

St. Mira's College For Girls, Pune  
(Autonomous – Affiliated to the University of Pune)

Minutes of the Governing Body Meeting

Day & Date: - Friday, 14<sup>th</sup> October, 2022

Time: 11.00 a.m. to 12.30 pm through Google Meet

Meeting Link: <https://meet.google.com/msr-vuhv-qgy>

Members Present:

S. No.	Name of the member	Presence
1	Mrs. R.A. Vaswani- Chairperson, Sadhu Vaswani Mission	<u>R.A. Vaswani</u>
2	Dr Shimla, UGC Nominee (Former Registrar YMCA Univ of Science and Technology, Faridabad)	
3	Dr Kiran Kumar Bondar, Government Nominee, Jt. Director, Higher Education, Pune Region	<u>Bondar</u>
3	Dr Geeta Acharya, University Nominee, Principal MES Garware College of Commerce, Pune	
4	Dr Gulshan Gidwani, Director, Mira Education Board	
5	Dr Manju Nichani, Rector, Sadhu Vaswani Institutes of Learning	
6	Ms Piya Uttamchandani, Secretary, Sadhu Vaswani Mission- Member Management	
7	Dr Jaya Rajagopalan, Principal Incharge, St. Mira's College for Girls, Pune	* <u>Jaya</u>
8	Dr Shalini Iyer, Vice Principal (Degree College) St. Mira's College for Girls, Pune	
9	Dr Vaishali Diwakar, Controller of Examinations, & HOD, Sociology, St. Mira's College for Girls, Pune.	
10	Dr Snober Sataravala, IQAC Coordinator & HoD English, St. Mira's College for Girls, Pune	

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The meeting commenced with a Prayer.

At the outset, the Principal in charge, Dr. Jaya Rajagopalan extended a warm welcome to all the dignitaries who graced the occasion for the College Governing Body meeting.

Thereafter, the items on the Agenda were taken up, in serial order.

**Item No.1: To read and confirm the minutes of the Governing Body meeting held on 11.4.2022.**

The Minutes of the Governing Body meeting held on 11.4.2022 were read and confirmed.

Item No.2: To welcome Dr. Shimla, UGC Nominee, Dr Kiran Kumar Bondar, Joint Director Higher Education, Pune Region and Dr. Acharya Geeta Vivek University Nominee and the Management Representatives from the Sadhu Vaswani Mission.

Dr Jaya Rajagopalan, Principal In-charge welcomed Dr. Shimla, UGC Nominee, Dr. Kiran Kumar Bondar, Joint Director Higher Education, Pune Region and Dr. Acharya Geeta Vivek, University Nominee. She also extended a warm welcome to the dignitaries from the Sadhu Vaswani Mission who included Dr. G.H. Gidwani, Director, Mira Education Board, Dr. Manju Nichani, Rector, Sadhu Vaswani Institutes of Learning, Ms. Piya Uttamchandani, Secretary, Sadhu Vaswani Mission- Member Management.

**Item No. 3: To inform the Governing Body about the latest developments in the College Activities and new initiatives undertaken in the year 2022-23.**

Dr Jaya Rajagopalan, Principal In-charge presented the report of the College Activities 2022-23, as per the following heads:

- Academics,
- Capacity Building Programmes
- Student Clubs
- Academic Collaboration- MOU's Signed
- Faculty & Student Research
- Sports
- Seminars/Conferences attended by Faculty



*Jaya*

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

- Online/Offline Faculty Development Programmes attended
- Mahabharatee-First in the Series of Celebrations to Observe 60 Glorious Years of St. Mira's College for Girls, Pune.

Dr. Shimla, UGC Nominee complimented the Principal In-charge regarding the presentation of the College Report before the Governing Body. The same was reiterated by the management representatives, Dr. G.H. Gidwani, Director Mira Education Board and Dr. Manju Nichani, Rector, Sadhu Vaswani Institutes of Learning.

Dr. Bondar enquired about the timeline for conduct of End Semester Examination. In reply, Dr. Jaya Rajagopalan, Principal In charge endorsed that timely steps have been taken post COVID period to ensure normalization of the time-frame of the College end-semester examinations to April-May and October-November period.

**Item No.4: To place and approve the Budget for Autonomy Grant (2022-23) passed by the Finance Committee.**

The Budget for the Autonomy Grant (2022-23) which had been approved by the Finance Committee on 4.8.2022, was also tabled before the Governing Body. The same was read, confirmed and approved by the Governing Body.

**Item No. 5: To approve the following**

- 1) Action Taken Report 2021-22 of Feedback Analysis Report 2020-21
- 2) Annual E-governance Report 2021-22
- 3) Institution of Scholarships, Studentships, Fellowships Prizes 2021-22
- 4) Curriculum Revision for TY subjects for implementation in the academic year 2022-23

The Principal In charge, Dr Jaya Rajagopalan, presented the Action Taken Report 2021-22 of Feedback Analysis Report 2020-21 for all the stakeholders, viz. students, alumni, teachers, parents and employers; the annual e-Governance Report 2021-22, the Institution of Scholarships, Studentships, Fellowships Prizes 2021-22, the Curriculum Revision for TY subjects for implementation in the academic year 2022-23. The same was read, confirmed and approved by the Governing Body members.



*Jaya*  
Principal Incharge  
St. Mira's College for girls, Pune.

Dr. Gidwani expressed her appreciation regarding the evaluation mechanism of Skill Enhancement Courses, as mentioned in the curriculum revision of TY courses.

**Item No. 6: Any other matter with the permission of the Chair.**

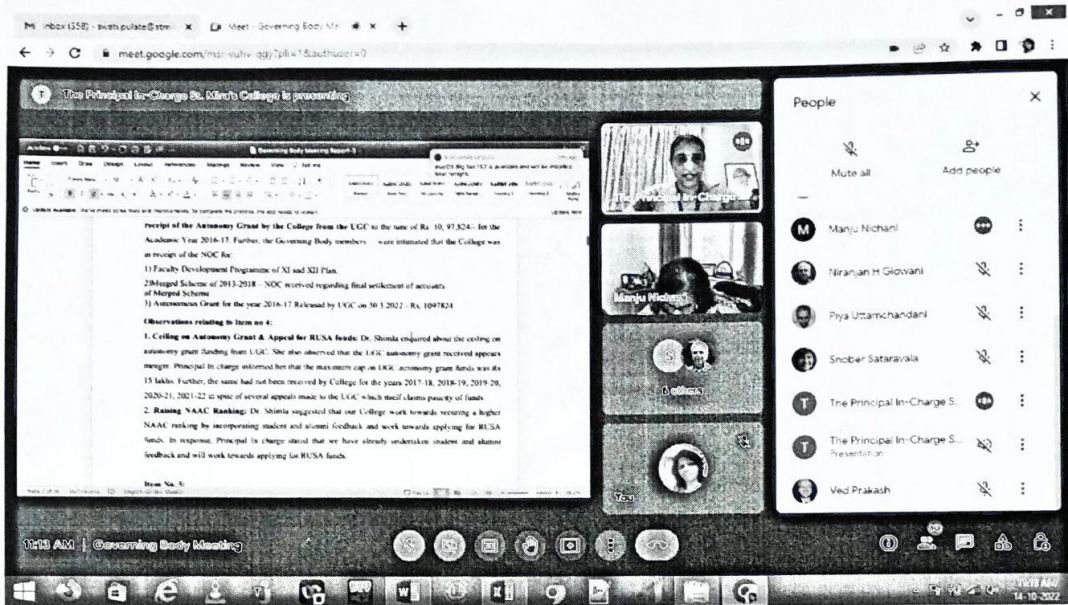
Dr. G.H. Gidwani requested Dr Shimla to refer the issue of release of grants to the College by the UGC. Although Dr Shimla replied in the affirmative, she indicated that UGC was facing a resource crunch and that the College should follow up with the UGC (WRO) Pune in this regard. She strongly recommended that College should access RUSA funds to meet fund requirements.

Dr. Manju Nichani made an observation about a specific notification regarding filling of 50% of the vacant posts (of teaching and non-teaching staff) in HEIs. By 31<sup>st</sup> October, 2022. This issue was posed to Dr Bonder, Joint Director, Higher Education (State Government nominee). Dr Nichani, further reassured Dr. Jaya Rajagopalan, Principal In-charge that she would ensure that the same intimation would be made available to her and the College as soon as possible.

The meeting concluded with a Vote of Thanks proposed by Vice Principal, Dr Shalini Iyer and a Thank giving Prayer by Ms. Piya Uttamchandani, SVM Management Member.



*Jaya*  
Dr Jaya Rajagopalan  
Principal In-charge  
St. Mira's College for Girls, Pune.



Jayak

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



*Jayesh*  
 Dr. Jaya Rajagopalan  
 Principal Incharge  
**Principal Incharge**  
 St. Mira's College for Girls, Pune.



**Action Taken Report 2021-22  
On Curricular Aspects (Criterion 1)  
based on  
Stakeholder feedback analysis (Criterion 1) undertaken in 2020-21**

The Stakeholder feedback [Criterion 1] undertaken in 2020-21 covered feedback on curriculum by students, parents, alumni, teachers and employers (the stakeholders). This Action Taken Report has been compiled in 2021-22, based on the Complete Stakeholder feedback analysis exercise undertaken in 2020-21.

We are delighted to learn that the employers offered 100% positive feedback about our students. The students, alumni, parents and teachers offered constructive suggestions. The following areas were focussed on:

**I Admission Procedure and Fee Structure: [Students, Alumni, Parents]**

Action Taken: The College Admission Committee has attempted to streamline admission process by adopting an optimal mix of online and offline admission procedures like online form filling, checking and fee payment. The Office expressed their readiness to undertake the admission procedure in offline mode, thus, offering students flexibility in admission process.

Many parents who had lost their livelihood during COVID pandemic times, expressed their anguish with regard to the fee structure. Enhanced fees were refunded to the students.

**II Curriculum Upgradation with global trends and practical orientation:  
[Students, Alumni and Parents]**

Action Taken: This suggestion has been internalised with focus on inclusion of contemporary trends, revamping curriculum with inclusion of practical skill-based aspects.

Curriculum revision is undertaken once every three years. Across streams, the First Year and PG curriculum revision was undertaken in 2020-21, the Second Year in 2021-22, the Third year in 2022-23. The next round of curriculum revision is due in 2023-24. Attempts have been made by departments to bring in global perspectives [sustainability, green consciousness, etc) and inclusiveness (gender issues, disability awareness, mental well-being and the like). The College has a full-fledged centre for virtual collaborations titled MILE: [Mira International Learning Exchange]. Students of St Mira's study synchronously as well as asynchronously with students from La Guardia Community College, NY, and other colleges in the world giving them a truly global education. We have conducted six MILE courses in online mode which are available free of charge. For further details please visit: MILE: A Centre for Virtual Collaboration  
<https://www.stmiracollegepune.edu.in/mile.php>. Practical orientation to curriculum has been provided by including Case Studies [Banking & Finance] and preparation of worksheets [Accountancy], Editing Skills, Drama [English] for developing analytical, problem solving, employability and acting abilities of students. While one set of students expressed a desire for curriculum upgradation, another set opined that the curriculum was too intensive, not

permitting them to engage in extra college activities, which implies that there is a dearth of opportunity at St. Mira's to learn and to enjoy one's College years.



### **III Master's Programme in Psychology [Students, Alumni and Parents] and a Bachelor's Programme in History Special [Alumni]**

Action Taken: The Department of Psychology is bound by infrastructural constraints due to which a Masters' Degree Programme is not possible at this juncture. However, the department has commenced several Certificate Courses [Certificate Course in Disability: Awareness and Inclusion], and Post-graduate Diploma Programmes [PG Diploma in Mindfulness based Counselling, PG Diploma in Dance Movement Therapy], which has provided the Psychology Students, an opportunity for curriculum enrichment. Likewise, the Department of History is also bound by similar infrastructural and work load constraints which impede the commencement of a Bachelor's Programme in History.

### **IV Business Mathematics and Statistics as a compulsory paper throughout BCom Programme: [Students]**

The curriculum designed for the B.Com Programme envisages and includes Business Mathematics and Statistics only at the First Year level. Enlargement of its scope is not possible, given the necessity of inclusion of a variety of Commerce subjects in the Programme curriculum and also due to work load issues.

Action Taken: Although there is no scope for its inclusion at an advanced level, the College offers an optional credit course in Quantitative Aptitude/Techniques which is open to all students, to test their numerical and quantitative reasoning abilities.

### **V More value- added credit courses: [Students, Parents and Teachers]**

Action Taken: Due to COVID 19 pandemic, we could not conduct the optional extra credit courses on offer at our College. However, the College conducted the online MILE courses [open to all streams], compulsory courses like Personality Development [Add on course for BBA; Value added course for BCom; non-CGPA credit course for BA and BSc(CS)] for [First Year students], Value Based Education [non-CGPA credit course for SY students] and compulsory PG credit courses in online mode.

### **VI Curriculum Implementation: [Alumni]**

The overall alumni feedback on curriculum was positive but there was a suggestion to improve curriculum implementation by recruiting an additional faculty.

Action Taken: This is a work load issue and can be addressed only if additional faculty position sanctions are received.

### **VII Extra knowledge for independent thinking:] Alumni]**

Action Taken: It is the constant endeavour of each department to ignite students' minds during the teaching-learning process. We aim to inculcate thought, and not rote learning amongst our students. Advocacy of new ideas, social change is introduced through different departmental activities- guest lectures and discussion sessions on green sensitivity, women empowerment, gender issues, contemporary issues, etc. Student engagement is encouraged through debates, article review and poster competitions, etc. The scope for extra knowledge is given an additional impetus the variety of credit courses on offer. Due to the COVID 19





pandemic, the number of such courses were limited in 2020-21. In the offline mode, many credit courses are again going to be offered to satiate the students demand for knowledge enhancement in areas like foreign languages, Tally, Digital Literacy, Software Testing name a few.

**VIII Limited online teaching hours [3-4 hours only] and No Exam Fees: [Alumni]**

Action Taken: During the COVID 19 pandemic, especially during 2020-21, with reliance on online mode of teaching, the students experienced digital fatigue. However, in 2021-22, with the opening up of campuses for offline teaching, the situation for students eased because of reliance on hybrid mode of teaching [online and offline]. Those who could come to campus attended offline classes.

**IX Interactive class sessions, more guest lectures, additional co-curricular and extra-curricular activities, improvement in Sports Ground facilities [Students and Alumni]:**

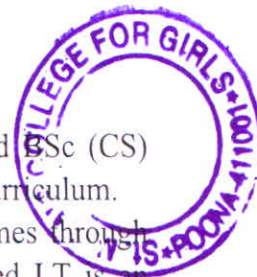
Action Taken: All faculty attempt to improve class interactions with students by asking Questions, having discussion sessions, facilitating class student presentations. The prevalence of COVID pandemic since March 2019 was an inhibiting factor but did not deter the College to organise several co-curricular activities at a departmental level. Student engagement is given high priority through student-oriented Clubs. All festivals are observed with great fervour at College. The Cultural Committee of the College organises several dance and music programmes even on the virtual platform. Student participation in intra-college and inter-college competitions is encouraged. Students bring laurels to the College both within and from outside College. There is no compromise made in regard to provision of Sports facilities to students. The College has an updated Gym. Besides, the College Sports Ground, the Sports students also have recourse to a ground outside College for practice sessions. Our Sports Department has trained many Sports Girls who have won accolades at the District, State and National levels.

**X Student Trauma due to intensive Teaching-learning Process: [Students, Alumni]**

Action Taken: The COVID 19 pandemic had a far-reaching impact on all. The College, within its capacity has endeavoured to make the student's learning experience as comfortable as possible. We have a Mental Well-being Programme which runs across all streams. Counselling facilities are available on campus in [offline and online mode]. This Programme assists the students by providing them coping skills necessary to handle curriculum absorption. The pandemic induced lockdown [w.e.f. March 2020] witnessed a derailment of the new academic term [2020-21] which is usually from June to April. Since 2021-22, it has been our endeavour to get back on track. The transition process has unfortunately led to curtailment of the vacation period- a time span required for rejuvenation both of students and faculty. But we hope to return to absolute normalcy very soon.

**XI Equip students with digital competency/technology related exposure. [Students, Alumni and Parents]**

Action Taken: The year 2020-21 was a COVID pandemic year wherein both teachers and students were perforce made to adopt ICT as a mode of teaching and learning, thus enhancing the digital competency of both. Prior to conduct of online Examinations, students were given an Orientation Session and went through the drill of appearing for a Mock Online Exam.



Examination Proctoring was also conducted online. In the BBA, BBA(CA) and BSc (CS) curriculum, the emphasis on digital knowledge enhancement is explicit through curriculum. For the BA & BCom Programmes, the enhancement of digital competency comes through class power point presentations by students. At the F.Y.B.Com level, Advanced I.T is an optional course offered to the student on additional payment basis. The Certificate Course in Stock Markets conducted by the Dept. of Business Economics and Banking provided exposure to the students to online trading in the stock market. In spite of this, the suggestion for introduction of a Foundation Course in Digital Literacy is being considered for inclusion at the earliest.

#### **XII Inculcate awareness on competitive examinations: [Parent]**

Action Taken: Students have been oriented on competitive examinations across (NET/SET exams, UPSC/MPSC and Bank PO exams) through guest lectures organised by different departments (all streams) and by the College Competitive Examination Cell.

#### **XIII Adequate availability of Text books, other Reading and Study Material, improved access to Moodle and early intimation of Internal Assessment details to Students. [Students and Alumni]**

Action Taken: At Degree College level, the students have to make a transition from text-book oriented reading and learning towards reference book reading and accessing journals, reports etc available on the digital platform. Access to e-resources from College Library is provided to all faculty and bona fide students of the Colleges who are given a log in ID for accessing digital resources from the Library. In cases where the student has a weak internet access; then the Library provides reading material in hard copy to Library members with valid College ID card.

The faculty of all streams and all Programmes upload the lecture recording, video and resource material links on MOODLE learning management resources/Google Class Room. For improved Moodle access, the College has prepared student institutional email IDs. The faculty supplement this by keeping connected with students via email/ whatsapp.

#### **XIV Question Banks for different subjects with answers for benefit of working students:**

[Students, Alumni and Parents]

Action Taken: Revision Sessions have been conducted by the faculty. Question Banks have been compiled and shared with the students before the End Semester Examination of May-June 2022.

#### **XV Student Mentoring, Career Counselling, Mock Interview sessions, Internships and Student driven Placement Cell: [Students, Alumni and Parents]**

Action Taken: Regular Student Mentoring sessions are conducted on campus in online and offline mode. Career Counselling, et al: Third year and PG students have the option to enrol with the Placement Cell of the College and get exposure to career counselling, hone the techniques of cracking job interviews and get the opportunity to be placed in good companies based on their skill sets. In courses which have a research orientation (Research Methodology) for PG Programmes, the students are taught how to design a Questionnaire and how to conduct interviews. Internships are already offered to BA Psychology, BA English,

BCom Accountancy and Business Studies, B.Sc (Computer Science), BBA, BBA(Computer Application) students. For all courses (under all streams) internships are in the process of being partially internalized at the Third Year level [under curriculum revision 2021-22] for implementation w.e.f. academic year 2022-23. The alumni suggestion of a student driven Placement Cell will be deliberated upon by College authorities and the course of action will be laid out as soon as possible.

**XVI Improve human relations amongst Office Staff: [Alumni, Parents]**

Action Taken: Grievances put forth by students and other stakeholders are resolved via intensive staff mentoring and linkage to non-teaching staff performance appraisal.

**XVII Corporate funding of Students:**

Action Taken: Since 2021-22 we have formalized a student aid programme which is handled by a Student Welfare Officer. Individuals and others are eligible to contribute towards this fund which shall be used for student aid in cases where student is unable to meet full fee commitment. For details, please refer to the Student Aid Policy. A fund raiser activity is on the anvil. The issue of formalized corporate funding will be explored.

**XVIII Student Exchange Programmes: [Students]**

Action Taken: The MILE Programme platform offers interactive learning between students of St. Mira's College students and Students from La Guardia Community College NY, USA on an online platform. The College will explore the possibility of other student-exchange programmes, will deliberate on the same, set up a committee to devise an action plan and roadmap for the same in the near future.



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Dr. Jaya Rajagopalan  
Principal In charge  
**Principal Incharge**  
St. Mira's College for Girls, Pune.