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)]

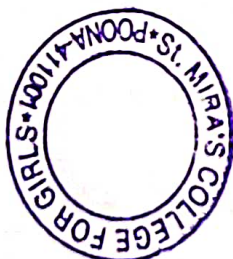6, Koregaon Road, Pune-411001. [INDIA]

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

SSR 2017-2022

6.2.3 Implementation of E-Governance in areas of Administration Finance, Admission and Exam:

Additional Information:

- E Governance Policy
- E Governance Reports and approval

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

St. Mira's College for Girls, Pune
E-Governance Policy

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.
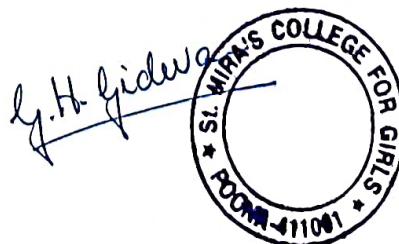
2. Finance and Accounts

- 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
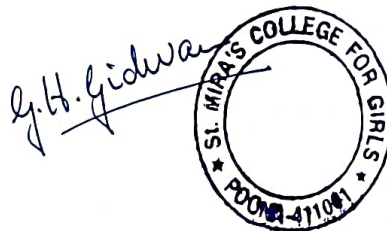
St. Mira's College for Girls, Pune

Autonomous Affiliated to Savitribai Phule Pune University

E-Governance Report

2017-18

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.

The Administrative efficiency is aimed through:

Planning and Development

The feedback mechanism provides vital inputs for our planning and development. We have developed An Automated Feedback Mechanism for both academic and administrative matters.

Course specific /staff specific/ infrastructure specific/ amenities specific responses are solicited and analysed by the Principal. The results of the analyses are discussed with the Departmental Heads as well as with individual staff members for performance appraisal and improvement.

Administration

Web – based college administration system – especially admissions Computerisation of all documentation and routine jobs Online Classroom Mapping to enable the teacher to login and check approved/ confirmed status for Auditorium and A.V rooms. CCTV surveillance for security. A well stated policy on I.T and usage of electronic devices in the college campus, applicable to all employees.

1

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

Finance and Accounts

Our Accounts are computerized and we follow the Tally 9 package

Examination

To enhance the confidentiality, security and transparency of our evaluation system the following measures have been adopted: An Automated Examination Timetable Scheduler to generate the examination timetable for every class and every examination. Question Paper Picker to eliminate every possible chance of question paper leakage. The question paper picker is linked to the exam timetable scheduler. Administering multiple sets of question papers to a single class, store a large number of and a variety of questions.

Student Admission and Support

We have Web based admissions, online filling of admission forms, Digitalised Library, Smart classrooms, a dedicated wifi silent zone, and IT labs, SLIM Software, INFLIBNET, EBSCO, reprographic facilities, including audio-visual aids and facilities for the visually impaired. We have an audio library and specially designed Learning and Testing modules in audio format for visually impaired students. • For Teaching, Learning and Evaluation, we have: Online Study Material Repository of study material such as power points, diagrams, charts, etc. prepared by teachers for independent use by students.

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

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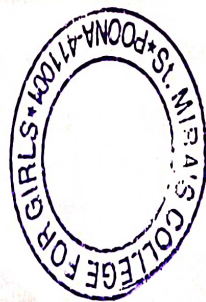Principal Incharge
St. Mira's College for Girls, Pune.

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Student Admission and Support

We have Web based admissions, online filling of admission forms, Examination forms, Digitalised Library, Smart classrooms, a dedicated wifi silent zone, and IT labs, SLIM Software, INFLIBNET, EBSCO, reprographic facilities, including audio-visual aids and facilities for the visually impaired. We have an audio library and specially designed Learning and Testing modules in audio format for visually impaired students. For Teaching, Learning and Evaluation, the college uses: a) Moodle as its official learning management system. Some teachers use Google Classroom as well. This helps students to access all curriculum delivery and internal assessments ; b) Online Study Material Repository of in the form of power points, diagrams, charts, etc. prepared by teachers for independent use by students. c) 'Result Progress Software' that makes it possible to study the incremental academic growth of different categories of students. The graph generated by the software clearly indicates the learning curve of the student over a period of time. Such monitoring of the student's progress ensures timely rectification of learning / teaching / evaluation methods. Teachers have used this information to gauge the strengths and weaknesses of the incumbents, paying special attention to their weak areas and encouraging their strengths.

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

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Course specific /staff specific/ infrastructure specific/ amenities specific responses are solicited and analysed by the Principal. The results of the analyses are discussed with the Departmental Heads as well as with individual staff members for performance appraisal and improvement.

Administration

Web – based college administration system – especially admissions Computerisation of all documentation and routine jobs Online Classroom Mapping to enable the teacher to login and check approved/ confirmed status for Auditorium and A.V rooms. Automated Feedback Mechanism to track every minute detail regarding the academic and the administrative systems employed by the institution and use these for necessary corrective measures. CCTV surveillance for security. A well stated policy on I.T and usage of electronic devices in the college campus, applicable to all employees

Finance and Accounts

Our Accounts are computerized and we follow the Tally 9 package .

Examination

To enhance the confidentiality, security and transparency of our evaluation system the following measures have been adopted: An Automated Examination Timetable Scheduler to

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

generate the examination timetable for every class and every examination, Question Paper Picker to eliminate every possible chance of question paper leakage. The question paper picker is linked to the exam timetable scheduler. An Advanced Online Examination Module that goes beyond theoretical knowledge evaluation techniques by including the interpretation of Pictures, Videos, Graphs, Mathematical symbols, audio clips, news downloaded with the help of the TV tuner card, etc. This has helped eliminate malpractices during examinations by administering multiple sets of question papers to a single class, store a large number of and a variety of questions, and provides immediate performance scores to students. The Results & mark sheets for the semester end examination were shared online with students individually.

Student Admission and Support

We have Web based admissions, online filling of admission forms, Examination forms, Digitalised Library, Smart classrooms, a dedicated wifi silent zone, and IT labs. SLIM Software, INFLIBNET, EBSCO, reprographic facilities, including audio-visual aids and facilities for the visually impaired. We have an audio library and specially designed Learning and Testing modules in audio format for visually impaired students. For Teaching, Learning and Evaluation, the college uses,: a) Moodle as its official learning management system. Some teachers use Google Classroom as well .This helps students to access all curriculum delivery and internal assessments. b) Online Study Material Repository of study material such as power points, diagrams, charts, etc. prepared by teachers for independent use by students. c) 'Result Progress Software' that makes it possible to study the incremental academic growth of different categories of students. The graph generated by the software clearly indicates the learning curve of the student over a period of time. Such monitoring of the student's progress ensures timely rectification of learning / teaching / evaluation methods. Teachers have used this information to gauge the strengths and weaknesses of the incumbents, paying special attention to their weak areas and encouraging their strengths.

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

St. Mira's College for Girls, Pune

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6.2.3   E-Governance Report

2020-21

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.

The Administrative efficiency is aimed through:

- Web – based college administration system
- Computerisation of all documentation and routine jobs
- Online Classroom Mapping to enable the teacher to login and check approved/confirmed status for Auditorium and A. V. Room.
- CCTV surveillance for security.
- Computerized records maintained for each faculty. Service Books and documents are duly scanned and preserved in electronic form.
- Computerization of all non -academic routine jobs.
- Staff attendance is captured through a biometric system and Work from home sheets.

In Finance and Accounts

- All transactions related to calculation of salary; income tax deductions; PF calculations etc are done online.
- Disbursement of salaries and all other payments are done online.
- Generation of salary certificate, Form 16 and PF statement is computerized.
- Computerized accounts and use of Tally 9 package

In Student Admission & Support we aim at transparency and absolute clarity in admission process and better delivery of services to the students.

1

Principal,
St. Mira's College For Girls.

- No physical document is required for the admission process.
- Every student applies and selects elective subjects online.
- Generation of merit list; document verification and payment of fees is done online.
- Maintenance of complete student database is through a software.

Examinations: At St. Mira's e governance to enhance the confidentiality and security of examination system includes:

- Online filling of examination forms, Payment of fees and Generation of hall tickets and application for revaluation.
- Generation of online MCQ exam timetable; Online MCQ database for all subjects and **conduct of MCQ exam through a customized software**.
- Generation of Internal assessment mark sheets with inbuilt conversion of marks for attendance.
- For End semester exam: templates for question paper generation, Online submission of question papers, verification and approval by COE and duly signed undertaking by faculty incharge to ensure as per the guidelines for question paper audit.
- **Automated Examination Timetable Scheduler,** Attendance Sheets generation, invigilation schedule for proctoring and reporting of the online examination. To monitor and record unfair means - screenshots of students with suspected unfair means were duly recorded and submitted to the exam department.
- **Arandom selection of question paper by the exam department** from the existing question paper database.
- Result declaration on website within one month of completion of exam.
- Online generation of mark sheets and submission of Consolidated result statements to the university.

Principal,
St. Mira's College For Girls

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St. Mira's College for Girls, Pune

Autonomous Affiliated to Savitribai Phule Pune University

E-Governance Report

2021-22

Introduction:

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The Administrative efficiency is aimed through:

- Web – based college administration system
- Computerisation of all documentation and routine jobs
- Online Classroom Mapping to enable the teacher to login and check approved/confirmed status for booking of Auditorium and A. V. Room for departmental activities.
- CCTV surveillance for security on campus.
- Computerized records maintained for each faculty. Service Books and documents are duly scanned and preserved in electronic form.
- Computerization of all non -academic routine jobs.
- Staff attendance is captured through a biometric system and Work from home sheets.
- Career Advancement Scheme (CAS) process for faculty was initiated in the online mode as per the Parent university(SPPU) guidelines.
- Automated Feedback Mechanism for both academic and administrative matters is in place along with action taken report.

In Finance and Accounts

- All transactions related to calculation of salary; income tax deductions; PF calculations etc are done online.
- Disbursement of salaries and all other payments are done online.
- Generation of salary certificate, Form 16 and PF statement is computerized.
- Computerized accounts and use of Tally 9 package

In Student Admission & Support, we aim attransparency and absolute clarity in admission process and better delivery of services to the students

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Principal Incharge
Pune.

- Every student applies and selects elective subjects online.
- Generation of merit list; document verification and payment of fees is done online.
- Maintenance of complete student database is through a software.
- Conduct of PG programs through new LMS- Studium Tech for students and faculty.
- Library- Access through the website to the Online Catalogues; Online Repository of Syllabus; Question papers; Newspaper clippings; Audio visual files, E resources like EBSCO and N List.

Examinations: At St. Mira's, EGovernance aims to enhance the confidentiality and security of examination system and includes:

- Online filling of examination forms, Payment of fees and Generation of hall tickets and application for revaluation.
- Generation of online MCQ exam timetable; Online MCQ database for all subjects and conduct of MCQ exam through a customized software.
- Generation of Internal assessment mark sheets with inbuilt conversion of marks for attendance.
- For End semester exam: templates for question paper generation, Online submission of question papers, verification and approval by COE and duly signed undertaking by faculty incharge to ensure as per the guidelines for question paper audit.
- Automated Examination Timetable Scheduler, Attendance Sheets generation, invigilation schedule for proctoring and reporting of the online examination. To monitor and record unfair means - screenshots of students with suspected unfair means were duly recorded and submitted to the exam department.
- Random selection of question paper by the exam department from the existing question paper database.
- Result declaration on website within one month of completion of exam.
- Online generation of mark sheets and submission of Consolidated result statements to the university.
- Semester-wise Result analysis for each subject across all streams.

Dr Jaya Rajagopalan
Principal Incharge

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

Minutes of Meeting of Governing Body

Day & Date: - Friday 29th Oct 2021

Time: 11.30 a.m. to 12.30 p.m. through Google Meet
Meeting Link: https://meet.google.com/ofm-pctt-exp

Members Present:

Sr. No.	Name of the member
1	Mrs. R.A. Vaswani- Chairperson, Sadhu Vaswani Mission
2	Dr Shimla, UGC Nominee (Former Registrar YMCA Univ of Science and Technology, Faridabad)
3	Dr Kirankumar Bonder, Government Nominee, Jt. Director, Higher Education, Pune Region
3	Dr Geeta Acharya, University Nominee, Principal MES Garware College of Commerce, Pune
4	Dr Gulshan Gidwani, Director, Mira Education Board
5	Dr Manju Nichani, Rector, Sadhu Vaswani Institutes of Learning
6	Ms Piya Uttamchandani, Secretary, Sadhu Vaswani Mission- Member Management
7	Dr Jaya Rajagopalan, Principal Incharge, St. Mira's College for Girls, Pune
8	Dr Vaishali Diwakar, Controller of Examinations, St. Mira's College for Girls, Pune
9	Dr Shalini Iyer, Vice Principal (Degree College) St. Mira's College for Girls, Pune
10	Dr Snober Sataravala, IQAC Coordinator HoD English, St. Mira's College for Girls, Pune
11	Mrs Rekha Kankariya, Coordinator, Self-financing Courses [BBA, BBA(CA) BSc and MSc (CS)]

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

The meeting commenced with a Prayer.

At the outset, Dr. Shimla and Dr. Acharya congratulated and wished Dr. Jaya Rajagopalan for taking over as the Principal Incharge.

Agenda points were taken up, serial wise.

Item No 1: The Minutes of the Governing Body Meeting held on 6th August 2020 were read and confirmed.

Item No 2: The Principal Incharge welcomed Dr. Shimla (UGC Nominee), Dr Geeta Acharya, and all the other members of the Governing Body.

Item No 3: The members were informed about the latest developments, the new quality initiatives in the college during the academic year 2020-21 and the academic results of the year 2020-21.

Item No 4. Budget with respect to the Autonomy Expenses for the Academic Year 2021-22 was placed before the Governing Body and duly approved.

Item No. 5:   Following items were presented before the Governing Body and approved:

1) Action Taken Report of Feedback
2) Research Policy
3) Annual E-governance report
4) Code of Conduct for students, teachers governing body and administration
5) Institution of Scholarships, Studentships, fellowships prizes.
6) Curriculum Revision for SY subjects.
7) Equivalency Policy for admission.

Item No. 6: No other matter was taken up for discussion.

Recommendations:

The members were highly impressed by the initiatives of the college in the academic year 2020-21, particularly the one in reaching out and helping the students who faced financial difficulties due to loss of a parent or loss of livelihood of parents due to the Covid 19 pandemic.

Dr. Shimla congratulated the Principal Incharge on the wonderful initiatives of the college and suggested to include online courses/modules in the next syllabi revision. Dr. Jaya
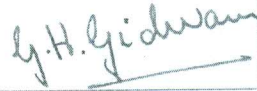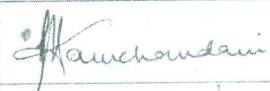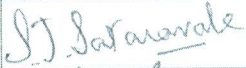
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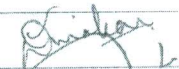
Principal Incharge
St. Mira's College for Girls, Pune.

Rajagopalan informed that we have incorporated them in the form of self-paced courses; about 6 to 7 courses are digital and available on online platform, and in future we would be working towards extending the benefit of online modules to the Programs as against the courses.

Dr. Geeta appreciated the certificate courses, the formation of the Research Centre for Women's Studies of the College and the various quality initiatives of the College.

Dr. Gulshan Gidwani, Dr. Manju Nichani and Ms. Piya Uttamchandani appreciated the efforts put in by Dr. Jaya Rajagopalan, Dr. Vaishali Diwakar, Dr. Snober Sataravala and Mrs. Rekha Kankariya after taking over the various administrative posts of the College.

The meeting concluded with an informal Vote of Thanks by the Principal Incharge.

Sl.No.	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1	Mrs. R.A. Vaswani	Chairperson (Member of the Management)	R.A. Vaswani
2	Ms. Krishna Kumari Thadani	Working Chairperson (Member of the Management)	
3	Dr. Basant Ahuja	Member of the Management	
4	Dr. G.H. Gidwani	Director, Mira Education (Member of the Management)	G.H. Gidwani
5	Ms. Piya Uttamchandani	Member of the Management	Uttamchandani
6	Dr. Shalini Iyer	Senior Teachers of the College (Vice-Principal)	Shalini Iyer
7	Dr. Vaishali Diwakar	Senior Teacher of the College	Diwakar
8	Dr. Manju Nichani	Educationist	
9	Dr. Ms. Shimla	UGC Nominee	email attached of attendance cert.
10	Dr Kirankumar Bonder	Joint Director, Pune Region, State Government Nominee	
11	Dr. Acharya Geeta Vivek	University Nominee	
12	Dr Snober Satarawala	IQAC Coordinator	S.J. Satarawala
13	Dr. Jaya Rajagopalan	Principal- Incharge	Jaya

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

St. Mira's College For Girls, Pune
(Autonomous – Affiliated to the University of Pune)
Minutes of the Governing Body Meeting
Day & Date: - Friday, 14th October, 2022

Time: 11.00 a.m. to 12.30 pm through Google Meet
Meeting Link: https://meet.google.com/msr-vuhv-qgy

The following Members were present for the meeting:

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

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

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The meeting commenced with a Prayer.

At the outset, the Principal in charge, Dr. Jaya Rajagopalan extended a warm welcome to all the dignitaries who graced the occasion for the College Governing Body meeting. Thereafter, the items on the Agenda were taken up, in serial order.

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

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

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

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

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

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

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

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

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

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

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

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

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

Item No. 5: To approve the following
1) Action Taken Report 2021-22 of Feedback Analysis Report 2020-21
2) Annual E-governance Report 2021-22
3) Institution of Scholarships, Studentships, Fellowships Prizes 2021-22
4) Curriculum Revision for TY subjects for implementation in the academic year 2022-23

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

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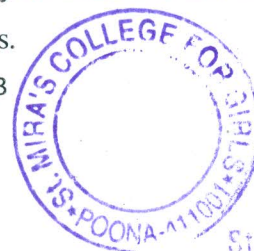
Principal Incharge
St. Mira's College for Girls, Pune.

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

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

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

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

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

Dr Jaya Rajagopalan

Principal Incharge

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

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