SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
An Autonomous (Affiliated to Savitribai Phule Pune University)
Reaccredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE, BSc (Computer Science),
BBA, BBA(CA)]
6,Koregaon Road,Pune-411001. [INDIA]
Ph./Fax: 26124846; Email: mira_college@yahoo.co.in

SSR 2017-2022

6.2.2 The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Additional information –

- ~~Institutional~~ Institutional functional policies

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

St. Mira's College for Girls, Pune
(Autonomous-Affiliated to Savitribai Phule Pune University)
LIST OF POLICIES 2017-2022

SR.NO	Name of Policy	Policy Number		Date	Revision 1	Revision 2
1.	Students Admission Policy	1	C1	2017-18	May 2020-21	May 2021-22
2.	Examination Policy	2	C2-COE			June 2021
3.	Learning and identifying levels Policy	14	C2	2017-22		
4.	Mentoring Policy	20	C2	2019-22		
5.	Student Satisfaction Survey Policy	15	C2	2017-22		
6.	Consultancy Policy	23	C3 Consultancy	2021-22		
7.	Research Policy	11	C3 Research	2017-20	2020-21	2021-22
8.	IPR Policy	22	C3 Research CWE	2020-21		
9.	Library Policy	8	C4	2017-22		
10.	Laboratory Policy	6	C4	2017-22		
11.	Classroom Policy	7	C4	2017-22		
12.	IT Policy	5	C4	2017-22		
13.	Sports Policy	9	C4-Physical Director	2017-22		
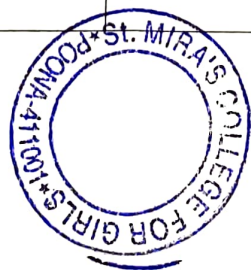
Principal Incharge
St. Mira's College for Girls, Pune.

|					
14.	Infrastructure Maintenance and Utilization Policy	4	C4	2017-22	.	
15.	Grievance Redressal Policy and procedure document	24	C5	2021-22		
16.	Institutional Policy for Scholarships and Free-ships	17	C5	2017-20	2020-22	
17.	Resource Mobilization Policy	16	C6	2017-22		
18.	Policy for Performance Appraisal	13	C6	2017-18	. May 2018	May 2021
19.	E- Governance Policy	10	C6	2017-22		
20.	Policy for Financial Support to Faculty members	12	C6	2017-21	2021-22	
21.	Staff Welfare Fund Policy	19	C6	2019-20		
22.	Sustainable Campus Policy	21	C7	2020-2022		
23.	Gender Policy	25	C7	2022-2023		
24.	Policy for Rights of persons with Disabilities	18	C7	2017-18	2021-22	
25.	Code of Conduct and Ethics for Students-	3	C7	2017-18		Nov 2021

Principal Incharge

St. Mira's College for Girls, Pune.

SADHU VASWANI MISSION'S

St. Mira's College For Girls, Pune

An Autonomous (Affiliated to Savitribai Phule Pune University)

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ARTS, COMMERCE, SCIENCE, BSc Computer Science,

BBA and BBA(CA)]

6, Koregaon Road,Pune-411001. [INDIA]

Ph./Fax: 26124846; Email: mira_college@yahoo.co.in/

POLICY TITLE:	Student Admission Policy for Degree College
Policy Number:	1
Description of the Policy	This policy relates to grant of admissions to potential candidates who are our stake-holders as students. This document highlights the objectives and scope of the Admission Policy and lays down the standard admission processes adopted.
Drafting Authority	Admission Committee
Policy Application	The policy is applicable to students' of Degree (Undergraduate and Postgraduate) College.
Effective from:	2017-18
Revised on:	2020-21; 2021-22.
References for the Policy	St. Mira's College for Girls, Pune Prospectus, St. Mira's College for Girls, Pune Examination Rules relating to Backlog and Equivalence based on the affiliating Savitribai Phule Pune University Admission Rules and Examination Ordinances.
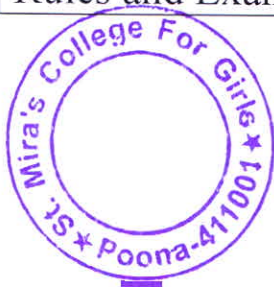
Principal Incharge
St. Mira's College for Girls, Pune,

KINDLE THE LIGHT

ST. MIRA'S COLLEGE FOR GIRLS PUNE
(AN AUTONOMOUS COLLEGE)

AFFILIATED TO

SAVITRIBAI PHULE PUNE UNIVERSITY

RE-ACCREDITED WITH 'A' GRADE BY NAAC
(3rd Cycle-2017)

Admissions Policy

St. Mira's College for Girls, Pune
[Autonomous-affiliated to Savitribai Phule Pune University]
Student Admission Policy
Annexure 2
2021-22

Applicability of SPPU's n + 2 Rule for Admissions

- With regard to admissions, SPPU's n + 2 rule is applicable. This means that for completion of a three year degree programme, the student is given an additional two years to complete the three year degree. **This rule may be relaxed at the discretion of the affiliating university only under special circumstances**, if permitted by the affiliating Savitribai Phule Pune University. In case the student fails to fulfil this requirement, then the candidate will have to re-register for the said programme.

Admission at SY level (for student from another college affiliated to SPPU)
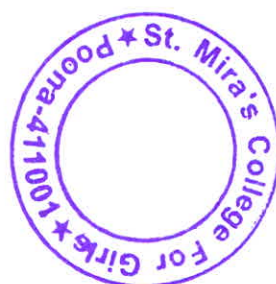
- The Savitribai Phule Pune University, our affiliating University, permits a student to switch between two affiliated colleges at the second year level of the same programme. In such case, a student has to have successfully completed the first year from the other college (under the same affiliating university) and can seek entry into the second year of the same programme (at our college). This admission will be based on merit and on successful fulfilment of **equivalence criteria** of the College, as determined by the Examination Committee of our College. The student will have to obtain eligibility from the affiliating university.

Admission at SY level (for student from other College affiliated to other University, excluding SPPU)

- From the academic year, 2021-22, we are permitting students who have successfully completed their First Year of a said Under Graduate Programme to take admission in our College for the same Programme at the Second Year level provided they fulfil the eligibility criteria of our College as determined by the Examination Committee in its Equivalence Policy document. In such cases, the student will also have to obtain eligibility from the affiliating university [SPPU].
- A candidate having completed First Year from another University under one stream/specialisation cannot seek admission in Second Year in some other programme/specialisation. Such a candidate can be considered for admission to the First Year of a particular stream. In such cases, the admission criteria will then be based on merit as per Class XII result of the candidate.

Acceptance of Fees in instalments

- While the Programme-wise detailed fee structure is available in College Prospectus and on College Website. https://www.stmirascollegepune.edu.in/], under the COVID 19 situation, the College authorities have tried to reach out to students by offering a facility of fee payment in instalments, which is available on request and writing of an application addressed to Principal. After obtaining written approval from the competent authority, the said application has to be submitted to the College Office.
- Admission to any class/programme is considered FINAL ONLY AFTER submission of all required documents and payment of full fees i.e. all fee instalments.

Student Aid

- Under the COVID 19 situation, a Student Aid Program has been continued to facilitate student admission, in case student is unable to fully meet fee requirements. Students who are eligible for student aid can email the College authorities at: studentwelfare@stmirascollegepune.edu.in

Doctoral Research Centre -Women Studies

The College has been recognized as a Doctoral (PhD) Research Centre-Women Studies since 2021-22. [As per the Savitribai Phule Pune University PhD Research Centre -Women Studies Recognition Letter No: CA/CA/1024 dated 29-07-2021 attached]. The Research Centre has successfully commenced admissions for eligible candidates, screened through the PET examination in 2021-2022. All queries relating to the Research Centre are directed to and processed by The Head, Research Centre, Women Studies in conjunction with the administrative support staff. The email ID for all research centre admission queries is: centre.womenstudies@stmirascollegepune.edu.in

Revised Anti Ragging Procedure

As per the Judgement of the Honourable Supreme Court of India dated 08-05-2009, the UGC notified Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and in compliance with the second amendment in UGC Regulations, it is compulsory for each student and their parent/guardian to submit an online undertaking, each academic year, at two designated websites, viz. www.antiragging.in and www.amanmovement.org. As per UGC Circular [D.O No. F 3-2/2021(ARC) dated October 27, 2021, the student shall follow the following procedure for submitting their anti-ragging undertaking. [Circular attached]:

Step 1 involves the same procedure regarding submitting their details to www.antiragging.in and www.amanmovement.org [Existing]
Step 2 The student shall receive an email with her registration number and a weblink. The student will forward the link to the E-mail of the Nodal Officer in her College. The student will not receive pdf affidavits and she is not required to print and sign it, henceforth. [New]
Step 3: The Nodal Officer of the College can click on the link of any forwarded e-mails that she will receive from any student of her College to get the list of students who have submitted Anti-Ragging Affidavits/Undertakings in her College. The list will be updated every 24 hours. Henceforth, the Admission Form of the College will have a separate column (prescribed format) bearing Anti-Ragging Undertaking Reference Number.[New]

To create awareness amongst students regarding revised procedure for students to file online Anti-Ragging Affidavit, the email address and contact number of the College Anti-Ragging Nodal Officer are mentioned on College Website, in College Prospectus (E-brochure) and in other prescribed Campus areas like Admission Centre (College Office), Departments, Library, Canteen, Hostel, Common facilities, etc.

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

Encl:
SMC Res. Centre-Women Studies Recognition Letter CA/CA/1024 dtd 29-07-2021
UGC Circular No: D.O. F 3-2/2021 (ARC) on online filing of Anti-Ragging Affidavit dtd 27-10-2021.

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)

शैक्षणिक विभाग
गणेशखिंड, पुणे-४११००७.

टेलिग्राफ : 'युनिपुणे'

फॅक्स : ०२०-२५६९१२३३

वेबसाइट : www.unipune.ac.in

इ-मेल : dyracademic@unipune.ac.in

संदर्भ क्र.:CA/CA/1024

दि.:29/07/2021

मा.प्राचार्य/संचालक,
साधु वासवाणी मिशन सेंट मिराज कॉलेज फॉर गर्ल्स पत्ता:
कोरेगाव रोड ता.: हवेली(महानगर पालिका हद्द वगळून) जि:
पुणे पिनकोड: 411001

विषय:- संशोधन केंद्राच्या नव्याने मान्यतेबाबत...

संदर्भ क्र :- १) भारतीय राजपत्र क्र.२७८ दि. ५ जुलै २०१६ च्या संशोधन केंद्रा संदर्भात निर्गमित केलेली नियमावली.

२) सीए/३०९३ परिपत्रक क्र.१२२/२०१६ दि. ०३.०८.२०१६

महोदय,

उपरोक्त विषय व संदर्भांकीत परिपत्रकातील नियमांच्या अधीन राहून विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार आपणास कळविण्यात येते की, आपल्या महाविद्यालयात खालील रकान्यात नमूद केलेल्या विषयांच्या पीएच.डी. संशोधन केंद्राच्या/संस्थेच्या अभ्यासक्रमास नव्याने मान्यता देण्यात येत आहे.

तथापि, संशोधन केंद्रांना खालील बाबींचे अनुपालन करणे आवश्यक आहे.

१) दर सहा महिन्यांचा पदव्युत्तर संशोधन केंद्रांचा प्रगती अहवाल (Progress Report) शैक्षणिक विभागास सादर करणे आवश्यक आहे.

२) खालील नमूद कालावधीसाठी संशोधन केंद्रामध्ये रकान्यात नमूद केलेल्या विषयांचे पीएच.डी. संशोधन मार्गदर्शक असणे आवश्यक आहे.

अनु.क्र.	अभ्यासक्रमाचा तपशील	विद्याशाखा	शैक्षणिक वर्ष	संलग्रीकरणाचा प्रकार
१	मानवविज्ञान - पी. एच डी (विमेन स्टडीज)	कला	२०२१-२०२२,	नवीन अभ्यासक्रम

कळावे,

आपला,

उपकुलसचिव

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary

D. O. No. F. 3-2/2021 (ARC)   2 7 OCT 2021 October, 2021

SPEED POST

Subject: Revised procedure for students to file online Anti Ragging Affidavit.

Dear Madam/Sir,

As you are aware, in pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2nd Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, **www.antiragging.in** and **www.amanmovement.org**.

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit.
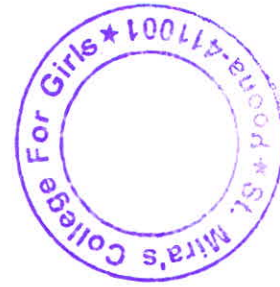
The revised procedure is as follows:

Step 1:   A student will submit his/her details on the same web sites (**www.antiragging.in** and **www.amanmovement.org**) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).

Step 2:   The student will receive an E MAIL with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer in his/her university/college. **(Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).**

Step 3:   The Nodal Officer in the university/college can click on the link of any forwarded e mails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

Universities and Colleges are requested to insert **a mandatory column** in your university/colleges admission form as per the given format:

Anti Ragging Undertaking Reference no:	

You are also requested to display the email address and contact number of the Nodal Officer of Anti Ragging of your university/college in your website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc. to create awareness about the revised procedure for students to file online Anti Ragging Affidavit.

In addition to this, you are also requested to create E-admission booklet or brochure, E-leaflets giving details on guidance in case of ragging to admitted students instead of print/hard copy.

With kind regards,

Yours sincerely,

(Rajnish Jain)

The Vice-Chancellor of all Universities

The Principal of all Colleges

Copy to:

1. All Higher Education Regulatory Bodies (As per list attached).
2. UGC Regional Offices.
3. Ms. Jasleen Kaur, Under Secretary (HE), Department of Higher Education, Ministry of Education, Room No. 221, 'C' Wing, Shastri Bhawan, New Delhi-110 001
4. Dr. Diksha Rajput, Deputy Secretary, UGC, New Delhi (for uploading on UGC website).
5. Prof. Raj Kachroo, 689, Sector-23, Gurgaon, Haryana-122 017 (for uploading the same on both the website: (1) website: www.antiragging.in (2) www.amanmovement.org

(Dr. Archana Thakur)
Joint Secretary

Student Admission Policy for Degree College
2017-18

Introduction

St. Mira's College for Girls, Pune is a Sindhi linguistic Minority College, coming under the aegis of the Sadhu Vaswani Mission, Pune. The Founder of this College, Sadhu T. L. Vaswani, was an esteemed academician, former Principal of several renowned Colleges in India and philosopher saint of Modern India who had the vision to establish this institution as a centre for women empowerment.

St. Mira's College for Girls, Pune has a Junior College (XI-XII Arts, Commerce and Science) which is affiliated to the Maharashtra State Board of Secondary and Higher Secondary Education and a Degree College for undergraduate (B.A, B.Com, BBA, BBA(Computer Applications), B.Sc(Computer Science) and postgraduate (M.A with specialisations in Sociology, English and Economics, M.Com with specialisations in Business Administration, Advanced Accountancy, Auditing and Taxation), M.Sc (Computer Science) programmes.

The Degree College has adopted academic autonomy since 2007 and is affiliated to the Savitribai Phule Pune University. The College adheres to the Government of Maharashtra norms with regard to fulfilment of reservation quota seats, the directives of the affiliating Maharashtra State Board for Secondary and Higher Education (for Junior College) and the Savitribai Phule Pune University(for Degree College) with regard to Admissions and all other processes involved for our smooth and effective functioning. The institution strictly adheres to the Anti-Ragging norms laid down by the Government for Junior as well as Degree College.

St. Mira's College for Girls, uphold the tenets of Justice, Liberty, Equality, Fraternity, Secularism as given in the Preamble to the Constitution of India. The linguistic minority status conferred on the institution bestows certain rights and powers to admit Sindhi students on a priority basis. This in no way deprives other deserving, meritorious student candidates from other communities, especially socially marginalized, economically backward, differently abled and with special needs, other general communities, outstanding sportsgirls, without any discrimination or bias from securing admission to this institution; provided they fulfil the admission requirements laid down by the affiliating University.

Objectives of the Admission Policy

In keeping with the vision of our Founder, Sadhu T.L. Vaswani, it is our constant endeavour to:

- make the education of women, the focus of our attention;
- instil in the students, the importance of values, ethics, character building, reverence for all life and respect for the MIRA identity;
- equip the students with the triple training of the Head, the Hand, the Heart;
- facilitate the admission process for all meritorious and deserving students into programmes and courses with the end goal being- women empowerment;

About the Admission Policy

- This policy relates to the admission process for Degree College Programmes only. The The admission details for Junior College are incorporated in the College Prospectus available on our College Website: https://www.stmirascollegepune.edu.in
- Admission process to the First Year of UG will start after the declaration of 12th Standard results of various boards like HSC/CBSE / ISCE etc. tentatively by June-July.
- Our online admission process is transparent and NO CAPITATION FEES are charged by our institution.
- Our admission process is SECULAR and aims at providing EQUAL OPPORTUNITIES to all students with no discrimination based on caste, creed, religion, race or ethnicity.
- However, since our institution comes under the category of a Sindhi linguistic minority, we give admission preference to Sindhi students. In case Sindhi women students do not apply for admission, then the minority quota seats are surrendered and converted to open category seats available on Merit.
- Preference for admission is given to our Junior College students who have successfully completed their Class XII from the St. Mira's Junior College, also on the same campus. But this preference is subject to completion of admission formalities (filling and timely submission of application form (in offline/online mode and timely payment of fees). The vacant seats are then opened to outside students based on merit.
- Our admission process adheres to the government prescribed norms of fulfilment of reservation quota with respect to admissions.
- We aim to fulfil the educational needs of all based on MERIT and including the NEEDS OF THE DIFFERENTLY ABLED.

Scope of the Admission Policy

- This document lays down the Student Admission Policy of St. Mira's College for Girls, Pune. The student admission policy of our college relates to admissions to lady/women students only of the Degree College for the undergraduate Programmes (B.A, B.Com, BBA, BBA(Computer Applications), B.Sc(Computer Science) as well as the Post graduate Programmes (M.A. with specialisations in Sociology, English, Economics), M.Com (with specialisations in Business Administration, Advanced Accountancy, Auditing and Taxation), M.Sc (Computer Science).
- This policy document should be read in conjunction with the College Prospectus, available on the College website: https://www.stmirascollegepune.edu.in
- Details of the Programmes/Courses offered, Qualifying Examinations for admission to the Degree College (Undergraduate and Post graduate) along with the eligibility criteria, admission procedure, flow chart for online filling of Vriddhi form, (in Marathi and in English), list of accompanying documents, fee structure and rules for cancellation of admission and refund of fees (as per the norms laid down by the affiliating University, viz. the Savirtibai Phule Pune University), Programme wise Subject packages, list of add on credit courses (including MILE), compulsory credit courses (UG and PG), certificate courses, post graduate diploma courses on offer, are available in the College Prospectus (updated annually) and uploaded on the College Website: https://www.stmirascollegepune.edu.in

Intake Capacity & Eligibility Criteria for Admission to Degree College Programmes

S. No.	Programme	UG/ PG	Aided/ Self-financing	Intake Capacity	Eligibility Criteria (Previous qualifying examination)
1	B.A.	UG	Aided	240	10 + 2 examination from a recognized State Board
2	B.Com	UG	Aided	360	10 + 2 examination from a recognized State Board
3.	B.B.A.	UG	Self-financing	80	10 + 2 examination from a recognized State Board
4.	B.B.A.(CA)	UG	Self-financing	80	10 + 2 examination from a recognized State Board
5.	B.Sc(CS)	UG	Self-financing	80	10 + 2 examination in Science from a recognized State Board with a minimum of 50% as pass percentage and Mathematics as a subject at the 10+2 level OR a Three Year Diploma of the Board of Technical Education conducted by Government of Maharashtra or its equivalent after completion of the 10th class (SSC or equivalent board examination).
6.	M.A. Sociology	PG	Self-financing	60	Graduate of any recognized University.
7.	M.A. English	PG	Self-financing	60	Graduate of any recognized University.
8.	M.A. Economics	PG	Self-financing	60	Graduates of any recognized University.
7.	M.Com	PG	Self-financing	60	Graduates of any recognized University.
8.	M.Sc (CS)	PG	Self-financing	30	B.Sc. (CS) degree of

					any recognized University with a minimum of 50% pass percentage and Mathematics as a subject at the 10+2 level

Note: For PG Programmes, the intake capacity mentioned is for each separate Part of the said Programme.

Time line of the Academic Year

- Our academic year commences from June 15 of one year and concludes on June 14 of the following year.

Online Admission Notice:

- Prior to commencement of the admission process for each academic year, commencing June 15, an Admission Notice is uploaded on our College Website as intimation of commencement of the admission process.

Admission Process Orientation and pre-admission Academic Counselling

- Students of Junior College are oriented prior to the commencement of the admission process for Degree College (either offline/online).
- Students can avail of unbiased pre-admission process guidance and advice with respect to their probable academic pursuits from the Vice Principal/s, concerned subject Heads of Department and subject faculty (Degree & Junior College) as the case may be.
- If a student does not meet eligibility criteria (cut-off) for a particular Programme specialisation/course, she is guided to choose another programme specialisation/course which is available.

Admissions Committee

- An Admission Committee monitors the student application and admission process. This Committee is chaired by the Principal, with the Vice Principal (Degree College), Coordinators of BBA-BBA(CA) and Computer Science Department [B.Sc.(CS) and M.Sc.(CS)] and the Office Registrar (Degree College).

Responsibilities of the Admission Committee

- To prepare and upload the Admission Notice [for all streams] on College Website for benefit of student community.
- To process applications for admissions in accordance with the Students Admissions Policy and Procedures.
- To screen and verify applicant's previous academic qualifications, etc.
- The decision of the Admission Committee with regard to admissions is FINAL.

Admission Procedure

- The student seeking admission to any Programme of the College should visit the College Website https://www.stmirascollegepune.edu.in
- To detailed flow chart outlining the admission procedure is available in English and in Marathi in the College Prospectus. Further, to access the Vriddhi online Admission form, the student should click on the ADMISSIONS tab on the College Website or go to the hyperlink: https://stmira.vriddhionline.com

Submission of Documents
- The student has to submit all necessary documents like relevant Marksheet, Leaving/Transfer Certificate (Original) of previous institution (for First Year admissions), Transfer Certificate (Original) for Second Year and Post graduate admissions, original Migration Certificate (if student is from other board/university) at the time of taking admission, Aadhaar Card, etc. For the complete list of documents please refer to the College Prospectus available on https://www.stmirascollegepune.edu.in

Gap Certificate
- In case the candidate has a Gap Year between two levels of the same programme, a Gap Certificate from competent authority will have to be furnished along with application form for admission and other necessary documents.

Caste Certificate
- A student wishing to avail of fee concession under reserved category quota (SC,ST, OBC, NT, etc) can do so provided she can furnish a Caste Certificate issued in her name by the Government of Maharashtra.

Income Certificate
- A student wishing to avail of assistance under Economically Backward Category (EBC) needs to submit an Income Certificate in the name of her parent. Details of the same are mentioned in the College Prospectus.

Anti-Ragging Undertaking
- All students need to enter their details and conform to the Anti-ragging Undertaking requirements as mentioned on the link:
  https://amanmovement.org/registration/public/amanmovement/Affidavit.php#
  This Anti-Ragging Undertaking must accompany the admission form of the student at the time of taking admission.

Admissions to Government Personnel's Wards
- Applications received from wards of government personnel who are in a state of transfer are accommodated subject to fulfilment of the eligibility criteria for admissions.

International Students
- For students coming from abroad, their admission has to be routed through the International Students Cell of the affiliating university (SPPU). For such students who have sought admission, a copy of their pass-port is also to be submitted along with their admission form.

Admission to children of Alumni
- Admissions to the female/Girl children of alumni (ex-students) are considered based on merit considerations.

Programme Specialisations

- A student chooses their specialisation subjects (BA, BCom, BBA) in the Second Year. Details of the Programme Specialisations are available in the College Prospectus.
- The student continues with the specialisation opted for at the Second Year level (BA, B.Com, BBA) to the Third Year level.
- No change in specialisation is permitted at the Third Year level.
- If a student opts for a specialisation at the SYBA level, she must offer that paper at the General level at the First Year level.

Eligibility for choice of Stream

- It may be noted that a Class 12 Science student is eligible for admission to First Year of any stream; a Class 12 Commerce student is eligible for admission to First Year of all streams (except Science); a Class 12 Arts /Humanities student is eligible for admission to First Year of only Arts/Humanities.

Completion of Second Year and Third Year from the same affiliating University

- The student can exit after successful completion of the First Year of a said Programme from one College and seek admission for the same Programme at the Second Year level in another College, under the same affiliating University. However, the both the Second Year and Third Year of the same Programme need to be successfully completed from the same College of the affiliating University.

Admission to two Programmes of the same University

- A student must note that she CANNOT simultaneously take admission for two Degree programmes of the same affiliating university. However, a student can take admission for one degree programme and one diploma programme of the same affiliating university.

Admission with Carry Forward of Backlog

- In accordance with the guidelines issued by the parent university (SPPU), a student can progress from First Year to Second Year by carrying forward 50% backlog from First Year to Second Year. A student can carry forward 50% backlog from Second Year to Third Year level but she cannot carry forward any First Year backlog to the Third Year level.

Applicability of SPPU's n + 2 Rule for Admissions

- With regard to admissions, the n + 2 rule is applicable. This means that for completion of a three year degree programme, the student is given an additional two years to complete the three year degree. In case the student fails to fulfil this requirement, then the candidate will have to re-register for the said programme from the First Year level.

Admission at SY level (for student from another college affiliated to SPPU)

- The Savitribai Phule Pune University, our affiliating University, permits a student to switch between two affiliated colleges at the second year level of the same

programme. In such case, a student has to have successfully completed the first year from the other college (under the same affiliating university) and can seek entry into the second year of the same programme (at our college). This admission will be based on merit. The student will have to obtain eligibility from the affiliating university.

Admission at SY level (for student from other College affiliated to other University, excluding SPPU)

- Students who have successfully completed their First Year of a particular stream, from another university, cannot be given admission to the same Programme at the Second Year level at our College, since it is not permitted under the affiliating Savitribai Phule Pune University Rules. Such a candidate can be considered for admission to a Programme offered by us at the First Year level, based on their Class 12 examination result, as per the declared merit list.
- A candidate having completed First Year from another University under one stream/specialisation cannot seek admission in Second Year in some other programme/specialisation at our College, since it is not permitted under the affiliating Savitribai Phule Pune University Rules. Such a candidate can be considered for admission to a Programme offered by us at the First Year level, based on their Class 12 examination result, as per the declared merit list.

Fees

- The Programme-wise detailed fee structure is available in College Prospectus and on College Website. https://www.stmirascollegepune.edu.in/]
- Under the COVID 19 situation, the College authorities have tried to reach out to students by offering a facility of fee payment in instalments, which is available on request and writing of an application addressed to Principal. After obtaining written approval from the competent authority, the said application has to be submitted to the College Office.
- Admission to any class/programme is considered FINAL ONLY AFTER submission of all required documents and payment of full fees.

Scholarships and Freeships

- The eligible students can avail of scholarships and free-ships as per the norms and procedures laid by Government of India and Government of Maharashtra.
- For Bharat Ratna Dr Ambedkar Swadhar Yojana (only for SC/Nav Buddha category), the relevant website is https://sjsa.maharashtra.gov.in
- For Central Sector Scholarship Concession and for Merit-cum-Means Concession, the relevant Website is https://www.scholarship.gov.in
- For SC/ST/VJNT/SBC/OBC categories, the relevant Website is https://mahadbtmahait.gov.in
- For details regarding Government free-ships and scholarships, kindly refer to College Prospectus on Website: https://www.stmirascollegepune.edu.in/

Cancellation of Admission

- In case of cancellation of admission by the student, the college adheres to the rules for cancellation of admission and refund of fees as laid down by the affiliating Savitribai

Phule Pune University.[Kindly refer to the College Prospectus, available on College Website - https://www.stmirascollegepune.edu.in/]

- The College reserves the right to expel and cancel admission of any student found to be indisciplined, resorting to objectionable, inappropriate, unethical behaviour or unfair means in College as reported by a Screening Committee appointed for the purpose. In such cases, the fees paid by the student are non-refundable.

Cancellation of conduct of Programme

- The College has the right to cancel any programme into which students have been accepted, in accordance with the Rules and Regulations relating to cancellation of Programme leading to cancellation of admission as prescribed by the affiliating Board/University/Government authority.

Admission related Queries

- For admission related queries, students are requested to email the College authorities at info@stmirascollegepune.edu.in.
- For Frequently Asked Questions (FAQs) related to College admissions, kindly refer to the College Prospectus, available on the College Website: https://www.stmirascollegepune.edu.in/

Admissions related Grievance Redressal

- For grievances related to admission completion, kindly refer to the Grievance Redressal Policy available on the College Website : https://www.stmirascollegepune.edu.in/
- In case of any grievance, kindly send an email to us at: grievance@stmirascollegepune.edu.in

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

St. Mira's College for Girls, Pune
[Autonomous-affiliated to Savitribai Phule Pune University]
Student Admission Policy
Annexure 1
2020-21

Rules regarding Admission with Carry Forward of Backlog

- In accordance with the guidelines issued by the parent university (SPPU), a student of all streams like B.A, B.Com, BBA, BBA(CA), M.A, M.Com , but excluding **B.Sc and M.Sc (Computer Science),** can carry forward 50% backlog from First Year to Second Year and 50% backlog from Second Year to Third Year level. No student can carry forward any First Year backlog to the Third Year level (all streams included).

- In accordance with the parent university guidelines (SPPU), in case of B.Sc(CS), a student can now progress from First Year and seek admission in Second Year only if they successfully clear the First Year 100% or have cleared 70% of their FY courses. Carry forward of more than 30% backlog is NOT permitted at any level of the B.Sc (Computer Science) Programme. A student cannot be admitted to the Third Year level if any of the First Year subjects (including the add on courses) are not cleared.

Applicability of SPPU's n + 2 Rule for Admissions

- With regard to admissions, SPPU's n + 2 rule is applicable. This means that for completion of a three year degree programme, the student is given an additional two years to complete the three year degree. **This rule may be relaxed at the discretion of the affiliating university only under special circumstances,** if permitted by the affiliating Savitribai Phule Pune University. In case the student fails to fulfil this requirement, then the candidate will have to re-register for the said programme.

Admission at SY level (for student from another college affiliated to SPPU)

- The Savitribai Phule Pune University, our affiliating University, permits a student to switch between two affiliated colleges at the second year level of the same programme. In such case, a student has to have successfully completed the first year from the other college (under the same affiliating university) and can seek entry into the second year of the same programme (at our college). This admission will be based on merit and on successful fulfilment of **equivalence criteria** of the College, as determined by the Examination Committee of our College. The student will have to obtain eligibility from the affiliating university.

Admission at SY level (for student from other College affiliated to other University, excluding SPPU)

- From the academic year, 2021-22, we are permitting students who have successfully completed their First Year of a said Under Graduate Programme to take admission in our College for the same Programme at the Second Year level provided they fulfil the eligibility criteria of our College as determined by the Examination Committee in its Equivalence Policy document. In such cases, the student will also have to obtain eligibility from the affiliating university [SPPU].

- A candidate having completed First Year from another University under one stream/specialisation cannot seek admission in Second Year in some other programme/specialisation. Such a candidate can be considered for admission to the First Year of a particular stream. In such cases, the admission criteria will then be based on merit as per Class XII result of the candidate.
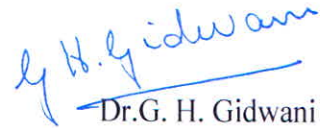
Acceptance of Fees in instalments

- While the Programme-wise detailed fee structure is available in College Prospectus and on College Website.https://www.stmirascollegepune.edu.in/], under the COVID 19 situation, the College authorities have attempted to reach out to students by offering a facility of fee payment in instalments, which is available on request and writing of an application addressed to Principal. After obtaining written approval from the competent authority, the said application has to be submitted to the College Office.
- Admission to any class/programme is considered FINAL ONLY AFTER submission of all required documents and payment of full feesi.e. all fee instalments.

Student Aid

- Under the COVID 19 situation, a Student Aid Program has also been introduced to facilitate student admission, in case student is unable to fully meet fee requirements. Students who are eligible for student aid can email the College authorities   at: studentwelfare@stmirascollegepune.edu.in

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

St. Mira's College for Girls, Pune
[Autonomous-affiliated to Savitribai Phule Pune University]
Student Admission Policy
Annexure 2
2021-22

Applicability of SPPU's n + 2 Rule for Admissions

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- A candidate having completed First Year from another University under one stream/specialisation cannot seek admission in Second Year in some other programme/specialisation. Such a candidate can be considered for admission to the First Year of a particular stream. In such cases, the admission criteria will then be based on merit as per Class XII result of the candidate.

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- While the Programme-wise detailed fee structure is available in College Prospectus and on College Website. https://www.stmirascollegepune.edu.in/]. under the COVID 19 situation, the College authorities have tried to reach out to students by offering a facility of fee payment in instalments, which is available on request and writing of an application addressed to Principal. After obtaining written approval from the competent authority, the said application has to be submitted to the College Office.
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Student Aid
- Under the COVID 19 situation, a Student Aid Program has been continued to facilitate student admission, in case student is unable to fully meet fee requirements. Students who are eligible for student aid can email the College authorities   at: studentwelfare@stmirascollegepune.edu.in

Revised Anti Ragging Procedure
As per the Judgement of the Honorable Supreme Court of India dated 08-05-2009, the UGC notified Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and in compliance with the second amendment in UGC Regulations, it is compulsory for each student and their parent/guardian to submit an online undertaking, each academic year, at two designated websites, viz. www.antiragging.in and www.amanmovement.org

As per UGC Circular [D.O No. F 3-2/2021(ARC) dated October 27, 2021, the student shall follow the following procedure for submitting their anti-ragging undertaking. [Circular attached]

Step 1 involves the same procedure regarding submitting their details to www.antiragging.in and www.amanmovement.org [Existing]

Step 2 The student shall receive an email with her registration number and a weblink. The student will forward the link to the E-mail of the Nodal Officer in her College. The student will not receive pdf affidavits and she is not required to print and sign it, henceforth. [New]

Step 3: The Nodal Officer of the College can click on the link of any forwarded e-mails that she will receive from any student of her College to get the list of students who have submitted Anti-Ragging Affidavits/Undertakings in her College. The list will be updated every 24 hours. Henceforth, the Admission Form of the College will have a separate column (prescribed format) bearing Anti-Ragging Undertaking Reference Number.[New]

To create awareness amongst students regarding revised procedure for students to file online Anti-Ragging Affidavit, the email address and contact number of the College Anti-Ragging Nodal Officer are mentioned on College Website, in College Prospectus (E-brochure) and in other prescribed Campus areas like Admission Centre (College Office), Departments, Library, Canteen, Hostel, Common facilities, etc.

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

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary

D. O. No. F. 3-2/2021 (ARC)

2 7 OCT 2021 October, 2021

SPEED POST

Subject: Revised procedure for students to file online Anti Ragging Affidavit.

Dear Madam/Sir,

As you are aware, in pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2nd Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, www.antiragging.in and www.amanmovement.org.

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit.

The revised procedure is as follows:

Step 1: A student will submit his/her details on the same web sites (www.antiragging.in and www.amanmovement.org) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).

Step 2: The student will receive an E MAIL with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer in his/her university/college. **(Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).**

Step 3: The Nodal Officer in the university/college can click on the link of any forwarded e mails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

Contd.../-

6.51. policy adm... 4

-02-

Universities and Colleges are requested to insert **a mandatory column** in your university/colleges admission form as per the given format:

Anti Ragging Undertaking Reference no:	

You are also requested to display the email address and contact number of the Nodal Officer of Anti Ragging of your university/college in your website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc. to create awareness about the revised procedure for students to file online Anti Ragging Affidavit.

In addition to this, you are also requested to create E-admission booklet or brochure, E-leaflets giving details on guidance in case of ragging to admitted students instead of print/hard copy.

With kind regards,

Yours sincerely,

(Rajnish Jain)

The Vice-Chancellor of all Universities

The Principal of all Colleges

Copy to:

1. All Higher Education Regulatory Bodies (As per list attached).
2. UGC Regional Offices.
3. Ms. Jasleen Kaur, Under Secretary (HE), Department of Higher Education, Ministry of Education, Room No. 221, 'C' Wing, Shastri Bhawan, New Delhi-110 001
4. Dr. Diksha Rajput, Deputy Secretary, UGC, New Delhi (for uploading on UGC website).
5. Prof. Raj Kachroo, 689, Sector-23, Gurgaon, Haryana-122 017 (for uploading the same on both the website: (1) website: www.antiragging.in (2) www.amanmovement.org

(Dr. Archana Thakur)
Joint Secretary

SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
An Autonomous (Affiliated to SavitribaiPhule Pune University)
Reaccredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE,BSc (Computer Science), BBA, BBA(CA)]
6,Koregaon Road,Pune-411001. [INDIA]
Ph./Fax: 26124846; Email: mira_college@yahoo.co.in

POLICY TITLE: Examination Policy (w.e.f 2021-22)	
Policy Number:	2
Description of the Policy	Rules and Procedures of Examination
Drafting Authority	Examination Committee
Policy Application	Students and Teaching staff
Effective from:	15 June 2021
Revised on:	NA
References for the Policy	Guidelines of Savitribai Phule Pune university (Parent Affiliated university)

Dr. Jaya Rajagopalan

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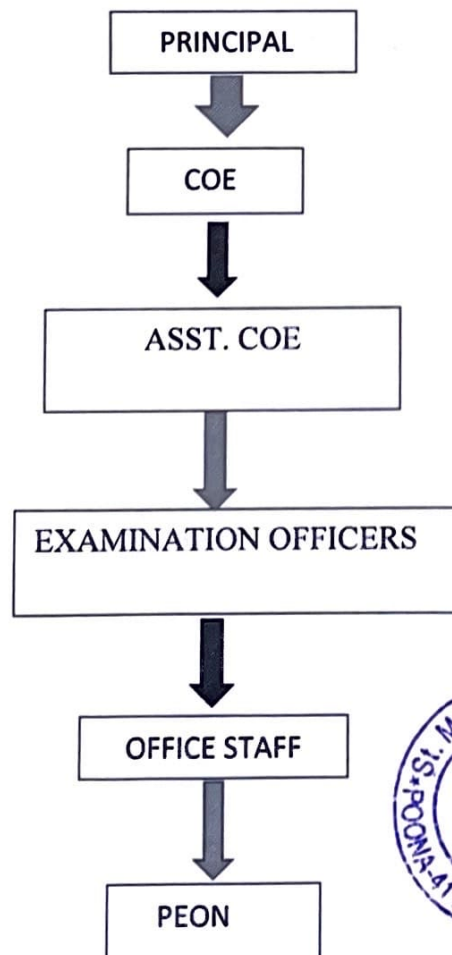**Principal Incharge**
St. Mira's College for Girls, Pune.

Examination Policy(w.e.f 2021-22)

St. Mira's College for Girls, Pune is an autonomous college- affiliated with Savitribai Phule Pune University (formerly known as Pune University). The College was established in 1962 and approved by Govt. of Maharashtra, It was accredited by NAAC through 3 cycles. It was conferred autonomous status in 2007. Since then, St. Mira's College runs autonomous programmes as follows

Arts, Commerce, Science, Bachelor of Business Administration (BBA), Bachelor of Business Administration -Computer Application (BBA-CA), Computer Science, PG (English, Economics, Sociology), MCom (Accountancy and Business Studies), MSc (Comp Sc).

As an autonomous college, the college has a full-functioning examination cell operating since 2007. The entire examination work is entrusted to an Examination Committee consisting of the Principal as the Chief Controller of Examinations and Senior Faculty Members. As per Statutes, the College has also appointed a Controller of Examination to ensure fair and smooth conduct of examinations. The Committee members meet regularly to formulate and implement Rules and Regulations for the conduct of Examinations under Autonomy. Under Autonomy, evaluation is a continuous process. The course has a combination of tests, discussions, and project work for each year. The tests may be objective, multiple-choice questions, short answers, essay type, project-based or practical activities.

Office of the Controller of the Examinations: Organizational Structure

PRINCIPAL

COE

ASST. COE

EXAMINATION OFFICERS

OFFICE STAFF

PEON

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

A. INFRASTRUCTURE

- Examination Cell
- One Server
- 7 Computers
- Heavy Duty Printers (2)
- Heavy Duty Copier (1)
- Regular Copier (1)
- Paper Shredder (1)
- External Hard Disk for Backup

B. FUNCTIONS AND RESPONSIBILITIES

The COE shall be responsible for the conduct of all Comprehensive semester examinations of the college. It shall be her duty to arrange the preparation, scheduling, and conduct of end-semester examinations of the college and to take care of other incidental matters.

The following work will come under the jurisdiction of the examination cell

- Preparation of an academic calendar and the schedule of examination
- Issuing the notification of examination fees
- Issuing the marksheets and other related work.
- Preparation of detailed Timetables and their publication on time.
- Scrutiny of examination application forms of candidates before the commencement of Practical/ Theory examinations.
- Preparation of the Question Papers.
- Preparing and issuing the hall tickets
- Maintenance of all records, statistics, stock registers, and databases of candidates pertinent to examinations
- Processing and passing of Bills of remuneration of internal and external paper setters, supervisors, CAP, and external moderators
- Appointment of coordinators and other staff required for the conduct of the examination.
- Issuing appointment orders to the internal and external examiners, Paper setters
- Declaration of results in stipulated time and issuing of mark statements.
- Issuing of duplicate marksheets
- Preservation and disposal of valued answer scripts at least for one year after the announcement of results.
- Maintenance of the statistical data related to each examination session.
- Verification of the mark statement for transcripts.
- Providing for photocopy/re-evaluation of valued answerbooklets requested by the candidates on the prescribed application form with due fees.
- Assurance of quality in all exams related activities
- Taking disciplinary action on unfair practices related to examinations.
- Dealing with matters of examination fees and refunds if any.

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

C. EXAMINATION PROCESS

Evaluation Pattern

College followsSemester Pattern Choice Based Credit System.

Internal and End Semester Assessment is done as per the norms prescribed in the Academic Regulations of the concerned programmes offered by the College.
The examination of the course comprise of two components:
- **Continuous Internal Assessment**
- **End Semester**

The evaluation of a student in a particular course is based on her performance in both Continuous Internal Assessment and End Semester Examination.

I. Continuous Internal Assessment

For Bachelor of Arts (BA), Bachelor of Commerce (BCOM), Bachelor of Business Administration (Computer Applications) (BBACA), and Bachelor of Business Administration (BBA)

- 40 Marks of Internal Assessment is divided into three components. The test is conducted in a centralized manner on digital platforms.

Component	Marks	Total Marks
MCQ TEST	20	20
FLEXI OPTION	10+10	20
	Total	40

- The subject teacher will design the Flexi test option to suit her curriculum requirements. The Flexi test option will be divided into 2 parts of 10 marks each. In some courses, only one Flexi test of 20 marks will be conducted.

For Bachelor of Computer Science

- Theory and Practical: The internal assessment will be of 15 marks (5marks MCQ+10 marks Flexi option)

II. End semester examination

For Bachelor of Arts (BA), Bachelor of Commerce (BCOM), Bachelor of Business Administration (Computer Applications) (BBACA), and Bachelor of Business Administration (BBA)

The End semester examination will be conducted for 60 marks for all theory courses.

For Bachelor of Computer Science
The End Semester examination is 35 marks percourse.

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

- BBA(CA) Practical Examination will be of 3 hours for 100 marks and the marks are bifurcated as Practical80 marks, Journal 10 marks, and viva 10 marks.
- The examination will be evaluated by internal and external examiners.
- The BBA(CA) Project viva of Semesters -IV, V, and VI will be of 100 marks evaluated by the internal and the external examiner (Total marks are 100 for the project and viva).
- The BBA Project viva will be in SemestersIII, IV, V, and VI for 50 marks each. The examination will be evaluated by internal and external examiners.
- EVS, MIL, SEC, GE, and all the Add-on courses will be evaluated in a continuous assessment format.

Criteria for Passing of Examination and A.T.K.T Rules

- Standard of Passing for internal examination: 40 % passing is mandatory for internal examination. **Example**: Out of 40 minimumpassing will be for 16 marks.

- Standard of Passing for end semester examination: 40 % passing is mandatory for the end semester examination. **Example**: Out of 60 compulsory passing will be for 24 marks.

- Standard of Passing for each Paper or Subject: 40 % marks is mandatory to pass each paper of 100 marks per semester and **score necessary passing marks to qualifyfor internal and End semester examinations.**
Example: Out of 100 mandatory passing will be for 40 marks. (16 marks Internal and 24 marks End Semester= 40 marks)

- Backlog Internal Examination will be conducted for the students who have not qualifiedforthe internal examination.
ie... Scored less than 40% marks in the internal examination for a course but has passed in Semester End Examination.
Similarly, if a student has scored less than 40% marks in the internal as well as the Semester End Examination of a particular course, the student will appear for both Internal Backlog Examination and End Semester Examination.

Criteria for Admission for the Second year, Third year, and Postgraduate of the Programme

- If a student does not clearall the courseinSemester-I, she will be allowed to continue with SemesterII. However, at the time of admission to Semester- IIII (Second Year) a student will have to acquire a minimum of 50% of credits of Semester-I & Semester –II combined (First Year)

- If a student does not clearall the coursesin SemesterIII (Second Year), she will be allowed to proceed to SemesterIV. However, at the time of admission in SemesterV (Third Year), a student must have acquired 100% of credits of the First year and 50% of credits of Semesters III & IV combined (Second Year)

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

- Mandatory Non-CGPA Credit courses: completion of non-grade and mandatory courses is necessary before completion of the Degree. But this shall not block admission to the next year of the same Degree Programme.

Equivalence Policy

- Studentsfrom other affiliated colleges, Universities / Autonomous Colleges must have a minimum of 50% of the total number of courses in common with courses offered at St. Mira's College.
  The Equivalence Committee of the College will check the eligibility as per equivalence norms.
- Students of St. Mira's can take admission under the equivalence policy to SY or TY directly. However, the students coming from other affiliated colleges, Universities / Autonomous Colleges will be permitted to take admission to Second Year only.

Examination Process

- **Internal Examination**
  The internal examination shall be carried out by the concerned faculty before the commencement of the End Semester examination.
- **End-Semester Examination**
  Regular and Backlog examinations are conducted at the end of each semester by the college for all departments

The relevant tasks required in the conduct of the End Semester examination are groupedinto the following stages:

Planning of the Exam Schedule
- The tentative date and schedule of the examination are prepared and mentioned in the Academic calendar at the beginning of each Academic session.

Declaration of the Exam Schedule.
- The examination schedule is declared on the website three weeks before the Examination. One exam session of two hours for 60 marks paper is scheduled per day.

Examination form filling
- Before appearing in the examination, the student must properly fill out the exam form for the respective examination and submit it to the exam cell along with exam fees. The students are notified about the class-wise schedule of exam forms and exam fee collection through the notice circulated in the classes as well as on the website.

Hall Ticket generation
- Hall Tickets are generated and distributed to the students one week before the examination.

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

Preparation of Question papers

- Paper setting preparation is done by the subject teacher under the supervision of the HOD
- 3 sets of question papers are prepared per subject
- A panel of 3 Paper Setters – subject teacher/s, HoD& one external paper setter
- External paper setter often is a member of BOS
- 70%+ external faculty members associated in a paper setting with an average experience of over 5 years.
- The sealed question papers are handed over to the Controller of the Examinations by the concerned Head of the department.
- Proofreading of the hard copy and soft copy of the question paper is done by the Controller of the Examinations before the final submission

Timetable Design

- The two-hour session for the end-semester examination.
- Students with disabilities appearing for the examination are provided additional time duration during the examination. Students with disabilities must provide appropriate documentation of their disability to avail of the above relaxationsin timing.

Invigilation Timetable Design

- Each faculty member participates in the invigilation process.
- Each faculty has an average of 8-10 turns.
- Faculty members are informed about their invigilation turns one week before the start of the examination.
- Faculty members are provided with a detailed instructions sheet mentioning the rules to be followed during invigilation.
- This helps to maintain the sanctity of the examination.

Vigilance Squad

- There is a three -member team as Vigilance squad.
- Team - Senior retired faculty members, members of sister concern are appointed as members of the squad.
- Faculty members of other educational institutions are also invited.

Malpractices

- Students are expected to follow the rules and regulations of the college examination committee.
- Unauthorized devices such as mobile phones are not allowed in the examination
hall. The usage of a scientific calculator is permitted for those examinations
only if the paper setter gives instructions.
- Strict action is taken in case a student is caught adopting unfair means/practices.
- Unfair practices are dealt with on a case-to-case basis by the examination committee.
- Answer Paper is nullified, and the fine is levied as per the rules in case of indulgence in unfair practices.

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

- If the copy is caught in the first half an hour, then the new answer sheet is issued and the previousone is considered null and void.

Central Assessment Programme (CAP)
- Begins on the same day after masking the papers.
- The external moderator is appointed.
- Moderation percentage is set as per the rules set by Savitribai Phule Pune University affiliated parent university

Result Finalization
- Internal passing is compulsory ie 16 out of 40
- End Semester passing is mandatory ie 24 out of 60
- Total passing is 40/100
- Application of ordinances is according to the Parent University

Declaration of Result &After
- Results are declared within 45 days of the last day of the examination
- The semester-wise pass-Fail report is displayed on the college website
- Verification /Revaluation application to be filed within 15 days of declaration of result (only for offline examinations)
- Verification /Revaluation resultsare available within 10 days of receipt of the application by the student (only for offline examinations)
- Students are permitted to have a copy of the answer sheet on the application and payment of fees (only for offline examinations)
- Marksheets are issued to students as per the security measures adopted by the Savitribai Phule Pune University affiliated parent university and the college.

The Award of a degree
- The degree for the UG academic programme is based on the credits allotted by Savitribai Phule Pune University (Affiliated parent university)
- As per the norms specified by the Savitribai Phule Pune University (Affiliated parent university)
- Degree awarding ceremony is organized at the college level to distribute the degree certificates.

Special examination
Those students who are representing College in N.S.S / N.C.C / Sports / Cultural programme at University, State, National, or International level and who had obtained prior permission from the College, these students will be eligible for the Special Examination. The special examination rules of the Savitribai Phule Pune University (Affiliated parent university) will be followed.

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

Programme-wise Credit Structure

Bachelor of Arts ProgrammeTotal Credits

Semester	No. of courses	Credits per subject	MIL	SEC	EVS	GE	Total credits
I	6	3	---	---	---	---	18
II	6	3	---	---	---	---	18
III	6	3	2	2	2	---	18+2+2+2=24
IV	6	3	2	2	2	---	18+2+2+2=24
V	6	(4x3)+(2x4)	---	---	---	2	20+2+2=24
VI	6	(4x3)+(2x4)	---	---	---	2	20+2+2=24
Total credits							132+8 Non-CGPA=140

Bachelor of Commerce Programme

Semester	No. of courses	Credits per subject	Credits for Add on courses	EVS	Total credits
I	7	(6x3) + (1x4)	1	---	23
II	7	(6x3) + (1x4)	1	---	23
III	6	(4x3) + (2x4)	---	2	22
IV	6	(4x3) + (2x4)	---	2	22
V	6	(3x3)+(3x4)	---	---	21
VI	6	(3x3)+(3x4)	---	---	21
Total credits					132+8 Non CGPA=140

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BSc Computer science

Semester	Nos of Discipline-Specific Courses (Theory+Practicals)	Credit Per Theory	Credit per practical	SECC	AECC	Total credits
I	12(8+4)	2	1.5	--	--	(16+6)=22
II	12(8+4)	2	1.5	--	--	(16+6)=22
III	9(6+3)	2	2	--	4	22
IV	9(6+3)	2	2	--	4	22
V	9(6+3)	2	2	2 x2theory=4	----	22
VI	9(6+3)	2	2	2 theory=4	----	22
Total credits						132+8 Non CGPA=140

Bachelor of Business Administration

Semester	No. of courses	Credits per subject	Credits Add courses	for on	EVS	Total credits
I	6	(3x4)+(3x3)	2			23
II	6	(1x4)+(5x3)	2			21
III	6	(2x4)+(4x3)			2	22
IV	6	(2x4)+(4x3)	2			22
V	6	(1x4)+(4x3)+(1x6)				22
VI	6	(1x4)+(4x3)+(1x6)				22
Total credits						132+8 Non CGPA=140

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Principal Incharge
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Bachelor of Business Administration (Computer Applications)

Semester	No. of courses	Credits per subject	Credits for Add-on courses	EVS	Total credits
I	6	(1x4)+(5x3)	2		21
II	6	(1x4)+(5x3)	2		21
III	6	(5x3)+ (1x6)		2	23
IV	6	(4x3)+(2x4)	2		22
V	6	(4x3)+(2x4)	2		22
VI	6	(3x3)+(3x4)	2		23
Total credits					132+8 Non-CGPA=140

Dr. Jaya Rajagopalan
(Principal –InCharge)
Principal Incharge
St. Mira's College for Girls, Pune.

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POLICY TITLE: Code Of Conduct and Ethics for Students	
Policy Number:	3
Description of the Policy	This policy provides a framework for the behaviour and conduct of all students, the aim of which is to give a clear, defined explanation of the standard of behaviour and conduct expected to create a peaceful, safe and happy environment, which is conducive to a culture of learning and excellence.
Drafting Authority	Ms. Suhaile Azavedo
Policy Application	Students/ Teaching/ Non-Teaching
Effective from:	2017
Revised on:	24/11/21
References for the Policy	University Grants Commission and Savitribai Phule Pune University Guidelines

CODE OF PROFESSIONAL ETHICS DOCUMENT
FOR TEACHING AND NON-TEACHING STAFF

St. Mira's College for Girls, Pune affiliated to Savitribai Phule Pune University recommends the following Code of Professional Ethics prescribed by the UGC and by Savitribai Phule Pune University for all stakeholders .

Code of Professional Ethics:

https://www.ugc.ac.in/pdfnews/4033931_UGCRegulation_m in_Qualification_Jul2018.pdf
(Part III Section 4 – 17.0 Page 96-98)

http://unipune.ac.in/pdf_files/law/teacher.pdf
(Appendix VI Page 71 to 75)

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

St. Mira's College For Girls, Pune

**Autonomous (Affiliated to Savitribai Phule Pune University)**

CODE OF CONDUCT AND ETHICS
FOR TEACHING AND NON-TEACHING STAFF

Code of Professional Ethics

I.   Teachers and their Responsibilities : Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

- Manage their private affairs in a manner consistent with the dignity of the profession;

- Seek to make professional growth continuous through study and research;

- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;

- Maintain active membership of professional organisations and strive to improve education and profession through them;

- Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;

- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
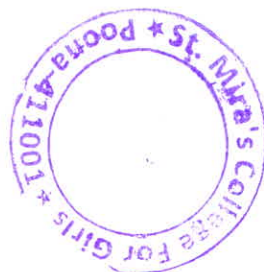
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- Respect the rights and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

III.   Teachers and Colleagues

Teachers should:
- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV.   Teachers and Authorities :

Teachers should:
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V.   Teachers and Non-Teaching Staff :

Teachers should :

(i)   Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

(ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians :

Teachers should:

Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society Teachers should:

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life ;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

College Principal should

(a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;

(b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;

(c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;

(d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;

(e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

(f) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

(g) Manage their private affairs in a manner consistent with the dignity of the profession;

(h) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;

(i) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University/College) should:

a. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
b. Manage their private affairs in a manner consistent with the dignity of the profession;

c. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
d. Participate in extension, co-curricular and extra-curricular activities, including the community service.
e. Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Non-teaching Staff :

Non-teaching Staff should:

- Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Remain ethical in the conduct and discharge of their duties and responsibilities;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university.

Non-Teaching Staff and Students

The non-teaching staff should:

- Respect the rights and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Be accessible to the students during Office hours.
- Refrain from inciting students against other students, colleagues or administration.

Non-teaching Staff and Colleagues

Non-teaching staff should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully of other staff members and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Non-teaching Staff and Authorities :

Non-teaching staff should:

- Discharge their administrative and other College/Institutional responsibilities according to the existing rules and adhere to procedures and methods consistent with their employment.
- Refrain from undertaking any other employment and commitment, which are likely to interfere with their current employment responsibilities;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Non-Teaching Staff and Teachers:

Non-teaching staff should :

(i) Treat the teaching staff with regard and provide all cooperation to them, in the conduct of their duties, in every educational institution.
(ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

Non-teaching Staff and Civil Society:

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to encourage and facilitate education in the community;
- Be aware of social problems and take part in such activities which may be undertaken by College/Institution, as would be conducive to the progress of society and of the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of office in the educational institution.
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

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

Principal,
St. Mira's College For Girls

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POLICY TITLE:	Infrastructure Maintenance and Utilization Policy
Policy Number:	4
Description of the Policy	Guidelines for maintenance and upgrading college building, ground, laboratory equipment, furniture, library and sports facility.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching/Non Teaching
Effective from:	15/6/2017
Revised on:	June 2020-21
References for the Policy	UGC Guidelines

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

St.Mira's College for Girls, Pune

Autonomous Affiliated to Savitribai Phule Pune University

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[2017-2022]

Infrastructure Maintenance and Utilization Policy

St. Mira's College for Girls, Pune

(Autonomous Affiliated to Savitribai Phule Pune University)

Maintenance Policy

The purpose of this policy is for maintenance and upgrading physical and academic facilities including college building, laboratory equipment, furniture, library, sports facility and allocation of budget for the same.

Policy:

1. Perform maintenance of college owned and controlled assets on periodic basis to keep assets functional.

2. Identify potential maintenance requirements early within the context of the planned maintenance so that corrective action may be planned.

3. Develop a plan for continuous evaluation of college campus facilities to ensure that college facilities are up to date and ready to use.

Daily maintenance:

Classrooms, offices, corridors, entrances, and stairs are to be cleaned on a day-to-day basis by sevaks and sevikas. Restrooms to be cleaned and serviced daily by the appointed sweepers.

Electrician appointed under AMC for maintenance purpose has following responsibilities:

- Supply and fitting of light tubes and bulbs
- Minor repair of classroom and laboratory fans.
- Replacement of electrical wiring.
- Maintenance of electric meter room and UPS batteries.

Renovation, alteration, and improvement of the existing academic, research, and support buildings as required to accommodate new or reformed programs will be decided by the principal in consultation with the concerned head of the program. The requirement for this is to be made to the Management of the college and after their permission the work will be carried out.

IT Infrastructure and Electrical Maintenance and Replacements:

The college has an ongoing renewable AMC under which a computer technician looks after technical needs as well as replacement and repair requests. The requests come from the Head of Departments, faculty and staff Requests are to be taken care of

immediately, wherever possible. Computer technician must look after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems.

Small type of replacements in the computers needs to be made by the technician.

College has to have a renewable contract for Website Updates and Maintenance. All the ongoing activities, examination schedules etc needs to be posted regularly through in-house website committee. Problems regarding electrical wiring, new electrical connections in college as well as departments are to be handled by electrician.

Electrician will also be responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes. Technicians are available throughout the day.

Maintenance of Laboratory Equipment:

This document provides policy for maintenance of all types of equipment held throughout departments. Maintenance policy ensures that equipment are always in ready and reliable condition as well calibrated to provide good quality outputs.

The requirement of laboratory equipment and software needs to be requested annually as a part of the College budget process. Head of the department have to make a list of equipment to be purchased in the year and submit it to the administrative office. When equipment will be received, the Head of the departments are responsible for inspecting materials and equipment to ensure quality and safety standards as per requirement and their intended use. Heads and faculty in the departments are accountable for proper use of equipment. If maintenance or repairing of equipment is necessary, head of department will take care of this. If there is replacement of small part of the equipment, head of the department will make arrangement for that.

Maintenance of Furniture and Fixtures:

The college authority seeks feedback from faculty and staff regarding their requirements to ensure that we maintain existing classrooms. As part of this, items such as blackboards, fittings and furniture may be identified and renewed as part of the ongoing periodic budget.

Principal
St. Mira's College For Girls.

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POLICY TITLE: IT Policy	
Policy Number:	**5**
Description of the Policy	Strategies to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching/Non Teaching
Effective from:	15/6/2017
Revised on:	June 2020-21
References for the Policy	UGC Guidelines

Principal Incharge
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[2017-2022]

IT Policy

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

St. Mira's College for Girls, Pune

Autonomous, Affiliated to Savitribai Phule Pune University

<u>IT Policy</u>

<u>Purpose:</u>

College maintains IT Policy to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus. This policy establishes the strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed by college.

While college is providing access to Internet to the faculty(teaching/non-teaching), students and staff with Limited Internet bandwidth, limited infrastructure like computers, computer laboratories to utilize.

This Policy applies to Students (UG and PG), Faculty(Teaching/Non-teaching) and Administrative Staff (Non-Technical / Technical).

IT Usage:

Following are the list of offences liable while using college IT infrastructure:

1.   Tampering with computer source documents, records & developed software.

2.   Hacking with a computer system.

3.   Usage of the password, digital signature or other unique identification of another person.

4.   Acts of cyber terrorism.

5.   Publishing information which is obscene / defaming someone or any organization in electronic form.

6.   Downloading of illegal software.

7.   Attachment of any device that could bring viruses or damage to college computers.

8.   Formatting of any computer in the college without permission.

9.   Installation of software in college computers without permission.

10. Usage of computer peripherals (printers, scanners etc.) for personal work.

11. Photography of any material from the college computers, particularly during online exams, practicals & practical examinations.

To secure our college network , a firewall device is used that monitors incoming and outgoing network traffic and permits or blocks data packets based on a set of security rules. Its purpose is to establish a barrier between internal networks and incoming traffic from external sources (such as the internet) in order to block malicious traffic like viruses and hackers.

Firewalls carefully analyze incoming traffic based on pre-established rules and filter traffic coming from unsecured or suspicious sources to prevent attacks. Firewalls guard traffic at a computer's entry point, called ports, which is where information is exchanged with external devices.

For internal security, to protect our data from malicious attack we use antivirus 'Quickheal' for all devices and provide username and password for each user to access their data.

St. Mira's College for Girls

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POLICY TITLE: Laboratory Policy	
Policy Number:	6
Description of the Policy	Regulations for effective and optimal use of all college laboratories during the practical sessions.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching Staff
Effective from:	15/6/2017
Revised on:	June 2020-21
References for the Policy	UGC Guidelines

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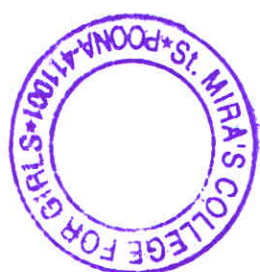St. Mira's College for Girls, Pune.

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[2017-2022]

Laboratory Policy

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

St. Mira's College for Girls, Pune

Autonomous, Affiliated to Savitribai Phule Pune University

<u>Laboratory Policy</u>

Purpose:

The laboratory classes at St. Mira's College provide students with first-hand experience with course concepts and with the opportunities to explore methods used by scientists in their discipline. The laboratory session has particular challenges and opportunities that differ from those in a standard classroom environment. The College shall therefore take steps to protect the resources from unauthorized access, misuse or removal and shall promote measures commensurate with the potential risks.

The following regulations are enforced in the laboratories of all practical based subjects (B.Sc. – Computer Science and B.C.A ,Electronics Lab,Psychology lab, Language Lab, IT Lab) of College.

1. No students will be permitted in the laboratory without an instructor. No visitors are permitted.

3. Replacing, swapping, or moving any equipment; Downloading, installing, removing, modifying software on the computers; Browsing the Internet for non-lab related information is strictly prohibited.

4. Eating and drinking are not permitted in the laboratory unless having a medical condition already notified to the instructor.

5. Students will not be permitted on the laboratory with sandals, or shoes.

7. Personal belongings must be kept outside the working area and the aisle must be kept open all the times.

8. All the equipment and furniture must be placed in the place and state as it was when you entered the lab. The working area must be free of debris.

10.Students must know the evacuation routes, lab emergency safety procedures, and emergency phone numbers (pasted on specified places in the laboratory). In case of emergency, the students must switch off any running equipment and follow the standard laboratory safety procedures.

11. The student must accept responsibility and pay for any damage s/he causes to any equipment in the laboratories.

12. Silence should be maintained by all inside all the laboratories, except when instructors permit otherwise.

13. Adhere strictly to any other additional information provided by the instructors of respective departments.

14. Students who do not follow the laboratory safety rules will be suspended from the laboratory and from college on further non-compliance.

To help ensure the smooth operation of the computer labs the following activities are strictly prohibited

– Removal of documentation, software, or equipment

– Commercial use and personal business interests

– Account sharing

– Waste, misuse, or abuse of information technology resources

– Making information technology resources inaccessible or compromising the integrity thereof through malicious destruction or alteration

– Compromising the security, rights, or privacy of the college, people, or their information technology resources

– Illegal reproduction of music, movies or other copyrighted material

– Downloading of films, songs, videos

– Use off personal emails, social networking sites

– Playing games

For maintaining the laboratories & computers in the college:

- It is the joint responsibility of the concerned teaching staff & lab assistants to ensure the smooth functioning & security of their respective laboratories.

- Laboratories are to be utilized only for the conduction of practicals & activities scheduled in the curriculum. Utilization for any other activity requires the prior permission of the authorities.
- Students found damaging lab equipment will be required to pay for the repairing / replacement expenses.
- Maintenance -We have a computer technician available on campus throughout the working hours and proper maintenance and up gradation is ensured. Prompt attention is given to needs identified for purchase or repair and handled by the purchase committee of the college.

- The lab assistants should maintain complete records of the equipment – the stock, damages, repairs & replacements etc

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G.H.Gidwani

Principal
St. Mira's College for Girls

POLICY TITLE: Classroom Policy	
Policy Number:	7
Description of the Policy	The ground rules applicable for the students and teachers for the better utilization of classrooms.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching Staff
Effective from:	15/6/2017
Revised on:	June 2020-21
References for the Policy	UGC guidelines

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

St.Mira's College for Girls, Pune

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[2017-2022]

Classroom Policy

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

St. Mira's College for Girls, Pune

Autonomous, Affiliated to Savitribai Phule Pune University

Classroom Policy

Purpose:

To develop classroom ground rules that are applicable to students and teachers, ground rules that will guide the class for the entire time they are together.

Procedures and policies for maintaining classrooms:

- Classrooms are maintained jointly by the office staff, class teachers & student class representatives .
- Classrooms are to be utilized only for the conduction of lectures, examinations as scheduled and also for guest lectures.
- Electric power supply/ internet/ smart boards/ LCD projector/ computers & accessories etc. provided by the college are to be utilized only for college related activities.
- Students found scribbling on the walls or benches or causing any kind of damage to the college property will be required to pay for the repairing expenses.
- All requirements , repairs & servicing of the equipment/furniture in the classroom or any problems detected on the building infrastructure are to be reported in writing by the class teacher to the office staff in charge, who in turn shall attend on these issues after obtaining the necessary sanctions from the Principal.
- No equipment / furniture / objects which are a part of college property can be shifted from one part of the college to another without the permission of the Registrar.

St. Mira's College for Girls

POLICY TITLE: Library Policy	
Policy Number:	8
Description of the Policy	Directives for the provision of an environment which is productive and conductive to college staff, students for better leaning in a college library.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching/ Non-Teaching
Effective from:	15/6/2017
Revised on:	June 2020-21
References for the Policy	UGC Guidelines

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

St.Mira's College for Girls, Pune

(Autonomous, Affiliated to Savitribai Phule

Pune University)

KINDLE THE LIGHT

[2017-2022]

Library Policy

St. Mira's College for Girls, Pune

Autonomous, Affiliated to Savitribai Phule Pune University

Library Policy

Purpose:

College Library strives to achieve the educational directives of the College by providing an environment that is productive and conducive to individual and group learning. The following policies are in place to ensure that the library environment facilitates learning and collaboration.

Policy:

Library Membership and Borrowing Privileges

- Students and staff need to register with the library for membership by presenting the Fee Receipt and Appointment Order respectively. Student Membership is valid for one academic year and needs to be renewed every year.
- I-cards are a must for all library transactions.
- Students are entitled to borrow two books for a period of seven days.
- Late return of reading material will attract a fine to the tune of Rs. 2/ per book for the first week and Rs.5/ for the rest of the period.
- Re-issuing facility is available provided the item is not already reserved by other students.
- Members must return all the library material issued to them for consultation before leaving the reading room.
- The Employee who leaves the College due to retirement or other reasons should return all their borrowings and procure **No Dues** certificate from the library.
- If any book is not available in our library, institutional membership facilities can be used.
- Relaxation of Issuing Limit
    - Issuing Limits will be relaxed in cases of students participating in competitions like debates, elocution, essay writing, article writing, etc.
- Use of Audio-visual Material
- Students can view CD/DVDs in the library only.

Other Library Members

Apart from current St Mira's College faculty- staff and students, others who can be members of the library are: Ex-staff, Ex-students, Parent

Body, Sister Institutes, and any other information seekers with the permission of the Principal.

Access to E-resources

Members can access E-resources under NLIST and EBSCO Databases-Academic Search Elite, Literary Reference Center and Master File Elite.

They need to get a login ID and Passwords from the library.

Loss/Damage of Reading Material

- Members are responsible for the physical condition of any items checked out on their card. Before leaving the circulation counter please check the sound condition of reading materials. If any damage is found, please bring the matter to the notice of the library assistant.
- In case of loss or damage of reading material, members are liable to replace the copy or pay the designated fine for the book in print.

Record of Visits

- Students and staff are expected to enter their roll numbers in the attendance register provided at the entrance of the library.
- Bags shall be deposited at the property counter without fail and members are requested not to keep their cash, mobiles and other valuable items in their bags.

Special Services

Special services are available to Divyaang such as provision of free Braille Papers, readers, writers, personal assistance and reserved seating arrangement.

Terms of Use for Online Resources

1. Use of all library online resources (e-journals, databases, and e-books) is subject to copyright laws and contractual/license agreements between the College and the publishers/suppliers.

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St. Mira's College For Girls, Pune

An Autonomous (Affiliated to SavitribaiPhule Pune University)

Reaccredited by NAAC- A Grade, cycle 3

[ARTS, COMMERCE, SCIENCE,BSc (Computer Science), BBA, BBA(CA)]

6,Koregaon Road,Pune-411001. [INDIA]

Ph./Fax: 26124846; Email: mira_college@yahoo.co.in

POLICY TITLE:	Sports Policy
Policy Number:	9
Description of the Policy	The directives to be followed for the ongoing recreational and competitive sports programme of the college and also for the faculty members to assist the Department of Physical Education in promoting, organizing and supervising the college Sports and 'Active Life' programme.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching Staff
Effective from:	15/6/2017
Revised on:	June 2020-21
References for the Policy	UGC Guidelines

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

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[2017-2022]

Sports Policy

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

St. Mira's College for Girls, Pune

Autonomous, Affiliated to Savitribai Phule Pune University

<u>Sports Policy</u>

<u>Purpose:</u>

To motivate students to become part of the ongoing recreational and competitive sports programme. Students need to be informed about the benefits of being involved in an active lifestyle. Also to involve faculty members to assist the Department of Physical Education and Sports Management in promoting, organizing and supervising the college Sports and 'Active Life' programme

Policy:

1. The College Director of Physical Education shall organize, supervise and administrate competitive, recreational and leisure time sports activities.
2. The student should take pride in associating themselves with sports activities and in motivating / promoting fellow students to take part in sports
3. Students shall take advantage of a GYM with modern physical exercise and fitness equipment.
4. The college playground will be used for games like Handball, Kabaddi, Throw ball/ Volley ball, Basketball Half court, Badminton open court, Taekwondo, Athletics (Javelin throw, Discus throw, Shot Put, Hammer Throw, long Jump pit, Hurdles, 50 meters running track) and football ground.
5. Indoor sports like Table tennis and chess shall be encouraged as college has indoor sports facility available.
6. Students participating in different sports activities shall practice daily for two hours. Special coaches to train these students in their respective events will be appointed.
7. During Physical Education lectures, Yoga, self-defence, various fitness activities & games will be taught.
8. The College Director of Physical Education shall look after Scholarships, fee concessions, free medical check-up, free nutritious breakfast (Protein powder), vitamins, travelling and refreshment allowances during matches, T-shirts and tracksuits are provided to students participating in inter college/university/state /national level sports.

9. Academic support in the form of special concession in attendance, flexibility in examination schedules shall be awarded to encourage sports.
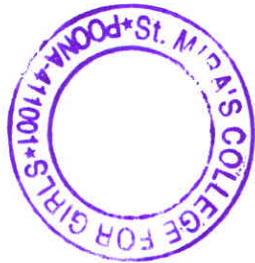10. The College Director of Physical Education shall organize Annual Sports day every year.

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6,Koregaon Road,Pune-411001. [INDIA]

Ph./Fax: 26124846; Email: mira_college@yahoo.co.in

POLICY TITLE: E Governance Policy	
Policy Number:	10
Description of the Policy	Policy focuses on use of ICT for strengthening the administration and management in areas of planning and development, finance and accounts; student admission & support and examination.
Drafting Authority	Criterion 6
Policy Application	Administrative section
Effective from:	15/06/2017
Revised on:	N.A.
References for the Policy	UGC Guidelines and Policies of Other HEI's.

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

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St. Mira's College for Girls, Pune

E-Governance Policy

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Introduction:

E -Governance is a set of activities involving the effective use of Information and Communication Technology (ICT) for strengthening administration and management. at St. Mira's College for Girls. E governance aims at ensuring transparency and enhancing efficiency.

Policy Objectives:

1. To have a policy for use of ICT for strengthening administration and management at St. Mira's College for Girls in the areas of planning and development, finance and accounts, student admission & support and examination.

2. To strengthen the institutional systems and enhance administrative efficiency.

3. To bring transparency and absolute clarity in admission process and better delivery of services to the students.

4. To enhance the confidentiality and security of examination system includes:

A. **For efficiency of operations in the areas of:**

1. **Administration:**

   Computerization of MIS covering

   - Data of Curriculum and Syllabus Revised every 5 years
   - Faculty Data
   - ICT enabled teaching
   - Records of Statutory and Non-Statutory Meetings
   - Scholarships/ Awards and Prizes
   - Academic and Extra Curricular Activities
   - Classroom mapping
   - Infrastructure Maintenance and Log books
   - AMCs
   - I.T. Policy for usage of electronic devices in the college campus applicable to all employees.
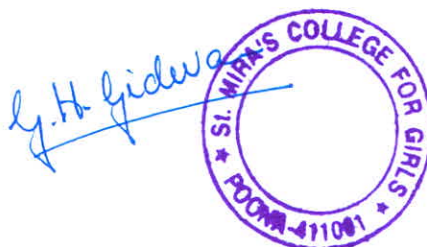
2. **Finance and Accounts**
   - Financial Records: Use of established software in the areas of:
     1. Salary administration and disbursement
     2. Grants related records and statements
     3. Maintenance of accounts- Budgets and Audited Statements

3. **Student Admission and Support**
   - Computerization of Student Data:
     a. Admission Process
     b. Fee Records

4. **Examination**
   - Computerization of Student Evaluation Records:

     Use of in house software for all the aspects related to effective planning and execution of examinations for eg Exam form filling and exam fees payment, Result Analysis, Marksheets Generation and result related communication with the parent university.

B. **For effective Control**
   - Physical documentation of feedback to be substituted by an inhouse software.
   - Feedback to be collected from all stakeholders... students, parents, Alumni, employers, annually, on predefined parameters, ensuring, as far as possible, 100% participation of students in the feedback process.
   - A Student Satisfaction Survey be conducted for overall institutional performance as per NAAC guidelines

POLICY TITLE: RESEARCH POLICY 2021	
Policy Number:	*11*
Description of the Policy	Research and Code of Ethics.
Drafting Authority	Research Committee
Policy Application	Students/ Teaching
Effective from:	15/06/2017
Revised on:	19/11/2020 & 30/06/2021
References for the Policy	• UGC Good Academic Research Practices 2020 • AICTE Research Policy Framework Document 2017

Principal Incharge
St. Mira's College for Girls

ST. MIRA'S COLLEGE FOR GIRLS, PUNE
(Autonomous-Affiliated to Savitribai Phule Pune University)

RESEARCH POLICY- 2017-2020

- To participate in seminars, conferences, workshops, discussion forums, etc. at the local, national as well as international level.

- To encourage research among faculty members with publication outcomes.

- To encourage faculty to pursue doctoral research.

- To organize workshops on research methodology and techniques.

- To connect to developments in the research arena through workshops, seminars and conferences

- To follow research guidelines such as credits and acknowledgements and originality of work.

- To encourage faculty to submit proposals for research projects at the State and National level with governmental and non-governmental agencies.

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

ST. MIRA'S COLLEGE FOR GIRLS, PUNE
(Autonomous-Affiliated to Savitribai Phule Pune University)

RESEARCH POLICY- 2020-2021

The Research Policy of St. Mira's College for Girls would cover the following:
(as minuted in the Research Committee Meeting held on Nov 19, 2020):

I. **Broad Research Policy**

To Follow Research Guidelines,

To ensure that research work is Free from Plagiarism, Check self-Plagiarism,

To ensure Proper Credits and Acknowledgments are made

To adherence to Guidelines for Originality

II. **Research Quality and Innovation-**

To connect to updates/ developments in the research arena through workshops & seminars

To organize discussion forums on changing research methodology and techniques from time to titme

III. **Research and Social Connect-**

To connect to social issues through research in an attempt to highlight the challenges or provide solutions

To research on various social concerns and challenges especially those the institution is working on.

IV. **Mechanism to Track and Promote Research-**

To Connect with all research mechanism- through interactive sessions, seminars, conferences, discussion forums, software updates, etc.

V. **Research Focus-**

To encourage and promote multi-disciplinary research

To encourage student research as part of learning as well skill development

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

ST. MIRA'S COLLEGE FOR GIRLS, PUNE
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RESEARCH POLICY 2021

Preamble

St. Mira's College is committed to promote a culture of research among its Faculty as well as students. The focus on research s to provide a strong foundation for the academic and professional development of Faculty as well as the Students and the progress of the Institution as a whole as a premier academic institution.

Purpose

The Purpose of the Research Policy of the College is

- To create a vibrate environment for research, promote a scientific temper and a research aptitude among all learners as well as faculty;
- To identify research areas of academic, practical and socially relevant significance thus contributing to community as well as national development;
- To ensure that the research activities of the college conform to all applicable rules and regulations of the affiliating Universityand as well as other educational and academic agencies as well as to the established standards and norms relating to safe and ethical conduct of research.

Objectives of Research Policy
Primary Objectives

- To provide a proper coordination of all research activities of the college and aligning these to the vision and missions of the college;
- To identify and inform young student researchers as well as faculty about the appropriate research opportunities announced by different academic, research, industry or government organizations;
- To promote interdisciplinary research and establish and encourage joint research projects across departments, involve more than one knowledge domain as well as involvement of external experts and agencies;
- To encourage and facilitate presentation of the research works at reputed forums through various academic activities such as workshops, conferences, panel discussion, etc. and publication of the research work in reputed academic International / National journals;
- To initiateresearch with a strong community-orientation and to transfer the research findings for the social and economic development of the community;
- To ensure the quality of all research activities of the college and to observe the highest standards of ethics and integrity in the conduct of their research.

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Other Objectives

- To establish necessary modalities for preparing and undertaking joint research ventures to involve external agencies and experts or to cover more than one knowledge domain especially in multidisciplinary projects
- To identify and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to faculty as well as students of the college.
- To create an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge
- To promote collaborations with International and national academic institutions of higher learning and promote linkage with Industry
- To create awareness among students as well as faculty about research outcomes in the form of Policy documents, Patents and Intellectual Property Rights and motivate them to propose policy documents or apply for patents, as and when applicable.
- To ensure that the research undertaken by the faculty under various subjects, departments and areas/fields serves the needs of the society in terms of equity, inclusivity, sustainable development and spirt of national consciousness.

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Principal Incharge
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ST. MIRA'S COLLEGE FOR GIRLS, PUNE
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CODE OF ETHICS FOR RESEARCH (2021)

Every attempt would be made to ensure that Research carried out by the Students and the Faculty of the College will fulfil the Standards of Integrity, Honesty and Professionalism

- Every effort to be made by all the Departments and faculty to integrate various aspects of research in the curriculum at the undergraduate as well as post-graduate programmes.
- All learners across streams who would be pursuing research in any and every form (whether in the form of a class assignment or the form of a full-fledged research project or a dissertation) are expected to maintain high standards of integrity in respect of all the work undertaken by them, avoid falsification/ fabrication and ensure fairness in practices and procedures.
- An undergraduate or a post-graduate student or an M.Phil. or PhD research scholar will adopt and follow the guidelines laid down by the College in adherence to the requirements laid down by the Affiliating University- Savitribai Phule Pune University.
- In the case of learners, the necessary requirements to be fulfilled regarding Plagiarism / Similarity of Material before it is accepted as submission in the form to fulfil requirements of any course/ programme, such as a class assignment or a research project or a research paper.
- In the case of faculty, the necessary requirements to be fulfilled regarding Plagiarism / Similarity of Material before the paper is submitted for publication. Every Journal / Publisher does have a mechanism to check the originality of content, yet, the faculty should follow the requirements followed w.r.t. the publication ethics as prescribed by the Affiliating University- Savitribai Phule Pune University.
- A **Research and Ethics Committee** is constituted and a Standard Operating Procedure (SOP) to be adopted for monitoring research activities of the college.
  - The Research and Ethics Committee to put in place the necessary Standard Operating Procedures (SOP) for the various functions/activities under the purview/scope of the Committee.
  - The objective of the SOPs is to contribute to the effective functioning of the Committee in order to ensure a consistent review mechanism of the quality of research undertaken at various levels at the college.
  - The Committee to ensure that all academic research work undertaken provides proper acknowledgment and credit to resource sources and to be free from plagiarism.
  - The Committee to enhance and improve the professional growth of both learners and faculty by upholding high standards of conduct in all endeavours of research.
  - The Committee to develop, review and revise SOPs for the following research-related activities from time to time-
    - Research Centre
    - Faculty Research Activities
    - Research Publications
    - Research Projects
    - Student Research
    - Student Research Associate

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- **Research Publications**
  - **Journal**
    - **It is mandatory for each Faculty to have at least one paper JOURNAL publication in an academic year.**
    - The faculty to publish in journals of repute:
      - Scopus-indexed,
      - Referred or Peer-reviewed
      - UGC-CARE Listed Journals
    - The Publication should be indexed in any of the following:
      - Web of Science
      - Scopus
      - Google Scholar
      - Indian Citation Index
    - In case the publication is shared, it should be shared with a minimum of two authors and a maximum of three authors; four or more authors to be avoided.
    - The faculty to share plan of action of research publication planned for each academic year; progress report on the research paper or the publication to be shared with the research committee every three months;
    - Research publication among faculty will be monitored for a period starting Academic year 2021.
    - The faculty will share the necessary details of the chosen publication with the research committee for approval

  - **Book Chapter**
    - The faculty should also make efforts to publish a chapter in a Book
      - Chapters in knowledge-based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories
      - Chapters contributed to edited knowledge-based volumes published by International Publishers

  - **Book**
    - The faculty interested in publication of a book should follow the following:
      - Subject Books by national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.
      - Subject Books by Other local publishers with ISBN/ISSN numbers.
    - The faculty is requested to choose the publisher carefully and avoid unknown/ standalone publishers.
    - The faculty could follow the list declared by the respective departments of the affiliated University- SPPU for making the choice of publisher. Such lists are declared from time to time by the SPPU or the UGC.

- **Research Projects**
  - All departments to make research projects an integral part of the research component in the IDP.
  - Each Department should aim at least one Minor and Major Projects in a period of five years.
  - Each department should aim at a mini-project/pilot study with student participation in order to have in place the necessary preparations required for

applying for a research project. A preliminaryor a pilot study or an initial publication on reviews of the topic of research raises the chances of projects getting sanctioned.

- Departments with more than 50% faculty with PhD qualifications should aim at two projects in a period of five years.
- All single-man departments to apply for minor research projects in the first five year period. Such departments should look for opportunities to conduct inter-disciplinary research or look for group/ joint projects with other educational institutions.
- Departments to explore research project opportunities under the component industry-academic interface.
- The Research Committee will provide information on various project opportunities as well as funding opportunities from time-to-time.

- **Student Research**
  - Each department should put in necessary effort to introduce the student to Research and Research ethics, either through curriculum or various activities such as seminar and conferences or through publication
  - Each department should identify students (advanced learners) who would show the ability as well as inclination to engage in research-related activities.
  - Faculty to actively engage students in research activities leading to publication as a research outcome.
  - Student research should not be restricted to research competitions and student seminar and conferences with student paper presentations. Faculty to engage advanced learners in an attempt to have ONE book chapter publication as an outcome every academic year.
  - Activities involving student research should follow the Code of Ethics and uphold research values of originality and genuineness of the research and proper acknowledgement of resources used.
  - The Head of the Department to create an internal mechanism for blind-peer review process of student presentations and papers. A two-member committee can be constituted for the blind-peer review process; the department could request and invite peers from other educational institutions to be a part of the process.
  - Departments and Faculties involved in student research to maintain proper documentation for the same such as originality reports, peer reviews, etc.

- **Research Mentors**
  - The College has senior faculty who work as Research Mentors for the faculty wanting to publish a paper or write a research proposal or register for doctoral research.
  - The objective of research mentorship is to initiate the faculty with no research contribution to taking up their first research paper or those interested in pursuing doctoral research to provide guidance for the same.
  - The faculty should initiate the process in the informal manner with the senior faculty or request the Research Committee to assign a research mentor.
  - The research mentorships should create a vibrant research culture.

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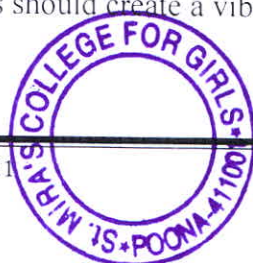
- **Student Research Assistant Scheme**
  - The College to put into place a Student Research Assistant Scheme wherein the faculty could appoint a student to assist in research related activities such as desk research, reviews, data collection, data entry, etc.
  - Who can appoint a Student Research Assistant? The following three conditions to be fulfilled
    - Associate Professor and above
    - Faculty should be a Guide with minimum three student registrations.
    - Faculty with minimum three Journal Publications of repute [Scopus or UGC-Listed].
    - Faculty not fulfilling the above conditions can also appoint a student research assistant on providing necessary details as to why she needs a student research assistant.
    - Student Research Assistant is not the same as appointing a Research Assistant or Research Associate as per guidelines for Research Projects by various funding agencies.
  - How to apply for a Student Research Assistant?
    - Application to Coordinator, Research Committee
    - Details of the Research undertaken with expected outcomes
    - Details of the work expected from the Student Research Assistant and duration/ period of research work
  - Who can apply as a Student Research Assistant?
    - Any student pursuing post-graduation
    - Any student pursuing a Discipline Specific Course
    - Any student who has shown interest in research by participating in research competitions, seminars and conferences
  - Students interested to work as Student Research Assistant to apply for the same with name of faculty with whom she would be working
  - Student research assistant to be paid travel allowance as per SPPU guidelines when required to travel for data collection or related purposes. Travel allowance to be paid by the faculty who appoints the student research assistant.
  - Student to be provided with a Certificate duly signed by the Faculty and Principal on having worked for a minimum period of three months or on completion of research work assigned by Faculty.

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POLICY TITLE: Policy for Financial Supportto Faculty members	
Policy Number:	12
Description of the Policy	Policy focuses on providing financial assistance to faculty members to undertake research activities; publications and professional development activities.
Drafting Authority	Criterion 6
Policy Application	Teaching Faculty
Effective from:	15/06/2017
Revised on:	15/05/2021
References for the Policy	UGC Guidelines and Policies of Other HEI's.
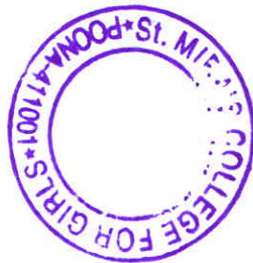
St. Mira's College for Girls, Pune

POLICY FOR FINANCIAL ASSISTANCE TO FACULTY MEMBERS (2017-18)

I. For attending Conferences, Seminars and Workshops

Objective of the Policy:

1. To promote faculty members to undertake research activities, publications, networking, professional development activities by providing financial assistance to them in pursuing such activities.

Guideline:

Financial assistance will be provided with respect to 50% of registration fees of Conferences/Seminars/Workshops attended subject to approval by Principal of the college.

Eligibility:

The assistance will be provided to all the faculty members including the librarian.

Process for granting financial assistance:

1. The faculty member intending to attend a UGC/SPPU/NAAC sponsored Conference/Seminar/Workshop must submit an application 3 days in advance addressed to the Principal of the college; routed through the HOD attaching a copy of the brochure of the conference.

2. Financial assistance will be provided on submission of proper documents in proof of the expenses claimed.

3. After attending the conference, the faculty member should submit certificate of attendance; copy of paper (if presented) and receipt of registration fees.

4. Principal after considering the application and documents will sanction the amount of financial assistance judiciously.

II. For grant of Research Scholarship/Award

Objective of the Policy:

To encourage faculty from the unaided streams to enhance their educational qualifications.

Guidelines:

a. An award of Rs 1,00,000 will be given to an SPPU approved teaching faculty member from the **unaided streams** for successful completion of PhD.

b. Eligibility: All teaching faculty (Under 55 years of age) under the unaided streams.

c. The faculty should have served the college for a minimum of 3 years.

d. The faculty should have completed her Doctorate an submitted a Copy of the Thesis to the College.

e. The faculty would need to give a signed undertaking of serving the institution for not less than 2 years after completion of PhD.

f. In case the faculty leaves the institution within one year of grant of the award, she will be required to reimburse 50% of the award.

g. The award would be given to the Faculty member at the Annual Prize Distribution Function.

St. Mira's College for Girls, Pune

Autonomous Affiliated to Savitribai Phule Pune University
POLICY FOR FINANCIAL SUPPORT TO FACULTY MEMBERS
(Revised May 2021)

Objective of the Policy:

To provide a financial incentive to faculty members to undertake research activities, publications, professional development activities to enhance domain knowledge and skills.

I. Attending Conferences, Seminars and Workshops

Guideline: The faculty member intending to attend a UGC/SPPU/NAAC/any other reputed national organization conducting **Conferences, Seminars and Workshop both Online as well as Offline,** in their discipline of teaching and research will be eligible to avail the financial assistance .Financial assistance equalling 50% of registration fees for participating in Conferences/Seminars/Workshops attended, will be provided.

Process for availing the financial assistance:

1. The faculty member intending to attend /present a paper at UGC/SPPU/NAAC/any other reputed national organisation must get the duty leave sanctioned preferably 3 days prior to the Conference/Seminar/Workshop by submitting an application, addressed to the Principal of the college, routed through the HOD, attaching a copy of the brochure of the conference.
2. The Registration fees will initially be paid by the faculty.
3. 50% of the fees paid will be reimbursed by the College, on submission of
    a. Attendance Certificate
    b. A Certificate of Attendance/ Paper Presentation
    c. A copy of Paper Presented
    d. Receipt of registration fees paid.
4. The financial assistance will be capped at Rs.3500 per faculty per year.
5. The assistance will only be availed for registration fees and not for TA/DA.

II. Grant of Research Scholarship/Award

Eligibility:

The Award will be given to all the faculty members (Under 55 years of age) **from the unaided streams**, provided she has put in a **minimum number of 3 years of service at St. Mira's College.**

Guidelines:

An award of Rs 1,00,000 will be given to an SPPU approved teaching faculty member from the **unaided streams** for successful completion of PhD.

Process for availing the financial assistance:

1. The faculty will have completed her Doctorate and submitted a Copy of the Thesis to the College.
2. The faculty will give a signed undertaking of serving the institution for not less than 2 years after completion of PhD.
3. In case the faculty leaves the institution within one year of grant of the Award, she will reimburse 50% of the award before being relieved from service.
4. The award will be given at the Annual Prize Distribution Function

Dr Jaya Rajagopalan
Principal Incharge

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[ARTS, COMMERCE, SCIENCE,BSc (Computer Science), BBA, BBA(CA)]

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Ph./Fax: 26124846; Email: mira_college@yahoo.co.in

POLICY TITLE: Policy for Performance Appraisal	
Policy Number:	13
Description of the Policy	Policy focuses on quality contribution by staff members and mechanism of appraising their performance.
Drafting Authority	Criterion 6
Policy Application	ForTeaching and Non -Teaching Staff
Effective from:	15/06/2017
Revised on:	15/05/2019 and 15/05/2021
References for the Policy	UGC guidelines and SPPU guidelines.
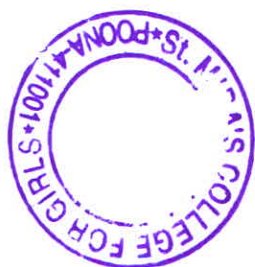
Principal Incharge
St. Mira's College for Girls, Pune.

SADHU VASWANI MISSION'S

ST. MIRA'S COLLEGE FOR GIRLS

[An Autonomous College Affiliated to the Savitribai Phule Pune University]

[ARTS, COMMERCE, SCIENCE, BBA, BCA]

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KINDLE THE LIGHT

Dr. G. H. GIDWANI
Principal

PU/PN/AC/015/(1962)
College Code No. : 013

St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
POLICY for Performance Appraisal for Teaching Staff

2017-2018

Performance appraisal is a method to ensure the performance-orientation of Staff in the organization and helps the staff to achieve the set objectives and contribute in the progress of the institution and its students.

Policy Objectives:

To ensure quality contribution by staff members to achieve the college's vision and mission while adhering to UGC and SPPU guidelines.

Guidelines:

The IQAC initiates the annual performance appraisal mechanism.
The Head of Departments and Principal recommend the faculty for promotion to next grade.

The Appraisal Mechanism forTeaching Staff:

The instituteuses theSelfAppraisal mechanism only for Aided Teaching Staff **due for promotion** to a higher grade duly initiated by the IQAC as per the CAS guidelines laid down by UGC and SPPU.

The college rewards and recognizes staff by commending them for their research initiatives and committed service which helps them to work with renewed zeal.

Principal
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St. Mira's College for Girls

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St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
POLICY for Performance Appraisal for Teaching Staff
(Revised May 2018)

Performance Appraisal is a method to ensure the performance-orientation of Staff in the organization and helps the staff to achieve the set objectives and contribute in the progress of the institution and its students.

Policy Objectives:

To ensure quality contribution by each staff member to achieve the college's vision and mission while adhering to UGC and SPPU guidelines.

Guidelines:

- The IQAC initiates the annual performance appraisal mechanism.
- The following guidelines are applicable to all the Teaching Staff of the college.

The Appraisal Mechanism for Teaching Staff:

The institute has structured an objective performance appraisal mechanism with scope for improvement. **The three-tier appraisal** involves:

- Self-Appraisal by the faculty
- Evaluation by the Heads of Departments
- Student's Feedback

Process:

The performance appraisal process includes:

1. Annual Self Appraisal filled by each Faculty and submitted to their respective Head of Department.
2. Evaluation and discussion by HoD with suggestions for improvement confidentially and encouragement for better performance.
3. Evaluation of performance of HoDs and single faculty departments will be done by Principal with suggestions for improvement and encouragement for better performance.
4. The Action Taken Report to be prepared by HoDs on the basis of suggestions.

The above appraisal mechanism is aimed at the teaching staff in understanding and getting acquainted about:

- Teaching abilities from the feedback of Principal, HoDs and the students.
- Scope for improvement in teaching resources and methodologies
- Relevance of the academic, corporate and research work being done with the current developments in the respective fields.

Appraisal for teachers in the Aided section due for promotion to a higher grade is initiated by the IQAC as per the CAS guidelines laid down by UGC and SPPU.
The college rewards and recognizes staff by commending them for their research initiatives and committed service which helps them to work with renewed zeal.

Principal
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St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)

POLICY for Performance Appraisalfor Teachingand Non-Teaching Staff
(Revised May 2021)

</div>

Performance Appraisal is a method to ensure the performance-orientation of Staff in the organization and helps the staff to achieve the set objectives and contribute in the progress of the institution and its students.

Policy Objectives:

To ensure quality contribution by each staff member to achieve the college's vision and mission while adhering to UGC and SPPU guidelines.

Guidelines:

- The IQAC initiates the annual performance appraisal mechanism.
- The following guidelines are applicable to all the Teaching and Non-teaching Staff of the college.

The Appraisal Mechanism forTeaching Staff:

The institute has structured an objective performance appraisal mechanism with scope for improvement. **The three-tier appraisal** involves:
- Self-Appraisal by the faculty
- Evaluation by the Heads of Departments
- Student's Feedback

Process:

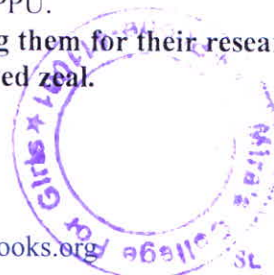The performance appraisal process includes:
1. Annual Self Appraisal filled by each Faculty and submitted to their respective Head of Department.
2. Evaluation and discussion by HoD with suggestions for improvement confidentiallyand encouragement for better performance.
3. Evaluation of performance of HoDs and single faculty departments will be done by Principal with suggestions for improvement and encouragement for better performance.
4. The Action Taken Report to be prepared by HoDs on the basis of suggestions.
5. The management will have interactions with select faculty.

The above appraisal mechanism is aimed at the teaching staff in understanding and getting acquainted about:
- Teaching abilities from the feedback of Principal,HoDsand the students.
- Scope for improvement in teaching resources and methodologies
- Relevance of the academic, corporate and research work being done with the current developments in the respective fields.

Appraisal for teachers in the Aided section due for promotion to a higher grade is initiated by the IQAC as per the CAS guidelines laid down by UGC and SPPU.

The college rewards and recognizes staff by commending them for their research initiatives and committed service which helps them to work with renewed zeal.

The Appraisal Mechanism for Non-Teaching Staff:
The work of the non-teaching staff of the Administrative office, Exam department and Library are assessed periodically through a **structured two-tier mechanism**:
- Assessment by the Principal and Vice Principal
- Assessment by the Registrar

The above assessment mechanism is aimed at the Non-teaching staff understanding and getting acquainted about:
- Discipline and regularity
- Work efficiency; commitment and team work
- Initiative towards learning newer trends in their respective areas.

The Principal and Vice Principal conduct the performance appraisal of the Registrar.

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

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POLICY TITLE:	Learning and identifying learning levels policy
Policy Number:	14
Description of the Policy	The objective of this policy is to gather relevant information about the students progress or to determine student's interests to make judgement about their progress.
Drafting Authority	Criterion 2
Policy Application	Mention to whom the policy applies: Students
Effective from:	15 June 2017
Revised on:	N A
References for the Policy	As per NAAC Guidelines

Dr. Jaya Rajagopalan

Principal Incharge

St. Mira's College for Girls, Pune

Autonomous (Affiliated to Savitribai Phule Pune University)

2.2.1 -learning and identifying learning levels POLICY

Learning and assessment being intertwined cannot be viewed in isolation from each other. At St. Miras College for Girls we recognise the nature of learning and assessment in order to understand how students learn at the various level of their course, as this, in turn, will determine how they can be assessed during the teaching-learning process.

Assessment serves to promote learning by reinforcing the efficacy of teaching-learning when teachers can customise their teaching plans through relevant information on students' interests, abilities and learning progress with constant involvement and inputs from students.

Objectives:

The purpose of assessment is to gather relevant information about student performance or progress, or to determine student interests to make judgments about their learning process. After receiving this information, teachers can reflect on each student's level of achievement, as well as on specific inclinations of the group, to customize their teaching plans.

Guidance for identifying the learning levels of students

- Entry level marks are used as the base for identifying the levels of students whether advanced leaner , average or slow learner.
- Mentoring: teacher mentors get to know their mentees to understand their abilities
- Continuous internal assessment provides feedback about the learning and teaching process of every student .
- Subject teachers are sent the pass-fail report by the exam cell which help teacher to determine their level of achievement and provide them with feedback on their strengths and weaknesses.
- Prepare an questionnaire to identify the understanding levels of students.
- At the beginning of the term written internal assignments are given to students, allowing teachers to gauge their ability.
- Each department will select and develop assessment methods that are appropriate to their departmental goals and objectives.

Process:

GENERAL PROCEDURE FOR CATERING DIVERSE LEVELS of
LEARNING

- Provide guidance to advanced learners for research projects and in writing and publishing research papers.

- Train and motivate the advanced learners to participate in the state/regional level competitions and MILE .

- For Below Average Learners identify the subjects which requires extra classes/tutorial classes. Such classes are held by the faculty for the entire section, they are handling.

- Conduct seminars and conferences and extra credit courses.

- Encourage Buddy systems for the average and slow learners Using which students get information from their classmates about what areas they should revise and what areas they're good at.

- Conduct special tests and improvement tests for slow learners .

- Design different syllabi into higher level and lower level to cater to the diverse needs of students .(example English dept)

- Hold special sessions to understand problems of students with backlogs.

- Provide video recordings of the practicals for revision .

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

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POLICY TITLE:	Student Satisfaction Survey policy
Policy Number:	15
Description of the Policy	The policy aims at identifying areas of improvements so as to be able to help our students more efficiently.
Drafting Authority	Criterion 2
Policy Application	Mention to whom the policy applies: Students
Effective from:	15 June 2017
Revised on:	NA
References for the Policy	As per NAAC Guidelines

Dr. Jaya Rajagopalan
Principal Incharge

St. Mira's College for Girls, Pune

Autonomous (Affiliated to Savitribai Phule Pune University)
STUDENT SATISFACTION SURVEY POLICY

At St Mira's College for Girls the future of every student is very precious. We believe that Women Empowerment through head, hand and heart is thus truly achieved if the students are benefitted in all possible manners which will help them to follow and achieve their goals and make a good career. We strive to improve continuously so that we can help our students fulfilling their dreams. We thus believe in self-analysis which is attained through students' satisfaction survey.

This policy aims to identify the areas for improvements so as to be able to help our students more efficiently. It also aims to understand the strengths of being a distinctive educational institute. It aims at making ourselves aware of the weaknesses so as to make teaching learning process more meaningful.

Objectives:
• To ensure that every student in the college is benefitted by all the facilities made available so as to make it a meaningful learning experience..

• To get feedback on various aspects such as teaching learning experience, students' awareness about various student centric methods, infrastructure facilities, use of ICT tools in teaching etc.

• To get feedback on curriculum, teacher and teaching qualities, Library, Value based education, campus life, various schemes and scholarships etc.

• To get feedback on the employability skills achieved through different subjects, personality development traits offered by the college, exposure to the subjects apart from syllabi etc.

• To understand the strengths and weaknesses of the institute with respect to above aspects and realize the scope for improvement.

• To include feedback in the appraisal process as a quality initiative.

Guidance
• It is vital that the college receives regular feedback from student so as to work on the strengths and weaknesses continuously.
• Students are encouraged to fill the feedback forms twice a year.

Eligibility:

All students who take admission at St Mira's College for Girls are entitled to fill the feedback form.

Process:

GENERAL INTERACTION PROCEDURE

• Provide the links of feedback to students which are available on the website.

• Encourage the students to fill the feedback forms by their mentors in the mentoring sessions.

• Inform students that you are available for one on one for any queries regarding feedback.

• Feedback is taken once in a semester.

• A detailed analysis is done and an Action Taken Report is made after getting the feedback.

• The graph is also generated using the data collected.

• The positive feedback is shared in public in meetings.

• The negative feedback is conveyed to respective people and attempts to rectify the weaknesses are made.

• Action taken report is made on the basis of the feedback given by the students.

Additional General Guidelines:

St Mira's adopts a systematic approach to student satisfactory survey. On the designated dates students are facilitated to fill the feedback forms in the computer labs in the college as per their online exam schedule which is part of their internal assessment.

Benefits
- Students' satisfaction survey identifies institutional strengths, areas of high priority and high satisfaction
- Students' satisfaction survey can identify potential issues that the college may be unaware of. The institute can work on the problematic issues before they become full blown problems.
- It will help the institute to focus on the areas where it is lagging and work on the respective fields.
- Students take a note that their analysis about their college is considered to be important and they are an integral part of the institute. This promptes a sense of belonging among the students.
- Assessing students every year or every other year allows to track our progress toward satisfaction goals with systematic, reliable data.

G.H. Gidwani
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POLICY TITLE: Policy on Resource Mobilization	
Policy Number:	16
Description of the Policy	Policy focuses on generation and optimal utilization of funds from different sources.
Drafting Authority	Criterion 6
Policy Application	Administrative Section
Effective from:	15/06/2017
Revised on:	N A
References for the Policy	UGC guidelines; CPE fund guidelines; Autonomy guidelines.
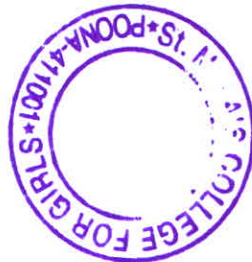
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Dr. G. H. GIDWANI
Principal

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College Code No. : 013

St. Mira's College for Girls, Pune
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POLICY for RESOURCE MOBILIZATION

Policy Objectives

- The Resource mobilization policy focuses on achieving the goals of the institution by ensuring accountability and transparency in the utilization of resources.

- The Institution is a centrally managed Trust and its Governing Body coordinates and monitors the optimal utilization of the funds for the promotion of a student-centric ecosystem and other institutional purposes.

- The Finance Committee of the college manages the resources mobilized.

- The institution aims to generate resources from various available sources for Higher Education Institutions and ensures optimum utilization of funds for the benefit of all the stakeholders.

The eligible heads for resource mobilization and generation of fundsare:

1. **Government and Non- Government bodies.**

a. Funds from Central Government: UGC XII Plan, CPE Fund, Autonomy fund, and RUSA funds.

b. Funds from State Government:Parent University, Scholarships; Free ships and Salary Grants

c. Non- Government Bodies: Parent Body-The Sadhu Vaswani Mission,Alumni Association, CSR funds, Sponsorship by Private Entities

Please visit: www.dadavaswanisbooks.org

2. **Tuition Fees**

3. **Individuals and Philanthropists**

The resources generated by the institute during the year from the government and non-government sources will be utilized in an optimum manner as per the guidelines of the funding agency.

Resources generated from the government agencies are audited by the respective Government Departments.

Dr G.H. Gidwani

Principal

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POLICY TITLE: Institutional Policy for Scholarships and Freeships	
Policy Number:	17
Description of the Policy	The policy offers a detailed account of all the institutional scholarships and freeships available to students, the objectives of the scholarships offered and the qualifying criteria to avail the scholarships
Drafting Authority	Criterion V
Policy Application	Students
Effective from:	15/06/2017
Revised on:	15/06/2020
References for the Policy	Institutional documents and ledgers, Policy for scholarships and freeships drafted by other colleges and universities, both Indian as well as international

KINDLE THE LIGHT

Institutional Policy for Scholarships and Freeships

Since its inception in 1962, St. Mira's has strived to make quality education available to young girls of all social strata. To ensure the fulfilment of this goal, the college facilitates the process of availing several government scholarships. There are a variety of scholarship opportunities available to students on a local, regional, statewide, as well as nationwide basis. In addition, the college also offers numerous scholarships and prizes to deserving students every year.

Objectives:

1. to provide incentives to students, and acknowledge and reward pupils for their efforts
2. to support and encourage advanced learners
3. to reward students who have shown progression
4. to acknowledge students' contributions in non-academic areas
5. to provide financial aid to need-based students
6. to give all girls (irrespective of the economic strata to which they belong) the opportunity to complete an undergraduate or postgraduate education in the field of their choice at the college

Guidelines for Awarding Scholarships

The student being considered for scholarship must possess the following:

1. full-time enrolled student at St. Mira's College for Girls with all admission formalities completed
2. sound academic performance

Principal
St. Mira's College for Girls

3. good attendance record
4. contribution to college activities including curricular, cocurricular and extracurricular activities
5. overall conduct of the student

Process of Awarding Scholarships

Step 1: A list of scholarships to be awarded is circulated among the staff including HoDs and Class Teachers.

Step 2: A Selection Committee comprising of all faculty members come together for a meeting where each scholarship is discussed and awarded based on the set criteria of the individual scholarships

Step 3: Final decision resides with the Principal of the college

Eligibility

- full-time enrolled student of St Mira's College for Girls may be considered for a scholarship
- the student must fulfil the guidelines and criteria of the individual scholarships as stated against each

The following is a detailed list of all the scholarships offered annually at St. Mira's College for Girls, including details of amount and eligibility:

Israni Scholarship

Scholarship of **Rs. 15,000/- each** offered to a total of **30 students** per annum.
Eligibility:
- Any students of BBA, BBA (CA) or BSc (C.S) may apply for the scholarship
- The student must have a percentage greater than 65%
- The annual income of the student's parents must be less than 4 lakhs per annum

Provision of Admission Fees Waiver

The college has a policy of waiving the admission fees for the ward of college employees who seek admission at the college for any degree college programme.

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

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Institutional Policy for Scholarships and Freeships

Revised 2020-21

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Objectives:

1. to provide incentives to students, and acknowledge and reward pupils for their efforts
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St. Mira's College for Girls

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STUDENT AID PROGRAMME
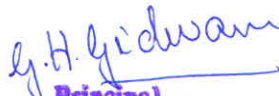
In addition to the Scholarships and Freeships, St. Mira's College for Girls also runs a Student Aid Programme which has been put in effect from the academic year 2020-21 in order to offer financial aid to pay fees to students who do not fall under any government scholarship. Funds are generated for the programme through faculty contributions, alumni contributions and external agencies and donors. The process of providing financial aid for fees to students can be summarized in the following steps:

Step 1: Student requiring aid will fill an application form requesting financial aid for fees

Step 2: Submit the form (duly filled and signed) along with other proofs such as a copy of aadhar card, income certificate, electricity bill and ration card

Step 3: The form and attached documents will be scrutinized by the coordinator of the programme

Step 4: Final decision on sum to be given is made based on factors such as fund available and economics status of the family. Aid of 50%, 75% or 100% of the total fees may be provided.

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POLICY TITLE: Policy for Rights of Persons with Disabilities	
Policy Number:	18
Description of the Policy	This policy relates to the rights of persons with disabilities who are our stakeholders in the capacity of employees, students and visitors. The policy intends to promote acceptance, integration and inclusion of people with differing abilities and helping them participate in the community life.
Drafting Authority	Vice- Principal, Degree College and Criterion 7
Policy Application	Mention to whom the policy applies: Students, Teaching,Non-Teachingand visitors
Effective from:	2017-18
Revised on:	2021-22
References for the Policy	The Rights of Persons with Disabilities Act 2016, Circular No. 308 of 2021, Ordinance 1A of SPPU, Ordinance 68A of SPPU

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

Policy for Rights of Persons with Disabilities
2017-18

Preamble

St. Mira's College for Girls, Pune, as an institution of higher education, is committed to providing high-quality academic services to the student community. The College aims to provide inclusive[i] and equitable quality education to all women students, free of any discrimination based on caste, creed, race or disabilities.

This policy document relates to the Rights of Persons with Disabilities and draws inspiration from international frameworks designed for creating awareness about the need for inclusive education[ii] like the Salamanca Statement and Framework of Action on Special Needs Education, 1994[iii]; the Biwako Millennium Framework for Action, 2002[iv]; is affirmative with the United Nations Millennium Development Goal [UNMDG 2][v], is in tune with the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), 2006[vi], the World Report on Disabilities, 2011[vii], the Incheon Strategy, 2012, 'to make the Right Real',[viii] the Beijing Declaration[ix], the United Nations Sustainable Development Goal 4 (inclusive and equitable quality education)[x], and the United Nations Disability and Development Report, 2018[xi].

The focus which the Government of India has given to inclusive education,[xii] has been seen since the Kothari Commission recommendations on Education (1964-66),[xiii] which spelt out the need for an effective education program for people with disabilities. The National Policies on Education, 1968[xiv], 1986[xv] and the new NEP, 2020[xvi] have also favored inclusive education. The Government of India's stress on inclusivity is also evident from the following: incorporation of the Program for Integrated Education by Planning Commission, 1971[xvii], the launch of the Integrated Education for Disabled Children Scheme, 1974[xviii], the *Sarva Shiksh Abhiyaan*, 2001[xix].

This Policy Document of St. Mira's College for Girls, relating to the Rights of Persons with Disabilities has been prepared with due thought and rumination of the aforesaid Global initiatives and Government of India endeavours. It also draws consistency with other significant national-constitutional and legislative enactments, policy statements and guidelines, state-level directives, notifications, parent university level statutes and circulars relating either explicitly or implicitly to rights of persons with disabilities.

The most significant amongst these include Article 14[xx], Article 21A of the Constitution of India[xxi] on the Right to Education for all, Article 38[xxii], Article 41[xxiii], Article 46 [xxiv]of the Directive Principles of State Policy[xxv], the erstwhile Persons with Disabilities Act, 1995[xxvi], National Policy for Persons with Disabilities, 2006[xxvii], UGC Guidelines for Persons with Disabilities Scheme in Universities, under the XII Plan (2012-2017)[xxviii], The Rights of Persons with Disabilities Act, 2016[xxix], Rights of Persons with Disabilities Rules, 2017[xxx], the Government of India Guidelines,[xxxi] the Maharashtra State Government Resolutions, Notifications and Directives and University Circulars relating to the Rights of Persons with Disabilities [Government of Maharashtra Notifications, dated 14th March, 2017[xxxii] and 25th June, 2017[xxxiii], the successive Savitribai Phule Pune University Circulars dated 12th July,

2017[xxxiv]and Circular No. 308 dated 22nd Oct, 2021][xxxv], the National Education Policy Document, 2020.[xxxvi]

Overview of Disabilities

Definition of 'Disability' as per the UN Convention on the Rights of Persons with Disabilities, 2006

The Preamble to the UN Convention on the Rights of Persons with Disabilities, 2006, acknowledges that disability is "an evolving concept", but also stresses that "disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinder their full and effective participation in society on an equal basis with others".

Definition of 'Disability' by the World Report on Disability, 2011

The World Report on Disability, 2011[xxxvii] describes 'Disability' as an "umbrella term for impairments, activity limitations and participation restrictions, referring to the negative aspects of the interaction between an individual (with a health condition) and that individual's contextual factors (environmental and personal factors)."

Definition of 'Disability' as per the Government of India's Rights of Persons with Disability Act, 2016

As per the Rights of Persons with Disability Act, 2016, p6, a "person with benchmark disability" means a person with not less than forty per cent of a specified disability where specified disability[xxxviii] has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority; a "person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others; a "person with disability having high support needs" means a person with benchmark disability certified under clause (a) of sub-section (2) of section 58[xxxix] who needs high support.

Types of Disabilities

The Rights of Persons with Disabilities Act, 2016[xl], specifies **21 types of disabilities** which include physical disabilities like leprosy cured persons[xli], cerebral palsy[xlii], dwarfism[xliii], muscular dystrophy[xliv], acid attack victims[xlv] and locomotor disability[xlvi], visual impairment[xlvii] which includes blindness"[xlviii] and "low vision"[xlix], hearing impairment covering persons categorised as 'deaf'[l] and 'hard of hearing'[li], speech and language disability"[lii], intellectual disability[liii], specific learning disabilities[liv], autism spectrum disorder[lv], mental illness[lvi], chronic neurological conditions[lvii], multiple sclerosis[lviii], Parkinson's disease[lix], haemophilia[lx] , thalassemia[lxi], sickle cell disease[lxii] , multiple disabilities (more than one of the above specified disabilities) including deaf blindness[lxiii]

Recognition of Barriers [lxiv] before Persons with Disabilities

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The following barriers to education are faced by many people with disabilities, which include:

- lack of accessibility, both in terms of physically inaccessible school buildings and unsuitable learning materials
- discrimination and prejudice which prevents people with disabilities from accessing education on equal terms to others
- exclusion or segregation from mainstream school settings (also referred to as 'regular schools')
- inferior quality of education, including in mainstream settings where children with disabilities have been 'integrated' into the existing non-inclusive system

Scope of the Disabilities Policy

This policy relates to the rights of persons with disabilities who are our stakeholders in their capacity as employees (teaching and non-teaching staff), students who have sought admission and enrolled for our undergraduate and post-graduate programs, add on credit courses, certificate and diploma courses offered at the Degree College level.

Objectives of the Disabilities Policy

I General

These general objectives are applicable to all the stakeholders of Higher Educational Institutions (HEIs), viz. Teaching, Non-teaching Staff, Students and Visitors to the College campus.

- To be an HEI which promotes acceptance, integration and inclusion of persons of diverse and differing abilities, recognizing them as an important part of human diversity and humanity, possessing equal rights to participate in community life and live in the same community as others.
- To recognize disability as a human right and hence, monitor the implementation of all existing and future legislation and policies, pertaining to differently-abled persons.
- To create awareness amongst the functionaries of higher education about the specific needs of differently-abled persons.
- To inform all persons including those with disabilities through Orientation and Awareness Programs, about the rights, entitlements and recourse mechanisms available to persons with disabilities, as bestowed under the RPWD Act 2016.
- To integrate awareness about the special needs of persons with disabilities amongst students by inclusion in specific course curriculum.
- To nurture a learning environment, with special emphasis to provision of equality of opportunity and equal access to education which is available to mainstream students.
- To ensure that the persons with disabilities enjoy the right to equality, life with dignity, respect for their integrity equally with others, maintain their individual autonomy, including the freedom to make one's own choices.
- To adopt and pursue a policy of non-discrimination in respect of a person with disability.

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- To prevent deprivation of the personal liberty of a person (teaching & non-teaching staff member, student and visitors) only on the ground of disability, intersecting with age and gender.
- To protect persons with disabilities from being subjected to torture, cruel, inhuman or degrading treatment, (either physical or mental abuse) emanating from negative attitudes, prejudices and to take remedial action through the Grievance Redressal Mechanism available. In the event of the matter escalating, remedial action should be as prescribed in the Rights of Persons with Disabilities Act, 2016.
- To create awareness of specific scholarships offered by the Government to 'need cum merit' *divyang* students, for greater inclusivity and integration of the differently abled in society.
- To utilise the capacity of persons with disabilities by providing them an appropriate, safe, fair and harmonious and enabling academic and work environment.
- To provide barrier-free environment[lxv] for the persons with disabilities to facilitate on-campus mobility which include access firstly to, built environment in the college campus such as the class-rooms, laboratories, library, college office, *cafetaria*, recreational area; secondly to, garden area and sports ground; thirdly to, health services.
- To take adequate steps to ensure 'reasonable accommodation'[lxvi] to a person with disablement (student, employee) as far as possible, in the conduct of their respective functions and responsibilities, as mandated by law.[lxvii] In such case, the disclosure of the nature and type of disability, to the College authorities is necessary by submission of a valid Disability Certificate issued by a 'competent authority', as defined under the Rights of Persons with Disabilities Act, 2016.
- To protect their right to express their views on all matters affecting them and ensure that persons with disabilities shall be provided appropriate support in keeping with their age and disabilities.
- To provide an effective and speedy mechanism for addressing the challenges faced by and grievances of the differently abled.
- To ensure that no person with disability shall be a subject of any research without her free and informed consent and in accordance with the rules laid down in the Rights of Persons with Disabilities Act, 2016.

II Students

- To adhere to the Government and University declared rules reservation of seats for students with disabilities.
- To provide equal educational opportunities to differently-abled persons in higher education institutions
- To provide adequate access to the differently abled of the requisite facilities on campus which will permit the mainstreaming process with the regular learners [easy access to class rooms, wash rooms, library, sports facilities].
- To augment the teaching-learning experiences of the differently abled, as far as possible, with the help of ICT[lxviii] (special devices like braille readers, audio recordings, NVDA software), and facilitate the completion of examinations by the differently abled by making provision for scribes/writers, grant of extra time for completion of examination, etc.

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- To ensure equal opportunity to *divyang*students with respect to access of information, dissemination of knowledge, learning resources, other facilities on campus including opportunities to participate in sports, recreational, cultural events and access to medical check up facility (as provided to other students).
- To provide 'reasonable accommodation'[lxix] to a student with disablement as far as possible, as mandated by the Rights of Persons with Disabilities Act, 2016, UGC Guidelines, Maharashtra State Government notifications, Savitribai Phule Pune University directives and our own Campus Disabilities Policy. In such case, the disclosure of the natureand type of disability, to the College authorities is necessary by submission of a valid Disability Certificate issued by a 'competent authority', as defined under the Rights of Persons with Disabilities Act, 2016.

III Teaching & Non-teaching Staff:

- To adopt the principles of transparency, non-discrimination and equal treatment in regard to the selection procedure of teaching and non-teaching staff, based on the mandated eligibility criteria for appointments with due adherence to the Government rules of employment, regarding reservation of posts for persons with disabilities.
- To ensure that an employee can perform or continue to perform (if the disability occurs after employment) his/her job responsibilities.
- To provide 'reasonable accommodation'[lxx] to an employee with disablement as far as possible, as mandated by the Rights of Persons with Disabilities Act, 2016, UGC Guidelines, Maharashtra State Government notifications, Savitribai Phule Pune University directives and our own Campus Disabilities Policy. In such case, the disclosure of the natureand type of disability, to the College authorities is necessary by submission of a valid Disability Certificate issued by a 'competent authority', as defined under the Rights of Persons with Disabilities Act, 2016.

IV Visitors:

- The general objectives are all-inclusive and applicable to visitors to the College, who may be differently abled.

Admission Policy for Students with Disabilities

St. Mira's College for Girls, Pune aims at inclusivity by admitting women students from diverse economic, social, cultural, regional and national backgrounds with a special sensitivity towards admitting the differently abled to its varied programmes and courses.Details regarding disability/handicap are asked for in the *Vriddhi* online admission form but such disclosure is voluntary for the candidate seeking admission. On disclosure of the disability/handicap, the candidate has to furnish a valid Disability certificate from a 'competent authority', as defined under the Rights of Persons with Disabilities Act, 2016, as proof of disability and to avail of disablement concession or scholarship[lxxi]. The extent of 'reasonable accommodation' provided will be decided by the College authorities on a case-by-case basis.

Employment Policy for Persons with Disabilities

The College authorities adopts the principles of transparency, non-discrimination and equal treatment regarding the selection procedure of teaching and non-teaching staff, which is based on the Government mandated eligibility criteria for appointments, for persons with disabilities. The authorities will take steps to provide 'reasonable accommodation' to employee with disablement, who have disclosed their disability to College authorities in writing and have

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furnished a valid Disability Certificate issued by a 'competent authority', as stated under the Rights of Persons with Disability Act, 2016. If there is a written request for 'reasonable accommodation', the extent of the same shall be decided, after scrutiny by the College authorities, on a case-by-case basis.

Provisions made by College for Persons with Disabilities

- Conduct of Orientation and Awareness Programmes to make Persons of Disabilities aware about their Rights, as mandated by law.
- Observing important days like World Disabled Day, White Cane Day, to sensitize students and staff (teaching and non-teaching) about the challenges faced by, special needs of, and the rights and entitlements of Persons with Disabilities.
- Creation of a barrier free environment on campus, via provision of ramps at certain locations, conveniently located elevator, re-assigning class rooms to an accessible level, (at Ground floor level), provision of accessible wash rooms for persons with disabilities.
- The Department of Psychology in collaboration with the *Ekansh* Trust has endeavoured to enrich the students through introduction of a Certificate Course in Disability: Awareness and Inclusion, with effect from 2018-19.
- The Department of Education has integrated 'inclusive education' into their curriculum, by making students familiar with the concept at the First Year level, by instilling recognition and understanding of different types of disabilities and provisions of the Rights of Persons with Disabilities Act, 2016, at the Second year level, a comprehension of the strategies and institutional facilities for inclusive education, at the Third Year level of the B.A. Program.
- Creating an enabling environment with the help of ICT, for visually impaired students by providing access to the NVDA software.
- Provision of Braille books and audio recordings by the College Library; the audio-video lecture capture mechanism available through MOODLE (learning management system) facilitates a conducive learning environment for persons with disabilities.
- Permitting scribe/writer facilities and grant of extra time for completion of examinations by persons with disabilities Such facilities are available if the person of disability (student) has furnished a Disability Certificate, from a competent authority, to the College authorities, at the time of admission and when a written request is made to the Examination Cell to permit the same. Further, in compliance with the Savitribai Phule Pune University Ordinance, the College accords extra grace marks to students with disabilities.
- Extending Student Aid to all students, including those with disablement, for payment of admission and examination fees.
- Provision of a Grievance Redressal Mechanism for Persons with Disabilities.

Pro-active steps to be taken by Person with Disability

To protect their own rights, a stakeholder with disability can take pro-active steps, relating to their disability, such as: presenting requests for 'reasonable accommodation' to the College authorities, in writing (hand-written application or email); scheduling and attending meetings with College officials to discuss accommodations; suggesting alternative accommodations; maintaining records of written communication with details of dates, frequency, documentation of written communication with College authorities; ascertaining the

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mechanism of assistance which is provided on-campus: permission request to tape teachers lectures by a visually impaired student; requesting for extra time for appearing for examinations.

Grievance Redressal Mechanism

The Rights of Persons with Disabilities Act, 2016 mandates that any ill-treatment amounting to physical or mental abuse of a person with disability is a **punishable offence**. In keeping with this, the College has a **'zero tolerance' policy** with regard to any such physical or mental abuse of a person with disability. In the eventuality of an act, amounting to physical or mental abuse of a person with disability, on campus; then, the matter shall be taken up for deliberation and decision by the College Students Grievance Redressal Committee, which shall be responsible for addressing the issue. If the issue cannot be resolved via counselling and written apology by the inflicting party and its acceptance by the injured party; then the matter, will be dealt with by the College authorities, in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016.

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[1] According to the Rights of Persons with Disabilities Act, 2016, "inclusive education" means a system of education wherein students with and without disability learn together and the system of teaching and learning is suitably adapted to meet the learning needs of different types of students with disabilities.

[2] The Rights of Persons with Disabilities (RPWD) Act 2016 defines inclusive education as a "system of education wherein students with and without disabilities learn together and the system of teaching and learning is suitably adapted to meet the learning needs of different types of students with disabilities".

[3] This framework was adopted by the World Conference on Special Needs Education-Access and Quality, Salamanca, Spain held between June 7-10, 1994, organised by the United Nations Educational, Scientific & Cultural Organisation and the Ministry of Education and Science, Spain. Accessed & retrieved from https://www.right-to-education.org/resource/salamanca-statement-and-framework-action-special-needs-education

[4] The Economic and Social Commission for Asia and the Pacific held a high-level inter-governmental meeting to conclude the Asian and Pacific Decade of Disabled Persons, 1993-2002, between 25-28 October 2002 in Otsu City, Shiga, Japan. This culminated in a regional framework - the Biwako Millennium Framework For Action Towards An Inclusive, Barrier-Free And Rights-Based Society For Persons

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With Disabilities in Asia and the Pacific. Accessed & retrieved from https://www.unescap.org/resources/biwako-millennium-framework-action-towards-inclusive-barrier-free-and-rights-based-society.

[v] UN MDG 2 relates to the achievement of universal primary education for boys and girls, to be achieved between 2000-2015. Accessed & retrieved from https://www.un.org/millenniumgoals/

[vi] The Convention on the Rights of Persons with Disabilities and its Optional Protocol was adopted on 13 December 2006 by the UNO. There are 82 signatories to the Convention, 44 signatories to the Optional Protocol, and 1 ratification of the Convention. It is the first comprehensive human rights treaty of the 21st century which entered into force on 3 May 2008. It focusses on a change in attitudes and approaches to persons with disabilities by viewing them not as "objects" of charity, medical treatment and social protection but as "subjects" with rights, who are capable of claiming those rights and making decisions for their lives based on their free and informed consent as well as being active members of society. Accessed & retrieved from https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html India is a signatory of the UNCRPD, ratified this Convention on 01-10-2007 and submitted the First Country Report on Status of Disability in India in November 2015.

[vii] This report jointly published by the WHO and the World Bank, suggests steps for all stakeholders including governments, civil society organisations and disabled persons organisations to create an enabling environment, develop rehabilitation and support services, ensure adequate social protection, create inclusive policies and programmes, enforce existing and new standards and legislations.

[viii] This strategy related to the implementation of the Asia and Pacific Decade of Disabled persons (2003-2012) 'to make the Right Real', for Persons with Disabilities and was adopted at the UN Economic & Social Commission for Asia and the Pacific meeting at Incheon, Korea[Oct.29-Nov.2, 2012).

[ix] This Declaration was a mid-point review of the Asia and Pacific Decade for Persons with Disabilities (2013-2022), held at Beijing, China (Nov 27- Dec 1, 2017), to devise an action plan post Incheon.

[x] SDG 4 relates to ensuring inclusive and equitable quality education and opportunities for lifelong learning for all. This is one of the 17 SDGs ascertained by the United Nations for achievement between 2015-2030. Policy for Rights of Persons with Disabilities.

[xi] This report published in 2018 relates to realizing the SDGs by, for and with persons with Disabilities.

[xii] The definition of inclusive education has been taken from the Rights of Persons with Disabilities (RPWD) Act 2016 and has been cited in end note ii. Op.cit. The St. Mira's College for Girls, Pune Policy for Persons with Disabilities is in complete consonance with the provisions of the RPWD Act 2016 and endorses all its recommendations with regard to College education.

[xiii] The Indian Education Commission, (Kothari Commission) was instituted by Government of India under the chairmanship of Dr D.S. Kothari to examine different aspects of the education system in India. https://neostencil.com/upsc-modern-history-kothari-education-commission-1964-66. It was the first statutory body to highlight the issue of children with disabilities in its Plan of action, 1964.

[xiv] NPE, 1968: Accessed & retrieved from https://www.education.gov.in/en/national-policy-education-1968

[xv] NPE, 1986: accessed & retrieved from https://www.india.gov.in/national-policy-education-1986?page=1

[xvi] NEP, 2020: National Education Policy, 2020 accessed & retrieved from https://niepid.nic.in/nep_2020.pdf

[xvii] Program for Integrated Education launched by Planning Commission, GOI. Accessed from Sardar, Biswajit: Integrated Education in India: past & Present: International Journal of Innovative Research & Advanced Studies (IJIRAS), V4, issue 10, Oct, 2017: ISSN: 2394-4404

[xviii] Govt.of India launched the Integrated Education for Disabled Children Scheme, 1974 to provide different kinds of opportunities to children with special needs in regular schools. Accessed from Sardar, Biswajit: Integrated Education in India: past & Present: International Journal of Innovative Research & Advanced Studies (IJIRAS), V4, issue 10, Oct, 2017: ISSN: 2394-4404.

[xix] Sarva Shiksha Abhiyaan is a Program for universal elementary education & literacy, launched by Dept of Elementary Education & Literacy, Ministry of HRD, GOI. In 2001. https://dsel.education.gov.in/sites/default/files/2019-05/Manual_Planning_and_Apprisal.pdf

[xx] Right to Equality enshrined in Article 14 recognizes that all persons are equal before the law.

[xxi] Article 21A of the Constitution of India states that "The State shall provide free and compulsory education to all children of the age of six to fourteen years in such manner as the State may, by law, determine."[Right to Education as per the 86th Amendment of the Constitution, 2002.Accessed from https://www.india.gov.in/my-government/constitution-india/amendments/constitution-india-eighty-sixth-amendment-act-2002.

[xxii] Article 38 (1) states that the State shall strive to promote the welfare of the people by securing and protecting as effectively as it may a social order in which justice, social, economic and political, shall inform all the institutions of the national life

[xxiii] Article 41 relates to the Right to work, to education and to public assistance in certain cases – Constitution Of India. The State shall, within the limits of its economic capacity and development, make effective provision for securing the right to work, to education and to public assistance in cases of unemployment, old age, sickness and disablement, and in other cases of undeserved want. https://www.constitutionofindia.net/constitution_of_india/directive_principles_of_state_policy/articles/Article%2038

[xxiv] Article 46 the State has also the responsibility of promoting with special care the educational and economic interests of the Scheduled Castes, Scheduled Tribes and other weaker sections of the population. All these provisions are equally applicable to the persons with disabilities. Accessed & retrieved from : https://indianconstitution.guru/constitution-of-india/part-4/article-46/

[xxv] Article 38 states that the State Policy has to be directed to minimize inequalities, secure right to an adequate means of livelihood and also secure that the operation of legal system promotes justice. https://www.education.gov.in/en/directive_principles_of_state_policy_article-38

[xxvi] Persons with Disabilities (Equal Opportunity, Protection of Rights & Full Participation) Act, 1995 provided for education, employment, creation of barrier free environment, social security of persons with disabilities. Sec 26 of this Act provided for free and compulsory education to all children with disabilities upto the age of 18 years, Accessed from https://indiankanoon.org/doc/1112226/#~text=Section%2026%20in%20The%20Persons%20with%20Disabilities%20%28Equal,The%20appropriate%20Governments%20and%20the%20local%20authorities%20shall%E2%80%94 This Act has been now been replaced by the Rights of Persons with Disabilities Act, 2016.

[xxvii] The National Policy, 2006 released by the Ministry of Social Justice & Empowerment, GOI, recognizes that Persons with Disabilities are a valuable human resource for the country and seeks to create an environment that provides them equal opportunities, protection of their rights and full participation in society. Accessed from https://www.disabilityaffairs.gov.in/content/page/national-policy.php and https://www.nhp.gov.in/national-policy-for-persons-with-disabilities-2006_pg

[xxviii] Persons with Disabilities for Universities.docx Accessed from https://www.ugc.ac.in/pdfnews/1112642_Person-with-Disability-guidelines.pdf

[xxix] The RPWD Act, was enacted in 2016 to give effect to the UN Convention on the Rights of Persons With Disabilities. It came into force from 2017, to promote and protect the rights and dignity of people with disabilities in educational, social, legal, economic, cultural and political spheres. Accessed & retrieved from https://legislative.gov.in/actsofparliamentfromtheyear/rights-persons-disabilities-act-2016

[xxx] These Rules are in conjunction of the RPWD Act, 2016 , and were issued by the Department of Empowerment of persons with Disabilities (Divyangjan] under the Ministry of Social Justice & Empowerment, Govt. of India and published in the Gazette of India, 15-

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06-2017. Accessed and retrieved from https://www.disabilityindia.co.in/wp-content/uploads/2020/08/The-Rights-of-Persons-with-Disabilities-Rules-2017.pdf and
https://upload.indiacode.nic.in/showfile?actid=AC_CEN_25_54_00002_201649_1517807328299&type=rule&filename=Rules_notified_1_5.06.pdf

[xxxi]The Dept of Empowerment of Persons with Disabilities [Divyanjan], under the purview of the Ministry of Social Justice and Empowerment, Govt. of India has issued guidelines and notifications, which include Guidelines for Evaluation and Assessment of Autism, Notification on Guidelines for Assessment of various Specified Disabilities, Guidelines for conducting Written Examinations for Persons with Benchmark Disabilities, its Corrigendum, Assessment Guidelines for Disabled with respect to Specific Learning Disabilities [published in the Gazette of India, N.Delhi, dated 26-04-2016,04-01-2018, 29-08-2018, 08-02-2019,11-12-2020 respectively]. Accessed & retrieved from https://www.disabilityaffairs.gov.in/content/page/guidelines.php

[xxxii] Govt. of Maharashtra vide its resolution dated 14-03-2017 has issued directives regarding facilities and exemptions to be granted to students with disabilities (Divyang), pursuing higher education.

[xxxiii] This Maharashtra Govt. notification stresses that all government institutions of higher education and other HEIs receiving aid from Government shall reserve not less than 5% seats for persons with benchmark disabilities. The persons with such benchmark disabilities shall be given an upper age relaxation of 5 years for admission in institutions of higher education.

[xxxiv] The SPPU circular dated 12-07-2017 endorses and states compliance with the Govt. of Maharashtra notification, 25-06-2017.

[xxxv] The SPPU Circular no 308, dated 22-10-2021 states that as per Sec 5(81) of the Maharashtra Public Universities Act, 2016, the University shall comply with and carry out said directives issued by the State Govt. Govt. of Maharahstra , 14-03-2017] relating to provision of facilities and exemptions for Divyang students. This circular was accompanied by SPPU, Ordinance 1A (Grace Marks for Divyang students at Examinations) and SPPU Ordinance 68A with respect to attendance concession of Divyang students.

[xxxvi]The NEP, 2020 recognizes the importance of creating an enabling mechanism for providing children with special needs , the same opportunity [Sec 6.2.5 of NEP, 2020 , p25]

[xxxvii] World Report on Disability, 2011 was a joint publication of the World health organisation and the World Bank. Accesses and retrieved from: https://www.who.int/disabilities/world_report/2011/accessible_en.pdf

[xxxviii] "specified disability" means the disabilities as specified in the Schedule, RPWD Act, 2016.

[xxxix] While Sec 56. of the RPWD Act, 2016 specifies Guidelines to be notified by Central Government, for assessment of specified disabilities; Sec.57. relates to Designation of certifying authorities, competent to issue disability certificate and the jurisdiction within which they can perform certification function. Sec 58. Specifies the Procedure for certification.

[xl] RPWD Act, 2016 https://legislative.gov.in/sites/default/files/A2016-49_1.pdf

[xli] (a) "leprosy cured person" means a person cured of leprosy but suffering from (i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity; (ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity; (iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly; Leprosy, also known as Hansen's disease (HD), is a chronic infectious disease, which mainly affects the skin, the peripheral nerves, mucosal surfaces of the upper respiratory tract and the eyes.

[xlii] (b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

[xliii] (c) "dwarfism" means a medical or genetic growth disorder resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

[xliv] (d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, death of muscle cells and tissue;

[xlv] A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both) i.e.a disability related with bones, joints and muscles, causing problems in person's movements (like walking, picking or holding things in hand etc.).

[xlvi] (e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance

[xlvii]An impairment limits a major life activity (seeing, hearing, speaking, performing manual tasks, breathing, standing, reading, concentrating, walking, bodily functions, caring for oneself, learning, working, interacting with others, etc) if it makes achieving the activity more difficult. An impairment may be substantially limiting if it restricts an individual's ability to perform a major life activity compared to most people.

[xlviii] means a condition where a person has any of the following conditions, after best correction— (i) total absence of sight; or (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or (iii) limitation of the field of vision subtending an angle of less than 10 degree.

[xlix] (b) "low-vision" means a condition where a person has any of the following conditions, namely:— (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or (ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree

[l] (a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

[li] (b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

[lii] means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

[liii] This includes general learning disability and mental retardation. It is a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills.

[liv] means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

[lv] means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others. It affects the overall cognitive, emotional, social and physical health of the affected individual.

[lvi] Mental illness or mental disorder refers to a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub-normality of intelligence.

[lvii] Chronic Neurological Conditions include Alzheimer's disease and Dementia, Dystonia, ALS (Lou Gehrig's disease), Huntington's disease, Neuromuscular Disease, Epilepsy, Stroke

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[lxiii] means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other.

[ix] means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

[ix] means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding.

[lx] means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

[lxi] means a haemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage; "haemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.

[lxii] which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

lxiv According to the RPWD Act, 2016, "barrier" means any factor including communicational, cultural, economic, environmental, institutional, political, social, attitudinal or structural factors which hampers the full and effective participation of persons with disabilities in society

[lxv] For convenient mobility of a person with disabilities on-campus, a barrier-free environment is required by law. One such aspect is accessibility of building. An accessible building is one, where persons with disabilities have no barrier in entering it and using all the facilities therein. This covers the built environment – services, steps and ramps, corridors, entry gates, emergency exits, parking – as well as indoor and outdoor facilities including lighting, signages, alarm systems and toilets. Accessed & retrieved from https://www.disabilityaffairs.gov.in/content/page/chief-commissioner-for-persons-with-disabilities.php

[lxvi] "reasonable accommodation" means necessary and appropriate modification and adjustments, without imposing a disproportionate or undue burden in a particular case, to ensure to persons with disabilities the enjoyment or exercise of rights equally with others; RPWD Act, 2016, Ch 1p7. The phrase 'reasonable accomodation' refers to specific supports or services provided to a student with a disability, that enable the student to participate in College programs, including admissions, academics, vocational education, online & distance education courses, physical education, athletics, recreation, extracurricular activities, transportation, counselling, and financial aid. The accommodation, however, may not be unduly costly or disruptive for the school. A person with disabilities has the right to refuse a particular accommodation. It may be noted that the St. Mira's College authorities will determine what constitutes a 'reasonable accomodation' as requested by the stakeholder- student or employee, on a case-by-case basis.

[lxvii] The law here pertains to the Government of India's Rights of Persons with Disabilities Act, 2016 and successive directives of the UGC, Government of Maharashtra and of the affiliating Savitribai Phule Pune University.

[lxviii] ICT or "information and communication technology" includes all services and innovations relating to information and communication, including telecom services, web based services, electronic and print services, digital and virtual services; (o) "institution" means an institution for the reception, care, protection, education, training, rehabilitation and any other activities for persons with disabilities . RPWD Act, 2016, Ch 1p6.

[lxix] 'Reasonable accommodation" Ibid. Op.cit.

[lxx] Ibid, op.cit.

[lxxi] Accessed from https://www.ugc.ac.in/pdfnews/0588502_English.pdf.

[lxxii] As declared by the Government of India, Govt. of Maharashtra as the case may be.

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

St. Mira's College for Girls, Pune

[Autonomous-affiliated to Savitribai Phule Pune University]

Policy for Rights of Persons with Disabilities

Annexure 1

2021-22

This annexure relates to the latest directives of the affiliating Savitribai Phule Pune University, [Circular no 308 of 2021 dated 29-10-2021 Ref No: BEE/2021/195, pertaining to students with disabilities [Divyang students]. The College will comply with these directives in entirety and has, thus, incorporated the same of the St. Mira's College for Girls, Pune, Policy for Rights of Persons with Disabilities, as Annexure 1.

Grace Marks for Divyang students:

As per the aforesaid SPPU Circular no. 308 of 2021 dated 29-10-2021, endorsed by the Vice Chancellor Dr. Nitin Karmalkar, there is an amendment in Annexure 1A of SPPU Ordinance 1A relating to Divyang students of provision for grace marks. This entitlement is **in addition** to the grace marks awarded to examinees under other ordinances. Details of the SPPU Circular no. 308 and Annexure 1A of SPPU Ordinance 1A dated 29-10-2021 are enclosed. The College Examination Cell has taken note of this and shall comply with the same in entirety.

Attendance for *Divyang* Students:

As per SPPU Ordinance 68, every student enrolled in a college affiliated to the Savitribai Phule Pune University has to maintain 75% attendance record. By the amendment to SPPU Rules Annexure II, Ordinance 68A, a **Divyang student shall be exempted** from the provisions regarding attendance for lectures in class as prescribed under Ordinance 68, provided that such a student shall obtain the permission of the Head of the University Department or Principal of the College or Director of the institution, as the case may be, for the same. Details of the SPPU Circular No 308 of 2021 and Annexure II Ordinance 68 dated 29-10-2021 are enclosed. The College Office has taken note of this and the notified the teaching faculty, regarding compliance.

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

SAVITRIBAI PHULE PUNE UNIVERSITY
(Formerly University of Pune)

CIRCULAR NO. 308 OF 2021

WHEREAS the Government of Maharashtra, vide its Resolution dated 14th March, 2017 has issued directives regarding facilities and exemptions to be granted to the students with disabilities (Divyang Students) pursuing higher education;

AND WHEREAS as per Section 5(81) of the Maharashtra Public Universities Act, 2016, the University shall comply with and carry out the said directives issued by the Government of Maharashtra vide the above said Government Resolution;

AND WHEREAS it will take some time till the new Ordinances in this regard are framed by the University as per provisions of Section 74 of the Maharashtra Public Universities Act, 2016;
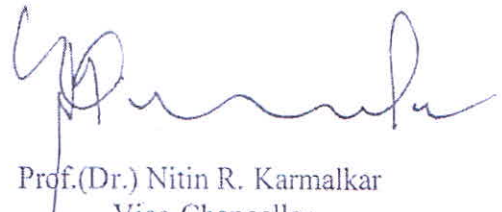
THEREFORE, I Dr. Nitin R. Karmalkar, Vice-Chancellor of the Savitribai Phule Pune University, by and under the powers vested in me under Sub-Section 8 of Section 12 of the Maharashtra Public Universities Act, 2016, hereby issue the following directives:

1. New Ordinance 1A shall be as mentioned in the Annexure I.

2. New Ordinance 68A shall be as mentioned in the Annexure II.

3. Ordinance 1A and Ordinance 68A shall be made applicable with immediate effect.

Ref. No.: BEE/2021/195
Date: 22/10/2021
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Prof.(Dr.) Nitin R. Karmalkar
Vice-Chancellor

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

ORDINANCE 1A

Grace Marks for Passing in Each Head of Passing (Theory, Practical, Oral, Sessional, Project Work, etc.) (External and Internal Examinations) for Students with Disabilities (Divyang Students)
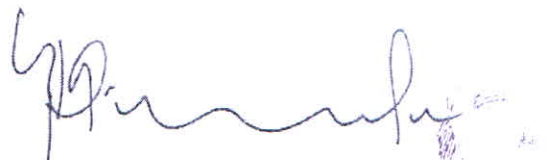
(1) A student with disability (Divyang Student) who fails in one or more than one heads of passing or in the aggregate head of passing, shall be given benefit of grace marks to the extent of maximum 3% of the aggregate marks of examination of the course, in the following manner:

    (a) by distributing the grace marks in one or more than one heads of passing in which he fails;

    and/or

    (b) in the aggregate head of passing, if he fails to obtain required aggregate marks as per the standard of passing prescribed for that course.

(2) A student with disability (Divyang Student) shall be given the benefit of these grace marks in Theory, Practical, Oral, Sessional, Project Work, etc., in Internal as well as External Examinations in each semester of the course.

(3) A student with disability (Divyang Student) shall be entitled to get the benefit of these grace marks, in addition to the grace marks awarded to examinees under other Ordinances.

(4) A student with disability (Divyang Student) shall be entitled for grant of all such benefits as per the directives of the State Government/Competent Authority, issued from time to time.

Ref. No.: BEE/2021/195
Date: 22/10/2021
    29

Prof.(Dr.) Nitin R. Karmalkar
Vice-Chancellor

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

ORDINANCE 68A

Attendance for the Students with Disability (Divyang Students)
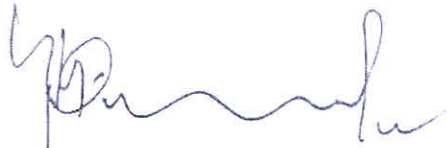
A student with disability (Divyang Student) shall be exempted from the provisions regarding attendance for lectures in the class prescribed under Ordinance 68:

Provided however that a student with disability (Divyang Student) shall obtain the permission of the head of University Department or the principal of college or director of the institution, as the case may be, for the same.

Ref. No.: BEE/2021/195
Date: 22/10/2021
          29

Prof.(Dr.) Nitin R. Karmalkar
Vice-Chancellor

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

SADHU VASWANI MISSION'S
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[ARTS, COMMERCE, SCIENCE,BSc (Computer Science), BBA, BBA(CA)]
6,Koregaon Road,Pune-411001. [INDIA]
Ph./Fax: 26124846; Email: mira_college@yahoo.co.in

POLICY TITLE: Staff Welfare Fund Policy	
Policy Number:	19
Description of the Policy	Policy focuses on creation of contributory fund to assist employees with short term loan and facilitate them to meet unforeseen financial difficulties.
Drafting Authority	Criterion 6
Policy Application	Teaching/ Non-Teaching Staff
Effective from:	15/06/2019
Revised on:	NA
References for the Policy	Policies of Other HEI's.
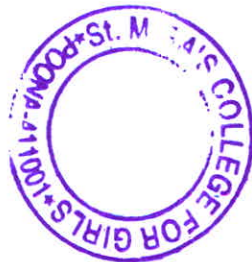
Principal Incharge
St. Mira's College for Girls, Pune.

St. Mira's College for Girls, Pune

Staff Welfare Fund / Loan Policy

Policy Objective:

To have a staff welfare contributory fund to assist employees with short term loan and facilitate them to overcome unforeseen financial difficulties.

Contribution to the Fund:

Each month every employee will contribute towards the fund. To facilitate collection, the staff contribution will be deducted from the payments/ salary due to the staff. The contribution will be as follows:

- ✓ Employee drawing basic salary of   Rs.5000 - 7000:   Rs.50/-
- ✓ Employee drawing basic salary of   Rs.7000 - 10,000:   Rs.75/-
- ✓ Employee drawing basic salary of   Rs.10,000 - 15000:   Rs.100/-
- ✓ Employee drawing basic salary of   Rs.15000 - 20,000:   Rs.150/-
- ✓ Employee drawing basic salary of   Rs.20,000 - 30,000:   Rs.200/-
- ✓ Employee drawing basic salary of   Rs.30,000 - 40,000:   Rs.300/-
- ✓ Employee drawing basic salary of   Rs.40,000 - 50,000:   Rs.400/-
- ✓ Employee drawing basic salary of   Rs.50,000 - 60,000:   Rs.500/-

(To be suitably revised if minimum basic increases)

The contribution made by the employee during the employment tenure will be accumulated and returned, with interest, along with the Full and Final Settlement.

Non refundable loan will not be granted.

Refund of Contribution made by employee will be made only at the time of Retirement/Resignation.

If the employee holds a loan with the SWF at the time of his Retirement or Resignation, then this would be adjusted against the contribution and the debit/credit balance, if any will be adjusted with the final settlement dues.

Loan Eligibility

- An employee will be eligible for a SWF loan only after confirmation in the post.

- An employee who defaults more than 3 times in a year in payment towards staff fund, will not be eligible for applying for loan in that year.

- An employee can avail of a loan provided six months/one year (Depending on the amount of the loan) has been elapsed from the date of repayment of the previous loan.

- An employee who has given guarantee for two employees will not be eligible to avail of a loan for self.

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- Loans will be granted on the following priorities:

  ✓ Medical Treatment for Self & Family (immediate Brother, sister, spouse, children, parents & in-Laws).

  ✓ Education: School/college fees for own children/spouse

  ✓ Marriage of Self, children

  ✓ Purchase of Land / house or house construction / renovation.

Eligibility of loan is classified into <u>FIVE LEVELS</u>:

Eligibility Level*	Grade	Maximum Loan Amount	Maximum Repayment Tenure
Senior Level	Basic pay Rs 30,000 and above	Rs 2,00,000	12 months
Middle Level	Basic Pay Rs, 10,000 – 30,000	Rs 1,50,000	18 Months
Junior Level	Basic Pay Less than Rs 10,000	Rs 100,000	24 Months

At any point of time, **NOT MORE THAN 70% of the Accumulated Balance in the SWF will be given out as Loans.**

Procedure to apply for a Loan:

- An employee desirous of applying for a SWF loan should fill in the prescribed loan application Form with names and signatures of two (2) guarantors whose basic is in a grade above hers/his.

- The application should be approved by the concerned HOD and then submitted for to the Principal.

- The signed application (both by applicant & two guarantors) must reach the Principal on or before 10th & 25th of every month.

- The application will be processed and submitted to the Finance Dept by the 15th/30th) of every month. Finance will release the payment within two to three working days.

Interest on Loan and interest on accumulated balance:

SWF loans and accumulated balances will carry a rate of interest on par with the prevailing interest rates on savings account. on the written down balance method.

Repayment of Loan:

- An employee can choose a less repayment term than the prescribed term.

- Recovery of the loan would be as below:

- ✓ If it is processed in the first batch, half interest will be deducted in the same month and Principal and interest will be deducted in the following month.

- ✓ If it is processed in the second batch, principal & interest deduction will happen in the same month.

- Once the recovery of loan has commenced there would not be any suspension of loan installment.

Note: Any loan request approval & disbursement after 25ᵗʰ of every month will happen only after the payroll closure (tentatively first week of the following month).

WCGW (What Can Go Wrong)

1. **Default in payment of Loan Instalments/ Default in repayment of Loan**

2. **Default in Paying the instalments towards the Fund**

3. **The loan applicant and or one of the guarantors may leave the organization**

4. **Insufficient funds to repay the contributors at the time of Retirement/ Resignation.**

If this happens, since we are receiving and paying the same rate of interest, we will run short of funds to pay back the accumulated funds along with interest to the retiring employees, and we would have high NPAs. If this risk is not taken care of, staff would not be willing to contribute to the fund and we would not have sufficient funds to advance loans.

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Guarantor's Liability:

We know that we are all highly ethical people, and there will not be any intentional defaulters but a system of guaranteed safeguards in place is always welcome. To insulate ourselves against the WCGW, the Guarantor's Liability has been kept high...

- An employee who has been confirmed in service is eligible to stand as guarantor provided he/she is in a higher grade. An employee whose eligibility level* (refer the above grid) is lower than that of the loan applicant cannot be a guarantor.

- An employee cannot stand as guarantor to more than two employees at any given point of time.

- The liability of the guarantor will be absolved only when the loan amount along with accrued interest has been repaid in full.

- In the event for whatsoever reason the **loan instalment is not paid in time, a penalty interest rate of 10%** will be charged for that instalment.

- If there is a default in timely payment of the next instalment too, the guarantor will have to pay the instalment.

- **If the applicant is unable to repay the loan**, the balance amount along with accrued interest, will be debited to the guarantors' account and recovered in monthly installments, as would have been recovered from the applicant.

G.H.Gidwani

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- If the loan applicant and or one of the guarantors have left the organization, then the remaining outstanding amount with interest will be debited to the remaining guarantor's account.

- In case an employee who has given guarantee, leaves the organization or retires from service, it will be the responsibility of the employee who has availed the loan to provide a new guarantor.

Any exception to the above mentioned policy will have to be approved by Principal.

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POLICY TITLE:	Mentoring Policy
Policy Number:	20
Description of the Policy	This policy focuses on the mentor mentee program and its implementation throughout the academic year so as to provide students consistent help and guidance.
Drafting Authority	Criterion 2
Policy Application	Mention to whom the policy applies: Students and Teaching
Effective from:	15 June 2019
Revised on:	NA
References for the Policy	As per NAAC Guidelines

Dr. Jaya Rajagopalan
Principal Incharge

St. Mira's College for Girls, Pune

Autonomous (Affiliated to Savitribai Phule Pune University)

MENTORING POLICY

Mentor-Mentee Programme

At St Mira's College for Girls the future of every student is valuable and one of the ways to ensure a bright future is to maintain a robust Mentor-Mentee Programme. Not only do we have great concern but we also have the highest aspirations for all of our students and want to help them achieve and surpass their own expectations and those of the people who teach and care for them. This policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance.

Student mentoring at St Mira's College for Girls (St Mira's) is defined as a one-to-one relationship between a student and the mentor that occurs over a prolonged period of time. The mentor provides consistent support, guidance and concrete help to a student to provide them with a positive role model.

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential. St Mira's ensures that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

Objectives:
- To ensure that every student in the college is assigned a mentor from the permanent teaching faculty to guide the student on all fronts be it academic, co-curricular, extra-curricular and progression.
- To ensure that every student has a single point contact in case of any of difficulties related to the above.
- To have a point of contact in terms personal and emotional difficulties so the mentor can connect the mentee to the college counsellor if required
- To enhance the social, cognitive and emotional competencies of the students
- To prepare for the new requirements of mentoring laid down by NEP

Guidance
- It is vital that all students receive regular and informed guidance, have a wide range of experiences and understand where to get further information and advice. This will be evident through a number of initiatives, including:

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St. Mira's College for Girls, Pune.

- Sanctuary classes

- Career guidance
- Further and Higher Education guidance
- Workplace learning experiences offered
- Regular internal communications with students
- 'Soft skill' reinforcement initiatives
- Community involvement opportunities
- Mental well being program initiatives
- In some cases the relationship between the mentor and the mentee may be the only stability student knows, and the only time anyone spends quality time with them. Therefore, the Institute stipulates that a student mentor spend a minimum of two hours every semester with their mentee.

Responsibilities of Mentor:
- Maintain Mentor-Mentee File/ Google Form
- Maintain batch wise student roll call list
- Keep contact details of students
- Record of Mentor-Student meeting
- Provide information about students to the each teacher whenever required
- Student guidance should be done whenever required
- Maintain data of students achievements
- Maintain discipline among students.

Important notes about conduct and support:
- Avoid making negative comments about instructors, assignments, or texts.
- Refrain from doing students' assignments or suggesting grades.
- Be clear about expectations for academic honesty and integrity.
- Draw a clear line between friendship and mentoring.
- Encourage students to communicate with professors and use campus services.

Peer Mentor

Peer mentors can be defined as; 'A body of students who have volunteered to undertake training so that they can offer support to other students experiencing problems particularly with respect to their academics'.

The actual role of these students will be agreed between the students and the member of staff who coordinates them but could include the following aims:
- To be part of the buddy system or SOUL- Social Outreach United Learning
- To be a 'port of call' for students with problems
- To act as an additional service to that provided by staff - complementing rather than competing with it
- To be accessible to pupils of any age and background
- Any adult in the Institute learning community who becomes a student mentor must be someone who will be a positive influence in a mentee's

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St. Mira's College for Girls, Pune.

life. The most crucial role for a student mentor is to be an adult who has time for a mentee person, who cares about them, who believes in them and is committed to a long term relationship with them.

Requirements to be a Peer Mentor

Peer Mentors will be selected and evaluated based on their responses to the questions in the registration form. Peer mentoring is a one on one process between selected students focusing on slower learners.

Characteristics of a good Student Mentor

- A good student mentor is someone who engages in a positive relationship with the student and gives them attention.
- The mentor needs to have positive self-esteem, react well to stressful situations and tolerate frustrating situations.
- They need to listen well and communicate on a level that the student can understandand and not be judgmental.
- The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student's dignity.
- The mentor must always show up on time for sessions, be committed and accept theirresponsibilities.
- A good mentor will reinforce the student's successes and challenge them to do betterand be willing to give them a fresh start if there are any lapses.
- They will not break the trust they have established.

Benefits of a Student Mentoring Programme

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/orhigher education and receive assistance in choosing a career path.
- Student will also improve interpersonal relationships, such as with Institute the teaching staff and the student's family.

Benefits to peer mentors

- Adults who volunteer to mentor students increase their involvement in the learning community and recognise they can make a difference.
- They will gain new experience and knowledge about young people and the Institute community and contribute to the wider aims of community cohesion and regeneration

Eligibility:

All students who take admission at St Mira's College for Girls are entitled to mentoring. Every permanent teaching faculty is eligible to take on the role of a mentor. Any student who volunteers and fits the criteria may be a peer mentor.

Process:

GENERAL INTERACTION PROCEDURE

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

- Take attendance

- First 10 minutes Mentor introduces the designated topic

- Open it up for discussion

- After that request 10 students (approx.) to wait back to discuss strengths and weaknesses and enter details on the forms.

- Inform students that you are available for one on one mentoring. Assign designated time when available once a week.

Additional General Guidelines:

St Mira's adopts a layered approach to mentoring. On the designated dates there will be no lectures after 11 am to ensure that mentoring happens simultaneously on record for all students in all classes. This is a minimum requirement. Mentors may meet their mentees more often if they wish or if it is required either as a group or personally.

I] **FY**- meets thrice	1) during the induction programme
	2) in September
	3) in January

1)   FY Mentoring process during **Induction Programme**
a)   Each teacher must maintain a file containing:
        the forms of each class along with
        attendance sheets of every contact with the students.
b)   Get students to fill up the forms + break into your groups
c)   Introduce yourself, explain what mentoring is and why?
d)   Clarify doubts and explain you are their point of contact
e)   Talk about Moodle, extra curriculars and relevant credit courses etc
f)   Attendance
g)   Counselling cell

2)   FY mentoring in Sept
a)   Counsel students with low attendance

3)   FY Mentoring **in Jan**
a)   Discuss problems with the results
b)   Counsel regarding electives/ specials
c)   Stress importance of filling all online feedback forms
d)   Stress attendance

II] **SY & TY** (Specials) –   a) meet them all together
                                 b) 2 times/ semester ie totally 4 days

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

<center>d) classrooms will be allocated</center>

SEMESTER I

1.   Interaction 1
a)   Discuss credit courses, extra curricular activities, competitions,
b)   concerns, queries
c)   stress attendance
d)   Scholarships
e)   Address questions
f)   Meet first batch of 10 students

2.   Interaction 2
a)   Academic concerns – establish in group buddy system- student mentoring student- peer mentoring programme, SOUL
b)   Opportunities for internships, jobs, career counselling,
c)   Address questions
d)   Meet second batch of 10 students

SEMESTER II

3.   Interaction 3
a)   Importance of feedback during online exams
b)   Result analysis – explore academic problems
c)   Address questions
d)   Meet third batch of 10 students

4.   Interaction 4.
a)   Low attendance cases
b)   Student progression- inform them they must keep in touch.
c)   Join the alumni association- what are the benefits of networking and giving back to their college and students of the college.
d)   Address questions
e)   Meet fourth batch of 10 students

Benefitsof Mentoring tothe Institute

- Students will be more motivated and aspirational which will improve morale amongstthelearningcommunity.
- Mentoringwillmaximisetheachievementsofindividualstudentsandgroupsof students who are at risk of underperforming and remove barriers to achievement forvulnerable groups of students.
- Mentoring enhances the skills of staff and students, improves student attendance andincreasesstudent retention.

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

c) no lectures after 11am
d) classrooms will be allocated

SEMESTER I

1.   Interaction 1
a)   Discuss credit courses, extra curricular activities, competitions,
b)   concerns, queries
c)   stress attendance
d)   Scholarships
e)   Address questions
f)   Meet first batch of 10 students

2.   Interaction 2
a)   Academic concerns – establish in group buddy system- student mentoring student- peer mentoring programme, SOUL
b)   Opportunities for internships, jobs, career counselling,
c)   Address questions
d)   Meet second batch of 10 students

SEMESTER II

3.   Interaction 3
a)   Importance of feedback during online exams
b)   Result analysis – explore academic problems
c)   Address questions
d)   Meet third batch of 10 students

4.   Interaction 4.
a)   Low attendance cases
b)   Student progression- inform them they must keep in touch.
c)   Join the alumni association- what are the benefits of networking and giving back to their college and students of the college.
d)   Address questions
e)   Meet fourth batch of 10 students

Benefits of Mentoring to the Institute
- Students will be more motivated and aspirational which will improve morale amongst the learning community.
- Mentoring will maximise the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.

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

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POLICY TITLE: Sustainable Campus Policy	
Policy Number:	21
Description of the Policy	The policy intends to foster culture of sustainability via advocacy to and engagement of immediate stakeholders practices.
Drafting Authority	Vice- Principal, Degree College, Green Club and Criterion 7
Policy Application	Students, Teaching Staff andNon-Teaching Staff
Effective from:	2019-20
Revised on:	NA
References for the Policy	The Stockholm Conference on Human Environment 1972, Brundtland Commission Report 1978, G8 University Summit 2008, UN sustainable Development Goals 2015-2030, SATAT Framework (UGC)

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

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St. Mira's College for Girls, Pune
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Sustainable Campus Policy

Preamble

The Stockholm Conference on the Human Environment, 1972, drew attention to the need for green education i.e. education relating to environment protection. The most oft quoted definition of Sustainable development has been given by the United Nations World Commission on Environment and Development (Brundtland Commission) in its 1987 Report, *'Our Common Future'* which defines it as development "which meets the needs of the present without compromising the ability of future generations to meet their own needs."

Mankind has pursued increased industrialisation and urbanisation and brought about economic development, which has often been at the cost of tremendous environmental degradation.We have been witnessingthis in the form of pollution, acid rain, deforestation, desertification, ozone-depletion, global warming, early signs of climate change.

In 2008, the G8 University Summit adopted the Sapporo Sustainability Declaration for internalisingenvironmental consciousness in university academic frameworks and on campus. In 2015, India committed itself to the UN 2030 Agenda for Sustainable Development (for fulfilment of the UN Sustainable Development Goals 2015-2030). The UGC has laid down the SATAT framework to encourage environment friendly practices on campuses of Higher Educational Institutions.In keeping with the UGC's guidelines, St. Mira's College for Girls, Pune has adopted an Environment Sustainability Policy.

Objectives

- To incorporate sustainable practices like optimisation of material use, promoting water and energy conservation, waste management, no plastic use.
- To establish a Teaching-Learning and Research environment conducive to safe and sustainable future by including sustainability related topics in academic programmes and research.
- To create an institutional culture which supports sustainable thinking by encouraging HEI stakeholders (students, faculty, non-teaching staff, civil society) to embrace green life styles, sustainability principles and practices.
- To foster a culture of sustainability via advocacy to and engagement of the immediate stakeholders (students, staff) and promote 'beyond campus' environment awareness programs for civil society;
- To ensure voluntary participative implementation of sustainability practices by the HEI stakeholders through adherence to the principles of REDUCE, REUSE, RECYCLE, REPAIR, REPORT to the best possible extent.

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

KINDLE THE LIGHT

SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
An Autonomous (Affiliated to SavitribaiPhule Pune University)
Reaccredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE,BSc (Computer Science), BBA, BBA(CA)]
6,Koregaon Road,Pune-411001. [INDIA]
Ph./Fax: 26124846; Email: mira_college@yahoo.co.in

POLICY TITLE: IPR Policy	
Policy Number:	22
Description of the Policy	Policy focuses on promoting IPR and to encourage innovation, creativity and entrepreneurship.
Drafting Authority	CWE
Policy Application	Students and Teaching faculty
Effective from:	15/06/2020
Revised on:	NA
References for the Policy	Union governments national intellectual property rights (IPR) Policy 2016.
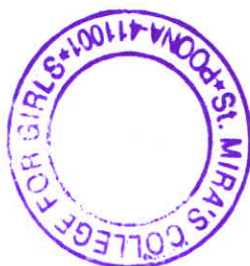
Principal Incharge
St. Mira's College for Girls, Pune.

St. Mira's College for Girls, Pune
IPR- Cell

(2020-2021)

Purpose:

The purpose of the IPR cell at St. Mira's College for Girls is to organise, disseminate and enhance knowledge on IPR. The cell will follow a two pronged strategy: Firstly, disseminate knowledge on intellectual property rights with a view to encourage the creation of intellectual property. Secondly, encourage young women entrepreneurs to register their inventions/ creations and devise strategies to protect intellectual property by building community awareness.

Significance of Intellectual Property Rights:

Intellectual Properties for any educational institute are intangible properties like inventions, designs, software and other creative & innovative ideas which may be more valuable than tangible properties. They play a significant role in providing a competitive edge to any academic institution. The IPR Cell at St. Mira's College is committed to encourage, protect, manage and commercialize Intellectual Property such as Patent, Copyright, Trademark etc. generated through the College.

The cell aims to create conducive environment in the academics for the development of Intellectual Property. It also believes in encouraging the creativity and innovation of its faculty and students to generate intellectual property.

The objectives of the IPR Cell:

- To create awareness on Intellectual Property Rights (IPR) among faculty and student community.
- To engage and conduct workshops/seminars to promote awareness and holistic understanding about IPR
- To sensitize the students with current issues & challenges in the field of Intellectual Properties at national and international level.
- To encourage inclusion of IPR content in curricula of programmes/ courses.
- To ensure adherence to the plagiarism policies adopted by the institution.
- To create an environment for acquiring new knowledge through innovation and promote an IPR culture.
- To advice and guide students and faculty on the procedure of registration of IPR.
- To assist faculty, research scholars and students for identifying patentable inventions and to file patents with the competing authority.
- To create a self-funding project for development and nurturing of IPR Ecosystem.

IPR Policy:

As per the Union Governments National Intellectual Property Rights (IPR) Policy, 2016, to promote the IP regime and to encourage innovation, creativity and entrepreneurship in India:

The IPR Cell at St. Mira's College for Girls, Pune :

- Will be instrumental in conducting at least one program per semester to spread the information and inculcate interest with regard to IPR.

- Will disseminate information on benefits and legal implications with regard to IPR.

- Invite the experts in the field of Intellectual Property related laws for knowledge sharing and consultancy.

- Will extend its cooperation in the activities of the Incubation Centre under the Centre for Women Entrepreneurship.

IPR Coordinator

Dr. Dimple Buche

CWE Coordinator

Dr. Rama Venkat

Principal in Charge

Dr. Jaya Rajgopalan

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6, Koregaon Road, Pune-411001. [INDIA]

Ph./Fax: 26124846; Email: mira_college@yahoo.co.in

POLICY TITLE: Consultancy Policy	
Policy Number:	23
Description of the Policy	Revenue generated through consultancy and SoP
Drafting Authority	Consultancy Committee
Policy Application	Teaching
Effective from:	01-07-2021
Revised on:	N . A
References for the Policy	https://www.ugc.ac.in/pdfnews/0971667_English.pdf

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

KINDLE THE LIGHT

ST MIRA'S COLLEGE FOR GIRLS, PUNE

AUTONOMOUS - AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY

CONSULTANCY POLICY

(2021-22)

Table of Contents

1.Introduction:

St. Mira's college recognizes the value of its staff undertaking consultancy for outside bodies. This work is an important channel through which knowledge and expertise can flow to and from businesses and other external agencies and therefore contributes to the development of a growing and productive relationship with these bodies.

The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry and other organizations.

Consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations (within India and abroad), primarily for their purposes. Consultancy activity within the St. Mira's college is often associated with other contractual relationships, including research, service contracts and sharing of expertise. This policy is intended to provide the information required to undertake consultancy work in accordance with the St. Mira's college approved procedures.

Note : This policy will be implemented from 2021-22.

Guidelines for Consultancy:

Objective:

- To establish a framework to support consultancy activities at the St. Mira's College for Girls.

Eligibility:

- This policy applies to all faculty and staff members of St. Mira's College for Girls.

- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college.

2. Definitions and Scope of the Policy:

- **Consultancy:** St. Mira's College for Girls uses a broad definition of what constitutes consultancy. It's essential features are:

  - Consultancy is work of a professional nature, undertaken by the faculty members of St. Mira's College for Girls in their field of expertise, for clients outside the institution, for which some financial return is provided.

  - Unlike research it does not have as a prime purpose the generation of new knowledge.

Principal Incharge
St. Mira's College for Girls

1

- Consultancy will produce some form of contracted output which will be shared by both the parties as per policy norms.

- All consultancy work shall be approved by the college level committee, identified as Type I or II as below

(a) Type-I Consultancy Project (Individual consultancy)

All Consultancy Projects taken up by individual faculty members by their respective expertise in the field.

(b) Type-II Institutional Consultancy(All Consultancy Projects taken on behalf of the Department / Institute)

Consultancy Projects involving the use of laboratory facilities of the Departments/Institute will be classified as Type-II Consultancy Projects. In this Use of institute space and or equipment (Lab, equipment, Science equipment, sports equipment, softwares,language lab etc.).

Steps to follow for Type I and Type II consultancy

- As a part of that consultancy project, an organization requiring consultancy services from faculty or the department shall write to the consultancy committee indicating the expertise required with an application/ mail .

- The consultancy committee on receiving the request from the organization shall inform the Principal and department/faculty concerned. Approval form in prescribed format needs to be submitted.

- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal.

- In considering whether or not permission will be given for consulting activity, the principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), and the use of institution resources depending on type and nature of consultancy.

- A MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the principal.

- The staff member desirous of accepting consultancy work from any external agency should put up the consultancy proposal in prescribed format. All such proposals shall have proof of communication with the client, with details of title, scope, and duration of the proposed consultancy work. It should also mention the amount of consultancy charges and timelines for completion.

- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the principal through the head of the department.

2

Principal Incharge
St. Mira's College for Girls
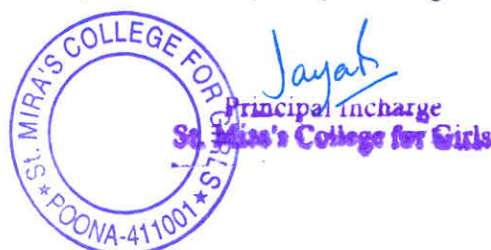
- The Office of St. Mira's College will provide necessary administrative support like billing of share , Receipt of share between consultant and college and audit report for the same.

- The normal duty of the individual staff member and the interest of the Department do not suffer

3.   Recording activity/ Proof or Documents Required :

All faculty members/Department are required to record their consultancy activity with the Principal Office and consultancy committee.

All fees/charges in connection with consultancy projects should be received in   the name of the Principal St. Mira's college for girls, Pune to be deposited in the account of the institute.

- Original copies of the contracts and details as per NAAC parameters must be forwarded to the Principal Office and consultancy committee.

- Attendance Records: Attendance record of the Consultant(s), supporting staff etc. with man-hours spent during the consultancy work.

- Inspection / Site Visit Register: A register to record any site visit by the Consultant(s) be maintained by the Principal Consultant.

- Travel Record Register: To record details of all expenditure incurred on travel.

- Correspondence File: For all correspondence since initiation.

- Agreement/Contract File: To maintain complete record of all agreements, contracts, drawings and such documents which may constitute legal requirement.

- Each individual faculty /department will give an audited statement as per policy document to consultancy committee

4.   Excluded work from the above definitions:

This policy does not apply to those activities, paid or unpaid, which is in furtherance of scholarship or general dissemination of knowledge, such as:

- Authorship of, or royalties from, the publication of books

- External examiner duties

- Lecture tours and conference presentations or attendance

- Professional arts performances

- Consultancy by the sister concern of St. Mira's college or in which a member of staff may have an interest are not included within the Consultancy Project.

College arrangements for the consideration and approval of consultancy activity may vary depending on type and nature of consultancy by individual/department.

3

Principal Incharge
St. Mira's College for Girls

5. **Policy for Revenue Sharing in Consultancy:**

St. Mira's College for Girls encourages faculty members to do consultancy service to support external engagements that facilitate knowledge and technology transfer contributing to economic and social impact.

Such activities serve to link the institute and its faculty members more closely to the industry. Consultancy work can bring financial benefits both to the institution and its employees. In view of encouragement the management has decided to share the revenue generated out of consultancy services to the faculty or group of faculty as follows.

S. No.	Particulars	Faculty	Institute
1.	Individual consultancy /Type II - Use of institute space and or equipment (Lab equipment, Science equipment, sports equipment, softwares,language lab etc.)	70%	30%

All fees/charges in connection with consultancy projects should be received in the name of the Principal St. Mira's college for girls, Pune to be deposited in the account of the institute.

- Tax is applicable for the revenue generated through consultancy work.

- Meetings related to consultancy work with the organization(s) may be conducted in college premises.

- Each consultancy project will be reviewed by the principal and put forward to the institute depending on the nature of consultancy work.

6. **Intellectual property Rights (IPR):**

College IPR may be used where not in conflict with rights of third parties or any commercialization plan.

Principal Incharge
Mira's College for Girls

4

Process Map:

```
                    Start
                      │
                      ▼
                  Consultancy
                      │
        ┌─────────────┴─────────────┐
        ▼                           ▼
   Individual                  Institutional
   Consultancy                 Consultancy
        │                           │
        ▼                           ▼
  Submit Application to      Submit Application to
  the Consultancy            the Consultancy
  committee                  committee
        │                           │
        └─────────────┬─────────────┘
                      ▼
              ◇ Is application
  NO          approved by          NO
              Consultancy
              Committee?
                      │
                     YES
                      ▼
              ◇ Are you going
                to use institute        NO
                space or
                equipment?
                      │
                     YES
                      ▼
              Fill the form of
              requirement
                      │
                      ▼
              Submit the
              Application to the
              Principal
                      │
                      ▼
              ◇ Is application
  NO          approved by the
              Principal??
                      │
                     YES
                      ▼
              Submit the documents to
              the Consultancy
              Committee
                      │
                      ▼
                    Stop
```

APPENDIX-I

St. Mira's College for Girls

(Autonomous affiliated to SPPU)

FORM FOR APPROVAL OF CONSULTANCY PROJECT

1. Name of the Department/Office/Branch: _____
2. Title of the Consultancy Project: _____
3. Consultancy Project Category type I/type II _____
4. Duration of the Consultancy Project (YY/MM/DD): _____
5. (i) Date of Commencement _____

   (ii) Expected Date of Completion
6. Detailed Project Report(DPR) attached: (YES / NO) _____
7. Client's Name and Address: _____
8. Type of Client: Private Sector/ Govt. Sector/ Public _____
   Sector/Foreign Agency / Others (Please Specify) _____
9. Payment to be received in : (FULL / PART) _____
10. Whether MoU/ Agreement Signed with Client _____

    (Attach, if any)
11. Consent Letter from the Client attached:(YES / _____
    NO)
12. Consent Letter from the Consultant(s) attached: _____
    (YES / NO)

13. In case of Type II consultancy please specify (Lab _____
    equipment,Science equipment, sports equipment,
    softwares,language lab etc.)

14. Details of Persons involved in the Consultancy
    Project:

Name of Consultant(s) along with Designation & Department/Office/Branch	Brief role	No. of Days	Signature

6

Signature of HOD   Signature of Principal

Date: Date:

<center>OFFICE</center>

Name of faculty member/ Department   - _____

Consultancy Project name .: _____ Dated: _____

Amount received by college _____

Amount disbursed to faculty member - _____

Audited statement of consultancy project - _____

<center>7</center>

APPENDIX-II

Consultant (s) Certificate

1. Certified that this consultancy assignment shall not clash with my teaching /office work in the department/office or any other official duty at the University.
2. That the interest of my department/office in the University shall not suffer.
3. That the total annual income of all my consultancy work shall not exceed my gross salary for six months in a financial year.

_____

(Consultant's Signature)

Address (Office)

_____ _____

_____ _____

_____ _____

_____ _____

Principal Incharge
St Mira's College for Girls

Principal

Dr. Jaya RajGopalan

8

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6,Koregaon Road,Pune-411001. [INDIA]

Ph./Fax: 26124846; Email: mira_college@yahoo.co.in

POLICY TITLE: Grievance Redressal Policy and Procedure Document	
Policy Number:	24
Description of the Policy	The College has set up the Grievance Redressal Committee to promote and develop a safe, fair, and harmonious learning and work environment. The procedure applies to all stakeholders of St. Mira's College- students and staff; and is designed for the redressal of all complaints and grievances fairly and consistently. The purpose of the procedure is to maintain high standards in its provision of courses, services, and facilities and rectify causes of dissatisfaction in a fair, prompt, and efficient manner.
Drafting Authority	Ms. Suhaile Azavedo
Policy Application	Students/ Teaching/ Non-Teaching
Effective from:	20/10/21
Revised on:	
References for the Policy	University Grants Commission Regulations 2012 and the provisions of the University Grants Commission supersession notification published in the Government of India Gazette on May 6th, 2019

Dr. Jaya Rajagopalan
Principal Incharge

PU/PN/AC/015/(1962)
College Code No. : 013

Notification No. A-7(z)/2021-2022/52 dated 20.10.2021

Subject: St. Mira's College for Girls Grievance Redressal Policy and Procedure
Document

It is hereby notified for information of all the concerned that the St. Mira's
College for Girls Grievance Redressal Policy and Procedure Documentshall be
effective from the date of issuance of this notification.

The St. Mira's College for Girls Grievance Redressal Policy and Procedure
Document is enclosed hereunder.
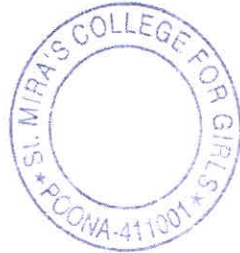
Dr Jaya Rajagopalan
Principal Incharge

St. Mira's College For Girls, Pune

Autonomous (Affiliated to Savitribai Phule Pune University)

GRIEVANCE REDRESSAL POLICY AND PROCEDURE DOCUMENT

1. PREAMBLE

St. Mira's College for Girls is committed to providing high-quality services for the entire College community. The College has set up the Grievance Redressal Committee following the University Grants Commission Regulations 2012 and the provisions of the University Grants Commission supersession notification published in the Government of India Gazette on May 6th, 2019, to promote and develop a safe, fair, and harmonious learning and work environment (https://www.ugc.ac.in/pdfnews/0588502_English.pdf). This document details the Grievance Redressal Policy and Procedure followed by the College.

The procedure applies to all stakeholders of St. Mira's College- students and staff; and is designed for the redressal of all complaints and grievances fairly and consistently. The purpose of the procedure is to maintain high standards in its provision of courses, services, and facilities and rectify causes of dissatisfaction in a fair, prompt, and efficient manner.

2. AIMS AND OBJECTIVES

Grievance Redressal Committee aims to facilitate the resolution of grievances fairly and impartially, maintaining necessary confidentiality. The procedure aims to allow all stakeholders the opportunity to express concerns without any fear of recrimination.

The objectives of the Grievance Redressal Policy is to provide:
- An efficient and open process, which is fair to all parties.
- A procedure designed to resolve problems quickly.
- A thorough investigation into grievances received.
- Improvements to services provided by acting on feedback and the recommendations made following investigations.
- Accurate recording, monitoring and reporting of grievances.

1/11

3. GRIEVANCE REDRESSAL COMMITTEE

```
                          ┌─────────────┐
                          │  Grievance  │
                          └──────┬──────┘
              ┌──────────────────┴──────────────────┐
              ▼                                      ▼
    ┌───────────────────┐                  ┌───────────────────┐
    │ Student / Guardian │                  │    Employees      │
    └─────────┬─────────┘                  └───────────────────┘
              │                                      │
              ▼                               ┌──────────────┐
    ┌───────────────────┐ ◄────────────────── │Teaching Faculty│
    │ Grievance Redressal│                     └──────────────┘
    │     Committee      │ ◄────────────────── ┌──────────────┐
    │                    │                     │Non Teaching Staff│
    │                    │ ◄────────────────── └──────────────┘
    └───────────────────┘                     ┌──────────────┐
                                              │ Auxilary Staff│
                                              └──────────────┘
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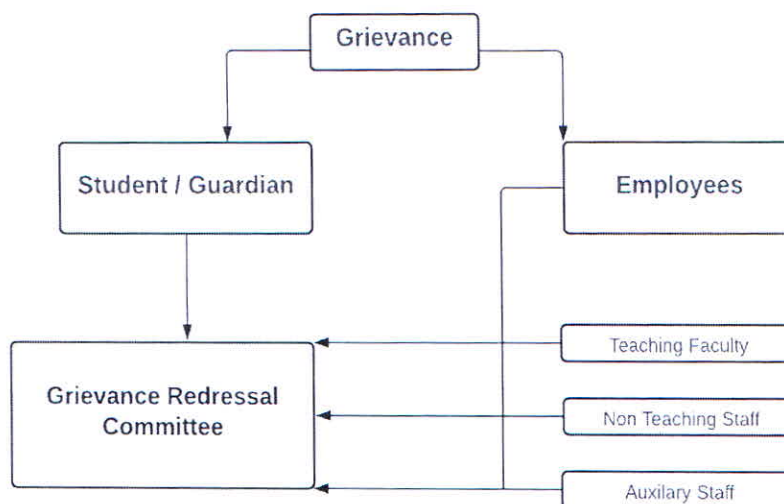
The College has put in place the mandatory grievance redressal procedures for the resolution of all grievances. A centralised Grievance Redressal Committee with itsassociated committees responsively redresses every grievance received. The Committee considers only formal grievances, either received online through the web form on the College website; or via email at grievance@stmirascollegepune.edu.in, or submitted in hard copy to the Coordinator.The grievance will be thoroughly and objectivelyinvestigated by the appropriate associated committee, using the information provided by the student in their formal statement.

3.1 List of St. Mira's College Grievance Redressal Committees

Collegiate Student Grievance Redressal Committee (CSGRC) (as per UGC regulations of 2019)

1.	Dr Jaya Rajagopalan	Principal-In-Charge	Chairperson
2.	Dr Shalini Iyer	Vice-Principal	Member
3.	Ms Elizabeth Kanade	Senior Teaching Faculty	Member
4.	Dr Dimple Buche	Senior Teaching Faculty	Member
5.	Ms Hasina Shaikh	Senior Teaching Faculty	Member
6.	Ms Rekha Kankariya	Senior Teaching Faculty	Member
7.	Ms Ummesalama Karu	Student Representative	Member, Special Invitee

Internal Complaints Committee (ICC-Sexual Harassment)

1.	Dr Vaishali Joshi	Presiding Officer	vaishali.joshi@stmirascollegepune.edu.in
2.	Dr Rama Venkatachalam	Senior Teaching Faculty	rama.venkat@stmirascollegepune.edu.in
3.	Dr Arwah Madan	Senior Teaching Faculty	dr.arwahmadan@stmirascollegepune.edu.in
4.	Ms Vandana Kardile	Non-teaching Member	vandana.kardile@ stmirascollegepune.edu.in
5.	Ms Anandmayi Chounde	Non-teaching Member	anandmayi.chounde@stmirascollegepune.edu.in
6.	Ms Uma Mane	Kshitij NGO	umamaane@yahoo.com
7.	Ms Ummesalama Karu	Student Representative - UG	umme.karu@gmail.com
8.	Ms Priti Varma	Student Representative - PG	pritiverma3000@gmail.com

Anti-Ragging Committee

1.	Dr Shalini Iyer	Vice-Principal	Chairperson	shalini.iyer@stmirascollegepune.edu.in
2.	Dr Vaishali Diwakar	Senior Teaching Faculty	Member	vaishali.diwakar@stmirascollegepune.edu.in
3.	Ms Veena Kenchi	Senior Teaching Faculty	Member	veena.kenchi@stmirascollegepune.edu.in
4.	Ms Rekha Kankariya	Senior Teaching Faculty	Member	rekha.kankariya@stmirascollegepune.edu.in

Prevention of Caste-based Discrimination

1.	Ms Jyoti Chintan	Senior Teaching Faculty	jyoti.chintan@stmirascollegepune.edu.in
2.	Ms Hasina Shaikh	Senior Teaching Faculty	hasina.shaikh@stmirascollegepune.edu.in
3.	Ms Manjita Kulkarni	Senior Teaching Faculty	manjita.kulkarni@stmirascollegepune.edu.in

Ethics and Conduct/ Disciplinary Committee

1.	Dr Shalini Iyer	Vice-Principal	Chairperson	shalini.iyer@stmirascollegepune.edu.in
2.	Ms Komal Tujare	Senior Teaching Faculty	Member	komal.tujare@stmirascollegepune.edu.in
3.	Ms Ekta Jadhav	Dir. of Physical Edu.	Member	ekta.jadhav@stmirascollegepune.edu.in

COVID-19 Related Grievances

1.	Dr Shalini Iyer	Vice Principal	Chairperson	shalini.iyer@stmirascollegepune.edu.in
2.	Ms Manisha Pimpalkhare	Senior Teaching Faculty	Member	manisha.pimpalkhare@stmirascollegepune.edu.in
3.	Ms Swatee Sarvate	Senior Teaching Faculty	Member	swatee.sarwate@stmirascollegepune.edu.in

The Grievance Redressal Committee members have a term of two years.

3.2. Responsibilities of the Committee:

It is the responsibility of the Committee to:

i. put in place a formal grievance procedure in keeping with the grievance policy document

ii. organise awareness of the grievance redressal mechanism and procedures among stakeholders

iii. ensure that the College responds to grievances following the procedure set out within the policy

iv. analyse the merits of grievances received and conduct formal hearings and/or investigations as the case may be

v. ensure a thorough, objective and prompt investigation of all grievances

vi ensure that all stakeholders who file grievances are treated non-discriminately, without recrimination and that no stakeholder will be disadvantaged on account of raising a grievance.

vii.   preserve the confidentiality of all concerned parties at any stage of the process

viii. monitor the thorough, objective and timely conduct of grievance investigations and reporting of all findings

ix.   work out a resolution of the issues with the involved parties named in the grievance application; within a maximum period of one month of the receipt of the application.

x.   communicate the written response(s) and the outcome of the investigation to the grievant

xi.   ensurecomprehensive analysis of grievances received is undertaken and reported to the College IQAC Committee.

3.3   Applicability and Scope of Grievances

The grievant must be a current and bonafide student or College employee. The broad areas and types of grievance that the Grievance Redressal Committee deals with are related to academics, administration, examination and infrastructure; sexual harassment;ragging;caste-based discrimination; breach of ethics and/or code of conduct;matters related to the COVID-19 pandemic and othergrievance as listed in the University Grants Commission (Grievance Redressal) Regulations. It is generally in the best interest of both the grievant and the College if grievances are raised as soon as possible after the relevant matter has occurred. A grievance should normally be raised,under Stage 1 of the procedure, within seven working daysof the relevant matter occurring. If the grievant is dissatisfied with the Stage 1outcome,thenthe grievantcan withinfifteenworking dayssubmit a formal Stage 2 complaint. If the time limit specified in the procedure has not been complied with, the College will consider whether the grievanthas a good reason for delay. All grievances must be raised within a month of the original issue so that evidence is available for investigation.The College will not accept or act upon anonymous grievances.

4. GRIEVANCE REDRESSAL PROCEDURES

4.1   Stage 1: Informal Stage

Any student or staff member who wants to initiate a grievance may in the first stage bring the issue to the notice of the Head of the respective department/office, who will address the issue and try to resolve it within seven working days of the communication of the grievance.The purpose of Stage 1 is to swiftly address issues or concerns on an informal basis. The College believes that a majority of issues and concerns can be resolved informally at Stage 1 through discussion with the student /staff member at the point closest to where the matter originated.
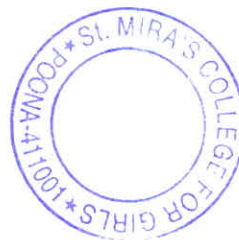
Stage 1 will normally result in one of the following outcomes:

    i.   a solution to the student's issue or concern

    ii.   a suitable explanation where the desired outcome cannot be achieved

If the student is dissatisfied with the Stage 1 outcome and wishes to pursue the matter as a formal complaint the student should submit the Stage 2 Grievance Form within fifteen working days of receiving the Stage 1 outcome. Section 4.2 of this procedure explains how a student can submit a formal grievance.

4.2   Stage 2: Raising a Formal Grievance

If the grievance is not resolved informally at Stage 1;or should the grievant desire a formal redressal directly, the grievant may make a formal complaint.Formal grievances should be made in writing. Grievances can be submitted via email, in hard copy, or,preferably, through thegrievance web form on the College website.

4.2.1   For online submission of grievances, the grievant must fill in all the details in the grievance web form on the College website, scan and attach the supporting documents and submit it.

4.2.2   For submissions of grievance in hardcopy, the grievant can print the web form, fill and submit the grievance, with the supporting documents, to the coordinator of the grievance committee, Ms. Suhaile Azavedo, at the English Department cubicle, on Tuesdays and Thursdays from 11.00 to 11.30 am

4.2.3   The grievancecan also be emailed to **grievance@stmirascollegepune.edu.in**
The following details must be provided when submitting grievances via email:

- the name of the grievant
- the stream/ class/ subject / specialisation/ academic year
- full contact details of the grievant
- a full statement of the grievance
- brief details of the steps already taken to resolve the grievanceat Stage 1(if any)
- reasons for the dissatisfaction with the attempts to resolve the grievance
- copy (not original documents) of all documentary evidence the student wishes to submit

4.2.4   Acknowledgement
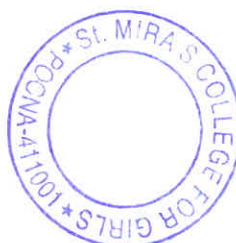
All formal grievances will be acknowledged, in writing within three working days of receiving the application.

4.3   Stage 3: Inquiry and Investigation

Formal grievanceswill be forwarded to the appropriateCommittee (as listed under3.1)for investigation using the information provided by the grievant.TheCommittee shall analyse the merits of the grievanceand initiate inquiries with the respective department/office/individual (linked with the grievance) within fifteen days.Once the investigation is completed, the findings will be shared with the Grievance Redressal Committee.

4.4   Stage 4:Review and Completion of Procedures

The Grievance Redressal Committee and the investigating committee will jointly make a thorough review of the investigation and the redressal process and use their best efforts to work out a resolution of the issues named in the grievance application. The resolution will be communicated to the grievant via e-mail within ten working days. Once the grievant indicates a written acceptance of the resolution at this level, the matter is deemed closed and a 'completion of procedures' mail will be sent to the grievant. The timeframe for the redressal of a grievance from application to completion of the procedure is one month. If there is no response from the grievant within fifteen days of receiving the resolution and recommendation mail, the matter will be deemed closed.

5. APPEALS

5.1 Appeal Level 1

Grievances should be resolved amicably and conclusively, in compliance with the abovementioned grievance redressal procedures. However, if the grievant wishes to appeal against the outcome of the formal inquiry and investigation, then the grievant should write or send an email, requesting an appeal, to the Grievance Redressal Committee (grievance@stmirascollegepune.edu.in),within fifteen working days of receiving the resolution and recommendation mail.

The Vice-Principal of the College alongwith the Grievance Redressal Committee and the investigating Committee will review the documentation, the investigation procedure and the resolution offered. If deemed necessary, a re-investigation will be conducted during which the

involved parties may be called for a hearing;or maybe requested to submit additional information and testimonies; and, interview witnesses, if necessary.

After the hearing or re-investigation, Vice-Principal, the Grievance Redressal Committee and investigating Committee shall use their best efforts to work out a resolution of the issues involved with the parties named in the grievance application.Upon completion of proceedings, following the outcome of Appeal Level 1, a formal response,via email,will be sent to the grievant within fifteenworking days of receipt of the appeal.

5.2   Closure of Grievance:

The grievance shall be considered as resolved and closed when:

   i.   the grievant has indicated acceptance of the resolution, in writing, offered at Appeal Level 1
   ii.   the grievant has not responded within fifteen working days from the date of intimation of resolution offered at Appeal Level 1

5.3 Appeal Level 2

If, after all the above-mentioned endeavours to resolve the grievance, a grievant is still dissatisfied, she/he may request a personal interview with the Principal of the College The interview shall be arranged within ten working days of the submission of the request. The Principal mayrequest a report of all procedures followed to the date; conduct an additional review of the formal investigation and documentation gathered so far. The Principal may confirm or rescind the earlier decision in the light of this report and review and will formally decide what corrective action can be implementedif any. A written reply will be sent to the grievant within 20 working days of receiving the request for Appeal Level 2. The Appeal Level 2 exhausts the College's internal procedures. There will be no further opportunity to pursue the grievance within the College.

Please see Appendix A for the Infographic of the Grievance Procedure

6. General Principles and Guidelines :

6.1   Formal Grievance: A formal grievance must always be a detailed written complaint submitted via the webform or email at grievance@stmirascollegepune.edu.in, or in hardcopy to the Coordinator of the Grievance Redressal Cell, within one calendar month from the date of occurrence of the event giving rise to the grievance.

6.2   Time frame: The Grievance Redressal Committee shall work towards the redressal of every grievance within one calendar month of the receipt of application/grievance.

6.3   Fairness: All stakeholders of the College shall be entitled to process their grievances without fear of retaliation, coercion, or discrimination. The College will strictly prohibit any such retaliation, coercion, or discrimination. The grievance procedure will not curtail the informal day-to-day contact between the College and the grievant. Any complainant who makes a grievance in good faith will not be adversely affected by the fact of the grievance, whether or not the grievance is upheld. They will have a fair opportunity to present their complaint and will be provided with clear reasons for the outcome of each stage of the procedure.

6.4   Representation: No proxy or deputation will be allowed. The aggrieved student or staff member shall have to apply individually and present her case before the Grievance Redressal Committee

6.5   Confidentiality: The College shall maintain the confidentiality of information shared throughout the grievance process. All information collected will be treated as confidential and will not be disclosed to third parties without the consent of the parties involved.

6.6   Documentation: All information relating to the proceedings of grievances shall be treated as confidential, accessible only to the members of the Grievance Redressal Committee.

a) Copies of the written complaint and the written description of action submitted by the investigating committee will be maintained for two years, after which they will be purged altogether.

b) The annual report of the Grievance Committee will contain the following information:

    i.   The total number of complaints received in an academic year
    ii.   The types of complaints received by generic category
    iii. The total number of complaints conclusively resolved

iv.   A summary record of each complaint received, the action taken by the College, and any other information concerning the grievance/ resolution.

6.7 Exclusions: The following grievances shall not be taken up for consideration and disposal:

- Decisions of the Academic Council/Academic Committees constituted the College
- Complaints involving policy matters in which the grievant has not been directly or indirectly affected
- Decisions about disciplinary matters and breach of the College Code of Conduct
- Decisions concerning the recruitment and selection process
- Decisions by a competent authority on assessment and examination result/ revaluation or remarking of answer sheets
- Complaints that are anonymous,frivolous, vexatious, or motivated by malice will not be entertained/processed

6.8   Feedback: Grievance Redressal Committee will collect formal feedback from relevant stakeholders (students and staff) from time to time on account for *reviewing* and *improving the* grievance handling and redressal process.
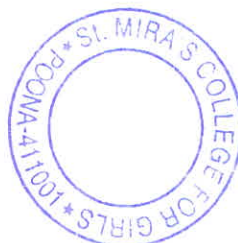
APPENDIX A - INFOGRAPHIC OF THE GRIEVANCE PROCEDURE

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┌─────────────────────────────────────────────┐
│           Stage 1 - Informal Stage            │
│    (Discuss with member of College staff)     │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐        ┌──────────────┐
│             Satisfactory Outcome              │──Yes──▶│   Resolved   │
└─────────────────────────────────────────────┘        └──────────────┘
                      │ No
                      ▼
┌─────────────────────────────────────────────┐
│      Stage 2 - Formal Grievance to the GRC    │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│      Stage 3 - Inquiry & Investigation        │
│              (15 Working Days)                 │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│   Stage 4 - Review and Completion of          │
│   Procedures                                  │
│              (10 Working Days)                 │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐        ┌──────────────┐
│             Satisfactory Outcome              │──Yes──▶│   Resolved   │
└─────────────────────────────────────────────┘        └──────────────┘
                      │ No
                      ▼
┌─────────────────────────────────────────────┐
│  Appeal Level 1 - Vice Principal + GRC +      │
│  Assoc. Committee                             │
│     (Re-investigation - 15 Working Days)      │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐        ┌──────────────┐
│             Satisfactory Outcome              │──Yes──▶│   Resolved   │
└─────────────────────────────────────────────┘        └──────────────┘
                      │ No
                      ▼
┌─────────────────────────────────────────────┐        ┌──────────────────┐
│  Appeal Level 2 - Hearing with the Principal  │───────▶│ Final Resolution │
│  of the College                               │        │  at the College  │
│              (20 Working Days)                │        │      Level       │
└─────────────────────────────────────────────┘        └──────────────────┘
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SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
An Autonomous (Affiliated to Savitribai Phule Pune University)
Reaccredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE, BSc (Computer Science),
BBA, BBA(CA)]
6,Koregaon Road,Pune-411001. [INDIA]
Ph./Fax: 26124846; Email: mira_college@yahoo.co.in

POLICY TITLE: Gender Policy	
Policy Number:	25
Description of the Policy	This policy relates to all our stakeholders- our women students and entire staff- both male and female. Although ours is a women's college, we believe in the policy of gender equity based on the principle of inclusion and non-discrimination in all our interactions.
Drafting Authority	Vice- Principal, Green Club and Criterion 7
Policy Application	Students, Teaching Staff and Non-Teaching Staff
Effective from:	June 2022-23
Revised on:	NA
References for the Policy	1. International Labour Organization: 2. Ministry of Health and Family Welfare, Government of India: 3. National Policy for the Empowerment of Women(2001) 4. OSAGI Gender Mainstreaming 5. The Constitution of India 6. The Logical Indian universities-to-form-icc-against-gender-bias-36068 7. United Nations Sustainable Development Goals 8. University Grants Commission(UGC)

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St. Mira's College for Girls, Pune.

ST. MIRA'S COLLEGE FOR GIRLS, PUNE
(Autonomous-affiliated to Savitribai Phule Pune University)

GENDER EQUITY POLICY

(2022-2023)

Introduction:

St. Mira's College was founded in 1962 as an institution imparting higher education exclusively for women. It is a part of the Mira Movement in Education, born out of the vision of revered Sadhu T.L. Vaswani-a philosopher-saint, distinguished Professor and Principal of prestigious institutions and founder of the Sadhu Vaswani Mission- our parent institution.

The Mira Movement in Education aims at the empowerment of women- emotional, intellectual and spiritual. Our spiritual mentor has been revered Dada J.P.Vaswani.Blessed by Sadhu Vaswani's vision and Dada J.P. Vaswani's guiding light, the College continues to flourish as a Women's College.

St. Mira's College distinguishes itself as an educational institution that builds competence by default and character by design. The Mission Statement of the College is to empower and equip women students through an integrated education of the Head, the Hand and the Heart, to successfully meet the challenges of competitive work life and inculcate in them the art of True Living, as responsible citizens, well-educated with strong leanings toward social issues.

About the Gender Equity Policy:

This policy relates to all our stakeholders- our women students and entire staff- both male and female. Although ours is a women's college, we believe in the policy of gender equity based on the principle of inclusion and non-discrimination in all our interactions.

The basis of our Gender Equity Policy:

Our Gender Equity Policy draws strength from the following enactments:
- The ILO Conventions which are specifically indicative of gender equality, viz.
  - Discrimination (Employment and Occupation) Convention, 1958 (No. 111),
  - Equal Remuneration Convention, 1951 (No. 100),
  - Workers with Family Responsibilities Convention, 1981 (No. 156),
  - Maternity Protection Convention, 2000 (No. 183),

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- o Resolutions of the International Labour Conference - the highest-level policy-making organ of the ILO - in 1975, 1985, 1991,

- o ILO Resolution of June 2004 Resolution on Gender Equality, Pay Equity and Maternity Protection.

- The United Nations Sustainable Development Goal 5 on Gender Equality to be achieved between 2015-2030.

- The Constitution of India

- National Policy for the Empowerment of Women (2001)

- The informational booklet on maternal and child health of the Ministry of Health and Family Welfare, Government of India.

- the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational institutions) Regulations, 2015.

Objectives:

- To define the concept of gender equality and make it comprehendible to our stakeholders, viz students and employees.

- To promote the cause of the right to gender equality and the right to a dignified livelihood.

- To provide equal opportunity for all, irrespective of gender, religion caste, economic background and disabilities for all our stakeholders, both employees and students.

- To form an Internal Complaint Committee (ICC) and set up a special cell to prevent gender bias, address issues of gender-based violence [GBV] and execute gender sensitization programs with sensitivity and impact.

- To create awareness and sensitise the girl/women students about issues like importance of menstrual hygiene, abstinence from body shaming, the dangers of unsafe sexand the need to adopt self-defence mechanisms for self-protection.

- To make the female students aware about sexuality preference andto give them a better understanding of LGBT movement.

- To equip our women students with professional competence, enabling them to secure equal wages as men for similar work;

- To conduct an online compliance of Gender audit on the SAKSHAM portal as recommended by the UGC;

- To identify 'Gender Champions' from amongst the students above the age of 16 years enrolled in college, who will create awareness about gender equality amongst students, as recommended by the UGC.

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Implementation of the Gender Equity Policy

Under the Gender Equity Policy, St. Mira's College

- has internalised the implication of gender equality that the interests, needs and priorities of both women and men should be taken into consideration, with due recognition of the diversity of different groups of women and men,
- takes up gender issues for discussion and debate on a regular basis through lectures, discussion forums, workshops,
- has incorporated gender-related aspects in several of the course curricula of different faculties (Humanities and Commerce).
- has set up an Internal Complaints Committee and a Grievance Redressal Cell with a special cell to address issues relating to Sexual Harassment at the Workplace,
- conducts sensitization programmes to make students aware of about issues related to sexual harassment on campus or at the workplace.

References:

1. International LabourOrganization: https://www.ilo.org/public/english/gender.htm#:~:text=The%20ILO%27s%20mandate%20on%20gender%20equality%20is%20to,equality%20-%20especially%20the%20four%20key%20equality%20Conventions.

2. Ministry of Health and Family Welfare, Government of India: https://main.mohfw.gov.in/

3. National Policy for the Empowerment of Women(2001): https://evaw-global-database.unwomen.org/en/countries/asia/india/2001/national-policy-on-the-empowerment-of-women-2001#:~:text=The%20National%20Policy%20on%20Empowerment,view%20to%20eliminate%20its%20incidence.

4. OSAGI Gender Mainstreaming: https://www.un.org/womenwatch/osagi/conceptsandefinitions.htm#:~:text=Gender%20equality%20implies%20that%20the,groups%20of%20women%20and%20men.

5. The Constitution of India: https://legislative.gov.in/constitution-of-india

6. The Logical Indian : https://thelogicalindian.com/gender/ugc-instructs-colleges-and-universities-to-form-icc-against-gender-bias-36068

7. United Nations Sustainable Development Goals:https://www.un.org/en/exhibits/page/sdgs-17-goals-transform-world

8. University Grants Commission(UGC):https://www.ugc.ac.in/

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