>Scrutiny and assignment of Performance Appraisal Scores of teachers through their Annual Performance Indicators.</p> <p>Analysing the performance results of students, subject wise to assess the performance of students as also that of teacher. The reasons for large number of backlogs, if any, are investigated.</p> <p>Indirectly through the H.O.D.s of every department</p> <p>1. The H.O.D.s monitor adherence to the syllabus – every member of the department submits unitised work plans which are monitored by the respective H.O.D.s.</p> <p>2. Interface between departmental members and H.O.D.s is regular and frequent to discuss pedagogical practices and content clarifications.</p> <p>3. These are further monitored through the regular</p>	Excellent

		and periodic internal tests. The H.O.Ds also ensure that the requisite weightage is given to each prescribed unit of the syllabus in the exam papers. 4. The H.O.D.s also co-ordinate various year long social outreach programmes initiated by the IQAC. 5. In addition the staff is updated about various research projects and funding agencies, the proposals are then peer reviewed by members of the IQAC. 6. The H.O.D.s often counsel parents and students, help in attesting statements of purpose and recommendations letters and handle various student problems both personal and academic.	
14.3	Quality initiatives by IQAC for promoting quality culture	The following Quality Initiatives were taken for promoting Quality Culture: 1) Dr. M.R. Jayakar Employability Skills Programme 2) National Seminar on Karl Marx and Mahatma Gandhi: Revisiting Ideas and Thoughts in the Contemporary World 3) State Level Seminar on Reconstructing Perceptions of Womanhood: Myth, Body and Taboo	Satisfactory- suggestions given for improvement

Observations of the Committee

- A linguistic minority institution for girls founded by a visionary philosopher with focus on values.
- Very supportive management, dedicated staff and vibrant students.
- Congenial academic atmosphere with good inter-personal relations amongst staff and students.
- College with potential for excellence with an interdisciplinary approach offering a variety of elective options.
- Two courses- Msc (Computer Science) and M.Com(Advanced Accounting and Taxation) introduced.
- 59 credit based certificate/diploma courses offered, some very innovative like Mental Health Programme, Clinical Music Therapy and Commando Training in self defence mode.
- Effective in-house software developed by the Computer Science Department.
- Transparency in conducting examinations and evaluation, with a good deal of automation and time bound result declaration observed.
- Impressive achievements in sports and National and International level.
- A variety of extension activities undertaken by departments and also through NSS.
- Partially automated library with special facilities for visually impaired students.
- Digitization of office records under process.
- Solar panels installed enabling saving of Rs.4.6 lakhs per annum and green audit conducted.

Suggestions of the Committee

- New programmes/courses in Basic Sciences, Education, Performing Arts, Home Science and Liberal Arts may be introduced.
- The curriculum needs to be revised more frequently.
- More specialization options in PG and at UG level may be offered.

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- Faculty be encouraged to do Ph.D.
- Research culture may be strengthened by getting more research projects from funding agencies, organizing more seminars and quality research publications.
- Formal Consultancy policy be formulated and implemented.
- Disabled friendly facilities may be enhanced.
- More sanitary vending facilities and incinerators in girls' common rooms may be provided.

Recommendations of the Committee

- The motto of the College is to provide value based education, reverence for all religions and enhancing life skills. This has been achieved, to a large extent, as is obvious from the academic and other activities undertaken by the college in the past five years.

Signature

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